

**WELLSBORO AREA SCHOOL DISTRICT**

Board of Education Meeting

February 11, 2014

High School LGI Room – 7:00 PM

**MINUTES**

Called to Order by President Carl Chambers at 7:08 PM in the Wellsboro Area High School Large Group Instruction Room, 225 Nichols Street, Wellsboro, Pennsylvania.

President Carl Chambers led in the Pledge of Allegiance.

Roll Call of Members: Mr. Carl Chambers, Mr. Christopher Gastrock, Mr. Steven Kramer, Mrs. Atalanta Shabloski, Mr. Matthew Feil, Mr. Wayne Hackett and Mrs. Susan Usavage-Rudy. Members absent: Mr. John Peropat and Mr. Stewart Burrous;

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; Press present: Natalie Kennedy (Wellsboro Gazette); Bruce Vickery, WASD Solicitor; Student Representative Troy Kennedy; Visitors: Tanner Swan; Nick Levindoski; David DiTanna; Todd Fitch, Jodi Niver Wieder; Alexa Singer; Emma Eccher;

Announcement of any Executive Session: February 11, 2014 at 6:30 PM, High School Faculty Room, for the purpose of personnel and legal matter;

Concerned Resident Issues: None

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

Board Minutes/Financials – A motion was made by Mrs. Shabloski, seconded by Mr. Gastrock, to approve the Board Minutes/Financials as presented.

- A. Minutes of Previous Meetings – Regular Board Meeting of January 11, 2014;
- B. Financial Reports: Board Summary Report of January, 2014; Student Activity Fund Summary of January 2014;
- C. Approval of Bills - 2013-14 General Fund Invoices; 2013-14 Add-On General Fund Invoices; 2013-14 School Lunch Fund Invoices; 2013-14 Capital Improvement Fund Invoices;

The motion passed by unanimous voice vote.

Public Comment on Title I and other Federal Programs: None

Report from Student Representative – Troy Kennedy, Student Representative, reported various events such as National Honor Society (Induction Ceremony on 2/12); Boys Basketball – NTL Showdown in February and they also qualified for district play; Wrestling – Sectionals top 4 will go to District's; FFA – Spirit Week 2/17-21; Student Council – Homecoming is being planned for next school year; Teacher Appreciation Week is in April; Spring Fling being planned; an updated Constitution is being presented to the Board next month; Swim Team – Blair Carson, Nathan Cotner, Emilie Kramer and Olivia Kurtz were league champions in their event;

Report from Superintendent – Mr. Morral asked Mrs. Newcomb to introduce David DiTanna, who is with the independent auditing firm for the District. Mr. DiTanna presented the actual independent audit (54 pages long) and a Graph Analysis (PowerPoint). Mr. DiTanna was very thorough in his presentation and in closing, he stated that in their opinion, the Wellsboro Area School District complied, in all material respects, with the requirements contained in OMB

Circular A-133 (Single Audit Act) that are applicable to each of its major federal programs for the year ended 5/30/2013. Internal Control Over compliance – They noted no matters involving the internal control over financial reporting and its operation that they consider to be a material weakness. He did note under “Internal Control over financial Reporting”, there were two matters that they considered to be material weaknesses: Adjusting journal entries and purchase orders. However, under Compliance, the results of their tests disclosed no instances of noncompliance.

Mr. Morral recognized the Business Manager and the people in the Business Office for their work in having a successful audit.

Mr. Morral introduced Nicholas Levindoski who read the Tioga County Youth Leadership 2014 Resolution designating April 24, 2014 as Youth Leadership Day in Tioga County.

