Minutes  June 10, 2019

The Committee of the Whole meeting of the Board of School Directors convened at 4:17 p.m. in the Community Board Room of the Jr./Sr. High School with Mrs. Ziolkowski, Board Vice President, presiding.

CALL TO ORDER  Mrs. Ziolkowski asked if anyone would be recording the meeting. No one indicated their intent to record.

Board Members Present:  Mrs. Larkin (arr. 4:23 pm), Mrs. McAvoy, Mr. McCaffrey (by phone at 4:22 pm), Mrs. Phillips, Mrs. Taylor, Mrs. Waxler, Mr. Zeppos (arr. 5:04 pm, dep. 6:35 pm) and Mrs. Ziolkowski.

Board Members Absent:  Mr. Redner

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

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

MEETING ANNOUNCEMENTS

- School Board Business Meeting – June 17, 2019, 6:00 p.m.
- Committee of the Whole Meeting – August 12, 2019, 4:15 p.m.

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

Mrs. Ziolkowski announced that the meeting would recess at 5:45 pm for an Executive Session for a legal and personnel matter. Another Executive Session would follow at the end of the meeting for personnel matters.

PUBLIC COMMENT  None.

ROUTINE APPROVALS

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

- May 13, 2019 Committee of the Whole Minutes

  Absent:  Redner
  Nays:  None. Motion carried.
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COMMITTEES

A. CURRICULUM/TECHNOLOGY

1. Technology Lease/Renewal Process – Mr. Arnst said recommendations from the 1:1 Renewal Committee were used to prepare a proposal for technology leases on bundled hardware and software. The JSHS will be refreshed with 1,000 new devices 7-12. Cases will have a more rugged design with improved keyboard. All the Apple TVs in the JSHS will be refreshed. Devices is the Multi-media lab will also be refreshed and repurposed in the JSHS library. Administration laptops will be refreshed. If approved, estimated deployment to the seniors will be the week of July 29, and underclassmen August 5-15. School Messenger, social media, and Instagram will be used to communicate deployment. Projectors that were installed at WHEC and the JSHS as part of the 2007 Classrooms of the Future grant will be replaced. Mr. Boyer provided details on the recommended Apple leasing option for $503,000 spread over four years. Structuring the lease over three years will keep next year’s portion in line with what was already budgeted. Details on leasing the projectors are still being worked out. Funds will be used from the capital reserve. The cost with traditional mounting will be about $179,000 for 118 classroom projectors and a laser projector for the auditorium leased over five years. The new equipment will be on a replacement cycle.

2. Report Card Revision Updates – Dr. Woodard met with grades 3-4 teachers, Mrs. Bobst and Dr. Kucharczuk to review report card descriptors. Also work habits and social skills descriptors will be reviewed with K-4 teachers to develop consistency from grades 1-4. Kindergarten descriptors are slightly different. Consistent keys for grading will be developed. Report card samples will be shared in September. Later in the summer, a letter will be sent to parents communicating the transition to trimester report cards with trimesters ending November 15, March 2, and June 5. Parent sessions will be held at Open House for further explanation of the new system. The new report cards will be standards-based, but phased-in for math for 2019-20. Reading and writing will be phased in for the 20-21 school year.

3. PreK Counts Grant Application – Dr. Woodard submitted an application for a Pre-K counts grant for $170,000 to fund a full-day 20-seat class for next school year. Space is available at WREC. Eligible families must meet an income restriction of earning less than 300% of the federal poverty guidelines, so
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for a family of four that is $77,250 or less. She said the target group is four-year olds and five-year olds who missed the kindergarten cutoff age. Included in the grant would be salary and benefits of a teacher and paraprofessional, furniture, supplies, and the required meal and snack. Transportation is not included. If approved, WASD would be entering year two of a five-year cycle. The grant is automatically renewed for the remainder of the cycle provided WASD meets and follows the guidelines through monitoring and audits. Dr. Woodard publicly expressed her gratitude to Senator Schwank, and Representatives Rozzi and Gillen for their letters of support that accompanied the application.

4. Summer 2019 Work Outside the Contract Requested Hours – The list of summer hours will be on the agenda June 17, for approval. Some classifications have less hours than previous years for a budgetary savings.

5. Homebound Instruction – A request for the first six weeks of the new school year for medical reasons will be on the June 17, agenda for approval.

B. FINANCE
   Part I

1. Budget 2019-20 Update – Changes and Proposed Tax Increase
   Based on last month’s discussion, a tax increase of 2.5% left a deficit of $382,354. Changes to the expenditures in the budget since then included additional column movements for professional staff, additional resignations, a 1% reduction in the health care increase, and a reduction in the Apple lease leaving a deficit of approximately $363,000. On the revenue side, the state allocations are expected to be fully funded as proposed, Title I and Title III funds are decreasing. The remaining deficit is approximately $304,000. Neither previously discussed tax increases of the Act 1 index of 2.3% or proposed 2.5% will balance the budget. Board members discussed potential increases in revenue as new commercial properties are developed and renovated, although Mr. Boyer had already incorporated estimated increased revenue in the budget model. Mr. Scoboria added that many expenses that are increasing are out of our control. Although opinions differed, the Board decided to move forward with the 2.5% tax increase.

2. Presentation on Athletic and Co-Curricular Stipends – Mr. Boyer explained that in the 2019-20 budget, coaching salaries are $222,492 not including payroll taxes and PSERS for 87 positions. Coaches who return the following year to the position receive a $60 increase. A county study done by
Hamburg Area School District on head coaching positions shows WASD salaries in the bottom third of county schools. The 2019-20 budget contains $72,295 in salaries for co-curricular advisors covering 50 positions. Advisors who return to the position the following year receive a 2% increase which on average amounts to $45. WASD is ranked about 6th in the county with similar co-curricular activities. Administration and WAEA are currently reviewing the current point system for advisors and will hopefully have a recommendation to share later in the summer. Mr. Scoboria said that based on where our coaches and advisors fall within the county average, administration is still recommending the customary annual increases.

