

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
November 8, 2016

MINUTES

Called to Order by President Matthew Feil at 6:43 PM in the Wellsboro Area High School Large Group Instruction Room, 225 Nichols Street, Wellsboro, PA.

President Feil led in the Pledge of Allegiance.

Roll Call of Members: Mr. John Hoover; Mr. Wayne Hackett; Mr. Stewart Burrous; Ms. Denise Sherman; Mr. Matthew Feil; Mr. Duane Cotner; Mrs. Sue Judlin; Mr. Chris Gastrock; Mr. David Messineo;

Present were the following: Dr. Brenda Freeman, Superintendent; Mrs. Bonnie Thompson, Business Manager; Mr. Steve Adams; Mr. Robert Kreger; Mr. Daren Bryant; Mr. Patrick Hewitt; Natalie Kennedy (Wellsboro Gazette); Diane Eaton (Williamsport Sun Gazette); Linda Gamble, WASD Board Secretary; Shelby Osgood, Student Representative; Regan Regina, Student Representative (Middle School)

Visitors Present: Heather Hendrickson; Haleigh Hunt; Che Regina; Shawn Wheeler; Erin Swetland; Tina Kreisler; Daren Getty; JoAnn Osgood; Melanie Berndtson; Nat Kennedy; Steve Boyce; Karen Swendrowski; Bonnie Wood; Mark Wood; Ariana Carleton; Rhoda Mann; Courtney Watkins; Merlin Benner; Annette Nuss; Stacey Coolidge; Russell Avery; Dinata Stiner; Dawn Avery;

Announcement of Executive Session: November 8, 2016 at 6:00 PM, High School Faculty Room, for the purpose of personnel and legal matters;

Concerned Resident Issues: None

Approval of Agenda- A motion was made by Mr. Gastrock, seconded by Mr. Hackett, to approve the Agenda. The motion passed by unanimous voice vote.

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

- A. Minutes of Regular Meeting of October 11, 2016;
- B. Financial Reports: Board Summary Report (October 2016);
- C. Approval of Bills: General Fund Invoices (October 2016); School Lunch Fund Invoices (October 2016); Athletic Facility Renovations Invoices (October 2016); Capital Reserve Fund Invoices (October 2016)

The motion passed by unanimous voice vote.

Public Comment on Title I and other Federal Programs: None

Student Representatives: Regan Regina, Middle School Student Representative, reported that the middle school volleyball team raised \$140 through a bake sale and hat day. The money was split between two organizations – 470 to Ronald McDonald House and 470 to Goodies For Our Troops. Student council organized a drive to raise money and personal hygiene supplies for flood victims in Lycoming & Sullivan Counties. \$100 was raised and Student council matched that amount. 8th Grade Enrichment students launched a weather balloon that traveled over 300 miles and landed in New Haven, Connecticut at the Regional Water Authorities facility. Most of the contents were retrieved minus the GoPro that housed all of our video storage. Fortunately the 7th & 8th grade enrichment teacher created a simulation of the launch with Google Earth. The Middle School will be hosting their annual canned November food drive for Wellsboro Food Pantry from 11/7/2016 – 11/18/2016. On 11/11/2016 many 5th, 7th & 8th grade students

and staff will be attending the ceremony at the Green to honor our local veterans. Today the Middle School held an elected called "Rock the Vote: The results show that: Write in Vote: 4%; 22% for Hillary Clinton; 74% for Donald Trump. Finally, on October 31st, approximately 20 MS students began preparation for another Odyssey of the Mind season. Our goal is to be competitive at the State Level.

Shelby Osgood, High School Representative, reported that Student Council is doing a Yankee Candle fundraiser to help raise money for the Christmas dance. Also, we have been getting things planned and ready for the rest of the year's activities. The French students raised \$1,190 by selling Krispy Kreme doughnuts. The proceeds will help to defray the costs of the France trip. The National Honor Society Blood Drive took place on October 18th. They had 25 donors and 17 units of blood were collected. This has the potential to save 51 lives. Another blood drive will be held in the spring. NHS members will volunteer their time on November 19th to ring the Kettle Bell for the Salvation Army at TOPS. Please come out to support the Salvation Army and NHS members. The school's online newspaper, Fusfoo, is now ready. Two students made the national page, so far. Jayden LaCoe with 3 national articles and Emilie Zuchowski with one national article.

