

WELLSBORO AREA SCHOOL DISTRICT

Board of Education Meeting
High School LGI Room – 7:00 PM
June 11, 2013

- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Members
- IV. Announcement of any Executive Session - June 11, 2013 at 6:30 PM, High School Faculty Room, for the purpose of legal matter;
- V. Concerned Resident Issues
- VI. Approval of Agenda – Voice Vote (Policy #006.5)
 Approved Disapproved Amended Tabled Postponed
- VII. Board Minutes / Financials – Voice Vote
- *A. Minutes of Previous Meeting (Policy #006.9)
Regular Board Meeting of May 13, 2013; ([Attachment VII-A](#))
- *B. Financial Reports (Policy #006.5) ([Attachment VII-B](#)) Board Summary Report (May 2013)
([Attachment VII-B-1](#)) 2012-13 Student Activity Fund Summary
([Attachment VII-B-2](#)) Capital Improvements/Stadium Fund/General
Fund Information Report
- *C. Approval of Bills (Policy #006.5) ([Attachment VII-C](#)) - 2012-13 General Fund Invoices
([Attachment VII-C-1](#))- Stadium Fund Invoices
([Attachment VII-C-2](#)) **Add-On General Fund Invoices**
([Attachment VII-C-3](#)) **Add-On School Lunch Invoice**
([Attachment VII-C-4](#)) **Add-On Capital Reserve Fund Invoices**
([Attachment VII-C-5](#)) **Add-On Stadium Fund Invoice**
- Approved Disapproved Amended Tabled Postponed
- VIII. Public Comment on Title I, and other Federal Programs (Policy #006.5)
- IX. A. Reports (Policy #006.5)
1. Student Representative
 2. Superintendent
 3. Business Manager
 4. Administrators
 5. Brian Kennedy, Project Coordinator – PEP Grant
 6. Board Members

X. **CONSENT ITEMS**

Roll Call Vote

1. **ADMINISTRATION AND ORGANIZATION**

- *A. WASD Single Audit Financial Report for Year Ending June 30, 2012. (Policy #619)
 Consideration of approval for the Single Audit Financial Report for Year Ending June 30, 2012 as presented. ([Attachment X-1A](#))

- *B. Revised WASD Athletic Policy (Policy #002)
 Consideration of approval of the revised Wellsboro Area School District Athletic Policy, as presented. ([Attachment X-1B](#))

- *C. Agreement to Participate in the School-Based ACCESS Program Administrative Claims Program
 Consideration of approval for “Agreement to Participate in the School-Based ACCESS Program Administrative Claims Program” for the purpose of receiving School-Based ACCESS revenues. Such program provides Federal Medicaid reimbursement for health-related services provided to eligible students with disabilities. ([Attachment X-1C](#))

- *D. Agreement of Affiliation between WASD and Pennsylvania College of Technology
 Consideration of approval for Agreement of Affiliation between Wellsboro Area School District and Pennsylvania College of Technology, as presented. Said agreement to become effective July 1, 2013 – June 30, 2015 unless other amended, modified or terminated. ([Attachment X-1D](#))

- *E. School Physicals (Policy #209)
 Consideration of approval for the employment of North Penn Comprehensive Health Services d/b/a Laurel Health Centers for the 2013-2014 school year to perform kindergarten, sixth grade, eleventh grade and all athletic physicals. The charge will be at \$60.00 per hour (estimated screening: 10-14 students per hour) plus mileage reimbursement at a rate of \$.56 per mile. ([Attachment X-1E](#))

- F. Approval of Insurance Carriers (Policy #812)
 Consideration of approval for the following recommended insurance carriers for the 2013-2014 fiscal year:
 - A. General Property and Liability/Package Policy
 Company: Liberty Mutual
 Annual Premium: \$61,048
 - B. Umbrella Excess Liability Policy
 Company: Liberty Mutual
 Annual Premium: \$11,171
 - C. Auto Policy
 Company: Liberty Mutual
 Annual Premium: \$5,927
 - D. School District Legal Liability-Errors & Omissions Policy
 Company: Liberty Mutual
 Annual Premium: Included in package with General Property & Liability
 - E. Workmen’s Compensation Insurance Policy
 Company: PICS
 Annual Premium: \$46,424

TOTAL: \$124,570

2. **PERSONNEL**

*A. Extra-Curricular Resignation (Policy #002)

Consideration of approval to accept letter of resignation from Mary D. Grab, High School Girls Basketball Head Coach, effective June 3, 2013. ([Attachment X-2A](#))

B. Extra-Curricular Volunteer Appointments (Policy #910)

Consideration of approval for the following extra-curricular volunteer appointments for the school year 2013-2014:

1. Katelyn Reese as High School Girls Volunteer Softball Coach;
2. Lana Shabloski as Volunteer Cheerleading Coach;

C. Appointment of School Board Secretary

Consideration of approval for the appointment of Linda K. Gamble as Secretary of the Wellsboro Area School Board, effective July 1, 2013 – June 30, 2014 at an annual stipend of \$3,500.

