

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting Minutes
October 13, 2020 Meeting

- I. Call to Order by Mrs. Susan Judlin at 6:32 PM.
- II. President Judlin led the Pledge of Allegiance.
- III. Roll Call of Members: Mr. Chris Gastrock, Mr. Wayne Hackett, Mr. John Hoover, Mrs. Susan Judlin, Mr. David Messineo, Mr. Lee Stocks (via zoom) and Mrs. Linda West.

Present were the following: Dr. Brenda Freeman, Superintendent, Mrs. Laura Perry, Business Manager/ Board Secretary, Mr. Steve Adams, Elementary Principal, Mr. Robert Kreger, Middle School Principal, Mr. Benjamin Miller, Middle School Assistant Principal, Mr. Todd Outman, Assistant High School Principal, Mr. Daren Bryant, Director of Buildings and Grounds, Mr. Bryan Murphy, Director of Technology, and Mr. Tim Hanner, Supervisor of Special Education.

- IV. Announcement of any Executive Sessions – Board Secretary Mrs. Perry announced that an Executive Session had been held on Tuesday, October 6, 2020 at 5:45 PM for the purpose of personnel.
- V. Concerned Resident Issues – None at this time.
- VI. Approval of Agenda – A motion was made by Mr. Gastrock, second by Mrs. West, to accept the agenda as presented. Motion carried unanimously on a voice vote.

VII. **BOARD MINUTES/FINANCIALS**

A. Minutes of Previous Meetings

Work Session of September 1, 2020	(Attachment VII-A-1)
Regular Board Meeting of September 8, 2020	(Attachment VII-A-2)

B. Financial Reports

Statement of Revenue & Expenditures (July, Aug, Sept)	(Attachment VII-B)
Student Activity Fund Summaries (July, Aug, Sept)	(Attachment VII-B-2)

C. Approval of Bills

September 2020 General Fund Invoices	(Attachment VII-C)
September 2020 School Lunch Fund Invoices	(Attachment VII-C-1)
September 2020 Student Activity Fund Invoices	(Attachment VII-C-2)
September 2020 Athletic Fund Invoices	(Attachment VII-C-3)

The motion to approve the Board Minutes, Financial Reports, and Approval of Bills as presented was made by Mr. Gastrock, second by Mr. Messineo. On a voice call, there were 7 yes votes. Motion carried.

- VIII. Public Comment on Title 1 and Other Federal Programs – None currently.

IX. **Reports:**

WAHS Student Representative:

- ✓ Emily Richardson provided the directors with an update on the events that are occurring at the High School and announced that the Play Dates have been set for May 20 – 23, 2021.

Superintendent:

- ✓ Announced that the athletic guidelines for spectators has been updated but practicing social distancing and mask wearing remains a part of the requirements. Tickets will be made

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available through the athletic department, but no visitor spectators are being granted access due to the community spread indicator moving from low to moderate for Tioga County, PA.

- ✓ The district's instructional model was reviewed under the new county transmission rate and stated that changes to instructional model to remote is only a guideline and not enforceable to change under a moderate indicator.
- ✓ Dr. Freeman updated the directors and community to the possibility to need to close for 24-hours, 1-3 days, or longer depending on the guidance provided by the Department of Health. She stated that a shorter time of closure may be for the completion of the contact tracing and investigation. She shared a reminder that the district has been approved for five flexible instructional days and that these may occur very much like a snow day.
- ✓ As a reminder, she asked that all students and employees who may be feeling ill remain at home to avoid a faculty shortage that could cause a shutdown.

Business Manager:

- ✓ Mrs. Perry reminded the directors that a possible refunding opportunity for the district's GO Series of 2016-A and GO Series of 2016-AA is included on the meeting agenda for consideration.

