

# 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

Mrs. Maria C. Ziolkowski, President  
Mr. Ryan S. Redner, Vice President  
Mr. Steven E. Pottieger, Treasurer  
Mrs. Laurie M. Waxler, Asst. Board Secretary  
Mrs. Kathryn K. Harenza  
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, January 25, 2021

Jr./Sr. High School Library

<https://www.youtube.com/user/WyomissingASD>

- I. **Call to Order –Mrs. Maria C. Ziolkowski, Board President, Presiding**
- II. **Pledge of Allegiance – Mrs. Ziolkowski**
- III. **Announcement of Recording by the Public – Mrs. Ziolkowski**
- IV. **Roll Call – Mr. Boyer**
- V. **Welcome to Visitors & Announcement of Meetings – Mrs. Ziolkowski**
  - 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
- VI. **Committee Reports – Draft minutes from the month’s Committee of the Whole are posted on the District website.**
- VII. **Liaison Reports**
  - A. Berks County Intermediate Unit Board Report – Mrs. Taylor
  - B. Berks Career & Technology Center Board Report – Mr. Pottieger
  - C. Berks EIT Report – Mr. Boyer
  - D. Wyomissing Area Education Foundation – Mr. McCaffrey
  - E. Legislative Report – Mrs. Harenza
  - F. PTA – Mrs. Phillips

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**VIII. Recognition**

- A. Mrs. Joanne McCreedy, Former WASD Board Member
- B. School Board Recognition Month

**IX. Presentation – Mr. Boyer**

- A. Audit Report – Roxanne McMurtry, Herbein + Company, Inc.

**X. Public Comment – Mrs. Ziolkowski**

*Speakers are requested to identify themselves by name and address.*

**XI. Routine Approvals – Mrs. Ziolkowski**

**MOTION**

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

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

**MOTION**

- B. It is recommended that the Board of School Directors accept the Treasurer’s Report for November and December 2020.

**MOTION**

- C. It is recommended that the Board of School Directors approve payment of bills for the month of November and December 2020, 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 Check Summary

**XII. 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. Approve/ratify revised 2020-21 School Calendar.  
*Background Information: An Act 80 day was moved from January 15<sup>th</sup> to January 13<sup>th</sup>.*
- 2. Approve textbook adoption for JSBS 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, 8<sup>th</sup> Grade Academic and Advanced Earth and Space Science course.*

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- 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*

**B. Finance and Facilities**

**MOTION**

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

- 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 (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 Replacements).....\$72,945
  - 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 \$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.*

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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

**C. Personnel and Policy**

**MOTION**

It is recommended that the Board of School Directors approve and ratify the following Personnel and Policy items.

1. CONTRACT APPROVAL

- a. Request approval of the Amended Business Administrator Agreement.

2. POSITION GUIDES

- a. Custodial Foreperson

*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.

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#### 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, JSHS, resignation effective last day worked May 11, 2020.
- 2) **James Harris**, Varsity Track Asst. Coach, JSHS, end of employment effective last day worked May 13, 2020.
- 3) **Martin Kowalski**, Boys' Volleyball Head Coach, JSHS, resignation effective last day worked May 12, 2020.

#### 4. REQUEST APPROVAL OF THE LEAVE OF ABSENCES 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.*

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6. SUBSTITUTES

- a. Professional Staff (Deletions)
  - 1) **Alycia Seelig**, Nurse
- b. Support Staff (Deletions)
  - 1) **Kristin Batastini**, Food Service

7. VOLUNTEERS

XIII. **Old Business – Mrs. Ziolkowski**

XIV. **New Business – Mrs. Ziolkowski**

XV. **Right to Know Requests – Mrs. Ziolkowski**

RTK Request	Date of Request	Solicitor Fees	Staff Assigned	Staff Hours
None				

XVI. **Updates from Organizations**  
A. WAEA

XVII. **Adjournment – Mrs. Ziolkowski**