

**WELLSBORO AREA SCHOOL DISTRICT**

Board of Education Meeting  
High School LGI Room – 7:00 PM  
August 13, 2013

**(Changes/Additions appear in red as of 8/13/13)**

I. Call to Order

II. Pledge of Allegiance

III. Roll Call of Members

IV. Announcement of any Executive Session - None

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 June 11, 2013; ([Attachment VII-A](#))

\*B. Financial Reports (Policy #006.5) ([Attachment VII-B](#))

([Attachment VII-B-1](#))

Board Summary Report (June 2013)

Board Summary Report (July 2013)

\*C. Approval of Bills (Policy #006.5) ([Attachment VII-C](#)) -

([Attachment VII-C-1](#))-

2012-13 General Fund Invoices 6/30/13

2012-13 General Fund Invoices 7/10/13

([Attachment VII-C-1a](#))-

2012-13 General Fund Invoices 8/8/13

([Attachment VII-C-1b](#)) -

**2012-13 Add-Ons – General Fund Inv. 8/13/13**

([Attachment VII-C-2](#))-

2013-14 General Fund Invoices 7/10/13

([Attachment VII-C-3](#))-

2013-14 General Fund Invoices 8/8/13

([Attachment VII-C-3a](#)) -

**2013-14 Add-Ons – General Fund Inv. 8/13/13**

([Attachment VII-C-4](#))-

Stadium Fund Bills 7/10/13

([Attachment VII-C-4a](#))-

Stadium Fund Bills 8/8/13

([Attachment VII-C-4b](#)) -

**2013-14 Add-Ons – Stadium Fund Inv. 8/13/13**

([Attachment VII-C-5](#))-

2012-13 School Lunch Fund Bills 7/10/13

([Attachment VII-C-5a](#))-

2013-14 School Lunch Fund Bills 8/8/13

([Attachment VII-C-5b](#)) -

**2013-14 Add-Ons – School Lunch Fund 8/13/13**

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. Superintendent
2. Business Manager
3. Administrators
4. Board Members

- B. First Reading of revised Policy #217 – Graduation Requirements ([Attachment IX-B](#))
- C. First Reading of revised Policy #918 – Title I Parental Involvement ([Attachment IX-C](#))
- D. First Reading of new Policy #702.1 – Naming Rights ([Attachment IX-D](#))

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X. **CONSENT ITEMS**

Roll Call Vote

1. **ADMINISTRATION AND ORGANIZATION**

- \*A. WASD Mission and Vision Statement and District Goals for School Year 2013-14 (Policy #003)  
Consideration of approval of the Wellsboro Area School District’s Mission and Vision Statement and Goals for School Year 2013-14. ([Attachment X-1A](#))
- \*B. 2013-14 Voluntary Student Accident Insurance Coverage  
Consideration of approval of ACE American Insurance Company as the District’s provider for Voluntary Student Accident Insurance Coverage for the 2013-14 school year including **Plan #1** School Time Coverage (\$30 per student-while student is traveling to and from school and while attending school sponsored activities during regular school day) and **Plan #2** 24 Hour Coverage (\$116 per student-covers student accidents 24 hours, 7 days per week ). ([Attachment X-1B](#))
- C. Approval of Interscholastic Sports Insurance Policy  
Consideration of approval for the renewal of the WASD’s Interscholastic Sports Insurance Policy with ACE American Insurance Company with a premium of \$11,889 for the 2013-14 school year with the following coverage: all school sponsored interscholastic sports activities (Grades 7-12); marching band and cheerleader activities in conjunction with interscholastic sports; non-athletic one day in-state school sponsored and supervised student field trips (Grades K-12); all school sponsored class trips, including trips to Europe; students participating in School Work programs; off-season supervised physical conditioning rider; unpaid volunteers.
- \*D. Approval of Revised Job Descriptions  
Consideration of approval for the following revised job descriptions for:
  - 1. Librarian (last revision: July 1997) – ([Attachment X-1D-1](#))
  - 2. School Nurse (latest revision: July 1997) – ([Attachment X-1D-2](#))
  - 3. Teacher (latest revision: July 1997) - ([Attachment X-1D-3](#))
  - 4. Guidance Counselor (latest revision: July 1997) – ([Attachment X-1D-4](#))
  - 5. Certified Reading Specialist (latest revision: May 2006) – ([Attachment X-1D-5](#))
  - 6. E.S.L. Teacher (latest revision: December 2004) – ([Attachment X-1D-6](#))
  - 7. Instructional Aide (latest revision: November 1997) – ([Attachment X-1D-7](#))

