

# WYOMISSING AREA SCHOOL DISTRICT 2020-5837

## Minutes June 8, 2020

The Committee of the Whole meeting of the Board of School Directors convened at 4:46 p.m. in a virtual meeting via Zoom with Mr. Redner, Board President, presiding.

### CALL TO ORDER

Following the pledge of allegiance, Mr. Redner asked if anyone would be recording the meeting. Mr. Arnst indicated he will be recording the meeting.

Board Members Present  
via Zoom:

Mrs. Harenza, Mrs. McAvoy, Mr. McCaffrey, Mrs. Phillips, Mr. Pottieger, Mr. Redner, Mrs. Taylor (entered the meeting after the start time), Mrs. Waxler, and Mrs. Ziolkowski.

Administrative Staff  
Present via Zoom:

Mr. Scoboria, Dr. Woodard, Mr. Boyer, Mr. Cafoncelli, and Mr. Arnst.

Attendees:

Ken Phillips and Lauren Stadel, RBC; Barbara DeMoss, recording secretary. Virtual audience members included Megan Valente.

### MEETING ANNOUNCEMENTS

- School Board Business Meeting – June 15, 2020, 6:00 p.m., via Zoom
- School Board Business Meeting – June 29, 2020, 6:00 p.m., via Zoom

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. Ziolkowski the Board approved the following minutes:

- May 11, 2020 Committee of the Whole Minutes

Yeas: Harenza, McAvoy, McCaffrey, Phillips, Pottieger, Redner, Waxler, and Ziolkowski.

Absent: Taylor

Nays: None. Motion carried.

### **COMMITTEES**

1. New Bond Issuance Update with Ken Phillips and Lauren Stadel, RBC – Ken Phillips and Lauren Stadel reviewed their proposal of a \$25,000,000 Project Financing Study with debt restructuring. Mr. Boyer said on March 23, 2020 the Board voted to approve parameter resolution of bond issuance of

**Minutes June 8, 2020**

general obligation bonds. On April 20, 2020 the Board received an update from Crabtree, Rohrbaugh Assoc for timeline of construction and the timeline was sent to Ken Phillips and Lauren Stadel, RBC to plan on issuing the debt for the timeline needed. Mr. Cafoncelli reported on the project with Crabtree, Rohrbaugh Assoc and said we are looking at sometime this summer getting the contract secured and in early fall will bring stakeholder groups together to develop the scope of the project. We will look to bid Option 4 in January or February of 2021 for potential construction in spring/summer of 2021. Ken Phillips reported that they have streamlined and updated the presentation looking at the last two past years and updates with potential construction. Lauren Stadel reviewed the gross debt, where the market is and the \$25,000,000 study. Ken Phillips reviewed the plan and the rate changes from 2018 to the present as affected by the present health crisis in the last two months and adjustments. Ken Phillips reported that they looked at multiple studies and explained adjustments made to the plan. He said when they did the parameters in March, they poised WASD to restructure all of the debt if chose to do that, but wanted to come up with a structure to give the most flexibility going forward. They have had discussions with Mr. Boyer going with the present plan, but if rates are still at this level in the fall they may suggest increasing the additional funds. The objective from the beginning was to restructure the debt and have no new millage increases and as long as rates hold it should be possible to do \$25,000,000 worth of work without any debt increase. Several Board members questioned the rating of school districts in Pennsylvania and Ken Phillips said that very few are AAA rated and not are AA, with Wyomissing being AA- and that in Pennsylvania Under Act 1 it is hard to finance debt. RBC will proceed with meeting timelines and keep Mr. Boyer informed.

2. Food Service Budget – Mr. Boyer discussed the Food Service Budget which will be included on the June 29 Board agenda and reviewed the Statement of Revenue and Expense. The Food Service Fund is a separate fund that does make money. The Food Service Fund is known as the enterprise fund that has the ability to make money as opposed to the General Fund that is non-profit. Mr. Boyer discussed the change in net position from \$124,604 (actual) listed in the 6/30/19 column to **-\$47,000** as being from the effects of the GASB pension which caused the resulting negative balance.

**Minutes June 8, 2020**

Mr. Boyer explained the GASB pension is a liability that has to do with PSERS and other benefits that the District does not control. The revenues are down due to COVID-19, but he said we hope to finish in a positive net position.

The two items that we need to approve on June 29, 2020 are the meal prices for next school year and the overall food service budget.

The Department of Agriculture oversees the tool to establish meal prices which is called the *price equity tool* to prevent schools from subsidizing *paid* meal prices with free and reduced money. Using this tool, we are recommending an increase of \$.05 of the *paid* lunches at the Jr./Sr. High School. The Elementary prices will not increase and will remain the same. The present cost of the *paid* student lunch at the Jr./Sr. High is \$3.15, so will increase to \$3.20. We will also increase the Adult price from \$4.05 to \$4.10. These prices will be included on the June 29 agenda for approval.