D. Conference Request

Consideration of approval for the following conference request:

- 1. Patrick Hewitt, Federal Programs Coordinator/Director of Curriculum and Instruction, to attend “Learning Focused Strategies Next Generation Train the Trainer”, in Greensboro, North Carolina on June 26-27 and July 22-26, 2013; (approximate costs of \$3,877 to be paid from Title I Grant funds and General Fund Budget for Curriculum Coordinator)**

3. **STUDENT**

*A. Request to Close Student Activity Account (Policy #229)

Consideration of approval to close the following student activity account:

1. Model U.N. – with a remaining balance of \$244.91 to be transferred to High School Principal’s Account; ([Attachment X-3A-1](#))
- 2. Home Economics Club (Middle School) – with a remaining balance of \$63.18 to be transferred to Middle School Principal’s Account; ([Attachment X-3A-2](#))**
- 3. Middle School Student Store/Life Skills – with a remaining balance of \$42.19 to be transferred to Middle School Principal’s Account; ([Attachment X-3A-3](#))**

B. Request for Homebound Instruction (Policy #117)

Consideration of approval for homebound instruction for Student #8 HB 2012-2013 as per her family physician for a period commencing May 14, 2013 – June 7, 2013.

Approved Disapproved Amended Tabled Postponed

XI. **ACTION ITEMS:**

1. **ADMINISTRATION AND ORGANIZATION**

*A. 2013-14 Food Service Management Company Contract

Roll Call Vote

Consideration of approval for the Renewal Agreement of the Food Service Management Company Contract with Nutrition, Inc. This Renewal Agreement shall be in effect for one (1) beginning July 1, 2013 and may be renewed by mutual agreement for up to two (2) additional one-year period(s). This Contract has been approved by the Pennsylvania Department of Education, Bureau of Budget and Fiscal Management Division of Food and Nutrition. ([Attachment XI-1A](#))

Approved Disapproved Tabled Amended Postponed

*B. Appointment of 2012-13 Independent Auditor Roll Call Vote
 Consideration of approval to appoint the independent auditing firm of **Buffamante Whipple Buffafaro, P.C.**, Certified Public Accounts & Business Advisors, 130 South Union Street, Suite 200, Olean, New York to perform the independent financial audit of the Wellsboro Area School District’s records and to perform the Single Audit of Federal Programs for the fiscal year ending June 30, 2013 at a cost not to exceed the sum of \$21,000, as presented. ([Attachment XI-1B](#)) (Due to the death of a partner of Allen, Rogers and Osgood, the firm will no longer perform audits of school districts)

Approved Disapproved Tabled Amended Postponed

*C. Performance Audit: WASD Altered Superintendent Employment Contract Buy-Out Report Roll Call Vote
 Consideration of approval for the approval of the Pennsylvania Auditor General’s Special Performance Audit Report addressing the Contract Buy-out of the Wellsboro Area School District’s prior Superintendent’s Employment Contract, as presented. ([Attachment XI-1C](#))

Approved Disapproved Tabled Amended Postponed

*D. 2013 Act 1 Board Resolution (Policy #002 & 913) Roll Call Vote
 Consideration of approval for the adoption of the 2013 Act 1 Board Resolution authorizing and implementing the Homestead and Farmstead Exclusion applicable to the 2013-14 fiscal year. ([Attachment XI-1D](#))

Approved Disapproved Tabled Amended Postponed

*E. 2013-2014 Wellsboro Area School District General Fund Operating Budget (Policy #604) Roll Call Vote
 Consideration of adoption of the 2013-14 Wellsboro Area School District General Fund Operating Budget (PDE 2028) with projected expenditures of \$23,173,506 and projected revenues of **\$23,137,404**. **\$18,051** will be taken from the General Funds Committed Reserves for Future Retirement Expenses and **\$18,051** will be taken from the General Fund Committed Reserve for Future Health Insurance Expenses to balance the 2013-14 General Fund Budget, as presented. ([Attachment XI-1E](#))

Approved Disapproved Tabled Amended Postponed

F. Adoption of Tax Rates for the 2013-2014 Fiscal Year Roll Call Vote
 Consideration of approval for the adoption of the following tax rates for the 2013-2014 fiscal year:

| | |
|--------------------------------------|----------------------|
| <u>Real Estate Tax:</u> | |
| Tioga County Real Estate Millage: | 17.0063 mills |
| Lycoming County Real Estate Millage: | 13.7971 mills |
| <u>Act 511 Taxes:</u> | |
| Real Estate Transfer Tax: | .50% |
| Earned Income Tax: | 1.00% |
| Local Services Tax: | \$5.00 |

Approved Disapproved Tabled Amended Postponed

G. Lease Agreement Roll Call Vote
 Consideration of approval to enter into Lease Agreement for computer equipment through _____ for the total amount of \$_____.

