Minutes  January 28, 2019

The regular meeting with committee reports of the Board of School Directors convened at 6:01 p.m. in the Community Board Room of the Jr./Sr. High School with Mr. Redner, Board President, presiding.

PLEDGE OF ALLEGIANCE  Following the pledge of allegiance, Mr. Redner asked if anyone would be recording the meeting.

Board Members Present:  Mrs. Larkin, Mrs. McAvoy, Mr. McCaffrey, Mrs. Phillips, Mr. Redner, Mrs. Taylor, Mrs. Waxler, and Mrs. Ziolkowski.

Board Member Absent:  Mr. Zeppos

Administrative Staff Present:  Mr. Scoboria, Dr. Woodard, Mr. Boyer, Mr. Arnst, Mr. Cafoncelli, and Mr. Redcay.

Attendees:  Susan Shelly, Reading Eagle, Shelley Filer, recording secretary.  An audience sign-in sheet is included as part of these official minutes.

MEETING ANNOUNCEMENTS  
- Committee of the Whole Meeting – February 11, 2019, 4:15 p.m.

All listed meetings are held in the Community Board Room of the Jr./Sr. High School unless otherwise noted.

Mr. Redner announced Executive Sessions were held following the meeting January 14, 2019 for safety/security matters and a personnel item, and before this meeting for a legal matter.

STUDENT REPRESENTATIVE REPORTS  Matthew Kauffman reported on the following clubs and activities:
- The Drama Club’s production of the Wizard of Oz will take place April 27-28.
- The annual Snow Ball semi-formal dance was held in the Planetarium at the Reading Museum on January 26.
- Service Club is sponsoring a blood drive with Miller Keystone.
- The Environmental Club continues to collect recycling every Friday.
- Jr. High Student Council is organizing and hosting a mini Mini-THON on February 8. The high school’s Mini-THON will take place in early March.
- Sweet Sunday Café will be held February 10.

Rebecca Kotula reported on the following athletic and academic news:
- The girls’ basketball team is in first place in their division following a win against Antietam
- The boys’ basketball team volunteered at the Greater Berks Food Bank on Martin Luther King Day.
- The wrestling team is preparing for its Team Championship Tournament.
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- The boys’ 4x8 indoor track team set a school record and qualified for indoor state championships as well as Penn Relays.
- The Wyomissing Area Math Team won the Berks County Championship.

RECOGNITION

Mr. Scoboria recognized the Board members in honor of School Board Recognition Month. He thanked the Board for their countless volunteer hours and presented them with a small token of appreciation for their service.

COMMITTEE REPORTS

A. Finance – Mr. McCaffrey said the auditors from Herbein + Company issued an unmodified opinion of the audit which is the highest opinion that can be issued on the financial statement and Federal awards. There was one finding for which a corrective action plan was implemented. Mr. Boyer outlined the steps and timeline to approve a preliminary budget illustrating the need for the exceptions to the Act 1 Index. Further budget discussions will continue until the final budget is adopted. The maximum level of tax increase with the exceptions would be 3.79%. The preliminary budget shows an approximate deficit of $3.2 million. A request for a real estate tax exoneration of a penalty was reviewed. A request for a contract, at no cost to the District, for bad check recovery services is on the agenda for approval.

