

# WYOMISSING AREA SCHOOL DISTRICT 2021-5941

## Minutes January 25, 2021

The regular meeting with committee reports of the Board of School Directors convened at 6:01 p.m. in the JSHS Library with Mr. Ryan Redner, Board Vice President, presiding.

### CALL TO ORDER / PLEDGE OF ALLEGIANCE

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

### Board Members Present:

Mrs. Harenza, Mrs. McAvoy (via Zoom), Mrs. Phillips, Mr. Pottieger, Mr. Redner, Mrs. Taylor, Mrs. Waxler (arrived after roll call), and Mrs. Ziolkowski (via Zoom).

### Board Members Absent:

Mr. McCaffrey.

### Administrative Staff Present:

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

### Attendees:

Roxanne McMurtry – Herbein + Company, Inc. (via Zoom).

### MEETING ANNOUNCEMENTS

- Committee of the Whole Meeting – February 8, 2021, 4:45 p.m., JSHS Library
- School Board Business Meeting – February 22, 2021, 6:00 p.m., JSHS Library

Mr. Redner announced an Executive Session would be held immediately following tonight's Board meeting to discuss legal and personnel matters.

### LIAISON REPORTS

- A. Berks County Intermediate Unit Board Report – Mrs. Taylor said they met on January 21<sup>st</sup>. She reviewed some of the highlights, such as the Student Art Showcase, where she saw students from 18 districts and said WASD was represented by student Emmerson Piacine. She said the BCIU is working on their preliminary budget and they are not looking to increase the schools' portion of that, which should be the fourth year of no increase. She reported the BCIU has contracted to provide educational services to Tower Health's new adolescent program and stated, when that opens it will be an inpatient program with 13 beds and a partial hospitalization program. For students that are in the program, the BCIU will provide the educational component. She shared they are also working to review President Biden's proposal to hopefully reopen schools in 100 days and will keep everyone updated. She said the next meeting will be the third Thursday in February.
- B. Berks Career & Technology Report – Mr. Pottieger shared there was nothing to report. He had an orientation meeting last week and the

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next scheduled meeting is this Wednesday.

- C. Berks EIT Report – Mr. Boyer reported they met on December 17<sup>th</sup> and reviewed the 2020/21 operating budget. He stated they approved an expenditure budget of \$2,393,000 and a revenue budget of \$2,905,000. Mr. Boyer said for the report of Earned Income Tax being collected, they had anticipated a projected decrease of 12.33%, which was also what WASD had budgeted as a decline. Mr. Boyer said the actual revenues are coming in at a 3.53% decrease, and stated, the revenues coming in are greater than expected, which is good for the Earned Income Tax. He concluded by saying they also reviewed some legal matters and the next meeting is scheduled for March 25<sup>th</sup>, 2021.
- D. Wyomissing Area Education Foundation – No report.
- E. Legislative Report – Mrs. Harenza, no report.
- F. PTA – Mrs. Phillips, no report, but did say that she believes they are working on a process for teacher appreciation and they will be discussing that in the next few weeks.

**RECOGNITION**

- A. Mrs. Joanne McCready, Former WASD Board Member

Mr. Redner read a prepared statement written by two former school directors who served with Mrs. McCready, which honored Mrs. McCready's 12 years of dedicated school director service, from 1997 through 2009, and reflected on the wonderful qualities she brought to her service and to the community; stating, her passing is a huge loss to the community, her family and friends. May her memory be a blessing to all.

Mr. Redner asked for a moment of silence in remembrance. Mr. Redner thanked the authors and commented on the piece saying it was a very nice testament.

- B. School Board Recognition Month

Mr. Scoboria acknowledged that January is School Board Director recognition month. Mr. Scoboria thanked the WASD Board Members for the many voluntary hours they spend each month, and highlighted the ways in which they serve and all they do for the Wyomissing Area School District. Mr. Scoboria commented on the difficulties 2020 has presented and again thanked the Board members for all of their efforts to keep WASD operating. Mr.

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Scoboria shared, the District had small gifts as a token of appreciation.