Administrators:

- ✓ Mr. Outman provided an update on Keystone testing, shared his pleasure of the outcome for the homecoming events, and stated remote pictures were held with more than 100 students participating.
- ✓ Mr. Kreger announced that last week was Spirit Week at the Middle School, the monitoring of remote learners continues, and that a number of students are returning from remote to in-person instruction.
- ✓ Mr. Miller confirmed that the teachers are doing a tremendous job under the circumstances and provided a public thank you to the coaches and to the IT Department for their support of the athletic events.
- ✓ Mr. Adams expressed his appreciation for the district's support in having building-based substitutes and commented that they have been invaluable and that response to the pandemic is a learning experience but that all students and parents are being supportive of the changes.
- ✓ Mr. Hanner discussed House Bill #2788 that applies to special education offerings that would permit students who turned 21 years of age during the 2019/20 school year would be granted the opportunity to return for the 2020/21 school year. Professional development has been centered around IEP writing skills.
- ✓ Mr. Bryant provided information about the hot water tank replacement at Charlotte Lappla, announced that the heating systems have been operational, his department is preparing equipment for winter weather and that he continues to meet with vendors for the Middle School remodeling scope of work.

Board Members:

- ✓ Mr. Messineo inquired as to the Athletic Director position and the anticipated job responsibilities. He provided details for both coaches and students to participate in various aspects of the events in order to promote authentic learning opportunities and an analytical approach to sports.
- ✓ Mrs. Judson recognized the IT Department for their efforts to stream sport competitions and inquired whether this could also be completed for plays and musicals. She concluded her report by stating how proud she is to be a part of the Wellsboro Area School District family.
- ✓ Mrs. West and Dr. Freeman discussed curriculum changes that have occurred with the district and provided the example of Melanie Berndston providing a real-world scenario on dog grooming techniques every Friday.
- ✓ Mrs. West asked that information be shared regarding the School-To-Work Program as she has heard inaccurate information within the community. Dr. Freeman responded that the students who participate received course credit and a supervisor is assigned to each student. She

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further stated that academics are occurring in a number of methods, either in-house, remote or through WOLA.

X. **CONSENT ITEMS**

A motion was made by Mrs. West, second by Mr. Gastrock, to move the consent items for formal consideration, as presented. On a voice call, there were 7 yes votes.

1. **ADMINISTRATION AND ORGANIZATION**

- A. **Creation of WAEA (Wellsboro Area Education Association) Professional Staff Positions**
Consideration of approval for the creation of the following WAEA professional staff positions:
 - 1. Interpreter for the Deaf and Hard of Hearing.
 - 2. Lead Teacher for Wellsboro Online Academy (effective for the school year 2020-21)
- B. **Adoption of Revised Job Description of Athletic Director**
Consideration of approval for revised job description of Athletic Director, as presented. (Attachment X-1B)
- C. **Adoption of Job Description of Lead Teacher (Wellsboro Online Academy)**
Consideration of approval for job description of Lead Teacher (Wellsboro Online Academy) (Attachment X-1C)
- D. **Adoption of Job Description of Title 1 Family & Parent Engagement Liaison**
Consideration of approval for job description of Title 1 Family & Parent Engagement Liaison (Attachment X-1D)
- E. **Approval of Occupational Advisory Committees for Construction, Culinary and Horticulture**
Consideration of approval for the Occupational Advisory Committees for Construction, Culinary and Horticulture, as presented. The Occupational Advisor Committee shall provide advice on performance objectives to the classroom teacher. The committee shall include representatives authorized by the workforce investment board, civic organizations, and higher education institutions. The committee shall meet twice a year to advise on curricular. (Attachment X-1E)

2. **PERSONNEL**

- A. **Approval of Extra-Curricular Volunteer Appointments for School Year 2020-2021**
Consideration of approval for the following extra-curricular volunteer appointments for School Year 2020-2021:
 - 1. Dylan Hunt, Volunteer Manager of Wellsboro Football Team, effective August 10 – December 12, 2020.
 - 2. John S. Johnston, Volunteer High School Football Assistant Coach, effective October 14, 2020.
- B. **Extra-Curricular Resignations**
Consideration of approval for the following extra-curricular resignations:
 - 1. Edward Weaver, WASD Athletic Director, effective September 14, 2020 (Attachment X-2B-1).
 - 2. John J. Johnston, High School Football Assistant Coach, effective September 8, 2020 (Attachment X-2B-2).
 - 3. Kevin Cavanaugh, Social Studies Department Chairperson, effective September 11, 2020 (Attachment X-2B-3)

