

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, November 19, 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**
 - School Board Reorganization followed by Business Meeting –December 3, 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**

November 19, 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. Presentations

- A. Comprehensive Plan – Mrs. Lengle
- B. Future Ready Index – Dr. Woodard

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:

- October 22, 2018 Business Meeting with Committee Reports

MOTION

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

MOTION

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

**November 19, 2018 Board Meeting
Agenda – Page 3**

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 1-3:

1. Approve Comprehensive Plan.
Background information: The Comprehensive Plan was presented to the Board and has been posted for public review for 28 days. The three-year plan required by the Pennsylvania Department of Education is effective July 1, 2019 to June 30, 2022.
2. Approve Program of Studies for 2019-2020.
3. Approve permanent expulsion of secondary student ID#203329.

B. Finance and Facilities

MOTION

It is recommended that the Board of School Directors approve the following Finance and Facilities items 1-12:

1. Approve budget transfers in the amount of \$15,491.
2. Approve the following donations:
 - a. \$500 from the Wyomissing Area Music Association to West Reading Elementary Center for the Alex Meixner Concert
 - b. \$500 from the Citizens Social Committee of Wyomissing Hills for the Service Club at the Junior Senior High School
3. Approve the following WAEF Donations:
 - a. One Book One School Program at Wyomissing Hills Elementary Center - \$8,743.50
 - b. Makey Makey Invention Kits - \$2,849.47
 - c. Media Computer at the Junior Senior High School - \$2,996.91
4. Approve the purchase of Raptor Technologies Visitor Management System in the amount of \$6,900.
Background information: Purchase includes access fee, database activation, installation and training, label printer, and supplies. Annual Software Access fee is \$2,160.
5. Approve Settlement Agreement and Release for student ID#301287.

November 19, 2018 Board Meeting

Agenda – Page 4

6. Approve Settlement Agreement and Release for student ID#203275 and ID#203276.
7. Approve the 2018-19 Student Activities and Club Officers.
8. Approve request to close student activity account for the Class of 2017.
Background information: Per Board policy 618, this account is being closed one year after graduation of the class. Unused funds will be transferred to the Senior High Student Body.
9. Approve request to open student activity account for the Class of 2022.
10. Approve resolution authorizing proposed preliminary budget display and advertising and per capita tax notice and authorize the Business Administrator to apply for exceptions for the 2019-2020 school year.
11. Approve 2018-19 Facilities Use Agreement with the YMCA of Reading and Berks County for use of the pool for athletic practice and events in the amount of \$6,000.
Background information: This is a renewal of last year's agreement. There are no changes in the cost or terms from the previous year.
12. Approve listing of change orders for the STEAM Renovation Project as follows:
 - a. Uhrig Construction \$21,116.91
 - b. A.H. Moyer, Inc. - HVAC 4,752.41
 - c. A.H. Moyer, Inc. – Plumbing (5,037.82)
 - d. Pagoda Electrical, Inc. (5,411.41)*Background information: The combined list results in an overall increase of \$15,420.09 to the original contract price.*

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. REQUEST APPROVAL OF THE WAEA CONTRACT EFFECTIVE JULY 1, 2019 TO JUNE 30, 2023.
2. RESIGNATIONS
 - a. Support Staff
 - 1) **David Braley**, Crossing Guard, WREC, resignation effective last day worked November 1, 2018.
 - 2) **Julie Keller**, Instructional Aide – Kindergarten, WHEC, effective last working day January 18, 2019.
 - 3) **Mary Muir**, Computer Instructional Aide, WHEC, retirement effective last paid day November 9, 2018.

November 19, 2018 Board Meeting

Agenda – Page 5

- 4) **Deanna Shuker**, Paraprofessional, JSHS, resignation effective last working day November 16, 2018.

3. LEAVE OF ABSENCE

a. Administrative Staff

- 1) **Robert Kucharczuk**, Assistant Principal, WHEC, Family Medical Leave effective on or about January 4, 2019 through on or about January 18, 2019, return to work on January 22, 2019.

b. Professional Staff

- 1) **Mary Kate Bogert**, Science Teacher, JSHS, Family Medical Leave effective on or about March 14, 2019 through on or about June 10, 2019, return to work the first day of the 2019-20 contracted school year.
- 2) **Jennifer Texter**, Special Education Teacher, WHEC, extend Family Medical Leave to intermittent effective October 22, 2018 through no later than September 30, 2019.

c. Support Staff

- 1) **Lauren Yelinek**, Paraprofessional, WHEC, update unpaid leave of absence to the afternoon of November 13, 2018 through December 21, 2018, return to work January 3, 2019.
- 2) **Jennifer Zeiber**, Food Service Worker, WHEC, unpaid leave effective October 29, 2018 through November 1, 2018, return to work November 5, 2018.