**PRESENTATION**

- A. Audit Report – Roxanne McMurtry, (via Zoom), Herbein + Company, Inc.

Mr. Boyer welcomed Roxanne McMurtry, Senior Audit Manager with Herbein + Company in attendance via Zoom to present the financial audit ending June 30, 2020.

Ms. McMurtry reviewed a presentation on the audit results stating she met last week with Mr. Boyer, Mr. Scoboria and three (3) Board Members and will be reviewing a summary of the audit this evening to include an introduction, a review of the Auditor’s report for the year ended June 30, 2020, financial highlights, federal awards (single audit), and required communication.

Ms. McMurtry explained the auditing standards, responsibilities, and Generally Accepted Auditing Principals (GAP) and stated Herbein + Company’s responsibility is to opine on whether the prepared financial statements are fairly presented and conform with U.S. generally accepted accounting principles, and also opine on the District’s compliance with requirements related to the major federal programs selected for testing, which is the single audit.

Ms. McMurtry explained the Auditor Opinions and said under the Generally Accepted Auditing Standards and the Uniform Grant Guidance, you can have unmodified opinion. The unmodified opinion is a clean audit opinion from an independent auditor and is the highest opinion they can issue. WASD had no significant deficiencies or material weaknesses in controls over compliance.

Ms. McMurtry reviewed a snapshot of the General Fund, budget vs actual schedule, highlighting the revenues and expenditures, and resultant change in fund balance. She explained revenues came in under budget and were in line with budget, and detailed the variances in local and state sources. Ms. McMurtry also reviewed the expenditures, highlighting the total expenditures of \$37.8 million which came in over budget at 0.9% of budget expenditures which is less than 1% and is in line. She reviewed the expenditures detail stating no net effect on the bottom line.

Ms. McMurtry reviewed a snapshot of the balance sheet of the General Fund highlighting total assets and liabilities, deferred inflows of resources, which is unavailable revenue from property

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taxes, and total fund balance of approximately \$9.2 million. She reviewed the listed fund balances; Restricted Fund Balance and Committed Fund Balance, the Assigned Fund Balance at year end, and the Unassigned Fund Balance as of June 30, 2020 which is within the threshold outlined in District policy.

Ms. McMurtry reviewed the snapshot of the Capital Projects Fund highlighting revenues and expenditures and the net change decrease of \$1.2 million. She reviewed the current year most significant projects and the ending fund balance. She also reviewed the Food Service Fund saying this fund functions like a for profit, or proprietary basis and is not comparative in the financial statement, however, they like to provide some comparative information from the prior year for information purposes. Ms. McMurtry reviewed the food service operating revenues and expenses, non-operating revenues, and change in net which resulted in an increase in fund balance compared to previous year. She noted next year will see a significant change due to the continuation of free meals from the government. Ms. McMurtry briefly reviewed the Food Service Fund balance sheet and stated WASD Food Service Fund is functioning well and does have a healthy cash balance at the end of the year.

Ms. McMurtry continued by reviewing Fiduciary Funds which include scholarship funds and student activity funds and provided a slide with information to review the audit statements. She provided a summary of the Federal Grants listing the programs and how much was spent for the year. She concluded by sharing the schedule of findings and questioned costs, which summarizes the overall results. Ms. McMurtry said the District received unmodified opinions of the financial statements and the major federal programs tested – Title I and Special Education, noting there were no deficiencies in controls. She explained they provided a management letter and a communication letter which includes the results of the audit, reporting no difficulties in performing the audit, the most sensitive estimates (Pension Liability and OPEB are included in the financial statements), there were no changes in accounting policies this year, and no other reportable matters. Ms. McMurtry provided her contact information for the Board.

Mr. Boyer thanked Ms. McMurtry for her work especially during the challenges presented this year. Mr. Pottieger commented to thank Mr. Boyer for his efforts and work on the financial report.

PUBLIC COMMENT

No Public Comment.