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C. Approval of Tenure

Consideration of approval for the following individuals attaining tenure:

1. James Mack, High School Culinary Teacher, who has attained tenure in accordance with the requirements of Section 1121 of the PA School Code, amended by Act 66 of 1996 after successfully completing three years of teaching.
2. Sayward Mack, High School Special Education Learning Support Teacher, who has attained tenure in accordance with the requirements of Section 1121 of the PA School Code, amended by Act 66 of 1996 after successfully completing three years of teaching.
3. Chelsey Rendos, Speech & Language Impaired K-12 Teacher, who has attained tenure in accordance with the requirements of Section 1121 of the PA School Code, amended by Act 66 of 1996 after successfully completing three years of teaching.
4. Isaac Cary, Don Gill Elementary Teacher, who has attained tenure in accordance with the requirements of Section 1121 of the PA School Code, amended by Act 66 of 1996 after successfully completing three years of teaching.

D. Conference Requests

Consideration of approval for the following conference requests:

1. Shane Mascho, Middle School Guidance Counselor, to attend "Crafting a Culture of Learning for School Counselors" in Williamsport, PA on October 23, 2020, January 29, 2021 and March 26, 2021. (Attachment X-2D-1). (\$ 50 for registration to be paid out of Building Budget; carpooling).
2. Matthew Shaffer, Elementary Guidance Counselor, to attend "Crafting a Culture of Learning for School Counselors" in Williamsport, PA on October 23, 2020, January 29, 2021 and March 26, 2021. (Attachment X-2D-1). (\$ 50 for registration to be paid out of Building Budget; carpooling).

E. Professional Staff Resignation

Consideration of approval for the following professional staff resignation:

1. Kevin Cavanaugh, Middle School Social Studies Teacher, September 11, 2020. (Attachment X-2e-1)

F. Professional Staff Resignation Due to Retirement

Consideration of approval for the following professional staff resignation due to retirement:

1. Dawn Bergen, High School Special Education Life Skills Teacher, with regret, effective December 31, 2020. (Attachment X-2F-1)

G. Support Staff Resignation Due to Retirement

Consideration of approval for the following support staff resignation due to retirement:

1. Nancy Cobb, Special Education Instructional Aide, with regret, effective October 2, 2020. (Attachment X-2G-1)

3. STUDENT

A. Approval of Requests for Approved Education Field Trips

Consideration of approval for the following Requests for Approved Educational Field Trips:

1. Emmerie Johnson, 9th Grade Student, Kynlee Johnson, 3rd Grade Student and Ray Johnson, 6th Grade Student, will travel from October 12 – November 1, 2020 visiting arch in St. Louis and Arizona Grand Canyon. (Attachment X-3B-1)
2. Landon Owlett, 4th Grade Student (remote), Cameron Owlett, 7th Grade Student (remote), and Abby Owlett, 9th Grade Student (remote), will travel from October 12 – October 28, 2020 visiting Lincoln Pass, Thermopolis, Red Desert, Wind River Canyon, Legend Rock Petrglyphy. (Attachment X-3B-2)

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3. Kaitlyn Owlett, 4th Grade Student, and Dustin Owlett, 8th Grade Student, will travel from October 12 – October 28, 2020 to Rawlins, Wyoming and then to Thermapolis, Wyoming. Will visit Lincoln Pass, the Red Desert, Wind River Canyon, and Hot Springs State Park. (Attachment X-3B-3).

