

# WYOMISSING AREA SCHOOL DISTRICT 2021-5951

## Minutes February 8, 2021

The Committee of the Whole meeting of the Board of School Directors convened at 4:46 p.m. in the JSBS Library with Mrs. Maria Ziolkowski, Board President presiding.

### CALL TO ORDER

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

Board Members Present: Mrs. Harenza (Zoom), Mrs. McAvoy, Mr. McCaffrey (Zoom), Mrs. Phillips (Zoom), Mr. Pottieger, Mr. Redner (Zoom) Mrs. Taylor, Mrs. Waxler, and Mrs. Ziolkowski.

Board Members Absent: None.

Administrative Staff Present: Mr. Scoboria, Dr. Woodard, Mr. Boyer, Mr. Cafoncelli, and Mr. Arnst

Attendees: An audience sign-in sheet is included as part of these official minutes.

### MEETING ANNOUNCEMENTS

Mrs. Ziolkowski welcomed all and announced upcoming meetings

- Facilities Committee Workshop – February 17, 2021 – 3:30 p.m. Community Board Room
- School Board Business Meeting – February 22, 2021 – 6:00 p.m. JSBS Library
- Committee of the Whole Meeting – March 8, 2021 – 4:45 p.m. JSBS Library

**PUBLIC COMMENT** None.

### **ROUTINE APPROVALS**

### MEETING MINUTES

Upon a motion by Mr. Pottieger second by Mrs. McAvoy the Board approved the following minutes:

- January 11, 2021, Committee of the Whole Minutes

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

Absent at time of vote: Mrs. Waxler

Absent from meeting: None.

Nays: None. Motion carried.

### **COMMITTEES**

#### **A. CURRICULUM AND TECHNOLOGY**

1. 2021-2022 Academic Calendar - Dr. Woodard presented the Administrative recommendation for the 2021-2022 Academic

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Calendar stating, Administration reviewed a few calendars and recommends the start date of August 23, 2021. Dr. Woodard explained the calendar aligns with the BCTC calendar and there would be more instructional days in the school year before state testing. She said this calendar more closely resembles what Administration had proposed for the current school year pre-COVID, and that it is a unique situation again this year that labor day falls a bit later, stating there are nine school days before the holiday. Dr. Woodard said the 2021/22 school year will end on June 3, 2022 and this earlier end date may help with the forecasted summer construction. Dr. Woodard noted, the calendar still contains snow makeup days, saying in the event of extreme winter weather where the District would exhaust the approved Flexible Instruction Days, there would still be the option of snow makeup days.

Dr. Woodard spoke about the increased participation in parent/teacher conferences using Zoom this school year, saying it offered another option for parents who may have difficulty attending in person. Dr. Woodard spoke about professional learning days, saying the proposed calendar will separate those days by having one in the Fall and one in the Spring. Dr. Woodard will review the Act 80 days/parent teacher conference schedule for the Thanksgiving holiday. The proposed calendar will be on the February 22<sup>nd</sup> agenda for Board approval.

2. Mental Health Night Review - Dr. Woodard highlighted the mental health night that took place on January 27<sup>th</sup>, saying there were approximately 115 registered participants and the recording of the meeting is available on the District website. Dr. Woodard stated, well over three quarters of the registrants were from WASD and she received a few emails from other Districts thanking her for making them aware of the opportunity. Dr. Woodard encouraged anyone who was unable to attend the meeting to reference the recording on the website. Dr. Woodard said there was a Harvard trained therapist in attendance who facilitated the meeting, and Michelle Bartsch from the Cook Center for Human Connection was there to provide opportunities for questions and answers. During the session, information was shared about the free website parent.org to aid parents on how best to navigate and use information on that website.

Dr. Woodard spoke about the Hope Squad to be established at the JSHS, saying she has received positive feedback from

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teachers, counselors and professional staff who are interested in becoming an advisor. Dr. Woodard explained, the Hope Squad identifies advisors, trains those advisors to work with students, who then train those students as a peer group to support other students. Dr. Woodard said the Hope Squad is student based, whereas, parent.org is for parents. She said the Hope Squad will be implemented for the start of the 2021/22 school year.

**B. FINANCE**

Mr. Boyer said tonight's agenda would cover the capital reserve budget and the forecast, personnel requests, enrollment projections, the end of year projections for this year, what the budget looks like for next year, and some additional items.