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**ROUTINE  
APPROVALS**

MEETING MINUTES

Upon a motion by Mrs. Waxler, second by Mrs. Taylor, the Board approved the following minutes:

- November 16, 2020 School Board Business Meeting Minutes
- December 7, 2020 School Board Business Meeting Minutes

Yeas: Mrs. Harenza, Mrs. McAvoy, Mrs. Phillips, Mr. Pottieger, Mr. Redner, Mrs. Taylor, Mrs. Waxler, and Mrs. Ziolkowski.

Absent: Mr. McCaffrey.

Nays: None. Motion carried.

TREASURER'S  
REPORT

Upon a motion by Mr. Pottieger, second by Mrs. Waxler, the Treasurer's Reports for November and December, 2020 were accepted as presented.

Yeas: Mrs. McAvoy, Mrs. Phillips, Mr. Pottieger, Mr. Redner, Mrs. Taylor, Mrs. Waxler, Mrs. Ziolkowski, and Mrs. Harenza.

Absent: Mr. McCaffrey.

Nays: None. Motion carried.

PAYMENT OF BILLS

Upon a motion by Mrs. Waxler, second by Mrs. Taylor, payment of bills for the months of November and December 2020 were accepted as presented.

Yeas: Mrs. Phillips, Mr. Pottieger, Mr. Redner, Mrs. Taylor, Mrs. Waxler, Mrs. Ziolkowski, Mrs. Harenza.

Absent at Time of Vote: Mrs. McAvoy.

Absent: Mr. McCaffrey.

Nays: None. Motion carried.

**SUPERINTENDENT'S  
REPORT**

Mr. Scoboria thanked Mr. Boyer and the Business Office staff for the clean audit and findings, stating this was a testament to their hard work. He reminded all, of the mental health virtual night scheduled for January 27<sup>th</sup> and encouraged the public to look for the announcement on the District website to access the link to register, saying it was communicated via email to parents as well as posted on social media and shared via a press release to the Reading Eagle. Mr. Scoboria stated he is excited to share this valuable learning opportunity with the community and thanked Dr. Woodard for her work to secure this grant.

Mr. Scoboria spoke about senior student Emmerson Piacine receiving two recognitions stating, in addition to the BCIU Student Art Showcase

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that Mrs. Taylor mentioned earlier, Emmerson also received first place in the WYCA *A Week Without Violence* competition. Mr. Scoboria congratulated Emmerson and thanked the WASD art teachers for all the work they do to prepare our students. Mr. Scoboria also shared that Dr. Liskey and a team of JSHS students are working on a project to enter into the Governor's STEM competition. Mr. Scoboria said we will look to have a few students and Dr. Liskey at an upcoming meeting to share more about the competition.

Mr. Scoboria spoke about the challenges of working through COVID-19 and the WASD virtual learning model implemented during the week after winter break. Mr. Scoboria thanked the Board for this decision which allowed us to keep our schools open. Mr. Scoboria continued to encourage the public to check the District website for updates.

Mr. Scoboria thanked Dr. Menon and Reading Pediatrics for their ability to provide a number of vaccines to Berks County School District employees and shared WASD is working with local health care providers to explore ways to provide the vaccine to employees. He will keep everyone updated on that progress.

Mr. Scoboria commended the teachers at WHEC for their work to increase teacher connection with students on those days when they are not in-person and he thanked those teachers for continually trying to move forward. Lastly, Mr. Scoboria said Dr. Jones shared just today, the JSHS has received the Advanced Placement Computer Science Female Diversity Award given to high schools that have representation of females equal to population in one or more of the AP classes. Mr. Scoboria said we are excited to have this representation here at WASD. Mr. Scoboria thanked Mr. Minich and the counselors and teachers for all they do for the students. Mr. Scoboria reviewed the items on the Curriculum Agenda.

**A. CURRICULUM/  
TECHNOLOGY**

Upon a motion by Mrs. Waxler, and second by Mr. Pottieger, the following Curriculum and Technology Items were approved:

During discussion Mrs. Taylor questioned the number of copies for the Earth Science text, asking if we were able to reduce the number. Dr. Woodard noted the book was a soft bound book and she had listed it as consumable in the Agenda Item description. Since the book is designated as a workbook, and students will be expected to write in the book, the number of copies listed is required. Dr. Woodard also clarified the number/type of texts for the Chemistry, and Anatomy and Physiology texts.