B. Independent Study Proposal

Consideration of approval for the Independent Study Proposal to provide Isabella Soto, 11th Grade Student, with an opportunity to enroll in the Agriculture Business, an upper level agriculture elective course. The course will introduce Isabella to business management in agriculture, Mathematics, reading and writing components. The Agricultural Business Foundations course includes starting a business, financial documents, risk management and writing a business plan. If student successfully completes this independent study, she will receive .5 elective credit. (Attachment X-3C)

4. OTHER

A. Approval of Van Drivers / Substitutes School Bus Driver.

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

1. Heather Beatty, van driver for Correll Student Transport, pending all clearances/credentials.
2. Suzanne Frye, van driver for Correll Student Transport, pending all clearances/credentials.
3. Luke Starkweather, substitute bus driver for Niles Transportation, pending all clearances/credentials.

B. Approval of Receipt of Private Monies in School Year 2020-2021

Consideration of approval of the following private monies received by Wellsboro Area School District in School Year 2020-2021:

1. Donation from First Citizens Community Bank in the amount of \$750 to be used to sponsor the Wellsboro Hornets Football game home-broadcasted events. (Attachment XI-1A)

C. PlanCon Part K: Project Refinancing

Consideration of approval to enter into the minutes the approval document from the PA Department of Education for PlanCon Part K: Project Refinancing for Lease Number: 202667, for the Issuance of General Obligation Notes, Series of 2020 to Refund Series of 2015 (Lease Number: 152667) and Series of 2012 and 2017 (Both Non-Reimbursable). (Attachment XI-1C)

Consent items were recommended for approval on a motion made by Mrs. West, second by Mr. Gastrock. The roll call vote was as follows:

Mr. Hoover – Yes
Mrs. Judlin – Yes
Mr. Messineo – Yes
Mr. Stocks – Yes

Mrs. West – Yes
Mr. Gastrock – Yes
Mr. Hackett – Yes

Mrs. Judlin commented that more discussion is needed for the Job Description of the district's Athletic Director.

Mr. Hoover publicly thanked Mr. Cavanaugh for his service to the district and stated he would be missed.

Congratulations were extended to Mrs. Bergen on her retirement.

XI. **ACTION ITEMS:**

1. ADMINISTRATION AND ORGANIZATION

- A. **Northern Tier Industry Education Consortium Career Development Training Program**
Consideration of approval to enter into Service Agreement between Northern Tier Industry & Education Consortium to provide services to WASD students for School Year 2020-2021, as provided in said program. Fee structure shall be \$ 1,200 per student for the first eight (8) students; \$ 925 per additional student from 9-15 students; \$ 540 per additional student for 15+ students. The District will be invoiced twice a year (December & May). (Attachment XI-1B)
- B. **Refinancing of WASD General Obligation Bonds/Notes – Series A of 2016 Bonds**
Consideration of approval for the Board of School Directors of the Wellsboro Area School District to authorize the WASD Administration to work with PFM Financial Advisors LLC, as Independent Financial Advisor, Eckert Seamans as Bond Counsel and the District’s Solicitor, Chris Lantz, Esquire, to proceed with the issuance of General Obligation Bonds/Notes, the proceeds of which will be used towards the current refunding of all or a portion of the District’s outstanding Series A of 2016 Bonds via a bank loan or competitive internet auction with a minimum net savings target of 2% of the refunded par amount.
- C. **Refinancing of WASD General Obligation Bonds/Notes – Series AA of 2016 Bonds**
Consideration of approval for the Board of School Directors of the Wellsboro Area School District to authorize the WASD Administration to work with PFM Financial Advisors LLC, as Independent Financial Advisor, Eckert Seamans as Bond Counsel and the District’s Solicitor, Chris Lantz, Esquire, to proceed with the issuance of General Obligation Bonds/Notes, the proceeds of which will be used towards the current refunding of all or a portion of the District’s outstanding Series AA of 2016 Bonds via a bank loan or competitive internet auction with a minimum net savings target of 2% of the refunded par amount.

On a motion made by Mr. Messineo, second by Mr. Gastrock, the Directors approved Action Items 1.A. through 1.C, as presented.

