The Committee of the Whole meeting of the Board of School Directors convened at 4:16 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. McAvoy, Mr. McCaffrey (by phone, dep. 6:45pm), Mrs. Phillips, Mrs. Waxler (arr. 4:27pm), and Mrs. Ziolkowski.

Board Members Absent: Mrs. Larkin, Mr. Redner, Mrs. Taylor, and Mr. Zeppos

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

Attendees: Ken Phillips, RBC Capital Markets, and Shelley Filer, recording secretary. An audience sign-in sheet is included as part of these official minutes.

MEETING ANNOUNCEMENTS
- School Board Business Meeting – November 18, 2019, 6:00 p.m.
- Board Reorganization – December 3, 2019, 6:00 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:

- October 7, 2019 Committee of the Whole Minutes

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

COMMITTEES

A. CURRICULUM/TECHNOLOGY

1. 2020-21 JSHS Program of Studies Overview – Dr. Jones said there were minimal changes proposed. Some minor changes involved renaming a few courses. A 7th grade advisory course was added following last year’s approval of the Program of
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Studies resulting from the 7th grade team approach. Governor Mifflin, Wilson, and WASD have been working to collaborate on shared resources for courses such as the Morgan Corp. internship, ROTC and Chinese. Honors anatomy/physiology will be offered in the 2021-22 school year. AP Language and AP Composition will be offered to both juniors and seniors. There will be two new offerings in the Music Department – Music Production/Piano Keyboarding and AP Music Theory. Both courses will need extensive technology. Dr. Jones noted that all changes are position neutral, meaning they won’t require additional staff.

2. Berks Online Learning (BOL) MOU – Dr. Woodard said a letter of agreement with BCIU will be on the November 18, agenda for approval. This agreement will allow WASD to partner with BCIU to offer an on-line cyber alternative for current parents/students who are pursuing an outside cyber charter school at approximately half the cost. BOL offers several different vendors to make it easier to customize a student’s curriculum. All BOL vendors only employ PDE certified teachers. The District supplies the necessary technology and the student earns a WASD diploma upon successful completion of the senior year.

3. WREC After School Tutoring Approval List – Dr. Woodard said the list of teachers working in the after-school tutoring program for literacy and math will be on the November 18, agenda for approval. The program will run Tuesdays, Wednesdays, and Thursdays from December 10, 2019 to April 2, 2020. A maximum of 228 hours will be shared among the participating teachers.

4. Student Information System (SIS) Discussion and Recommendation – Dr. Woodard and Mr. Arnst provided an update on their extensive research and demonstrations from prospective vendors for a new SIS. A recent announcement that Powerschool had acquired Schoology (the District’s current learning management system for grades 5-12), encouraged them to recommend Powerschool. It also has a mature component for Special Education that allows for customization and interacts well with required PIMS reporting. Although BCIU does not provide support for this vendor, the District will partner with Carbon Lehigh IU for support. They will provide on-site training. Upon approval, project management and implementation would begin at the end of November. The current SIS and new SIS would run in tandem to allow data migration and training through the end of the
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School year so the District can solely use Powerschool at the beginning of next school year.

5. Field Trip Request – Dr. Woodard said a request to approve the annual Model UN Club trip will be on the November 18, agenda. Twenty-four students will participate in the competition in Arlington, VA April 2-5, 2020.

6. Pre-K Counts Classroom – Dr. Woodard reported that a Pre-K Counts classroom with 20 students will be run at WREC by BCIU beginning the 2020-21 school year.

B. FINANCE

1. Debt Service Presentation – Ken Phillips, RBC Capital Markets reviewed the District’s current debt position and discussed various scenarios for restructuring or refinancing debt to fund upcoming construction projects.

2. Review of WHEC Aide Positions – Dr. Woodard reviewed a typical schedule of an instructional aide at WHEC illustrating the amount of time spent in kindergarten. The first two hours of their 5 ½ hour day is spent in kindergarten. The aide then has a rotating schedule of a half-hour personal lunch and spends an additional 1 ½ hours with students in the café or in the classroom. The last two hours are spent in kindergarten. Beginning the middle of November, during the 45-minute kindergarten special in the afternoon, the aide will assist in a different grade level unless it is the library special, in which case the aide goes with kindergarten to the library. Dr. Woodard also said administration is looking to combine two part-time vacant aide positions into a single position with more hours to support the other grade levels. Mr. Boyer reviewed the budgeted costs of average salaries and benefits of the different types of aides the District employs. Audience member Stephanie Herbein suggested that it would be beneficial to hire aides dedicated to monitoring the lunch periods instead of using the instructional aides in that capacity.

3. Act 1 Index/Exceptions Review and Update – Mr. Boyer reviewed millage history in the District relative to the Act 1 Index. This is the first year the District has received an adjusted index over the base amount. With an Act 1 Index of 3.0%, the Board recommended approving a resolution to opt out of exceptions for the 2020-21 year.

4. Fund Balance 2018-19 – The actual deficit following the use of fund balance dollars was approximately $96,000. This was due to increase in one-time revenue from changes in the
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Business Privilege Tax regulations and the Special Education contingency fund. In addition, administration recommended the amount of fund balance of approximately $91,000 over the allowable 8% should be committed to the curriculum enhancement category to restore some funds used for the STEAM project.

5. Fulton Positive Pay – The monthly check register would be uploaded to Fulton Bank to compare to checks presented for payment against the account. The District would have 24 hours to clear or reject a check presented for payment that is not on the uploaded register. This process will combat check fraud at a cost of $50/month plus $.09/check.

6. Cash Flow – Revenue as well as expenditures are higher than expected.

7. Agenda items for November 18, will include the resolution to opt out of exceptions to the Act 1 Index; commitment of the fund balance; a listing of the 2019-20 Student Activities and Clubs; budget transfers; and donations.

C. FACILITIES

1. Outdoor Classroom – Additional research and removing some of the features from the plan will reduce the cost of the project. The engineer has agreed to redesign the plans at no cost due to the wide discrepancy in the initial estimated construction costs versus the bids received. Mr. Cafoncelli asked if there was interest in redoing the plans and rebidding the project at a more advantageous time. The only cost would be to re-advertise the project.

2. Old Gym Wall Pads – The PTA fully funded the additional wall pads that were needed for the old gym. Installation is expected over the winter break.

3. SPO Update – Second- and third-round interviews were completed.

4. Parking Lot Renovations Update – Mr. Cafoncelli reviewed the plans for parking lot renovations. Phase I covers the lots on the JSHS campus which are in the worst shape, the field house area, the track lot, and the bus lot. Some areas just need to be seal-coated and painted while other areas will be taken down to the base. The estimate for Phase I is $300,000. The ideal timeframe would be to bid in January and complete the project over the summer.
ADJOURNMENT  Mrs. Ziolkowski announced an Executive Session would be held following the meeting for personnel. A motion was made by Mrs. Waxler, seconded by Mrs. McAvoy to adjourn at 6:58 p.m.

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Board Secretary