1. Approve/ratify revised 2020-21 School Calendar.

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Background Information: An Act 80 day was moved from January 15th to January 13th.

- 2. Approve textbook adoption for JSHS Science Department for 2021/22 school year:
  - a. Earth and Space Science, Grade 8 – *Elevate Science*, 160 consumable texts, 160 digital copies - \$22,170.37.  
*Background Information: Includes 8-year license, 8th Grade Academic and Advanced Earth and Space Science course.*
  - b. Chemistry and Academic Chemistry – Living by Chemistry, 12th Edition (2018), 50 text, 100 digital copies, \$14,077.02.  
*Background Information: Includes 6-year license.*
  - c. Anatomy and Physiology Honors – Essentials of Human Anatomy and Physiology, 12th Edition (2018), 75 text, 75 digital copies –\$11,923.06.  
*Background Information: Includes 6-year license*

Yeas: Mr. Pottieger, Mr. Redner, Mrs. Taylor, Mrs. Waxler, Mrs. Ziolkowski, Mrs. Harenza, Mrs. McAvoy and Mrs. Phillips.  
 Absent: Mr. McCaffrey.  
 Nays: None. Motion carried.

**B. FINANCE/  
FACILITIES**

Upon a motion by Mrs. Taylor and second by Mrs. Phillips, the following Finance and Facilities Items were approved:

During discussion Mrs. Waxler encouraged Administration to review the section in the Support Staff Employee Guidelines, “Working on Holidays” as she found it to be unclear. The request was noted.

- 1. Approve the Wyomissing Area School District Support Staff Employee Guidelines.  
*Background Information: Administration developed these guidelines with input from support employees and the District solicitor. These guidelines detail benefits, related work conditions and expectations for WASD hourly employees.*
- 2. Approve designation of fund balance for the year ending June 30, 2020 as follows:
  - Non-spendable (Prepaid Expense/Inventory) .....\$8,664
  - Restricted(Grants).....\$140,010
  - Committed (Trans. To Cap. Reserve).....\$1,000,000
  - Committed (Curriculum Enhancements).....\$178,545
  - Committed (PSERS).....\$4,193,192
  - Committed (Vehicles/Equipment Replacement).....\$72,945

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Assigned (Budgetary Reserve).....\$732,872  
Unassigned.....\$2,863,692

- 3. Accept Audit Report for 2019-2020.
- 4. Approve Budget Transfer in the amount of \$18,596.80.
- 5. Approve agreement with Frontline Education to provide Time and Attendance Services for a term starting 2/28/2021 through 6/30/2024 in the amount of \$39,047.21.  
*Background information: This service is a replacement for the current Time and Attendance system. Contract is a three-year agreement. One Time implementation and start up fees - \$11,400. Annual amounts for 20/21 - \$2,669.95; 21/22 - \$7,923; 22/23 - \$8,319.15 and 23/24 - \$8,735.11.*
- 6. Approve the addendum to the School Transportation Contract with Keystone School Bus Service, Inc.  
*Background information: to extend the terms of the original contract addendum through the end of the school year.*
- 7. Approve BCIU Joint Purchasing bids for copy paper as follows:
  - Lindenmeyer Munroe Paper \$ 1,392.90
  - Staples Business Advantage \$ 1,260.40
  - W.B. Mason \$ 481.14
  - Grand Total \$3,134.44

Yeas: Mr. Redner, Mrs. Taylor, Mrs. Waxler, Mrs. Ziolkowski, Mrs. Harenza, Mrs. McAvoy, Mrs. Phillips, and Mr. Pottieger.

Absent: Mr. McCaffrey.

Nays: None. Motion carried.

C. PERSONNEL/  
POLICY

Upon a motion by Mr. Pottieger, second by Mrs. Waxler, the following Personnel and Policy items were approved and ratified:

Mr. Scoboria acknowledged the retirement of Mrs. Larkin, 1<sup>st</sup> Grade teacher at WHEC, and thanked her for her 31 years of District service.