4. APPOINTMENTS

a. Support Staff

- 1) **Kimberly Mell**, Part-time Crossing Guard, WREC, 4 hours/day at a wage rate of \$10.21/hour, ratification effective November 5, 2018.
Background information: This position is being filled due to a resignation.
- 2) **Lora Metri**, Full-time Paraprofessional, JSHS, 7 hours/day at a wage rate of \$12.32/hour, effective November 27, 2018.
Background information: This position is being filled due to a resignation.
- 3) **Sean Selfinger**, Full-time Custodian, WHEC, 8 hours/day at a wage rate of \$12.22/hour, ratification effective November 5, 2018.
Background information: This position is being filled due to a resignation.

5. CHANGE IN POSITION/HOURS/LOCATION

a. Professional Staff

- 1) **Sarah Gallen**, Special Education Teacher, JSHS, to Special Education Teacher, WHEC, no change in salary, ratification effective November 15, 2018.
- 2) **Jennifer Texter**, Special Education Teacher, WHEC, to Special Education Teacher, JSHS, no change in salary, ratification effective November 15, 2018.

November 19, 2018 Board Meeting
Agenda – Page 6

b. Support Staff

- 1) **Bruce Henne**, Part-time Crossing Guard, WREC, from 4 hours/day every other week to 4 hours/day every week, no change in hourly rate, ratification effective October 29, 2018.
Background information: Mr. Henne and Ms. Napoli are no longer sharing one Crossing Guard position due to a resignation.
- 2) **Julie Miller**, Full-time Custodian, WHEC, to Full-time Custodian, JSHS, no change in hourly rate, effective November 7, 2018.
- 3) **Mary Napoli**, Part-time Crossing Guard, WREC, from 4 hours/day every other week to 4 hours/day every week, no change in hourly rate, ratification effective October 29, 2018.
Background information: Mr. Henne and Ms. Napoli are no longer sharing one Crossing Guard position due to a resignation.

6. 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) **G. Peter Beck**, JSHS, from B+15/Step 10 to MEQ/Step 10 (\$66,148) effective September 1, 2018.

7. WORK OUTSIDE CONTRACT

a. Professional Staff

- 1) Request approval for the following teachers who have agreed to be tutors for the WREC after school tutoring program scheduled for Tuesday, Wednesday, and Thursday, effective November 28, 2018 to April 11, 2019 at the WAEA wage rate for work outside contract hours not to exceed a shared total of 228 hours:
 - a) **Keith Arnold**
 - b) **Nancy Boyer**
 - c) **Shauna Eastadt**
 - d) **Kelly Ferrandino**
 - e) **Michele Hetrich**
 - f) **Erika Homan**
 - g) **Robin Kline**
 - h) **Bridgette Kozuch**
 - i) **Jill Kuhn**
 - j) **Andrea Kupiszewski**
 - k) **Shana Matz**
 - l) **Melissa Siegfried**
 - m) **Dan Smith**
- 2) Request approval for the following teachers who have agreed to be tutors for the WHEC after school tutoring program scheduled for Tuesday, Wednesday, and Thursday, effective January 15,

November 19, 2018 Board Meeting

Agenda – Page 7

2019 to April 4, 2019 at the WAEA wage rate for work outside contract hours not to exceed a shared total of 198 hours:

- n) **Sarah Cirba**
 - o) **Rachael Didden**
 - p) **Lauren Fiorentino**
 - q) **Donna Fischer**
 - r) **Jennifer Foo**
 - s) **Stacey Hughes**
 - t) **Alexandrea Koehler**
 - u) **Danielle Metzger**
 - v) **Holli Noll**
 - w) **Brianna O'Neil**
 - x) **Gretchen Rahausen**
- 3) Request approval of all currently employed professional staff to substitute in the WHEC and WREC after school tutoring programs and receive compensation at the WAEA work outside contract hourly rate.
- 4) Request approval for the following professional staff to be compensated for providing extra caseload duties for the Special Education Department from October 29, 2018 through November 16, 2018 at the WAEA work outside contract hourly rate, not to exceed a maximum total of 15 hours per staff member:
- a) **Brianna O'Neil**
 - b) **Mindy Devlin**