2. **PERSONNEL**

- \*A. Resignations (Policy #002)  
Consideration of approval to accept letters of resignation from:
  - 1. Melissa Kulka, School Psychologist, effective July 3, 2013; ([Attachment X-2A-1](#))
  - 2. Rachel Thompson, Middle School Special Education Instructional Aide, effective August 3, 2013; ([Attachment X-2A-2](#))
  - 3. **Kimberly Smith, Middle School Music Teacher, effective August 27, 2013; ([Attachment X-2A-3](#))**
- B. Extra-Curricular Volunteer Appointments (Policy #910)  
Consideration of approval for the following extra-curricular volunteer appointments for the school year 2013-2014:
  - 1. Adrienne Hampson as Volunteer High School Assistant Cheerleading Advisor;

2. Sidnei Reese as Volunteer High School Assistant Cheerleading Advisor;

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3. **Ethan Callahan as High School Football Volunteer Assistant Coach, pending receipt of required clearances .**
4. **Keith Cavanaugh as Middle School Football Volunteer Assistant Coach;**
5. **Natalia Vogler as High School Girls Soccer Volunteer Assistant Coach, pending receipt of required clearances.**

C. Conference Requests (Policy #433 & 438)

Consideration of approval for the following conference requests:

1. **Philip Snyder, High School Physical Education Teacher, to attend “Project Adventure-Debriefing”, Beverly, MA on August 15-13, 2013 (approximate costs of \$1,400 to be paid from the PEP Grant)**

D. Tenure

Consideration of recognition of the following teachers who have attained tenure in accordance with the requirements of Section 1121 of the PA School Code, amended by Act 66 of 1996:

1. Nathan Babcock after successfully completing three years of teaching as a Health & Physical Education teacher;
2. Tiffany Springsted Getty after successfully completing three years of teaching as a Chemistry teacher;
3. Lara Miller after successfully completing three years of teaching as a French teacher;
4. Benjamin Miller after successfully completing three years of teaching as a Social Studies teacher;
5. Shane Mascho after successfully completing three years of teaching as a School Counselor;

E. Extra-Curricular Resignation

**Consideration of approval to accept letter of resignation from Carolyn Mitchell as High School Girls Soccer Head Coach, effective immediately.**

3. **OTHER**

\*A. 2013-2014 WASD Substitute (Professional & Support) List (Policy #405 & 505)

Consideration of approval for the 2013-2014 WASD Substitute List as presented.

[\(Attachment X-3A\)](#)

\*B. 2013-2014 WASD School Bus Driver List (Policy #810)

Consideration of approval for the 2013-2014 WASD School Bus Driver List as presented.

[\(Attachment X-3B\)](#)

4. **STUDENT**

\*A. Overnight Field Trip Request

**Consideration of approval for the following field trip request:**

1. **Melanie Berndtson, High School Horticulture/AgScience Teacher, to take 6 FFA students to Eastern States Expo in Springfield, MA on September 12-15, 2013. [\(Attachment X-4A\)](#)**

\_\_\_Approved

\_\_\_Disapproved

\_\_\_Tabled

\_\_\_Amended

\_\_\_Postponed

XI. **ACTION ITEMS:**

1. **ADMINISTRATION AND ORGANIZATION**

- \*A. WASD School Breakfast/Lunch Meal Prices for School Year 2013-14 Roll Call Vote  
Consideration of approval for the Wellsboro Area School District’s School Breakfast/Lunch Meal Prices for School Year 2013-14 as presented (unchanged from School Year 2012-13). ([Attachment XI-1A](#))

Approved       Disapproved       Tabled       Amended       Postponed

- B. PSBA Voting Delegates Appointment (Policy #002) Roll Call Vote  
Consideration of approval for the appointment of Atalanta Shabloski and John Peropat as voting delegates for the PSBA Legislative Policy Council Meeting held on Tuesday, October 15, 2013 during School Leadership Conference in Hershey, PA.