- 1. CONTRACT APPROVAL
  - a. Request approval of the Amended Business Administrator Agreement.
- 2. POSITION GUIDES
  - a. Custodial Foreperson

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*Background Information: This position guide reflects current job duties more accurately as well as the change from Building and Grounds to Facilities.*

- b. Administrative Assistant to the Director of Pupil Services  
*Background Information: This position guide replaces the Secretary – Special Education / Medical Access. The new guide reflects current job duties more accurately as well as the change from Special Education to Pupil Services.*
- c. Administrative Assistant to the Director of Facilities, Safety, and Security AND the Director of Information Technology  
*Background Information: This position guide replaces the Specialist – Building and Grounds and IT. The new guide reflects current job duties more accurately as well as the change from Building and Grounds.*

**3. RESIGNATIONS/RETIREMENTS**

- a. Professional Staff
  - 1) **Susan Larkin**, 1<sup>st</sup> Grade Teacher, WHEC, retirement effective the last contracted day of the 2020-21 school year.
- b. Support Staff
  - 1) **Lori Mosser**, Full-time Secretary to the director of Special Education/Medical Access, District Office, resignation effective last day worked January 5, 2021.
  - 2) **Jacqueline Reynoso**, Part-time Instructional Aide, WHEC, resignation effective last day worked December 22, 2020.
- c. Confidential Staff
  - 1) **Jacob Schaefer**, Full-time Technology Specialist I, District-wide, resignation effective last day worked December 23, 2020.
- d. Athletic Staff
  - 1) **Gina Cavorsi**, Jr. High Track Head Coach, JSBS, resignation effective last day worked May 11, 2020.
  - 2) **James Harris**, Varsity Track Asst. Coach, JSBS, end of employment effective last day worked May 13, 2020.
  - 3) **Martin Kowalski**, Boys' Volleyball Head Coach, JSBS, resignation effective last day worked May 12, 2020.

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4. APPROVED THE LEAVES OF ABSENCE PER ATTACHED.

5. APPOINTMENTS

a. Professional Staff

- 1) **Kristen Quimby-Paskowski**, Special Education Long-term Substitute Teacher, WHEC, B/Step 1, \$49,000, pro-rated, effective January 22, 2021.  
*Background Information: Ms. Quimby-Paskowski received her Bachelor of Science in Early Childhood Education from Lock Haven University and her Master's in Special Education from Grand Canyon University. She was previously employed by Ephrata Area School District and Muhlenberg School District. This position is being filled due to a leave of absence.*

b. Confidential Staff

- 1) **Amber Alessandroni**, Full-time Administrative Assistant to the Director of Pupil Services, District Office, 37 hours/week at a pro-rated salary of \$35,422.92, effective February 1, 2021.  
*Background Information: This position is being filled due to a resignation.*
- 2) **Antonio Esposito**, IT Intern, District-wide, at a wage rate of \$10.50/hour, update effective date to December 14, 2020, through June 30, 2021, not to exceed a total of 1,200 hours.  
*Background Information: This position is being filled due to a resignation.*
- 3) **Alexander Gabryluk**, Full-time Technology Support Specialist I, District-wide, 37 hours/week at a pro-rated salary of \$37,000, ratification effective December 21, 2020.  
*Background Information: This position is being filled due to a resignation.*

6. SUBSTITUTES

a. Professional Staff (Deletions)

- 1) **Alycia Seelig**, Nurse

b. Support Staff (Deletions)

- 2) **Kristin Batastini**, Food Service

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7. VOLUNTEERS

Yeas: Mrs. Taylor, Mrs. Waxler, Mrs. Ziolkowski, Mrs. Harenza,  
Mrs. McAvoy, Mrs. Phillips, Mr. Pottieger, and Mr. Redner.  
Absent: Mr. McCaffrey.  
Nays: None. Motion carried.

**OLD BUSINESS** None.

**NEW BUSINESS** None.

**RIGHT TO KNOW  
REQUEST** None.

**UPDATES FROM  
ORGANIZATIONS** None.

**ADJOURNMENT** A motion was made by Mrs. Waxler, second by Mrs. Taylor, to adjourn  
at 6:49 p.m.

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Board Secretary