Mr. Morral then introduced Brian Kennedy, PEP Grant Coordinator to give his final report to the Board. Mr. Kennedy began the PEP journey back in 2010 (Wellsboro Fitness for Life). As a Carol M. White Physical Education Program grant recipient the past three years, Wellsboro Area School District has done the following toward promoting Wellsboro Fitness for Life – our effort to change a sports-centered physical education model to a lifetime fitness perspective: Purchased equipment to facilitate student activity; engaged in community partnerships, namely the Step Outdoors Network, to promote outdoor recreation; developed and formalized curriculum (nutrition and PE), creating a progression from grade to grade and building to building; produced a steady improvement in cardiovascular health of students each year as evidenced by program evaluation; and offered numerous staff development opportunities, which perhaps is the most beneficial toward sustained change. This has been a great opportunity for staff to step out of their normal routines, get a look at other Health/PE programs, and develop as a cohesive department. As a result, a departmental philosophy, vision, and mission have been developed along with a schematic that illustrates that our Health and PE is not just a means for encouraging movement, but also quality of movement and quality of life, reaching into the character and academic development of students. My hats off to the WASD Health/PE Department, who I have found to be a committed, competent, and overall impressive group of professionals.

Todd Fitch also spoke to the Board regarding the PEP Grant.

Mr. Morral reminded the Board that on February 20<sup>th</sup>, we will be going to Mansfield University to discuss STEM programming.

Report from Business Manager – Mrs. Newcomb gave the Board an update on the 2013-14 budget. Between now and the end of June, we are looking to close the gap of approximately \$367,000.

Report from Administrators –

Mr. Adams reported that open houses will be held in both elementary schools on March 4, 5, and 6<sup>th</sup>. He also recognized the custodial staff at Charlotte Lappla and Don Gill for their outstanding work during snow removal.

Mr. Hewitt reported the District just started their next session of after school tutoring funded through the School Improvement Grant – it will run 5 weeks. There will be one more session in the summer. Mr. Hewitt also mentioned that the District held one hour Extended Thinking Workshops for all the teachers in all the buildings last week with the intent of teachers working more higher order thinking throughout their lessons.

Mr. Pietropola reported to the Board that the Middle School has successfully completed the ELA Field Test for Grades 6, 7, 8. He also thanked the Borough and the Chief of Police for their efforts in removing the snow piled up in front of the Middle School.

Board Members – Mr. Kramer made note of Mr. Kennedy's passion for the PEP Grant. He also commended the Superintendent for having made good decisions on keeping school open/closed and also commended Mr. Keck on his responsibilities and duties for snow removal. Mr. Chambers thank the Nutrition Group for contributing to the District having a favorable audit report. He also thanked the Budget Committee for their hard work. Mrs. Shabloski commented on the green ballots (BLaST IU). She told the Board that there were 19 that sit on the BLaST Board. What you are doing is confirming that you are in agreement with the person representing their district.

## 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. Second Reading and Adoption of new Board Policy #810.3

Consideration of approval to adopt new Board Policy #810.3 – Procedures for Use of District-Owned Vehicles as presented.

#### B. Tioga County Youth Leadership 2014 Resolution

Consideration of approval to adopt Resolution to designate **April 24, 2014** as Youth Leadership Day in Tioga County.

#### C. WASD Single Audit Financial Report for Year Ending June 30, 2013

Consideration of approval for the Single Audit Financial Report for Year Ending June 30, 2013 prepared by *Buffamante Whipple Buttafaro, P.C.*

#### D. BLaST Intermediate Unit #17 Budget for Fiscal Year 2014-15

Consideration of approval of the BLaST Intermediate Unit #17 2014-15 General Operations Budget for the fiscal year July 1, 2014 – June 30, 2015 in the amount of \$2,398,947.

#### E. Approval of Bid

Consideration of approval to award lowest bid to R. H. Marcon Inc. for the removal of existing roofing at the Wellsboro Area School District Administration Office at a total cost of **\$948,051.56**.

(Alternate 1 – Library Section & Mat/Locker Room Section: \$489,767.06;

(Alternate 2 – West Side – From IT down through Maintenance: \$548,981.63;

The Base Scope of Work bid was obtained through Keystone Purchasing Network (KPN), previously known as the Pennsylvania Education Joint Purchasing Council (PEJPC).

