

WELLSBORO AREA SCHOOL DISTRICT

Board of Education Meeting

June 11, 2013

High School LGI Room – 7:00 PM

MINUTES

Called to Order President Craig West at 7:05 PM in the Wellsboro Area High School Large Group Instruction Room, 225 Nichols Street, Wellsboro, PA.

President Craig West led in the Pledge of Allegiance.

Roll Call of Members: Mr. Christopher Gastrock, Mr. Christopher Neal, Mr. John Peropat, Mrs. Atalanta Shabloski, Mr. Steven Kramer, Mr. Matthew Feil and Mr. Craig West. Member absent: Mr. Glenn Poirier

Announcement of any Executive Sessions: President Craig West announced there was an executive session held on Tuesday, June 11, 2013 at 6:30 PM in the High School Faculty Room for the purpose of a legal matter.

Present were the following: Mr. Christopher Morral, Mrs. Marcia Newcomb, Mr. Steven Adams, Mr. Patrick Hewitt, Mr. David Krick, Mr. Mike Pietropola and Mr. Robert Kreger; Board Secretary, Linda Gamble; Bruce Vickery, WASD Solicitor; Press Present: Natalie Kennedy (Wellsboro Gazette); Visitors Present: Sarah Wagaman

Concerned Resident Issues: None

Approval of Agenda – A motion was made by Mr. Peropat, seconded by Mrs. Shabloski to approve the Agenda as presented. Motion passed by unanimous voice vote.

Board Minutes/Financials – A motion was made by Mr. Peropat, seconded by Mr. Neal to approve the Board Minutes and Financials as presented. The motion passed by unanimous voice vote.

A. Minutes of Previous Meeting: May 13, 2013;

B. Financial Reports – Board Summary Report (May 2013); Student Activity Fund Summary (2012-13); Capital Improvements/Stadium Fund/General Fund Information Report;

C. Approval of Bills – 2012-13 General Fund Invoices; Stadium Fund Invoices; Add-On General Fund Invoices; Add-On School Lunch Invoice; Add-On Capital Reserve Fund Invoices; Add-On Stadium Fund Invoice;

Public Comment on Title I, and other Federal Programs – None

Report from Student Representative – Troy Kennedy reported on various student issues (graduation and National Honor Society, Student Council) and sporting events going on in the District.

Report from Superintendent – Superintendent Morral advised the Board that the District's Bullying Committee has been working diligently on a bullying prevention program. Superintendent Morral also commended the administration and staff for another successful school year. And last, but not least, he thanked the Budget & Finance Committee for their patience and time in working out a fair and equitable 2013-14 General Fund Budget.

Report from Business Manager – Business Manager Newcomb reported "Budget, Budget, Budget"! The District Office is now working on setting up the 2013-14 school year and is working diligently on working with the selected auditor who will be voted on tonight.

Report from Administrators – Administrators gave a brief update of the prior month's activities.

Report from Board Members – Mr. Chambers commented on what a great job the teachers did regarding the Prom (valet parking). They all did a great job!

CONSENT ITEMS:

A motion was made by Mrs. Shabloski, seconded by Mr. Kramer to approve the Consent Items as presented.

1. **ADMINISTRATION AND ORGANIZATION**

A. WASD Single Audit Financial Report for Year Ending June 30, 2012.

Consideration of approval for the Single Audit Financial Report for Year Ending June 30, 2012 as presented.

B. Revised WASD Athletic Policy

Consideration of approval of the revised Wellsboro Area School District Athletic Policy, as presented.

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.

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.

E. School Physicals

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.

F. Approval of Insurance Carriers

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**

Consideration of approval to accept letter of resignation from Mary D. Grab, High School Girls Basketball Head Coach, effective June 3, 2013.

B. **Extra-Curricular Volunteer Appointments**

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**

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;
2. Home Economics Club (Middle School) – with a remaining balance of \$63.18 to be transferred to Middle School Principal’s Account;
3. Middle School Student Store/Life Skills – with a remaining balance of \$42.19 to be transferred to Middle School Principal’s Account;

B. **Request for Homebound Instruction**

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.