8. TEACHER MENTOR (ADDITION/CHANGE)

| <u>Mentor</u> | <u>Inductee</u> | <u>Assignment</u> | <u>Stipend</u> |
|--------------------|------------------|----------------------|----------------|
| Kristin McLaughlin | Caitlin Bambrick | Spec. Ed. Teacher | \$430.00* |
| Jennifer Texter | Caitlin Bambrick | Spec. Ed. Teacher | \$70.00* |
| Brianna O'Neil | Sarah Gallen | Spec. Ed. Teacher | \$345.00** |
| Christine Beidler | Jennifer Biondo | Spec. Ed. Substitute | \$172.00*** |
| Colleen Reinecker | Jennifer Biondo | Spec. Ed. Substitute | \$172.00*** |

**A change in mentor and the attached stipend effective October 1, 2018, is due to the Family Medical Leave of Ms. Texter.*

***The attached stipend is effective November 12, 2018 through the end of the school year due to a change in assignment/location.*

****The attached stipends are effective November 12, 2018 through the end of the school year and reflect a sharing of the mentor duties.*

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

10. SUBSTITUTES

a. Support Staff (additions)

- 1) **David Braley**, Crossing Guard, effective November 5, 2018
- 2) **Mary Muir**, Instructional Aide, effective February 8, 2019

b. Support Staff (deletions)

- 1) **Kimberly Mell**, Crossing Guard, effective November 5, 2018
- 2) **Mary Napoli**, Crossing Guard, effective October 29, 2018

**November 19, 2018 Board Meeting
Agenda – Page 8**

11. VOLUNTEERS

The following Personnel and Policy items are for discussion:

12. POLICIES

First reading of the following policies:

| | |
|-------|---|
| 006 | Meetings |
| 108 | Adoption of Textbooks |
| 210.1 | Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors |
| 308 | Employment Contract |
| 311 | Reduction in Staff |
| 326 | Complaint Policy |
| 335 | Family and Medical Leaves |
| 336 | Personal Necessity Leave |
| 601 | Fiscal Objectives |
| 602 | Budget Planning |
| 603 | Budget Preparation |
| 604 | Budget Adoption |
| 605 | Tax Levy |
| 611 | Purchases Budgeted |
| 612 | Purchases Not Budgeted |
| 613 | Cooperative Purchasing |
| 616 | Payment of Claims |
| 617 | Petty Cash |
| 618 | School Activities |
| 620 | Fund Balance |
| 621 | Local Taxpayer Bill of Rights |
| 624 | Taxable Fringe Benefits |
| 704 | Maintenance |
| 808 | Food Services |
| 827 | Conflicts of Interest |
| 903 | Public Participation |

Rescind the following policies:

| | |
|-------|------------------------------------|
| 319.1 | Conflict of Interest |
| 401 | Creating a Position |
| 408 | Employment Contract – Professional |
| 419.1 | Conflict of Interest |
| 426 | Complaint Policy |
| 436 | Personal Necessity Leave |
| 501 | Creating a Position |
| 508 | Employment – Classified |
| 519.1 | Conflict of Interest |
| 526 | Complaint Policy |
| 536 | Personal Necessity Leave |

**November 19, 2018 Board Meeting
Agenda – Page 9**

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. | 10/15/2018 | No | M. Boyer | 0.25 |
| Terms of Current retention of regular school solicitor, all invoices between solicitor and District between September 1, 2018 to the present, all names of all lawyers and/or law firms that were actually retained by PSBA's platinum endorsed insurance provide or the PSBA Insurance trust to represent the Wyomissing Area SD or any of its officials/employees in any legal matter between the dates of January 1, 2015 and the present, copies of all invoice paid by the Wyomissing Area SD between the dates of January 1, 2015 and the present for its regular school solicitor to be a member of the PSBA and/or for its regular school solicitor to attend any PSBA function or event during this time period, copies of all email communication exchanges between regular school solicitor and PSBA between the dates of September 4, 2018 and the present that documents, in whole or in part, the Wyomissing Area SD's processing of Request Item 4 of the September 2018 RTKL request. A copy of the "separate taxpayer funded contract between Wyomissing Area SD and PSBA that was agreed to on any date subsequent to January 1, 2015 as described in the definition of "Work for Hire Policy Development Services", Copies of all email communication exchanges between administrators of administrators of Wyomissing Area SD and PSBA between the dates of January 1, 2018 and the present that documents taxpayer-funded policy development services. | 11/8/2018 | | | |

**November 19, 2018 Board Meeting
Agenda – Page 10**

- XV. Updates from Organizations**
 - A. WAEA**
 - B. AFSCME**

- XVI. Adjournment – Mr. Redner**