Superintendent Freeman presented Bonnie Wood a retirement gift on behalf of the Board and thanked her for her 33 years of dedicated service. Superintendent Freeman also recognized the Forestry Career Development Even Team that placed 5th at the National FFA Forestry Contest. She also spoke to the Board about changing the date of the Reorganization Meeting from December 5th to December 6th. There was open discussion among the board members regarding the necessity of having work sessions, committee meetings, etc. Superintendent Freeman suggested that the board incorporate the work session aspect of discussing items into the regular board meetings before the actual vote. President Feil stated that from what he could gather from the board members, the preference would be have one meeting a month, a combined Work Session/Board Meeting. The first part (Work Session) would be a time when board members and the public would be in open discussion of any items on the Agenda. During the Work Session, the Board has a right to table any motion from the Agenda (for the Board Meeting). The actual Board Meeting would immediately follow the Work Session.

Business Manager Bonnie Thompson announced that there would be a Budget & Finance Committee Meeting held on December 22, 2016 at 5:30 PM in the Old Music Room. We have been advised that the District is up for a state three year audit beginning with 2012-13, 2013-14 & 2014-15. It will be mostly done through email and Bonnie will keep all of you updated on this.

Steve Adams, Elementary Principal, invited the Board to the Veterans Day Ceremony to be held at the Don Gill Elementary on Friday, November 11, 2016 at 9:30 AM. He also reported that Don Gill has a high SPP score and in surrounding six counties, we were #2. He also congratulated Bonnie Wood on her retirement.

Rob Kreger, High School Principal, reported that the EMR Class starts in January. We have 6 participants through Penn College and it carries with it 3 college credits and .25 credit at the high school. He has made 125 positive contacts in 1 week. Mental Health Counseling begins soon through CONCERN – waiting on some state-level approvals for a satellite location.

Pat Hewitt, Federal Programs Coordinator, advised the Board that the Tutoring Program has begun (K-8th Grade) using Title 1 Funds and Ready to Learn Block Grant funds.

Daren Bryant, Director of Buildings & Grounds, advised the Board that we have new custodian substitutes that are eager to start. All of the District Equipment is 100% ready for snow. Aerating is done and over seeding in process. Mower PM is next. Field Progress: pouring foundations this week, pouring piers next week; bleachers due to arrive around November 16th.

X. CONSENT ITEMS

A motion was made by Mr. Gastrock, seconded by Mr. Messineo to approve the Consent Items as presented.

1. ADMINISTRATION AND ORGANIZATION

A. Postage Pro Plus Agreement

Consideration of approval for a sixty (60) month Lease Agreement between Wellsboro Area School District and Mailfinance through Postage Pro Plus for the purpose of four postage meters for an annual cost of \$2,205.60.

B. 2016-17 Budgetary Transfers

Consideration of approval for the 2016-17 budgetary transfers as presented.

C. WASD's Participation in Various Bid Programs

Consideration of approval for the Wellsboro Area School District's participation in the following bid programs: PEPPM, U.S. Communities, COSTARS, Keystone Purchasing Network (KPN), AEPAAA Bid, PA State Contracts, National Joint Powers Alliance (NJPA), and any BLAST IU bids.

2. PERSONNEL

A. Conference Requests

Consideration of approval for the following conference requests:

1. Bonnie Thompson, Business Manager, to attend PASBO Annual Conference in Pittsburgh, PA on March 21-24, 2017 (approximate costs of \$1,131.01 to be paid from Business Office/Conferences & Travel)
2. Dawn Bergen, High School Life Skills Support Teacher, and Joanne Boyd, special education instructional aide, to attend "QBS Recertification Training" in Williamsport, PA on January 13, 2017 (approximate costs of \$428.00 to be paid from Special Education Funds)
3. Fay Driskell and Neva Miller, special education instructional aides, to attend "QBS Recertification Training" in Williamsport, PA on November 11, 2016 (approximate costs of \$398 to be paid from Special Education Funds)
4. Melanie Berndtson, High School Horticulture/AgScience Teacher, to attend "Progressive Agriculture Farm Safety Day Conference", in Williamsport, PA on November 9, 2016 (approximate costs of \$100 from Building Budget)
5. Daren Bryant, Director of Buildings & Grounds, to attend PASBO Annual Conference, Pittsburgh, PA on March 21-24, 2017 (approximate costs of \$1,131.01 to be paid from Buildings & Grounds Fund)
6. Dr. Brenda Freeman, Superintendent, to attend "SAS Institute – Personalized Learning: Empowering Teachers and Learners" Conference, Hershey, PA on December 4 – 6, 2016 (approximate costs of \$162 to be paid from Business Office/Conferences & Travel)
7. Patrick Hewitt, Director of Curriculum & Instruction, Tanya Harmon, HS Guidance Counselor and Deb Gastrock, HS Guidance Secretary, to attend "High Schools with Approved CTE Programs Workshop", Wilkes-Barre, PA on November 22, 2016 (no costs)

B. Extra-Curricular Volunteer Appointments

Consideration of approval for the following extra-curricular volunteer appointments for the school year 2016-17:

1. Rob Brandt as High School Volunteer Baseball Assistant Coach, effective March 6 - June 16, 2017, pending receipt of required clearances.
2. Kerwyn Wilcox as Middle School Volunteer Soccer Assistant Coach during the 2016-17 school year;
3. Aaron Singer as Middle School Volunteer Soccer Assistant Coach during the 2016-17 school year;
4. Eric Barlett as Middle School Volunteer Soccer Assistant Coach during the 2016-17 school year;
5. Dr. Victor Becker as Middle School Volunteer Soccer Assistant Coach during the 2016-17 school year;
6. Ryan Mosso as Middle School Volunteer Soccer Assistant Coach during the 2016-17 school year;

7. Tim Morey as Middle School Volunteer Soccer Assistant Coach during the 2016-17 school year;

3. **STUDENT**

A. Homebound Instruction Requests

Consideration of approval for homebound instruction for:

1. Student #3 HB 2016-17 as per her family physician for a period of 3 months (12 weeks) commencing October 3, 2016;
2. Student #4 HB 2016-17 as per her family physician for a period of 2 months (8 weeks) commencing October 28, 2016;
3. Student #5 HB 2016-17 as per his family physician for a period of 4 – 6 weeks commencing November 7, 2016;

B. Request to Close Student Activity Account

Consideration of approval to close student activity account:

1. Class of 2016 – Reason to Close: Class has graduated. Funds will be transferred to Student Body Activities at the discretion of High School Principal Rob Kreger and Student Council

C. In Lieu of Expulsion Agreement

Consideration of approval for In Lieu of Expulsion Agreement for Student #1 E 2016-17.

4. **OTHER**

A. Additions to 2016-17 WASD Substitute List

Consideration of approval for the additions to the 2016-17 WASD Substitute List as presented.

B. Approval of Transportation Drivers

Consideration of approval for the following individuals as school bus drivers/van aide/van driver/aide:

1. Max Harlan, school bus driver, for Niles Transportation;
2. Gayle Burkholder, van aide for Benedicts Bus Service;

Upon a roll call vote: Mr. Cotner, aye; Mr. Feil, aye; Mr. Gastrock, aye; Mr. Hackett, aye; Ms. Sherman, aye; Mr. Burrous, aye; Mr. Hoover, aye; Mrs. Judlin, aye; Mr. Messineo, aye; Motion passed.

XI. **ACTION ITEMS:**

1. **ADMINISTRATION AND ORGANIZATION**

A. Wellsboro Electric Co. Right of Way Easement – A motion was made by Mr. Gastrock, seconded by Mr. Hackett, to approve a Right of Way Easement (electric line) with the Wellsboro Electric Co. and Wellsboro Area School District, said right-of-way is to provide electric on lands of WASD specifically the Athletic Complex grounds located at the Wellsboro High School.

Upon a roll call vote: Mr. Messineo, aye; Mrs. Judlin, aye; Mr. Hoover, aye; Mr. Burrous, aye; Ms. Sherman, aye; Mr. Hackett, aye; Mr. Gastrock, aye; Mr. Feil, aye; Mr. Cotner, aye; Motion passed.