Upon a roll call vote: Mr. Chambers, aye; Mr. Feil, aye; Mr. Gastrock, aye; Mr. Kramer, aye; Mr. Neal, aye; Mr. Peropat, aye; Mrs. Shabloski, aye; Mr. West, aye; Motion carried; Mr. Poirier was absent;

XI. **ACTION ITEMS:**

1. **ADMINISTRATION AND ORGANIZATION**

A. **2013-14 Food Service Management Company Contract** – A motion was made by Mrs. Shabloski, seconded by Mr. Peropat to approve 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.

Upon a roll call vote: Mr. West, aye; Mrs. Shabloski, aye; Mr. Peropat, aye; Mr. Neal, aye; Mr. Kramer, aye; Mr. Gastrock, aye; Mr. Feil, aye; Mr. Chambers, aye; Motion carried; Mr. Poirier was absent;

B. Appointment of 2012-13 Independent Auditor – A motion was made by Mr. Peropat, seconded by Mr. Gastrock to approve the appointment of 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. (Due to the death of a partner of Allen, Rogers and Osgood, the firm will no longer perform audits of school districts)

Upon a roll call vote: Mr. Feil, aye; Mr. Peropat, aye; Mr. Gastrock, aye; Mr. West, aye; Mr. Chambers, aye; Mr. Kramer, aye; Mrs. Shabloski, aye; Mr. Neal, aye; Motion carried; Mr. Poirier was absent;

C. Performance Audit: WASD Altered Superintendent Employment Contract Buy-Out Report - A motion was made by Mr. Peropat, seconded by Mr. Neal to approve 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.

Upon a roll call vote: Mr. Gastrock, aye; Mr. Neal, aye; Mr. Feil, aye; Mr. Kramer, aye; Mr. West, aye; Mr. Peropat, aye; Mrs. Shabloski, aye; Mr. Chambers, aye; Motion carried; Mr. Poirier was absent;

D. 2013 Act 1 Board Resolution - A motion was made by Mr. Peropat, seconded by Mr. Neal to approve the adoption of the 2013 Act 1 Board Resolution authorizing and implementing the Homestead and Farmstead Exclusion applicable to the 2013-14 fiscal year.

Upon a roll call vote: Mr. Chambers, aye; Mr. Feil, aye; Mr. Gastrock, aye; Mr. Kramer, aye; Mr. Neal, aye; Mr. Peropat, aye; Mrs. Shabloski, aye; Mr. West, aye; Motion carried; Mr. Poirier was absent;

E. 2013-2014 Wellsboro Area School District General Fund Operating Budget – A motion was made by Mr. Chambers, seconded by Mr. Peropat, to approve the 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 Fund Committed Reserve 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.

Upon a roll call vote: Mr. West, aye; Mr. Chambers, aye; Mrs. Shabloski, aye; Mr. Feil, aye; Mr. Peropat, aye; Mr. Gastrock, aye; Mr. Neal, aye; Mr. Kramer, aye; Motion carried; Mr. Poirier was absent;

F. Adoption of Tax Rates for the 2013-2014 Fiscal Year – A motion was made by Mr. Chambers, seconded by Mr. Peropat, to approve the adoption of the following tax rates for the 2013-2014 fiscal year:

Real Estate Tax:

Tioga County Real Estate Millage:	17.0063 mills
Lycoming County Real Estate Millage:	13.7971 mills

Act 511 Taxes:

Real Estate Transfer Tax:	.50%
Earned Income Tax:	1.00%
Local Services Tax:	\$5.00

Upon a roll call vote: Mrs. Shabloski, aye; Mr. Feil, aye; Mr. West, aye; Mr. Chambers, aye; Mr. Gastrock, aye; Mr. Peropat, aye; Mr. Neal, aye; Mr. Kramer, aye; Motion carried; Mr. Poirier was absent;

G. Lease Agreement – A motion was made by Mr. Chambers, seconded by Mr. Peropat, to approve to enter into Lease Agreement for computer equipment through Seneca for the total amount of \$55,195.72.