Approved Disapproved Tabled Amended Postponed

2. **PERSONNEL**

A. **Transfers of Professional Staff Personnel (Policy #409)** Roll Call Vote

Consideration of approval for the following professional staff transfers , effective August 28, 2013:

1. Michelle McNett, **from** High School Health & Physical Education Teacher, **to** Elementary Learning/Emotional Support Teacher;
2. Melissa Johnston, **from** Elementary Health & Physical Education Teacher, **to** High School Health & Physical Education Teacher;
3. Nathan Babcock, **from** High School Health & Physical Education Teacher, **to** Elementary Health & Physical Education Teacher;

Approved Disapproved Tabled Amended Postponed

B. **Transfers of Support Staff Personnel (Policy #509)** Roll Call Vote

Consideration of approval for the following support staff transfers:

1. Randolph Zuchowski, **from** Don Gill Elementary Custodian (full-time), **to** High School Custodian (full-time), effective June 12, 2013;
2. **Pamela Scarborough, from part-time (5 hrs per day/12 months) Don Gill Elementary Custodian to full-time (8 hrs per day/12 months) Don Gill Elementary Custodian, effective June 12, 2013. Pay rate remains the same.**

Approved Disapproved Tabled Amended Postponed

C. **Mentors** Roll Call Vote

Consideration of approval for the following mentors:

1. Heather Callahan as mentor of Jessica Witmer, Special Education Learning/Emotional Support Teacher, for the school year 2013-14 in accordance with the New Teacher Induction Plan.
2. Jennifer Erway as mentor of Heather S. Steinbacher, High School Spanish Teacher, for the school year 2013-14 in accordance with the New Teacher Induction Plan.

Approved Disapproved Tabled Amended Postponed

D. **Extra-Curricular Hire (Policy #122)** Roll Call Vote

Consideration of approval for the extra-curricular hire of Chad Owlett as High School Wrestling Assistant Coach, pending receipt of required clearances, for the 2013-14 WASD Wrestling Season, effective November 18, 2013 through the end of the PIAA Wrestling Championships (projected date of March 6-8, 2014). Stipend will be determined after negotiations are settled per Contract Agreement between WASD and WAEA.

Approved Disapproved Tabled Amended Postponed

E. **Summer "Extended Work Year" Days (Policy #504)** Roll Call Vote

Consideration of approval of the following summer work-days at contracted per diem rates for the school year 2013-2014:

1. Matthew Rendos, High School Guidance Counselor, not to exceed twenty (20) days;
2. Tanya Harmon, High School Guidance Counselor, not to exceed twenty (20) days;
3. Shane Mascho, Middle School Guidance Counselor, not to exceed twenty (20) days;
4. Melanie Berndtson, High School Vocational Agriculture Teacher, not to exceed ten (10) days;

Approved Disapproved Tabled Amended Postponed

F. Hires for Wellsboro Online Academy Summer School Teachers Roll Call Vote
 Consideration of approval for the following individuals to serve as Wellsboro Online Academy Summer School Teachers, effective June 17, 2013 at the rate of \$32.00 per hour – maximum of ten (10) hours per week and contingent on the number of students enrolled for Wellsboro Online Academy Summer School:

- | | | |
|--------------------------|------------------------|-------------------------|
| 1. Daniel Long | 4. Denise Route | 7. Erin Szentesy |
| 2. Tammy Knowlton | 5. Brandon Falk | 8. Sharon Mohr |
| 3. Jodi Wieder | 6. Rhoda Mann | |

Approved Disapproved Tabled Amended Postponed

G. Hire for Wellsboro Online Academy Summer School Teachers Roll Call Vote
 Consideration of approval for Jill Gastrock to serve as a Wellsboro Online Academy Summer School Teacher, effective June 17, 2013 at the rate of \$32.00 per hour – maximum of ten (10) hours per week and contingent on the number of students enrolled for Wellsboro Online Academy Summer School.

Approved Disapproved Tabled Amended Postponed

H. Hires (Policy #404) Roll Call Vote

Consideration of approval for the hire of:

1. Matthew Rendos, Wellsboro Area School District Athletic Director, effective May 9, 2013 at \$5,000 per annum;
- 2. Melissa Kulka, School Psychologist, Elementary Priority, at a salary of \$47,500, effective June 12, 2013;**

Approved Disapproved Tabled Amended Postponed

XII. Public Comment

XIII. Adjournment

Items of Information: (will be handed out at time of meeting)

1. Approved Facility Requests
2. Interview Schedule
3. Nutrition, Inc. Newsletter
4. **WASD Enrichment Newsletter**