The Committee of the Whole meeting of the Board of School Directors convened at 4:15 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. 4:30pm), Mrs. McAvoy, Mr. McCaffrey (arr. 4:50pm), Mrs. Phillips, Mrs. Taylor (arr. 4:32pm), Mrs. Waxler (arr. 5:26pm), and Mrs. Ziolkowski.

Board Members Absent:

- Mr. Redner and Mr. Zeppos

Administrative Staff Present:

- Mr. Scoboria, Dr. Woodard, Mr. Boyer, Mr. Amst, and Mr. Cafoncelli.

Attendees:

- Erin Baker and Dean Baker, Kelly Educational Staffing, and Shelley Filer, recording secretary. An audience sign-in sheet is included as part of these official minutes.

MEETING ANNOUNCEMENTS

- School Board Business Meeting – October 21, 2019, 6:00 p.m.
- Committee of the Whole Meeting – November 4, 2019, 4:15 p.m.

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

PUBLIC COMMENT

None.

ROUTINE APPROVALS

MEETING MINUTES

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

- September 9, 2019 Committee of the Whole Minutes

Yeas: McAvoy, Phillips, and Ziolkowski.
Absent: Redner and Zeppos (Larkin, McCaffrey, Taylor, and Waxler arrived after the vote)
Nays: None. Motion carried.

COMMITTEES

A. CURRICULUM/TECHNOLOGY

1. Student Information System Selection Process – Dr. Woodard reported that as of June 30, 2020, BCIU will no longer support our current Student Information System, eSchool, and
uncertainty also surrounds the future of the product as well. Districts were advised to search for a new platform. Three vendors – Sapphire, Skyward, and Infinite Campus – made presentations either on-site or virtually to demonstrate the various components of their software to district stakeholder groups including secretaries, registration personnel, counselors, nurses, District Office staff, and classroom teachers who are also parents of district students. The groups were invited to submit questions in advance so the vendors could address their concerns. Data collected will be analyzed, costs of software and support compared, and plans for implementation and data migration reviewed before sharing administration’s recommendation at the November 4, meeting. Transition to the new system will likely begin over the winter months, operating in dual platforms so the conversion will be ready by the start of the new school year. The county is split regarding the preference of software; BCIU will provide support for the county districts that are using Infinite Campus. It is also important that the new software meshes with our financial and transportation software and PIMS.

2. WHEC Instructional Aides Update – Instructional aides are currently assisting in kindergarten or the cafeteria the majority of their time as they did last year. Student data on literacy currently being collected will be analyzed to develop a systemic approach to intervention to meet the needs of students and provide enrichment opportunities. In spite of providing some support for intervention and enrichment for upper grade levels, the time spent in kindergarten classes in the morning will remain roughly the same. Aides then rotate through lunches in the cafeteria and assist elsewhere when kindergarteners have their specials in the afternoon.

Mrs. Phillips said she preferred hiring additional aides. Mr. Scoboria explained that sometimes personnel expenses are reallocated in a budget. He pointed out that the last two years there have been seven sections of kindergarten to keep classroom numbers lower.

Audience member, Steph Herbein said she knows that many aides leave because they are only part-time and do not receive benefits.

B. FINANCE

1. Kelly Educational Services Presentation – As a follow-up to a prior committee meeting item on substitute pay rates and outsourcing, Client Manager Erin Baker from Kelly Educational Services provided a presentation on the benefits
for the substitute and the District that Kelly provides. Kelly provides weekly pay, annual service bonuses, semester bonuses, and Affordable Care Act plans, 401(k) investment options, medical leave, an employee assistance program and HR services such as Safe Schools training for substitutes. They pride themselves on employee recognition and retention. They offer employee discount programs, spot bonuses for hard-to-fill days, and flexibility for retirees to work as much as they want without impacting their PSERS pension. Teachers can build their preferred sub list which calls those five people first before announcing an opening to the total sub pool; however, they cannot automatically assign a sub to their classroom. Kelly also assists in confirming a preferred sub for a known leave of absence and suggests that teachers and subs share contact information to promote communication.

Kelly is also providing substitute paraprofessionals and is working on an incentive program to entice them to sub primarily at WASD. The cost of bonuses is not passed on to the District.

Kelly offers a recruitment program including job fairs, billboard advertising, and provides a referral program that pays $25/referral.

Mr. Scoboria questioned whether Kelly is seeing the shortage of candidates in particular subject areas the same as districts are. Dean Baker said they have seen the enrollment in education majors decline throughout the state. Kelly’s marketing targets those still interested in becoming teachers as well as those who are degree holders venturing into second careers as teachers.

2. Cash Flow/Investment Opportunities – With a second anticipated interest rate cut by the Federal government before the end of the year, Mr. Boyer proposed moving $2m from Fulton Bank to BBT in a collateralized certificate of deposit until May 2020. In addition, $3m in PSDLAF will also be moved into a certificate of deposit due in the Spring. Cash flow is on target for the year.

3. Budget Transfers – October is the first month permissible to alter the approved budget with transfers. A request for approval of transfers of $118,000, the majority of which occur in the facilities budget, will be on the agenda.
Minutes  October 7, 2019

4. Audit Update – The audit was conducted last week and preliminary reviews are favorable.

5. Berks EIT Bureau Representative – The current representative, Mr. Zeppos is retiring from the Board. Mr. Boyer requested to be the alternate representative to the Bureau. In further discussion, he said many districts have the business manager as their representative. He would be willing to serve; however, research will be done to determine whether appointing a Board member to the role is a policy or just past practice.

6. Electric Update – The District’s contract for electric rates expires in July. Mr. Boyer attended a presentation by Provident Energy at BCIU on the consortium. The consortium renews in 2021; however, they hope to lock in rates now. The quote he received from Provident Energy for one year is approximately the same as the quote discussed at the previous meeting, so the District should still save approximately $12,000 for the year. Then the District could move into the consortium in 2021.

7. Act 1 Index – The base is 2.6%; WASD’s adjusted rate is 3% without applying for exceptions.

8. Contracts – A request for approval of two special education contracts with Wilson School District, $52,000 each, prorated for the remainder of the school year, will be on the agenda for approval.

9. 5Cast Plus – Mr. Boyer proposed an agreement with Forecast5 for additional software that will assist with ESSA reporting by breaking down expenditures by building. The cost for the remainder of the year is $3,000; funds are available in the budget. The contract will renew yearly. A request for approval will be on the next agenda.

10. 2018 Delinquent Per Capita – A request to turn over $19,954 in delinquent per capita taxes to Statewide for collection will be on the next agenda for approval. This amount is less than usual.

11. Cyber Policy – Mr. Boyer is requesting approval to add coverage to the District’s insurance policy to protect against cyber threats affecting banking, student, and employee data. Two districts within the tri-county area have been targeted with ransomware. The cost is under $5,000. Mr. Boyer requested that Fulton Bank and the insurance carrier do an on-
site audit of our practices to make sure the District is taking proper precautions when handling transactions.

C. FACILITIES

1. Flannery Field Change Order – Due to a site change in the middle of the project to stay under the one-acre disturbance allowed by the permit, additional pervious paving was needed in the amount of $6,300. Request for approval will be on the next agenda. Planting of trees along Cambridge Avenue and at the memorial is the only outstanding item in completing the project.

In response to Mrs. Larkin’s question, Mr. Cafoncelli said the seating capacity has increased by 10 seats in the new bleachers.

ADJOURNMENT

A motion was made by Mrs. Larkin, seconded by Mrs. McAvoy to adjourn at 5:54 p.m.

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Board Secretary