B. Facilities – Mrs. McAvoy said that Bogia Engineering provided a sketch of the outdoor classroom with three-tier seating for 30 students, an area for whiteboard technology, and ADA sidewalk access. Construction costs are estimated at $58,000. The next step is the permitting process with the Borough of Wyomissing and advertising for bids. The Flannery Field Renovation Project is on pace to advertise for bids in February. The timeframe for completion of the renovations is between the end of Spring sports and the beginning of Fall sports. The bid process is underway for the Feasibility Study. AEM Architects, Crabtree Rohrbaugh, and Bogia Engineering were contacted to submit bids and the request for bids was also posted on the website. The District has received the guaranteed $25,000 award for the Act 44 Grant. The replacement tables for the JSHS cafeteria will delay until February 25, agenda. The original plan called for rectangular and round tables. The plan is being revised to include oval and round tables; however, the original quoted price of $45,000 should not be impacted. Mr. Cafoncelli requested the purchase of a rotary broom for snow removal at WHEC for improved efficiency and safety, and reduction in the need for salting walkways.
C. Curriculum/Technology – Mrs. Waxler said Brady Bagwan from Morgan Corp. shared an overview of the partnership with the District. Morgan Corp., a leading manufacturer of box trucks will offer an 18-week welding training program to attract seniors who have no definitive post-secondary education or career plans. Five students are participating in the internship this semester. They are offered a paid external internship program with the availability of additional part-time employment leading to a full-time position as a production associate upon graduation. An LTS STEAM teacher has been secured at WHEC for Dr. Wengerd’s leave. An additional STEAM teacher for the high school was discussed which would allow additional course offerings such as Intro to Engineering and biotechnology. Dr. Woodard completed an application for the Advancing Grant under the PAsmart Grant including the funding for the curriculum development of the new STEAM courses and necessary equipment in the amount of $217,000. As this is a competitive grant, an award is not guaranteed. Mr. Arnst shared an update on the results of the quantitative section of the technology audit. Next steps include meetings with focus groups, sharing statistics with the staff, and developing a three-year technology plan. The qualitative section of the audit will be delayed due to an emergency with the BCIU staff. Three requests for field trips and a request for homebound instruction will be on the agenda for approval.

D. Personnel – No report

E. Policy – No report.

F. Berks County Intermediate Unit Board Report – Mrs. Taylor said the meeting was held January 17. They reviewed the mid-year State of the Unit report. Currently there are more than 70,000 K-12 students and more than 20,000 children in early childhood programs served by the IU. There will be no increase to the 2019-2020 budget. Emma Woerle’s artwork was honored in the BCIU’s Artwork Showcase. A new position, Program Administrator for Safety and Security, is being created. The ideal candidate will have a background in law and education to provide support to county districts on safety and security measures. Dr. Hackman received an award from the Berks Chief of Police Association for developing programs focused on community and student safety.

G. Berks Career & Technology Center Board Report – Mr. McCaffrey said meeting was held on January 23. BCTC is focusing on experiences outside the classroom. The culinary arts students are going to the Culinary Institute of America in New York, and the Entrepreneurship students are going to Brooklyn, NY.
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H. Berks EIT Report – No report.

I. Wyomissing Area Education Foundation – Mrs. Waxler said the meeting was held January 10. They accepted the resignation of Becky Burton, Executive Director and welcomed her replacement, Molly Murrill. Mrs. Burton is facilitating the transition.

J. Legislative Report – Mrs. Larkin reported that school safety is the focus of PSBA’s spring workshops including topics such as Safe2Say, emergency preparedness, behavioral and mental health, physical school safety and law enforcement coordination in the schools. PSBA is promoting a “Show Them What it Takes” program which encourages legislators to visit schools to see the obstacles of succeeding without proper funding.

K. PTA – Mrs. Phillips announced upcoming PTA events including Movie Night (February 8), WREC Dance (March 15), STEAM and Art Night (April), and Walk with Wyo (May 10). Volunteers are needed for the STEAM and Art Night and Walk with Wyo events.

PUBLIC COMMENT

None.

ROUTINE APPROVALS

MEETING MINUTES

Upon a motion by Mrs. Waxler, second by Mrs. McAvoy, the Board approved the following minutes:

- December 3, 2018 Reorganization Meeting
- December 3, 2018 School Board Business Meeting

Absent: Zeppos
Nays: None. Motion carried.

TREASURER’S REPORT

Upon a motion by Mrs. Taylor, second by Mrs. Ziolkowski, the Treasurer’s Reports for November and December 2018 were accepted as presented.

Absent: Zeppos
Nays: None. Motion carried.
PAYMENT OF BILLS

Upon a motion by Mr. McCaffrey, second by Mrs. McAvoy, payment of bills for the months of November and December 2018 were approved.

Absent: Zeppos
Nays: None. Motion carried.

SUPERINTENDENT’S REPORT

A. CURRICULUM/TECHNOLOGY

Upon a motion by Mrs. Larkin, second by Mrs. Ziolkowski, the following Curriculum/Technology item was approved.

1. Approved homebound instruction for secondary student ID#204008 from January 2, 2019 to February 1, 2019 for a maximum of five hours per week.