Upon a roll call vote: Mr. Kramer, aye; Mr. Chambers, aye; Mr. Neal, nay; Mrs. Shabloski, aye; Mr. Gastrock, aye; Mr. Feil, aye; Mr. West, aye; Mr. Peropat, aye; Motion carried; Mr. Poirier was absent;

2. PERSONNEL

A. Transfers of Professional Staff Personnel - A motion was made by Mrs. Shabloski, seconded by Mr. Peropat to approve 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;

Upon a roll call vote: Mr. Peropat, aye; Mr. Feil, nay; Mr. Chambers, aye; Mr. Gastrock, aye; Mr. Kramer, aye; Mr. West, aye; Mrs. Shabloski, aye; Mr. Neal, aye; Motion carried; Mr. Poirier was absent;

B. Transfers of Support Staff Personnel - A motion was made by Mr. Neal, seconded by Mrs. Shabloski to approve 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.

Upon a roll call vote: Mr. Feil, aye; Mr. West, aye; Mr. Chambers, aye; Mrs. Shabloski, aye; Mr. Gastrock, aye; Mr. Kramer, aye; Mr. Neal, aye; Mr. Peropat, aye; Motion carried; Mr. Poirier was absent;

C. Mentors – A motion was made by Mrs. Shabloski, seconded by Mr. Peropat to approve 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.

Upon a roll call vote: Mr. Feil, aye; Mr. West, aye; Mr. Chambers, aye; Mrs. Shabloski, aye; Mr. Gastrock, aye; Mr. Neal, aye; Mr. Kramer, aye; Mr. West, aye; Motion carried; Mr. Poirier was absent;

D. Extra-Curricular Hire – A motion was made by Mrs. Shabloski, seconded by Mr. Peropat to approve 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.

Upon a roll call vote: Mr. Chambers, aye; Mr. Feil, aye; Mr. Gastrock, aye; Mr. Kramer, aye; Mr. Neal, aye; Mr. Peropat, aye; Mrs. Shabloski, aye; Mr. West, aye; Motion carried; Mr. Poirier was absent;

E. Summer “Extended Work Year” Days - A motion was made by Mrs. Shabloski, seconded by Mr. Peropat to approve 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;

Upon a roll call vote: Mr. West, aye; Mrs. Shabloski, aye; Mr. Peropat, aye; Mr. Neal, aye; Mr. Kramer, aye; Mr. Gastrock, aye; Mr. Feil, aye; Mr. Chambers, aye; Motion carried; Mr. Poirier was absent;

F. Hires for Wellsboro Online Academy Summer School Teachers – A motion was made by Mrs. Shabloski, seconded by Mr. Peropat, to approve 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 | |

Upon a roll call vote: Mr. Peropat; aye; Mr. Neal; aye; Mr. West, aye; Mr. Chambers; aye; Mr. Feil, aye; Mr. Gastrock, aye; Mr. Kramer, aye; Mrs. Shabloski, aye; Motion carried; Mr. Poirier was absent;

G. Hire for Wellsboro Online Academy Summer School Teachers – A motion was made by Mr. Peropat, seconded by Mr. Feil, to approve 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.

Upon a roll call vote: Mr. West, aye; Mr. Chambers, aye; Mrs. Shabloski, aye; Mr. Feil, aye; Mr. Gastrock, abstained; Mr. Kramer, aye; Mr. Neal, aye; Mr. Peropat, aye; Motion carried; Mr. Poirier was absent;

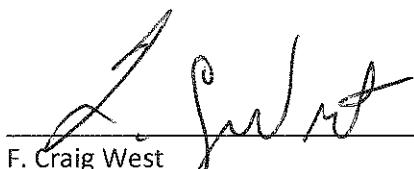
H. Hires - A motion was made by Mr. Peropat, seconded by Mr. Chambers, to approve the hire of:

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;


Upon a roll call vote: Mr. Kramer; aye; Mrs. Shabloski, aye; Mr. Chambers, aye; Mr. Neal, aye; Mr. Feil, aye; Mr. Peropat, aye; Mr. West, aye; Mr. Gastrock, aye; Motion carried; Mr. Poirier was absent;

XII. Public Comment - None

XIII. Adjournment - A motion was made by Mrs. Shabloski, seconded by Mr. Peropat to adjourn the meeting at 7:43 PM. All ayes.



F. Craig West
President - WASD Board of Education



Linda K. Gamble
WASD Board Secretary