Approved       Disapproved       Tabled       Amended       Postponed

- \*C. Agreement between Laurel Management Services and WASD Roll Call Vote  
Consideration of approval for Occupational Health Services from Laurel Management Services for alcohol and drug testing of District approved bus drivers for the school year 2013-2014. ([Attachment XI-1C](#))

Approved       Disapproved       Tabled       Amended       Postponed

2. **PERSONNEL**

- A. Transfer of Support Staff **and Professional Personnel** (Policy #409 & 509) Roll Call Vote  
Consideration of approval for the following transfers:  
1. Tina Stadler, **from** part-time (5 hrs. per day/12 months) Rock L. Butler Middle School Custodian, **to** part-time (5 hrs. per day/12 months) Don Gill Elementary custodian, effective July 15, 2013. **Pay rate will remain the same at \$14.20 per hour.**  
2. **Morgan Shaffer, from Elementary Librarian, to Rock L. Butler Middle School Music Teacher, effective August 28, 2013, Step #5, Bachelors, salary of \$48,155 (Professional Salary Schedule for 2012-2013, said amount may be adjusted after negotiations are settled per Contract Agreement between Wellsboro Area School District and Wellsboro Area Education Association).**

Approved       Disapproved       Tabled       Amended       Postponed

- B. Hires (Policy #404 & 504) Roll Call Vote  
Consideration of approval of the following hires:  
1. Carly Bowen-Clark, Elementary Teacher (Kindergarten), effective August 28, 2013, Step #1, Bachelors, Salary \$44,155 (Professional Salary Schedule for 2012-13, said amount may be adjusted after negotiations are settled per Contract Agreement between WASD and WAEA).  
2. **Annette Nuss**, long-term substitute Elementary (6<sup>th</sup> Grade) Teacher for the school year 2013-2014, effective August 28, 2013, Step #1, Bachelors, Salary \$44,155 (Professional Salary Schedule for 2012-13, said amount may be adjusted after negotiations are settled per Contract Agreement between WASD and WAEA).  
3. **Joyce Butler**, High School Special Education Instructional Aide, part-time (5 hrs. per day/9 months) effective August 28, 2013 at a rate of \$10.00 per hour during the first 60-working day probationary period contingent on completion of required coursework at PATTaN; Upon satisfactory completion of the probationary period, starting rate of pay will be \$10.91 per hour;

- 4. **Leslie Hilton**, Rock L. Butler Middle School Special Education Instructional Aide, part-time (5 hrs. per day/9 months) effective August 28, 2013 at a rate of \$10.00 per hour during the first 60-working day probationary period contingent on completion of required coursework at PATTaN; Upon satisfactory completion of the probationary period, starting rate of pay will be \$10.91 per hour;
- 5. Kenneth Power, Custodian, part-time (5 hrs. per day/12 months) effective July 22, 2013 at the rate of \$10.00 per hour during the first 60-working day probationary period, then increased to beginning rate of \$11.14 per hour;
- 6. **Amanda Nolan, Charlotte Lappla Special Education Instructional Aide, part-time (5 hrs. per day/9 months), effective August 28, 2013 at a rate of \$10.00 per hour during the first 60-working day probationary period contingent on completion of required coursework at PATTaN and receipt of all required clearances; Upon satisfactory completion of the probationary period, starting rate of pay will be \$10.91 per hour;**

Approved       Disapproved       Tabled       Amended       Postponed

C. Mentors

Roll Call Vote

Consideration of approval for the following mentors:

- 1. Terri Dunkleberger as mentor of Carly Bowen-Clark, Elementary (Kindergarten) Teacher, for the school year 2013-14 in accordance with the New Teacher Induction Plan.
- 2. Tina Kreisler as mentor of **Annette Nuss**, long-term substitute Elementary (6<sup>th</sup> Grade) Teacher, for the school year 2013-14 in accordance with the New Teacher Induction Plan.