1. Capital Reserve Budget and Forecast – Mr. Boyer presented a slide overview of the Capital Project Budget balances stating the current balance in the capital reserve is \$67,465, the 2018 Bond has \$176,237 left which had been used for Flannery Field and the paving project, the 2020 Bond (phase one) has a balance of \$14,849,862 with another \$10 million to come later this spring, and the fund balance has \$1 million committed for capital reserve projects sitting in the general fund which will be moved over to capital reserve this year. Approximately \$73,000 is included for vehicle replacements.

Mr. Cafoncelli reviewed the capital projects detail, identifying the bond issued projects as JSHS phase 3, Flannery Field renovation, and WHEC/WREC renovations. Mr. Cafoncelli and Mr. Boyer reviewed the capital projects budgeted facilities items as listed, providing overview and information on each item.

Mr. Scoboria thanked Mr. Cafoncelli and his staff, commending them for their efforts and hard work with the recent snow removal, saying Administration will look for ways to thank the crew and show appreciation.

2. New Personnel Requests 2021/22 Budget - Mr. Boyer shared a slide on personnel and reviewed personnel requests, saying these are now included in the budget, whereas they were not included in previous budget reviews. Mr. Boyer said the discussion has been happening for a while to have instructional and technology coaches for the District and they have added 2.5 Instructional/Technology Coach positions. Mr. Boyer explained the two LTS positions listed were budgeted in the current 2020/21 School year budget, and said they only filled one of those positions due to enrollment. Mr.

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Boyer said they would be adding those back, based on decisions the Board makes. Mr. Boyer reviewed the request for a Speech Pathologist, and stated there was also a teacher retirement which offsets some of the new money, explaining the net savings is just under \$40,000. Total personnel change will be \$432,498 additional to the budget.

Dr. Woodard explained one of the instructional coaches would be for elementary and one would be for JSHS. Dr. Woodard said there may be a potential internal candidate with expertise in the area of technology integration. Dr. Woodard said they want the focus to be on instructional practices and how technology can enhance instructional practices. Dr. Woodard spoke about the possibility of dividing a full time teacher into the .5 coaching position, advising it was not ideal, saying we need to be aware of the impact on classroom sizes and coverages as well as the limitation on instructional coaching availability. Mr. Scoboria shared this is an entry point to instructional coaching and said over time this may change and will grow and said we are hoping to see the benefits and track progress. Mr. Boyer shared the starting salary of the instructional coach is about \$57,000.

Dr. Woodard shared information regarding BCIU technology support and said they had approximately 12 teachers that had expressed interest with BCIU support surrounding technology and that this week the coaching was starting, mostly virtual, but also some in person coaching.

3. Enrollment Projections - Mr. Boyer reviewed a slide on enrollment projections and stated they used February 1st enrollment numbers. Mr. Boyer highlighted the current year class sizes, that are based on Board policy, and the use of the contracted float position and LTS position in the current year. Mr. Boyer reviewed the projections for the 2021/22 school year explaining how the contracted float position and the LTS position would be moved within the grades to accommodate the class sizes dictated by Board policy. Mr. Boyer shared the chart reveals a need for the second LTS, as budgeted, based on larger expected enrollment in the Kindergarten class for 2021/22 school year. The enrollment projection is based on birthing data provided from the Department of Health.

Mr. Scoboria stated administration will monitor the enrollment projections and will keep the Board updated with any changes. Mr. Scoboria thanked the Board for their support to keep the class sizes, especially K-2, as low as they

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are. Mr. Boyer said the enrollment numbers include WAVE students and Dr. Woodard explained how WAVE may be implemented in the 2021/22 school year.

Mr. Boyer shared a slide on ESSER/CARES funding with a brief overview, grouping the allocations into phases I, II and III. Mr. Boyer reviewed ESSER I funding sharing the amount of funds the District had received and what remained. Mr. Boyer explained the future funding in ESSER II, the amount the District had received, and when those funds expire.

Mr. Boyer explained the timing is important as it affects next year's budget with carryover funds which could increase the revenues, and also expenditures slightly, depending on what is budgeted. Total ESSER/CARES funding is \$1.5 million. Mr. Boyer said those numbers are significant for a District of this size. He said we are thankful for this funding and stated ESSER III was still in development through the government and will affect next year's budget in a positive way.

