

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

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, October 22, 2018 – 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 Meetings (Business Meeting if needed) –November 5, 2018
 - 4:00 – 4:45 pm – Policy
 - 4:45 – 6:15 pm – Finance/Facilities
 - 6:15 – 7:00 pm – Curriculum
 - School Board Business Meeting – November 19, 2018, 6:00 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**

**October 22, 2018 Board Meeting
Agenda – Page 2**

VII. Committee Reports

- A. Finance – Mrs. Ziolkowski
- B. Facilities – Mrs. McAvoy
- C. Curriculum/Technology – Mrs. Waxler
- D. Personnel – Mrs. Waxler
- 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

VIII. Public Comment – Mr. Redner

Speakers are requested to identify themselves by name and address.

IX. Routine Approvals – Mr. Redner

MOTION

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

- September 24, 2018 Business Meeting with Committee Reports

MOTION

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

MOTION

- C. It is recommended that the Board of School Directors approve payment of bills for the month of September 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

X. 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 item:

- 1. Approve Overnight Field Trip Requests
 - a. County Orchestra – January 9-11, 2019, Boyertown High School

**October 22, 2018 Board Meeting
Agenda – Page 3**

- b. District Band, PMEA District 10 Festival – January 24-26, 2019, Catasauqua High School
- c. District Chorus – February 7-9, 2019, Exeter High School
- d. Region Orchestra – February 21-23, 2019, Kutztown High School
- e. Regional Band – March 7-9, 2019, Conrad Weiser High School
- f. Region V Chorus – March 21-23, 2019, Muhlenberg High School
- g. PMEA All Eastern, State, Orchestra – April 3-7, 2019, Pittsburgh, PA
- h. PMEA All State Festival, Band – April 3-7, 2019, Pittsburgh, PA
- i. PMEA All State Festival, Chorus – April 3-7 2019, Pittsburgh, PA
- j. Festival Disney Adjudication Music Department Trip – April 11-15, 2019, Orlando, Florida

B. Finance and Facilities

MOTION

It is recommended that the Board of School Directors approve the following Finance and Facilities items 1-4:

- 1. Approve budget transfers in the amount of \$6,431.
- 2. Approve proposal with Turf, Track & Court, LLC for professional services for the Flannery Field Renovation Project in the amount of \$85,800.
Background information: These services include Regulatory Reviews/Approvals; Construction Documentation and Bid Administration; and Construction Observation/Project Close-out.
- 3. Approve contract renewal for MSDS online in the amount of \$2,300.
Background information: MSDS provides subscription services for Material Safety Data Sheets. The renewal is effective November 20, 2018.
- 4. Approve contract renewal for dental services through Delta Dental, effective October 1, 2018 through September 30, 2020.
Background information: The renewal rate is 13.82% which is an increase of 1.9% over the 2017-18 rate. The rate is locked in for two years.

The following Finance and Facilities items are for discussion:

- 1. Approve proposal with Bogia Engineering for professional services for the Outdoor Classroom Project in the amount of \$9,800.
Background information: These services include design work and the creation of bid documents.

**October 22, 2018 Board Meeting
Agenda – Page 4**

C. Personnel and Policy

MOTION

It is recommended that the Board of School Directors approve and ratify the following Personnel and Policy items 1-11:

1. RESIGNATIONS

a. Support Staff

- 1) **Elizabeth Hartman**, Paraprofessional, WHEC, effective last paid day September 20, 2018.
- 2) **Melissa Rogers**, Crossing Guard, WREC, effective October 26, 2018.
- 3) **Heidi Schlouch**, Paraprofessional, WHEC, effective October 25, 2018.

b. Athletic Staff

- 1) **Thomas Baldwin**, Boys' Lacrosse Assistant Coach, effective last day worked May 4, 2018.

2. LEAVE OF ABSENCE

a. Professional Staff

- 1) **Jennifer Texter**, Special Education Teacher, WHEC, Family Medical Leave effective October 1, 2018 through October 19, 2018, return to work October 22, 2018.
- 2) **Toni Wengerd**, STEAM Teacher, WHEC, Family Medical Leave effective on or about February 14, 2019 through on or about May 17, 2019, followed by an unpaid leave of absence through the end of the last day of the first semester of the 2019-20 contracted school year, return to work the first day of the second semester of the 2019-20 school year.

b. Support Staff

- 1) **Jenny Weikel**, Attendance Secretary, JSHS, unpaid leave effective October 24, 2018 through October 26, 2018, return to work October 29, 2018.
- 2) **Jennifer Zeiber**, Food Service Worker, WHEC, unpaid leave of absence effective October 17, 2018 through October 19, 2018, return to work October 22, 2018.