2. Approved Overnight Field Trips
   a. Region Orchestra, February 20-22, 2019, Kutztown, High School
      Background information: The dates have changed for this trip that was previously approved at the Board Meeting on October 22, 2018.
   b. Ski Club, Brattleboro, VT, February 22-24, 2019
   c. Camp Conrad Weiser, May 22-24, 2019

Absent: Zeppos
Nays: None. Motion carried.

B. FINANCE/ FACILITIES

Mr. Cafoncelli and Mr. Redcay presented an update on the status of various safety and security measures the District is undertaking as recommended by the Safe Schools Advisory Committee. Building entrances will be covered with 3M film, new cafeteria furniture is planned for the JSHS, and door jams will be installed on every classroom door district-wide. Mr. Redcay discussed several staff development trainings such as ALICE, Stop the Bleed, and mental health trainings. Needed signage for facilities will be made by the STEAM classes. Students in the JSHS were informed of the Safe2Say program mandated by the State that was launched on January 14. Crisis Go, funded by the BCIU is in stage five of implementation. The Raptor Visitor Management System is operating at the JSHS with expected implementation at WREC in February, and WHEC in March.
Mr. Scoboria provided an update on securing a School Police Officer. He shared a comparison of four potential options. The preferred option was a proposal for an officer from the Wyomissing Borough Police Department. Although both boroughs supported the concept, neither would staff nor help to fund the position. The District is currently in talks with the Berks County Sheriff’s Department to staff a deputy on campus. The two other options include creating a District police force or hire personnel through an agency.

Upon a motion by Mrs. Waxler, second by Mrs. Taylor, the following Finance/Facilities items were approved.

1. Approved budget transfers in the amount of $99,841.

2. Accepted Audit Report for 2017-18.

3. Approved evacuation agreement with Northern Health Facilities, Inc. d/b/a Spruce Manor Nursing and Rehabilitation Center.
   Background information: This is a renewal agreement for temporary emergency evacuation quarters for WREC students or Spruce manor residents should the need arise.

4. Approved the following WAEF Grants:
   - Reimbursement for GIZMO Licensing that was purchased in July 2018 - $9,717.50
   - STEAM Materials at WHEC - $6,050
   - Reading is Our Thing Program - $938.01
   - Spartan Sprout Program – WHEC - $3,475

5. Approved request to close student activity account for the Class of 2016. Background information: There are no funds in this account to be transferred.

6. Approved contract with Money Transfer Systems Inc. to recover and collect bad checks.
   Background information: There is no cost to the District for this service.

7. Approved a tuition contract with the Opportunities School for student #302179 in the amount of $22,295 for the remainder of the 2018/19 school year.

8. Approved a tuition agreement with the Wilson School District for student #302189 in the amount of $32,500 for the remainder of the 2018/19 school year.
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9. Approved a tuition agreement with the Wilson School District for student #302188 in the amount of $32,500 for the remainder of the 2018/19 school year.

10. Approved purchase of 3M security film for all entrances district-wide for the State contracted price of $33,000.00.
   
   Background information: This purchase is based on a priority recommendation from the Safe Schools Advisory Committee.

11. Denied requested tax exoneration of $202.52 in penalty charges.

12. Approved Ryan Redner, Christopher McCaffrey, and Mark Boyer as signers for the following approved depositories:
   a. Fulton Bank
   b. Pennsylvania School District Liquid Asset Fund
   c. PLGIT
   d. Wells Fargo

13. Approved BCIU Joint Purchasing bids for copy paper as follows:
   
<table>
<thead>
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<th>Company</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
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<tr>
<td>Lindenmeyer Munroe Paper</td>
<td>$3,133.05</td>
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<tr>
<td>Paper Mart, Inc.</td>
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<tr>
<td>Grand Total</td>
<td>$20,905.65</td>
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</tbody>
</table>

14. Approved lease agreement with the Scottish Rite Cathedral Association of Reading for use of their auditorium for commencement on June 7, 2019 for a fee of $2,050 plus charges for security personnel.
   
   Background information: There is no increase in fee charged from the 2017-18 school year.


Absent: Zeppos

Nays: None. Motion carried.

C. PERSONNEL/POLICY

Mr. Scoboria acknowledged the professional staff retirements and thanked them for their service to the District.

Mr. Scoboria removed a support staff appointment from the recommended agenda items due to the lack of required employment paperwork.
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Upon a motion by Mr. McCaffrey, second by Mrs. Ziolkowski, the following Personnel/Policy items were approved and ratified.