Approved       Disapproved       Tabled       Amended       Postponed

D. Extra-Curricular Hires (Policy #122)

Roll Call Vote

Consideration of approval for the following extra-curricular hires for the school year 2013-14. The stipend for each hire is not listed due to current negotiations being conducted between WASD and WAEA (Wellsboro Area Education Association) for a new contract.

- |                     |                                             |                              |
|---------------------|---------------------------------------------|------------------------------|
| 1. John Davis       | High School Girls Basketball Head Coach     | Season: 11/18/2013 – 03/2014 |
| 2. Ed Hamm          | Middle School Boys Basketball Head Coach    | Season: 11/18/2013 – 03/2014 |
|                     | Middle School Soccer Head Coach             | Season: 08/12/2013 – 11/2013 |
| 3. Ben Miller       | Middle School Boys Basketball Assist. Coach | Season: 11/18/2013 – 03/2014 |
| 4. Darrell Morris   | Middle School Girls Basketball Head Coach   | Season: 11/18/2013 – 03/2014 |
| 5. Adrienne Hampson | MS Cheerleading Advisor                     |                              |
| 6. Shane Mascho     | Middle School Football Head Coach           | Season: 08/12/2013 – 12/2013 |
|                     | High School Baseball Asst. Coach            | Season: 03/03/2014 – 06/2014 |
|                     | Odyssey of the Mind Coordinator (MS)        |                              |
| 7. Jen Outman       | Middle School Volleyball Head Coach         | Season: 08/12/2013 – 11/2013 |
| 8. Jeff Rupert      | Middle School Wrestling Head Coach          | Season: 11/18/2013 – 03/2014 |
| 9. Paul Hood        | Middle School Cross Country Head Coach      | Season: 08/12/2013 – 11/2013 |
| 10. Philip Prough   | High School Baseball Head Coach             | Season: 03/03/2014 – 06/2014 |
| 11. Todd Outman     | High School Boys Basketball Head Coach      | Season: 11/18/2013 – 03/2014 |
| 12. Chase Kriner    | High School Boys Basketball Assist. Coach   | Season: 11/2013 – 03/2014    |
| 13. Chelsea Martin  | High School Girls Basketball Assist. Coach  | Season: 11/2013 – 03/2014    |
| 14. John Shaffer    | High School Boys Soccer Head Coach          | Season: 08/12/2013 – 11/2013 |
|                     | High School Boys Track Assist. Coach        | Season: 03/03/2014 – 05/2014 |
| 15. Todd Fitch      | High School Boys Soccer Assist. Coach       | Season: 08/12/2013 – 11/2013 |