The meeting was recessed at 5:44 p.m. for an Executive Session and reconvened at 6:07 p.m. The Facilities agenda was suspended to present the Facilities agenda.

C. FACILITIES

1. Outdoor Classroom Update/Discussion – Mr. Cafoncelli reviewed the project status to date. Bogia Engineering created plans, specifications, and bid documents for the Outdoor classroom. The construction estimate was $58,000. Mr. Boyer reported that the District has received $38,500 in donations for the project. A restricted fund containing $12,765 of previous donations for another completed project can be applied to this project. There are additional donations of $12,000 pledged, but not yet received. The funding is in place with a little extra for contingencies to proceed with the project. Mr. and Mrs. Helm, parents of Joanna Helm, the student who originated the idea of the outdoor classroom, spoke on behalf of Joanna. Mrs. Helm related the amazing experience Joanna had over the last few months meeting with bank CEOs, CEO of the Reading Hospital, and local philanthropists to raise funds for the project. She encouraged the Board to involve more students in projects such as this. Mrs. Helm suggested that if the project remains overfunded, that security cameras for the area be included. Administration recommended that as there are no additional costs to do so, that the District advertise the project for bid. The bids would be valid for 90 days. The consensus of those present was to advertise for bids. Mrs. Waxler thanked the Helms for their contributions over the years to the lacrosse program, the archive room, and the outdoor classroom as their legacy to the District.

2. Flannery Field Renovation Update – Demolition began on June 5, on the track, long jump, and high jump, and the
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bleachers will be moved in the near future. Updates on the renovations will be posted on the website.

3. District-wide Paving Renovation – The contract with AEM Architects will be on the agenda on June 17, for approval. The costs for plans, boring, etc. has been reduced from $22,000 to $18,000. Renovations will continue over the next three years. Mr. McCaffrey asked if the restricted funds could be used for the paving instead of the outdoor classroom. Mr. Boyer said the paving is funded through the capital reserve fund. Donated funds should not be used for normal operating costs.

4. MOU with Police Departments – PDE has revised the deadline for submitting the MOU by June 30. Both borough police chiefs have reviewed the MOU. No changes have been recommended. An item will appear on the June 17, agenda for approval.

Mrs. Larkin asked who would bear unforeseen costs associated with the Outdoor Classroom project. Mr. Cafoncelli responded that a 10% contingency is usually built in for a project this size. The project already has the necessary funds to cover usual contingencies.

3. Food Service – Purchase of Walk-in Refrigerator – JSHS
The walk-in refrigerator purchased in 1993 is no longer able to be repaired. Mr. Boyer received a quote from Singer Equipment using CoStar pricing of $35,362.72 including installation. The funds for this purchase will come out of the Food Service account. The state allows the District to maintain a limited amount of three months’ cash on hand. The current excess funds over the allowed amount will cover the cost of the refrigerator so there will be no impact on the general fund budget.

4. Food Service Budget 2019-20 – Mr. Boyer reviewed the food service budget. Revenue sources include payment from meals, National School Lunch Program reimbursement, a federal commodity reimbursement, PSERS reimbursement on workers’ salaries and interest income. Expenses include salaries, benefits for the Director of Food Services, pension costs and obligations, supplies, depreciation of equipment, and miscellaneous expenses. Taking into account the purchase of the walk-in refrigerator the budget presented for approval on June 17, will be approximately $759,000.

5. Student Lunch Prices – Under the National School Lunch Program guidelines, free and reduced rates cannot subsidize
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the District’s paid meal rates. Rates are determined with a
price calculator. As the program is encroaching on the free
and reduced rates subsidizing the meal prices, administration is
proposing a $.05 increase to the lunch prices to prevent a more
substantial increase next year. Mrs. Phillips asked if there
would be savings by eliminating the use of plastic. Mr. Boyer
will discuss with Mrs. Marrero.

6. Data Breach Insurance Quote $4,474 ($1MM coverage/$10k
deduct) – The District’s umbrella policy covers a small
amount. This would be additional coverage, the cost of which
could be absorbed in the Technology Department’s budget for
next year.

7. Broker of Record – Property, Liability, E&O Umbrella and
Data Breach Insurance – Myers & Bell will be on the June 17,
agenda for approval. Cost has somewhat decreased from last
year.

8. Broker of Record – Workmen’s Compensation – Myers & Bell
will be on the June 17, agenda for approval. Cost has
somewhat increased from last year based on the modifier for
the District’s rate.

9. Long-term Disability and Life Insurance Carrier – Rates will
be slightly lower with consortium pricing from BCIU for a
three-year term.

D. POLICY

1. Policy Audit – The 900 category was reviewed by
administration. A total of 39 policies are still open for review
throughout the entire policy system – 20 of which are in the
800 and 900 categories. These will be targeted for completion
early in the 2019-20 school year.

2. Policies Recommended to Review
   a. 123.3 – Concussion Management – Recommended by
      the athletic department for compliance with PA Senate
      Bill 200 for procedures with return to play following a
      concussion.
   b. 150 – Title I – Comparability of Services –
      Recommended by PSBA.
   c. 916 – Volunteers - Minor language changes to update
      links to agencies.
A motion was made by Mrs. Larkin seconded by Mrs. Phillips to adjourn at 7:00 p.m.

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Board Secretary