1. UPDATED POSITION GUIDES
   a. Support Staff
      1) Cafeteria/Recess Monitor
      2) Custodian

2. RESIGNATIONS/RETIREMENTS
   a. Professional Staff
      1) Susan Derr, English Teacher, JSHS, retirement effective the last contracted day of the 2018-19 school year.
      2) Mark Flannery, English Teacher, JSHS, retirement effective the last contracted day of the 2018-19 school year.
      3) Sharon Luyben, Music Teacher, JSHS, retirement effective the last contracted day of the 2018-19 school year.
      4) Nancylee Schlegel, 1st Grade Teacher, WHEC, retirement effective the last contracted day of the 2018-19 school year.
   b. Support Staff
      1) Mary Boyle, Paraprofessional, WHEC, resignation effective last day worked January 18, 2019.
      2) Megan Douglas, Paraprofessional, WHEC, resignation effective last day worked January 11, 2019.
      3) Sean Selfinger, Custodian, WHEC, resignation effective last day worked December 6, 2018.
   c. Athletic Staff
      1) Megan Giles, Varsity Softball Assistant Coach, end of seasonal employment effective last day worked May 17, 2018.
      2) Robert Heebner, Jr. High Softball Head Coach, end of seasonal employment effective last day worked May 17, 2018.

3. LEAVE OF ABSENCE
   a. Administrative Staff
      1) Robert Kucharczuk, Assistant Principal, WHEC, update Family Medical Leave effective January 7, 2019 through January 18, 2019, return to work January 22, 2019.
   b. Professional Staff
1) **Brian Ackerman**, Computer Science Teacher, JSHS, Family Medical Leave effective January 14, 2019 through January 18, 2019, return to work January 22, 2019.

2) **Andrea Kupiszewski**, 6th Grade Teacher, WREC, intermittent Family Medical Leave effective December 3, 2018 through no later than December 2, 2019.

3) **Melissa Lumas**, Special Education Teacher, WHEC, Family Medical Leave effective on or about April 29, 2019 through on or about October 3, 2019, return to work October 4, 2019.

4) **Michael Vecchio**, Health & Physical Education Teacher, JSHS, Family Medical Leave effective December 20, 2018 through December 21, 2018, return to work January 3, 2019.

5) **Katherine Wheaton**, Kindergarten Teacher, WHEC, update Family Medical Leave effective January 4, 2019 through March 18, 2019, return to work March 19, 2019.

c. Support Staff

1) **Joseph Ayala**, Custodian, WREC, update Family Medical Leave effective November 16, 2018 through February 1, 2019, return to work February 4, 2019.

2) **Sara Cosentino**, Paraprofessional, WHEC, extend unpaid leave effective January 3, 2019 through April 30, 2019, return to work May 1, 2019.

3) **Tracey Diehl**, Instructional Aide, WHEC, intermittent unpaid leave effective January 25, 2019 through March 1, 2019.


5) **Elizabeth Perez D’Amico**, Custodian, WREC, update Family Medical Leave effective November 27, 2018 through December 20, 2018, return to work on December 21, 2018.

4. **APPOINTMENTS**

a. **Professional Staff**

1) **Lauren Moulin**, Long-term Substitute STEAM Teacher, WHEC, B/Step 3, at a salary of $46,420, pro-rated in accordance with an effective date on or about February 11, 2019, through the last day of the first semester of the
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2019-20 contracted school year.

Background information: Ms. Moulin received a Bachelor of Science in Elementary Education from Kutztown University. She was previously employed by Boyertown YMCA. This position is being filled due to a leave of absence.

b. Support Staff

1) Kaitlin Erb, Full-time Paraprofessional, WHEC, 7 hours/day at a wage rate of $12.32/hour, ratification effective January 28, 2019.

Background Information: This position is being filled due to a resignation.

2) Stephanie Estevez, Full-time Paraprofessional, WHEC, 7 hours/day at a wage rate of $12.32/hour, effective date to be determined pending completion of employment paperwork.

Background information: This position is being filled due to a resignation.

3) Carla Guss, Part-time Instructional Aide - Kindergarten, WHEC, 5 ½ hours/day at a wage rate of $11.40/hour, ratification effective January 17, 2019.