- 16. Ashley Redell High School Girls Soccer Assist. Coach Season: 08/12/2013 – 11/2013
- 17. Greg Carr High School Girls Softball Head Coach Season: 03/03/2014 – 06/2014
- 18. Michelle McNett High School Girls Softball Assist. Coach Season: 03/03/2014 – 06/2014  
High School Volleyball Assist. Coach Season: 08/12/2013 – 11/2013
- 19. Nathan Coolidge High School Boys Tennis Head Coach Season: 03/03/2014 – 05/2014
- 20. David Sanford High School Boys Track Head Coach Season: 03/03/2014 – 05/2014
- 21. Jeff Zuchowski High School Girls Track Head Coach Season: 03/03/2014 – 05/2014  
High School Cross Country Assist. Coach Season: 08/12/2013 – 11/2013
- 22. Elizabeth Hoover High School Girls Track Assist. Coach Season: 03/03/2014 – 05/2014
- 23. Thomas Schlichter High School Cross Country Head Coach Season: 08/12/2013 – 11/2013
- 24. Tammy Reese High School Cheerleading Advisor
- 25. John DeLeonardis Strength & Conditioning Coach
- 26. Sharon Zuchowski High School Volleyball Head Coach Season: 08/12/2013 – 11/2013
- 27. Steven Henneman Don Gill Head Teacher
- 28. Todd Outman Rock L. Butler Middle School Head Teacher
- 29. Mike McLaughlin Percussion Coordinator
- 30. Cheri Butler Band-Front Color Guard Instructor
- 31. Morgan Shaffer MS/HS (Grades 7-12) Marching Band Instructor
- 32. Heather Ladd Middle School Student Council Co-Advisor
- 33. Peter Davis High School Fall Drama Director
- 34. Christina Simonis Spring Musical
- 35. Shane Cleveland AV Coordinator
- 36. Judi Hume Odyssey of the Mind Coordinator (elementary)
- 37. Lara Miller High School Senior Class Advisor
- 38. Jodi Wieder High School Student Council Advisor
- 39. Erin Szentesy High School Yearbook Business Co-Manager  
High School Yearbook Co-Advisor
- 40. Tammy Knowlton On-Line Education Mentor (WOA)
- 41. Sharon Mohr On-Line Education Mentor (WOA)
- 42. Barbara West On-Line Education Mentor (WOA)

Approved       Disapproved       Tabled       Amended       Postponed

E. Extra-Curricular Hire (Policy #122)

Roll Call Vote

Consideration of approval for the extra-curricular hire of Jill Gastrock for the school year of 2013-14 as:

- 1. High School Girls Tennis Head Coach Season: 08/12/2013 – 11/2012
- 2. High School Yearbook Business Co-Manager
- 3. High School Yearbook Co-Advisor
- 4. On-Line Education Mentor (Wellsboro Online Academy)

(Stipend for each hire is not listed due to current negotiations being conducted between WASD and WAEA (Wellsboro Area Education Association) for a new contract)

Approved       Disapproved       Tabled       Amended       Postponed

F. Extra-Curricular Hire (Policy #122)

Roll Call Vote

Consideration of approval for the extra-curricular hire for the school year of 2013-14 of Kristen West as:

- 1. Middle School Girls Basketball Assistant Coach Season: 11/18/2013 - 03/2014
- 2. Middle School Student Council Co-Advisor

Approved       Disapproved       Tabled       Amended       Postponed

G. Hire of Sub-Contractor for Speech & Language Therapist Roll Call Vote  
Consideration of approval for the hire of James Dinsmore, as sub-contractor for the Speech and Language Therapist position presently vacant in the Wellsboro Area School District at the rate of \$50 per hour up to twenty (20) hours per week for the duration of the 2013-14 school year, effective September 3, 2013.

Approved       Disapproved       Tabled       Amended       Postponed

H. 2013-2014 WASD Security Guard Approvals (Policy #122) Roll Call Vote  
Consideration of the following WASD Security Guards for school year 2013-14:  
1. Terry Starkweather      2. Kenneth Power  
3. Richard Osgood      4. Kenneth Raymond

Approved       Disapproved       Tabled       Amended       Postponed

I. 2013-2014 WASD Security Guard Approval (Policy #122) Roll Call Vote  
Consideration of approval for Matthew West as a District Security Guard for the school year 2013-14.

Approved       Disapproved       Tabled       Amended       Postponed

J. Conference Request (Policy #433 & 438) Roll Call Vote  
Consideration of approval for the following conference request:  
1. Janet Hill, Rock L. Butler Middle School Building Secretary, to attend “Microsoft Excel 2007-Excel Basics”, Elmira, NY on August 22, 2013 (approximate costs of \$137.59 to be paid from Building Budget);

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 Schedules
3. Nutrition, Inc. Newsletter