The roll call was as follows:

Mrs. Judlin – Yes	Mr. Gastrock – Yes
Mr. Messineo – Yes	Mr. Hackett – Yes
Mr. Stocks – Yes	Mr. Hoover – Yes
Mrs. West – Yes	

2. PERSONNEL

- A. **Request for F.M.L.A. (Family Medical Leave)**
Consideration of approval to grant F.M.L.A. (Family Medical Leave) to Employee #1423 for a period of twelve (12) weeks beginning on or about September 17, 2020 – ending on or about December 11, 2020, in accordance with his physician’s statement.
- B. **Request for Sabbatical**
Consideration of approval to grant Request for Sabbatical from Employee #2632 for two semesters in the 2020-2021 school year (beginning October 5, 2020 – June 9, 2021) in accordance with her physician’s statement.

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C. Professional Staff Hire

Consideration of approval for the hire of Emily Gowin, Interpreter for the Deaf and Hard of Hearing, Step #3, Bachelors, at a salary of \$ 53,704 pro-rated, with an effective hire date of October 14, 2020.

D. Extra-Curricular Hires

Consideration of approval for the following extra-curricular hires for School Year 2020-2021:

1. Sharon Mohr, Social Studies Department Chairperson, at a stipend of \$ 1,500, pro-rated, with an effective start date of October 14, 2020.
2. Bryce Bitner, High School Football Assistant Coach, effective October 14 – December 12, 2020, at a stipend of \$ 3,491 pro-rated pending a regular PIAA schedule or if season is altered, stipend will be pro-rated.

E. Support Staff Hires

Consideration of approval for the following support staff hires:

1. Jenell Pelton, High School Special Education Learning Support Instructional Aide, part-time (5 hrs. per day/9 months), effective September 14, 2020 at a starting rate of \$ 10.00 per hour during the first sixty (60) working day probationary period. Upon satisfactory completion of the probationary period, starting rate of pay will be \$ 10.91 per hour. This hire is contingent upon satisfactory completion of required coursework at PATTN.
2. Jesse O'Neil, part-time temporary custodian (5 hrs. per day/10 months) effective September 14, 2020 – June 10, 2021 at a starting rate of \$ 10.00 per hour during the first sixty (60) day probationary period. Upon satisfactory completion of the probationary period, starting rate of pay will be \$ 11.14 per hour; if school year of 2020-21 is altered, salary will be pro-rated.

F. Hire of Wellsboro Area School District Crossing Guards for 2020-2021

Consideration of approval for the following students to serve as Wellsboro Area School District Crossing Guards during the School Year 2020-21. Rate of pay will be \$ 7.25 per hour, one (1) hour per school day.

1. Kristina Belz
2. Jack Bryant
3. Kendall Hastings
4. Desiree Solow
5. Kamyryn Campbell

G. Transfer of Professional Staff for School Year 2020-2021

Consideration of approval for the following professional staff transfers:

1. Nathan Babcock, from Elementary Physical Education & Health Teacher, to High School Social Studies Teacher, effective September 14, 2020. Salary will remain unchanged.
2. Tammy Giarth, from District-Wide Librarian/Library Classroom Teacher, to District-Wide Librarian/Lead Teacher (WOLA), effective date to be determined. Salary will remain unchanged.

On a motion made by Mr. Messineo, second by Mr. Gastrock, the Directors approved Action Items 2.A. through 2.G., as presented.

Mr. Messineo – Yes
Mr. Stocks – Yes
Mrs. West – Yes
Mr. Gastrock – Yes


Mr. Hackett – Yes
Mr. Hoover – Yes
Mrs. Judlin – Yes

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XII. Public Comment – None currently.

XIII. Adjournment – The meeting adjourned on a motion made by Mr. Gastrock, second by Mr. Messineo, at 7:30 PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Laura Perry". The signature is written in black ink and is positioned above the printed name.

Laura Perry, Secretary to the Board