3. APPOINTMENTS

a. Support Staff

- 1) **Josey Gillis**, Full-time Paraprofessional, WHEC, 7 hours/day at a wage rate of \$12.32/hour, ratification effective October 15, 2018. *Background information: This position is being filled due to a resignation.*
- 2) **Madison Stambaugh**, Full-time Paraprofessional, WHEC, 7 hours/day at a wage rate of \$12.32/hour, effective October 26, 2018, pending completion of employment paperwork. *Background Information: This position is being filled due to a resignation.*

**October 22, 2018 Board Meeting
Agenda – Page 5**

4. 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) **Lee Marie Duquette**, JSHS, from M+15/Step 5 to M+30/Step 5 (\$59,882) effective October 1, 2018.
- 2) **Colleen Fontaine**, JSHS, from B+15/Step 5 to M/Step 5 (\$56,582) effective October 4, 2018.

5. WAGE APPROVAL REQUEST

a. Administrative Staff

- 1) **Jennifer Mangold**, Supervisor of Assessments and Instructional Intervention, District Office, request payment approval for eight (8) days worked in July 2018 which were outside her contracted days at a per diem rate of \$364.06/day.

Background information: Ms. Mangold assisted with additional responsibilities due to the transition of the Asst. Superintendent.

6. WORK OUTSIDE CONTRACT

a. Professional Staff

- 1) Request approval for the following professional staff to be compensated for providing extra caseload duties for the Special Education Department from October 1, 2018 through October 26, 2018 at the WAEA work outside contract hourly rate, not to exceed a maximum total of 20 hours per staff member:

- a) **Brianna O'Neil**
- b) **Mindy Devlin**

7. REQUEST APPROVAL FOR EXTRA SUBSTITUTE HOURS PER BELOW:

a. Support Staff

- 1) **Katherine Herr**, Secretarial Substitute, WHEC, to receive up to a maximum of 21 hours of compensation at her regularly approved hourly wage rate to provide clerical assistance for a special project, ratification effective October 2, 2018 through November 2, 2018.

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

9. SUBSTITUTES

a. Support Staff (additions)

- 1) **Audrey Hamm**, Instructional Aide, ratification effective October 9, 2018
- 2) **Melissa Rogers**, Crossing Guard, effective October 29, 2018

b. Support Staff (deletions)

- 1) **Loni Pottieger**, Secretary

**October 22, 2018 Board Meeting
Agenda – Page 6**

10. VOLUNTEERS

11. POLICIES

Second reading and adoption of the following policies:

008	Organization Chart
218	Student Discipline
227	Controlled Substances
309	Assignment and Transfer
313	Evaluation of Employees
317	Conduct/Disciplinary Procedures
328	Wage and Salary
330	Overtime
331	Job Related Expenses
332	Working Periods
333	Professional Growth Requirements
334	Sick Leave
337	Vacation
338	Sabbatical Leaves and Leaves of Absence for Professional Development
338.1	Classroom Occupational Exchange Leaves
341	Benefits for Regularly Employed Part-Time Personnel
342	Jury Duty
343	Paid Holidays
351	Alcohol and Illegal Drug Abuse
810	Transportation
818	Contracted Services Personnel
906	Public Complaint Process
918	Title I Parent and Family Engagement (Attachment only)

Policies to be rescinded

252	Dating Violence
409	Assignment and Transfer
412	Evaluation of Professional and Temporary Professional Employees
417	Conduct/Disciplinary Procedures
428	Salary Determination
431	Job Related Expenses
432	Working Periods
433	Professional Development
434	Sick Leave
438	Sabbatical Leaves and Leaves of Absence for Professional Development
438.1	Classroom Occupational Exchange Leaves
440	Responsibility of Staff for Student Welfare
442	Jury Duty
451	Alcohol and Illegal Drug Abuse
509	Assignment and Transfer

October 22, 2018 Board Meeting**Agenda – Page 7**

512	Evaluation of Classified Employees
517	Conduct/Disciplinary Procedures
528	Wage and Salary Determination
530	Overtime
531	Job Related Expenses
532	Working Periods
534	Sick Leave
537	Vacation
541	Benefits for Regularly Employed Part-Time Personnel
542	Jury Duty
543	Paid Holidays
551	Alcohol and Illegal Drug Abuse

XI. Old Business – Mr. Redner**MOTION**

A. Approve Resolution to Amend PIAA Classifications to Level the Competitive Arena.

XII. New Business – Mr. Redner**XIII. Right to Know Requests – Mr. Redner**

RTK Request	Date of Request	Solicitor Fees	Staff Assigned	Staff Hours
All contracts that are, or were, in effect for the years 2016, 2017 and 2018 for the services listed below. Please include the description of services being provided, scope of work of services provided and all pricing for the following services: lawn care, tree care, vegetation management, pest control. If a contract includes a price per occurrence for “as-needed” service please provide the pricing and number of times the service was used.	10/8/2018	No	M. Boyer M. Cafoncelli	1
All purchasing records from 2018-06-26 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable. The specific information requested from your record keeping system is: 1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number 2. Purchase date 3. Line item details (Detailed description	9/26/2018	No	M. Boyer	0.25

**October 22, 2018 Board Meeting
Agenda – Page 8**

of the purchase) 4. Line item quantity 5. Line item price 6. Vendor ID number, name, address, contact person and their email address				
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XIV. Updates from Organizations

A. WAEA

B. AFSCME

XV. Adjournment – Mr. Redner