

WYOMISSING AREA SCHOOL DISTRICT

630 Evans Avenue
Wyomissing, PA 19610

Our Mission

Inspiring Excellence, One Spartan at a Time!

Our Vision

*The Wyomissing Area School District aspires to be the **preeminent** public educational institution; as we:*

- Prepare students to excel in a highly complex global community;*
- Offer rigorous academics, cutting-edge technology and enriching extracurricular opportunities;*
- Attract and retain the best team of administrators and staff; and*
- Create a culture built on respect, trust and integrity.*

Board of School Directors

Mr. Ryan S. Redner, President
Mrs. Maria C. Ziolkowski, Vice President
Mr. Christopher M. McCaffrey, Treasurer
Mrs. Laurie M. Waxler, Asst. Board Secretary
Mrs. Susan G. Larkin
Mrs. Karen R. McAvoy
Mrs. Melissa G. Phillips
Mrs. Terrie A. Taylor
Mr. George A. Zeppos

Non Members

Mr. Mark Boyer, Board Secretary
Dr. Melissa L. Woodard, Assistant Superintendent

Ex-Officio Member

Mr. Robert L. Scoboria, Superintendent

SCHOOL BOARD MEETING

Monday, January 28, 2019 – 6:00 P.M.
Community Board Room

- I. Call to Order –Mr. Ryan S. Redner, Board President, Presiding**
- II. Pledge of Allegiance – Mr. Redner**
- III. Announcement of Recording by the Public – Mr. Redner**
- IV. Roll Call – Mrs. Filer**
- V. Welcome to Visitors & Announcement of Meetings – Mr. Redner**

- 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.

- VI. Student Representative Report**
- VII. Recognition**
 - A. School Board**

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VIII. Committee Reports

- A. Finance – Mr. McCaffrey
- B. Facilities – Mrs. McAvoy
- C. Curriculum/Technology – Mrs. Waxler
- D. Personnel – Mr. Zeppos
- E. Policy – Mrs. Larkin
- F. Berks County Intermediate Unit Board Report – Mrs. Taylor
- G. Berks Career & Technology Center Board Report – Mr. McCaffrey
- H. Berks EIT Report – Mr. Zeppos
- I. Wyomissing Area Education Foundation – Mrs. Waxler
- J. Legislative Report – Mrs. Larkin
- K. PTA – Mrs. Phillips

IX. Public Comment – Mr. Redner

Speakers are requested to identify themselves by name and address.

X. Routine Approvals – Mr. Redner

MOTION

- A. It is recommended that the Board of School Directors approve the following minutes:

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

MOTION

- B. It is recommended that the Board of School Directors accept the Treasurer's Report for November and December 2018.

MOTION

- C. It is recommended that the Board of School Directors approve payment of bills for the months of November and December 2018, as listed in the financial packet.

- 1) General Fund Accounting Check Summary
- 2) Food Service Accounting Check Summary
- 3) Student Activity Accounting Check Summary
- 4) Capital Reserve Accounting Check Summary

XI. Superintendent's Report – Mr. Scoboria

A. Curriculum and Technology –

MOTION

It is recommended that the Board of School Directors approve the following Curriculum and Technology items 1-2:

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

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2. Approve 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

B. Finance and Facilities

MOTION

It is recommended that the Board of School Directors approve the following Finance and Facilities items 1-14:

1. Approve budget transfers in the amount of \$99,841.
2. Accept Audit Report for 2017-18.
3. Approve 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. Approve 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. Approve request to close student activity account for the Class of 2016.
Background information: There are no funds in this account to be transferred.
6. Approve 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. Approve 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. Approve 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.
9. Approve 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.

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10. Approve 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. Denial of requested tax exoneration of \$202.52 in penalty charges.

12. Approve 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. Approve BCIU Joint Purchasing bids for copy paper as follows:

Contract Paper Group, Inc.	\$13,310.64
Lindenmeyr Munroe Paper	\$ 3,133.05
Paper Mart, Inc.	<u>\$ 4,461.96</u>

Grand Total	\$20,905.65
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14. Approve 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.

C. Personnel and Policy

MOTION

It is recommended that the Board of School Directors approve and ratify the following Personnel and Policy items 1-13:

1. UPDATED POSITION GUIDES

a. Support Staff

Request approval to update the following position guides:

- 1) Cafeteria / Recess Monitor
- 2) Custodian

Background information: These position guides have been updated to our most current position guide format.

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.

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- 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.

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- 4) **Julie Miller**, Custodian, JSJS, intermittent Family Medical Leave effective January 30, 2019 through no later than January 29, 2020.
- 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 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, JSJS, 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.

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- 7) **Brandon Wilkes**, 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.

5. WAGE INCREASES

a. Professional Staff

Request approval for 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:

- 1) **Joseph Alcaro**, JSHS, from M/Step 10 to M+15/Step 10 (\$67,798) effective January 1, 2019.
- 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

Request approval for 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

Request approval for 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**, Aavidum Club Advisor, resignation effective November 15, 2018, no stipend associated with club.
- 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.

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

9. TEACHER MENTOR (ADDITION)

<u>Mentor</u>	<u>Inductee</u>	<u>Assignment</u>	<u>Stipend</u>
Stacey Hughes	Lauren Moulin	LTS STEAM Teacher	\$214.00*

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

10. REQUEST APPROVAL OF THE 2018-19 SCHOOL YEAR SPRING COACHES AND ASSOCIATED STIPENDS PER ATTACHED.

11. REQUEST 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

XII. **Old Business – Mr. Redner**

XIII. **New Business – Mr. Redner**

XIV. **Right to Know Requests – Mr. Redner**

RTK Request	Date of Request	Solicitor Fees	Staff Assigned	Staff Hours
Copy of database where you maintain the agencies real estate tax collection payments as of the request fulfillment date for the current 2018/2019 tax year.	12/12/2018	No	M. Boyer	0.5
Any current contracts for the District's security alarm monitoring./Any Current contracts for the District's phone maintenance agreement/the report from the District's last safety and security assessment and the contract with the provider.	12/27/2018	Yes	J. Litts M. Boyer	0.5 0.5
Video surveillance as well as other documented proof he was in school at that time. We request to see that proof/copies of the proof (video surveillance) in class/school	1/17/2018	Yes	J. Litts S. Arnst R. Scoboria M. Boyer	

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on January 11 at 9:30am/documentation including video surveillance				
Information on Current Employees and Board Members: 1.) Agency issued email address 2.) Home Mailing Addresses 3.) Job Title/Position 4.) Names	1/18/2018	Yes	J. Litts M. Boyer	

XV. Updates from Organizations

- A. WAEA
- B. AFSCME

XVI. Adjournment – Mr. Redner