Mr. Boyer reviewed the 2020-2021 Food Service Budget to be approved at the June 29 Board meeting of \$717,612. Mrs. Waxler asked about food services collections and where there may be any issues. Mr. Boyer explained some changes made such as more phone calls to families that owe money, but not to families that receive free/reduced lunches. The debt of the free/reduced families is covered in a different manner. We also have contracted with a collection agency and our collections have increased. Mr. Boyer said there is not any one group that owes money, but many times parents did not realize their student owed money. We have also started sending home reminder notices on Fridays to students whose balances are low. We continue to monitor this to improve our collections. Mrs. Waxler asked if we are identifying more students that qualify for free/reduced lunch as we contact families and Mr. Boyer confirmed that we are and are making them aware of the free/reduced lunch program and that Mrs. Marrero does a good job of informing families of the program. Mrs. Waxler asked what happens to the debt of students that owe money, but receive reduced lunch and Mr. Boyer advised that the debt is covered by the General Fund. The General Fund does not cover balances owed by students that pay full lunch price, so every effort is made to collect money owed.

Tax Payment Deadlines – Mr. Boyer requested guidance for the real estate tax bills due to the present health crisis and questioned if we should make changes to the discount, flat and

**Minutes June 8, 2020**

penalty time periods. The bills will need to be printed soon, so we need to decide if any changes will be made. The other Berks County schools vary as to what, if any changes they are making, such as changing the penalty period and/or the percentage and some not making changes. Do we want to keep everything the same, which is a discount period from July through August 31, our flat period from September 1 through October 31 and our penalty would be from October 31 through December 31? Mr. Boyer advised we cannot go beyond December 31 unless the state statutes change. We also need to decide if we want to keep the three installment payments we offer or possibly change to four payments. Mr. Boyer requested direction from the Board. Do we want to keep everything the same or change the flat or penalty period, change to four installments and/or keep the penalty percentage the same at 10% or make a change? Upon discussion the Board decided it was probably best to keep the tax bills the same, but will review again at the June 15 Board meeting.

3. Property Insurance and Worker's Comp Insurance – Mr. Boyer reported that we are staying with the current broker for our property insurance, as there was a very slight increase of about \$800 for our property, auto and liability insurance.

Mr. Boyer reported that he has been working with other school districts looking at consortium options for our Worker's Comp Insurance and found a program called the PIC Program that is supported by PASBO and managed by EHD a local insurance broker. It is a unique consortium as we would be looked at individually for some things and as a group for others. Mr. Boyer said Workers Comp is tricky as everyone needs to be looked at individually, but the overall group buying power helps lower the cost. Mr. Boyer has talked with other districts and is recommending that we move forward with this, as he feels it will save money in the long term. Also, he said the consortium provides a dividend at the end of the year, which is applied to what we spent based upon our modification rates, so if claims are low, we will receive higher dividends. There are a number of schools already in the program and after one -two years we can remove ourselves at no cost if we choose to leave. We will have more buying power as part of the bigger group. There is another Berks County school that will also be joining as long their Board approves. Mr. Boyer recommends joining the group, although it will cost a little more for this year in the next two-five years we should see a much lower cost. Mr. Boyer will add this for approval to the June 15

**Minutes June 8, 2020**

Board meeting, as approval is needed for a July 1 start date along with the Property, Liability and Auto insurance.

**B. CURRICULUM/  
TECHNOLOGY**

1. Work Outside the Contract – Dr. Woodard reported that these hours typically are approved between May and June each year for the summer work outside the contract hours, but with the change to virtual, there has been a delay in trying to determine hours needed. We will add this document to the June 15, 2020 meeting for Board approval and the actual document will be included in the Board update on Friday, June 12, 2020. Dr. Woodard said the summer hours for guidance and the nurses will remain the same as last year as they will support students over the summer. The hours needed for data review will be reduced, as our Response to Intervention groups did not meet the end of this year and we did not have state testing, so will not be reviewing test data or end of course assessments.

Summer Academy – Dr. Woodard reported we will be continuing with our virtual WREC program and have about 36 students registered out of the 50 students invited. The program will be about two hours per week, online, but live, offering both Reading and Math. These hours are decreased from last year, due to the virtual instruction.

Curriculum Writing – Dr. Woodard requested about 900 hours for the curriculum writing initiative, focusing heavily on Grades 7-12, but will continue to work with the English Language Arts at the elementary level due to the early school closure.

Special Education – Dr. Woodard reported that a large portion of the WOC hours are for Special Education. The hours for school psychologists were increased, as they need to conduct early intervention re-evaluations for students coming from the BCIU, which was not permitted due to the early closure of school. However, there will be a decrease in hours due to the virtual special education extended school year opportunities. We are hopeful students will attend and are working on sending Notices of Recommended Education Placements with a maximum of hours, which could be lower if families choose. We will see a decrease in hours for our para-professional

**Minutes June 8, 2020**

educators as we will not need as many to assist with the virtual program. We will also not need a nurse for the online instruction, so will need less hours for nursing.