Background information: This position is being filled due to a resignation.

4) Amber Helwig, Part-time Paraprofessional, WREC, 6 ½ hours/day at a wage rate of $12.32/hour, ratification effective January 28, 2019.

Background information: This position is being filled due to a resignation.

5) Pedro Maldonado, Full-time Custodian, WHEC, 8 hours/day at a wage rate of $12.22/hour, ratification effective January 7, 2019.

Background information: This position is being filled due to a resignation.

6) Tammy Schucker, Full-time Paraprofessional, JSHS, 7 hours/day at a wage rate of $12.82/hour, ratification effective January 28, 2019.

Background information: Ms. Schucker has a Bachelor of Science in Education from East Stroudsburg University. This position is being filled due to a resignation.

5. WAGE INCREASES
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a. Professional Staff
Approved the following teachers to receive course credit salary advancement (column movement) in accordance with the terms of the WAEA Collective Bargaining Agreement, per the effective dates noted below:

2) **Beth Delp**, WHEC, from B+15/Step 4 to M/Step 4 ($54,668) effective January 1, 2019.
3) **Julie Gulling**, JSHS, from B+15/Step 4 to M/Step 4 ($54,668) effective January 1, 2019.
4) **Amy Kern**, District-wide, from B/Step 4 to B+15/Step 4 ($48,933) effective January 1, 2019.

6. WAGE ADJUSTMENTS
a. Support Staff
Approved the following support staff to receive retroactive pay effective July 1, 2018, per agreement with AFSCME:

1) **Kathleen Hipszer**, Paraprofessional, JSHS, $12.32/hour
2) **Vicki Mlynar**, Paraprofessional, JSHS, $12.32/hour
3) **Jessica Seyler**, Paraprofessional, WREC, $12.32/hour

7. WORK OUTSIDE CONTRACT
a. Professional Staff
Approved the following teachers to receive compensation for providing homebound instruction for secondary student #204008 from January 2, 2019 to February 1, 2019 at the WAEA work outside contract hourly rate, not to exceed 1 hour per week per staff member:

1) **William Dramby**
2) **Michelle Filippini**
3) **Michele Hatt-Ciemiewicz**
4) **Margaret Shomgard**
5) **Colleen Vargo**

8. CO-CURRICULAR ADVISORS (CHANGE)
a. **Sarah Gallen**, Aevidum Club Advisor, resignation effective November 15, 2018, no stipend associated with club.
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b. Sarah Gallen, Best Buddies Co-Advisor, pro-rate stipend to $110 due to resignation effective November 15, 2018.

c. Sally McAvoy, Best Buddies Co-Advisor, effective November 15, 2018 at a stipend of $242.

d. Jillian Noecker, Aeidum Club Advisor, effective November 15, 2018, no stipend associated with club.

9. TEACHER MENTOR (ADDITION)

<table>
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<tr>
<th>Mentor</th>
<th>Inductee</th>
<th>Assignment</th>
<th>Stipend</th>
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</thead>
<tbody>
<tr>
<td>Stacey Hughes</td>
<td>Lauren Moulin</td>
<td>LTS STEAM Teacher</td>
<td>$214.00*</td>
</tr>
</tbody>
</table>

*The stipend is effective on or about February 11, 2019 through the end of the 2018-19 contracted school year.

10. APPROVED THE 2018-19 SCHOOL YEAR SPRING COACHES AND ASSOCIATED STIPENDS PER ATTACHED.

11. GRANTED AUTHORIZATION TO POST POSITION FOR STEAM TEACHER AT THE JSHS FOR THE 2019-20 SCHOOL YEAR.

12. SUBSTITUTES

   a. Support Staff (additions)

      1) Richard Elmendorf, Crossing Guard (ratification effective January 23, 2019)

      2) Scott Lillis, Custodian (ratification effective January 28, 2019)

   b. Support Staff (deletions)

      1) Susan Dsouza, Nurse

13. VOLUNTEERS


   Absent: Zeppos

   Nays: None. Motion carried.

OLD BUSINESS None.

NEW BUSINESS None.

UPDATES FROM ORGANIZATIONS None.
ADJOURNMENT

A motion was made by Mr. McCaffrey seconded by Mrs. McAvoy to adjourn at 6:49 p.m.

__________________________________
Board Secretary