### 2. PERSONNEL

#### A. Conference Requests

Consideration of approval for the following conference requests:

1. Matthew Hildebrand, Nathan Babcock, John Davis, Ben Miller, Shane Mascho, Mike Pietropola, John Johnston and Jeff Bobinko to attend "**Pennsylvania Scholastic Football Coaches Association Clinic**", State College, PA on February 20-22, 2014; (approximate costs of \$1600 to be paid from General Fund Athletics)
2. Sarah Wagaman (Elementary Art), Melissa Ryan (Kindergarten), Sharon Mohr (HS Social Studies), Steve Adams, Pat Hewitt, Tina Kreisler (Grade 6), Shannon Ferry (Grade 5), Matt Erway (Grade 5-8 Industrial Technology), Penny Button (HS Math), Elizabeth Hoover (HS English) and Joseph Mercuri (HS Culinary Arts) to attend "Student Learning Objective Training, Part I", Canton, PA on March 7, 2014; (approximate costs of \$1,435 to be paid from General Fund for Curriculum)

3. Patrick Hewitt, Federal Programs Coordinator, to attend “PA Federal Programs Coordinators Annual Conference”, Seven Springs, PA on April 27-30, 2014; (approximate costs of \$1,436 to be paid from Title I Grant Funds)

B. Approval of Title I Math & Reading Tutors K-8 for the School Year 2013-14

Consideration of approval of the following individuals to serve as Title I Math & Reading Tutors K-8 for the school year 2013-2014 at a contractual rate of \$32.00 per hour in accordance with the Contract Agreement between WASD and WAEA based on the understanding that the number of teachers used will be contingent upon student/parent participation by buildings and will be at the discretion of the administration:

1. Matthew Guillaume
2. Charissa M. Mascho
3. Joseph Davis

C. Extra-Curricular Volunteer Appointments

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

1. Tim Frazier, as Volunteer High School Boys Baseball Assistant Coach, effective February 12, 2014;
2. David Allen, as Volunteer High School Boys Baseball Assistant Coach, effective February 12, 2014;
3. Darel Reese, as Volunteer High School Boys Baseball Assistant Coach, effective February 12, 2014;
4. Nick Saniga, as Volunteer High School Boys Baseball Assistant Coach, effective February 12, 2014;
5. Connor Coolidge, as Volunteer High School Boys Baseball Assistant Coach, pending receipt of required clearances, effective February 12, 2014;
6. Ed McNett, as Volunteer High School Softball Assistant Coach, effective February 12, 2014;
7. Cynthia Carr, as Volunteer High School Softball Assistant Coach, effective February 12, 2014;
8. Michael Egleston, as Volunteer Basketball Assistant Coach for Grades 7-12, pending receipt of required clearances, effective February 12, 2014;
9. Brooke Egleston, as Volunteer Basketball Assistant Coach for Grades 7-12, pending receipt of required clearances, effective February 12, 2014;
10. John Walter Weiner, as Volunteer Basketball Assistant Coach for Grades 7-12, pending receipt of required clearances, effective February 12, 2014;
11. Damara Lynn Fuhrer, as Volunteer Cheerleading Advisor, effective February 12, 2014;

D. Requests for Child Rearing Leave (Policy #435)

Consideration of approval for the following Requests for Child Rearing Leave:

1. Morgan Shaffer, Middle School Music Teacher, extending from approximately March 17, 2014 for a period of six weeks, with a return date of approximately April 29, 2014.
2. Angela Rhone, Kindergarten Teacher, extending from approximately May 14, 2014 for the rest of the school year 2013-14.
3. Brigette Largey, Elementary Life Skills Teacher, extending from March 11, 2014 and extending for a period of one year, with a return date of approximately March 11, 2015.

3. STUDENT

A. Overnight Field Trip Requests

Consideration of approval for the following overnight field trip requests:

1. Judy Smithgall, High School Music Teacher, to take one (1) Regional Chorus student to Tunkhannock, PA, PA on February 12-14, 2014.
2. Judy Smithgall, High School Music Teacher, to take four (4) District Band students to Susquehanna University, Lewisburg, PA on February 21-23, 2014.

3. Judy Smithgall, High School Music Teacher, to take one (1) District Band student to PMEA Central Regional Orchestra in Fawn Grove, PA on February 27 – March 1, 2014.