B. Association Resolution to Obtain Business Credit Card – A motion was made by Mr. Gastrock, seconded by Mrs. Judlin, to approve WASD to obtain a business credit card on its behalf up to a maximum limit as directed and authorized by the District, as presented.

Upon a roll call vote: Mr. Burrous, aye; Mr. Messineo, aye; Mr. Hoover, aye; Mr. Cotner, aye; Mr. Feil, aye; Mr. Gastrock, aye; Mrs. Judlin, aye; Mr. Hackett, aye; Ms. Sherman, aye; Motion passed.

C. Approval of Use of Capital Reserve Fund – A motion was made by Ms. Sherman, seconded by Mr. Gastrock, to approve the use of \$6,350.00 from Capital Reserve Fund to fund one-half of the cost of conversion of the High School Nurse's Office to the High School Guidance Office. Three (3) quotes were received with the lowest quote from *Snowburg's Contracting* in the amount of \$12,700.00. Remaining funds will be coming from High School Budget.

Upon a roll call vote: Mr. Feil, aye; Mr. Messineo, aye; Mr. Cotner, aye; Mrs. Judlin, aye; Mr. Gastrock, aye; Mr. Hackett, aye; Ms. Sherman, aye; Mr. Hoover, aye; Mr. Burrous, aye; Motion passed;

D. Approval of Change Order for Athletic Complex Sound System – A motion was made by Mr. Gastrock, seconded by Ms. Sherman, to approve change order of Susquehanna Valley Sound and Video, LLC. Change order is for the replacement of equipment listed in the original specifications that were discontinued or incorrect size; therefore, there will be an additional \$663.57 to the Sound System Contract with a revised Contract Amount of \$35,893.57. With this addition, they are still the lowest bid.

Upon a roll call vote: Mr. Burrous, aye; Mr. Hoover, aye; Ms. Sherman, aye; Mr. Hackett, aye; Mr. Gastrock, aye; Mrs. Judlin, aye; Mr. Cotner, aye; Mr. Messineo, aye; Mr. Feil, aye; Motion passed.

E. Independent School Psychology Contract Agreement – A motion was made by Mr. Hackett, seconded by Mr. Gastrock, to approve Independent School Psychology Contract Agreement by and between Wellsboro Area School District and Amanda E. Smith (Contractor), effective November 6, 2016 – June 30, 2017, as presented.

Upon a roll call vote: Mrs. Judlin, aye; Mr. Burrous, aye; Ms. Sherman, aye; Mr. Gastrock, aye; Mr. Hackett, aye; Mr. Hoover, aye; Mr. Cotner, aye; Mr. Feil, aye; Mr. Messineo, aye; Motion passed.

2. PERSONNEL

A. Extra-Curricular Hires – A motion was made by Mr. Gastrock, seconded by Mr. Messineo, to approve the following extra-curricular hires:

1. Scott Ingerick, as High School Wrestling Head Coach, at a stipend of \$4,824.63 for the school year 2016-17, effective November 18, 2016 – March 11, 2017;
2. Jodi Wieder, as Spring Musical Director, at a stipend of \$2,236 for the school year 2016-17;

Upon a roll call vote: Mr. Cotner, aye; Mr. Messineo, aye; Mr. Feil, aye; Mrs. Judlin, aye; Mr. Gastrock, aye; Mr. Hackett, aye; Ms. Sherman, aye; Mr. Burrous, aye; Mr. Hoover, aye; Motion passed.

B. Approval of 2016-17 Reading and Math Tutors K-8 – A motion was made by Mr. Gastrock, seconded by Ms. Sherman, to approve the following 2016-17 Reading and Math Tutors K-8, said individuals shall be used for students in Grades K-8 in one or more sessions, to wit, October 17-November 17, 2016; February 6-March 23, 2017; June 19-July 24, 2017. Tutors will be paid the contracted extended duty hourly rate of \$32.00 per hour. Certified teachers shall have knowledge and/or experience in mathematics and/or language arts content/standards at the various grade levels. Number of positions will be contingent upon qualified student/parent participation by grade level and building and will be at the discretion of Administration:

1. Brenda Copp, Middle School 6th Grade Teacher;
2. Heather S. Callahan, Kindergarten Teacher;
3. Karen M. Farrer, Don Gill 4th Grade Teacher;
4. Tammy Martin, Middle School 5th Grade Teacher;
5. Heather McCabe, Don Gill 2nd Grade Teacher;
6. Charissa Mascho, 1st Grade Teacher;
7. Faylyn Knapp, WASD Substitute Teacher (EC);

Upon a roll call vote: Mr. Hackett, aye; Mrs. Judlin, aye; Mr. Gastrock, aye; Mr. Messineo, aye; Mr. Feil, aye; Mr. Cotner, aye; Ms. Sherman, aye; Mr. Hoover, aye; Mr. Burrous, aye; Motion passed.

C. Hires of Wellsboro Area School District Crossing Guards for School Year 2016-17- A motion was made by Mr. Gastrock, seconded by Mr. Hoover, to approve Alex Kozuhowski and Nina Coolidge to serve as Wellsboro Area School District Crossing Guards during the school year 2016-17. The rate of pay will be \$7.25 per hour, one (1) hour per school day.

Upon a roll call vote: Mr. Burrous, aye; Mr. Hoover, aye; Ms. Sherman, aye; Mr. Cotner, aye; Mr. Feil, aye; Mr. Messineo, aye; Mr. Gastrock, aye; Mrs. Judlin, aye; Motion passed.

D. Support Staff Transfer- A motion was made by Mr. Gastrock, seconded by Mrs. Judlin to approve the transfer of Janet Hale, from full time (8 hrs. 12 months, night-shift) Wellsboro High School Custodian to full-time (8 hrs. 12 months, day-shift) Wellsboro High School Custodian, effective November 9, 2016. Pay rate will remain the same.

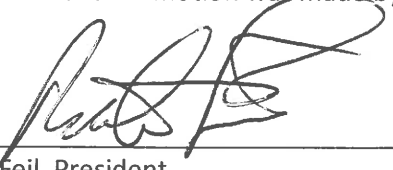
Upon a roll call vote: Mr. Cotner, aye; Mr. Burrous, aye; Mrs. Judlin, aye; Mr. Gastrock, aye; Mr. Messineo, aye; Mr. Feil, aye; Mr. Hoover, aye; Mr. Hackett, aye; Motion passed.

E. Support Administrator Hire- A motion was made by Mr. Gastrock, seconded by Mr. Hackett, to approve the hire of Kami L. Shanley as WASD Accounting / Administrative Assistant, effective November 21, 2016 at a salary of \$40,000 pro-rated with a six month probationary period running from November 21, 2016 – May 21, 2016. This position will be part of the Support Services Administrative Compensation Plan of July 1, 2015 – June 30, 2019.

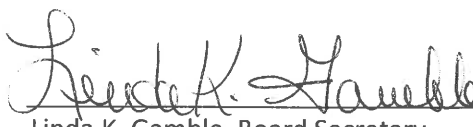
Upon a roll call vote: Mr. Messineo, aye; Mr. Cotner, aye; Mr. Feil, aye; Mr. Hackett, aye; Mr. Burrous, aye; Mr. Hoover, aye; Mrs. Judlin, aye; Ms. Sherman, aye; Mr. Gastrock, aye; Motion passed.

XII. Public Comment – Dinat Stiner, Wellsboro, PA addressed the Board regarding the District's Policy, Bullying/Cyber Bullying #249. She questioned the "chain of command" and not getting anywhere with it. She would like to see more pro-activeness on this. Heather Hendrickson, Wellsboro, PA addressed the Board concerning questions about the advertised vacancy for the High School Cheerleading Advisor. Superintendent Freeman asked Mrs. Hendrickson to make an appointment with her as the Board does not discuss personnel issues in public board meetings.

XIII. Adjournment – A motion was made by Mr. Gastrock, seconded by Mr. Cotner, to adjourn the meeting at 8:02 PM. All ayes.



Matthew Feil, President
Wellsboro Area School District
Board of Education



Linda K. Gamble, Board Secretary
Wellsboro Area School District
Board of Education