2. TIPS Live – Dr. Woodard reported we will be offering TIPS Live, as a virtual program. We will not be meeting in the parks, so these will be one hour sessions for students that completed Kindergarten through fourth grade. We used online registration this year and invited about 50 students. Dr. Woodard will report enrollment later. This is a grant funded program and teacher salaries are covered, so does not impact our budget.
3. Virtual Credit Recovery Program – Dr. Woodard reported we have about 5 students participating and Berks Online Learning will be overseeing the virtual program, so we do not have to pay our own staff which will result in about a \$1500 savings, but could increase if we have more students.
4. RIF – Dr. Woodard thanked Penn Net Literacy Network for providing books to us to hand out with our lunch distribution. The books were recently delivered and Mrs. Bobst is sorting them and they should be ready to hand out this Wednesday, June 10, 2020 during lunch distribution.
5. Technical Support – Mr. Arnst reported that they completed the Grade 12 device collection and have about 16 devices that still need to be collected. Mr. Arnst was happy to report there was no damage to any of the Grade 12 devices, which Mr. Arnst attributes to the new cases and some new procedures. The Grade 12 devices have been sanitized and are currently resting in the community board room waiting for the next steps. The Grade 6 collection also went very well, with only six devices that need to be collected and those have also been sanitized and are resting. Mr. Arnst reported that this week they will be working on the Grade 4 device collection and will also be prepping for the summer school programs.
6. Student Information System – Mr. Arnst reported that our Power School Implementation is up and running, which replaces the e-school system and we now have student enrollment online. He said last week they began the special programs implementation that covers special education, 504 plans, and gifted opportunities and the analytics performance matters piece will take place late summer, early fall. They also began training sessions and had the opportunity to get about 20 administrative users through the system, Board staff,

**Minutes June 8, 2020**

counselors and registration. They were also able to open training for all teachers to see grade book and the new system. Mr. Arnst reported that all the trainings were recorded and have been made available for the teachers to review over the summer. Training was also provided for the nursing staff and a second administrative training is being scheduled, along with sessions for support staff and district office later this month. Additional sessions are planned for August. Mr. Arnst reported the implementation is on track and going well. The Board asked if any students will be keeping devices over the summer and Mr. Arnst said devices were only collected from grades 4, 6 and 12 students, as those are the transition years. The rest of the students will be able to keep their devices over the summer.

**C. FACILITIES**

1. Paving Project Change Order – Mr. Cafoncelli reported on the change order for the paving project. He explained that in the bid process there was a total of ten storm water catch basins that have deteriorating concrete on the edges and inside. During the bid process, seven of those and one trench drain at the bus lot were missed by the architect. Mr. Cafoncelli relayed his displeasure to the architect, as the asphalt paving project would necessitate the repair of the trenches so as not to have to rip up the new asphalt to repair later. Mr. Cafoncelli said he was not sure he would use AEM in the future due to this situation. He said the Change Order # 1 comes out to \$38,900, but we have a credit of \$3100 so that brings the total to \$36,700. Mr. Cafoncelli is disappointed by the omission, but is recommending that we move forward with the project and would like to add to the next Board meeting on June 15, 2020, but is open to discussion. The Board discussed and decided to review our options with our solicitor to investigate the liability of AEM to cover the additional cost. Mr. Boyer will reach out to Howard Kelin, the school Attorney.
2. Capital Project Review – Mr. Cafoncelli discussed the capital project review, focusing on this year and 2021. He reported the

**Minutes** June 8, 2020

JSHS project will have to do with sidewalk repairs (line 15), new chairs in the library (line 11), and bundle that into the \$14,000,000. He said when we go out to bid in the winter of 2021 the numbers could fluctuate slightly. In the current year 2020, he reported the sod repair on the A Field has been completed and the turf is ready for fall sports. Also, the JSHS auditorium roof leak and painting work is scheduled for early August and will be paid out of the Facilities budget and will be done for the beginning school year. Mr. Cafoncelli said Bogia Engineering is helping with the cross walk renovation and is in contact with the borough for approval and permits needed, so is hoping for late summer depending on approvals. The paving renovation (Line 17) is the project we discussed and is happening now.

Mr. Boyer reported that we are shopping for new band uniforms, which falls under co-star pricing and a state contract. We received two bids and will move forward with the purchase.

Mr. Boyer reported that the sound system of the JSHS auditorium is being pushed back to next year due to COVID - 19. The full price of \$37,865 will be discounted by the WAEF donation, possibly of \$15,000. We will move forward and have this ready for the fall play season. Mr. McCaffrey asked if the Board has access to this spreadsheet and Mr. Scoboria said it will be added to the google docs this week.

**ADJOURNMENT**

A motion was made by Mrs. McAvoy, seconded by Mrs. Waxler to adjourn at 6:20 p.m.

---

Board Secretary