4. **OTHER**

A. 2013-2014 Additions to WASD Substitute List ( Consideration of approval for the 2013-2014 WASD Substitute List as presented.

B. Transportation Driver  
Consideration of approval for the following transportation driver:

1. Mauvra L. Kahler, school bus driver for Benedict's Bus;

Upon a roll call vote: Mr. Gastrock, aye; Mrs. Rudy, aye; Mr. Chambers, aye; Mr. Kramer, aye; Mr. Hackett, aye; Mr. Feil, aye; Mrs. Shabloski, aye; Motion carried; Mr. Peropat and Mr. Burrous were absent.

**ACTION ITEMS:**

2. **PERSONNEL**

A. Extra-Curricular Hire – A motion was made by Mr. Kramer, seconded by Mrs. Rudy, to approve the following extra-curricular hire: 1. Keith Cavanaugh, as High School Boys Track Head Coach for the school year 2013-2014, effective February 12, 2014 through the end of the Track and Field Season Championships (projected date of May 23 & 24, 2014) at a salary of \$3,581.

Upon a roll call vote: Mrs. Shabloski, aye; Mr. Gastrock, aye; Mr. Hackett, aye; Mr. Kramer, aye; Mr. Chambers, aye; Mr. Feil, aye; Mrs. Rudy, aye; Motion carried; Mr. Peropat and Mr. Burrous were absent.

B. Transfers of Support Staff - A motion was made by Mrs. Shabloski, seconded by Mr. Hackett to approve the following support staff transfers:

1. Kenneth Power, from full-time (8 hrs. per day/12 months) Wellsboro High School Custodian, to part-time (5 hrs. per day/12 months) Rock L. Butler Middle School Custodian, effective February 12, 2014. Pay rate will remain at \$11.14 per hour.

2. Joanne Boyd, from part-time (5 hrs. per day/9 months) High School Special Education Learning Support Instructional Aide, to full-time (8 hrs. per day/9 months) High School Special Education Personal Care Instructional Aide, effective January 13, 2014. Pay rate shall remain at \$14.56.

Upon a roll call vote: Mr. Hackett, aye; Mr. Chambers, aye; Mrs. Shabloski, aye; Mrs. Rudy, aye; Mr. Feil, aye; Mr. Gastrock, aye; Mr. Kramer, aye; Motion carried; Mr. Peropat and Mr. Burrous were absent.

C. Hire – A motion was made by Mrs. Shabloski, seconded by Mr. Gastrock, to approve the hire of Kimberly Pierce, High School Special Education Instructional Aide, part-time (5 hrs. per day/9 months) effective February 12, 2014 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.

Upon a roll call vote: Mr. Feil, aye; Mr. Hackett, aye; Mr. Kramer, aye; Mrs. Rudy, aye; Mr. Gastrock, aye; Mr. Chambers, aye; Mrs. Shabloski, aye; Motion carried; Mr. Peropat and Mr. Burrous were absent;

D. Increase in Rate of Pay for Cleaning Services - A motion was made by Mr. Kramer, seconded by Mrs. Shabloski to approve the increase to Selby Jean Pier's hourly rate for cleaning the District Administration Center (5 hours per week) from \$9.77 to \$10.06 for year ending December 2013 and from \$10.06 to \$10.36 for year ending December 2014.

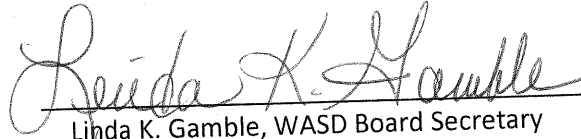
Upon a roll call vote: Mr. Chambers, aye; Mrs. Rudy, aye; Mr. Feil, aye; Mr. Gastrock, aye; Mr. Hackett, aye; Mrs. Shabloski, aye; Mr. Kramer, aye; Motion carried; Mr. Peropat and Mr. Burrous were absent.

Public Comment - None

Adjournment – A motion was made by Mrs. Shabloski, seconded by Mr. Kramer, to adjourn the meeting at 8:04 PM.  
All ayes



Carl Chambers, President  
WASD Board of Education



Linda K. Gamble, WASD Board Secretary