Mr. Boyer reviewed the allocation of ESSER funds focusing mostly on the money received from ESSER II, as ESSER I funding was used primarily for PPE supplies and money related to custodial/janitorial cleaning items. The second wave of CARES money provides more options, such as literacy items, technology items, extending the coverage of multiple year agreements for virtual learning, and others. Mr. Boyer explained this is a fluid document and items can be changed, saying there is a lot of flexibility. Mr. Boyer explained the money can be diverted into other areas such as HVAC or funding a position, however, care would need to be taken to ensure the ability to fund the position when the grant money ends. Mr. Boyer said the District has to plan the effective use of the funds within the time frame of the allocations.

4. 2020/21 End of Year Projections - Mr. Boyer shared a slide for 2020/21 budget projections stating this reflects where we expect to be at the end of June 30, 2021. Mr. Boyer explained the forecasted deficit amount is lower than the budgeted deficit. This results in a smaller deficit and we will use less fund balance to cover. Mr. Boyer said this is accounted for by less expenditures and also increased revenues in projected tax collection, but reminded, this is one-time funding and not recurring. He shared this could also change based on how we draw down the ESSER funding, stating more revenues with less expenditures would help this bottom line.

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5. 2021/22 Budget Update - Mr. Boyer explained the 2021/22 budget update shows a larger deficit of \$2.3 million, as this budget now reflects the additional staffing positions. Mr. Boyer said this budget does not include a tax increase, and the District has the ability to go up to a 3% tax increase. Mr. Boyer said budget expenditures include the full debt service, and any new or carryover ESSER funds that would be additional revenue are not included. Mr. Boyer said as of right now, state funding is flat, saying that would become more clear as we reach the March/May timeframe. Mr. Boyer said the Board has some great options in the next steps as we move toward final budget. Mr. Boyer reviewed the current millage rate of 31.906 and stated the Act I index for 2021/2022 is set at 3%. Potential tax increase would bring \$766,946 in revenue. Mr. Boyer also highlighted the current assessed values for West Reading and Wyomissing. Mr. Boyer reviewed the next steps March through June leading up to final budget approval.
6. Delinquent 2020 Taxes - Mr. Boyer reviewed the delinquent taxes and stated we would be turning \$713,217 over to collections. Mr. Boyer said he had received information today that would reduce that number a little bit and said this is a larger number than previous years. This will be on the agenda on February 22nd. Mr. Boyer will review where we can make changes with our collection agency to get that money into the District. Mr. Boyer noted we are within what we budgeted for our collections, however, the number is much higher than a normal year, which is why he was bringing this discussion to the Board.
7. BCTC and BCIU Budget - Mr. Boyer explained the BCTC and BCIU budgets both need to be Board approved. The BCIU budget will be on the agenda on February 22<sup>nd</sup> as it has been finalized. The BCTC budget has not yet been approved and will be brought to the Board in March or April.

**C. FACILITIES**

1. Construction Update – Mr. Cafoncelli provided a brief construction update sharing there was a Facilities Committee Workshop on January 20<sup>th</sup> and they had a great discussion with Mr. Vukmanic from Crabtree Rohrbach. They made a few minor changes, such as adding storage and a divider wall to WHEC cafeteria among others. He will share those with the Board at the next workshop scheduled for February 17<sup>th</sup>. He said there will be more discussion and minutes are posted online. Mr. Cafoncelli stated since the January 20<sup>th</sup> workshop

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they have held two meetings, one with the JSHS and one with WHEC, bringing back staff members that were part of the stakeholder group. They had great discussion and they are getting ready to move from design phase to construction documents which is done prior to bidding. Mr. Cafoncelli said we are on pace to start bidding in March or April and begin construction this summer with Board approval.

**D. POLICIES**

1. Policies recommended for PSBA review
  - a. 011 – Principles for Governance and Leadership

Mr. Scoboria explained that due to COVID, policy review had not occurred for the last few months and there are a few policies identified for updates. Mr. Scoboria will work with Mrs. Harenza and begin to bring those to the Board for First Reading in February. Mr. Scoboria explained we have identified a PSBA recommended update to Board Policy 011. He is recommending the Policy for First Reading on the February 22<sup>nd</sup> Board agenda. Mr. Scoboria said the Policy was shared with the Board in the Friday packet and is very similar to the guidelines the Board is following in the current policy 011.

**ADJOURNMENT**

A motion was made by Mrs. Waxler second by Mrs. McAvoy to adjourn at 6:34 p.m.

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Board Secretary