

WELLSBORO AREA SCHOOL DISTRICT

Board of Education

Work Session

October 10, 2017

MINUTES

Called to Order by President Matthew Feil at 7:19 PM in the High School LGI Room, 225 Nichols Street, Wellsboro, Pennsylvania.

Roll Call of Members: Mr. Duane Cotner; Mr. John Hoover; Mr. Chris Gastrock; Mr. Wayne Hackett; Mr. Stewart Burrous; Mr. Matthew Feil; Mrs. Susan Judlin; Board Members Denise Sherman and David Messineo were absent;

Present were the following: Administrators: Mr. Steven Adams; Mr. Michael Pietropola; Mr. Patrick Hewitt; Mr. Robert Kreger; Mrs. Amy Repard; Mr. Daren Bryant; Superintendent Dr. Brenda Freeman; Business Manager Bonnie Thompson; Board Secretary Linda Gamble; Press present: Natalie Kennedy (Wellsboro Gazette); Diane Eaton (Williamsport Sun-Gazette); Katrina Doud; Joyce Butler; Kim Brandenburg; Karen Farrer;

Linda Gamble, WASD Board Secretary, read into the Minutes the Notice of Work Session.

Dr. Brenda Freeman introduced Katrina Doud and Joyce Butler of Nutrition, Inc. They presented to the Board a PowerPoint presentation of new programs being offered in the elementary and secondary cafeterias. These include: Tasty Bites, Wellness Wednesday, Lucky Lunch; Taste the Goodness; Recipe of the Month; Farm to Fork which is a program that uses locally-grown produce including lettuce from Liberty, PA and apples & fruit from Landon's Orchards in Canton, PA.

Bonnie Thompson, Business Manager, gave a Power Point Presentation on the State Budget (2017-2018) which is not resolved and also on the District's cafeteria finances, including repairs and equipment that was purchased. Mrs. Thompson stated that the District has received \$903,842 in Basic Education Funding and \$294,871 in Special Education funding to date. She provided a chart that showed the change in the past 10 years between State and local revenues. Mrs. Thompson reported that the District spent in the 2016-17 school year, \$45,196 to replace equipment in our schools and another \$23,199 to repair equipment. She advised that the District reinvests revenue from the food program so it does not have to use local taxes or state revenues to pay for expenses.

Dr. Freeman then explained the Consent Items and Action Items on the October 16, 2017 Board Agenda.

X. **CONSENT ITEMS**

1. **ADMINISTRATION AND ORGANIZATION**

A. Approval of Quad 3 Proposal for Architectural Services - Consideration of approval for the Quad 3 Proposal for Architectural Services which includes two (2) phases: **Phase 1** – Review of drawings, feasibility studies, condition assessments, plancon documentation to determine current building utilization and capacities as presented by attachment for the sum of \$5,000 plus Reimbursable costs (travel & meals); **Phase 2** – Proposal of development of square foot conceptual cost estimates for the option selected by the Board, as present by attachment for the sum of \$2,500 plus Reimbursable costs (travel & meals)

B. Approval of Revised Rock L. Butler Middle School Secretary Job Description - Consideration of approval of revised Rock L. Butler Middle School Job Description as presented.

C. Approval of Memorandum of Understanding between WASD & Wellsboro Police Dept - Consideration of approval of Memorandum of Understanding between Wellsboro Area School District and Wellsboro Police Department as presented.

Attachment VII-A(1)

2. **PERSONNEL**

A. Conference Requests - Consideration of approval for the following conference requests:

1. Bonnie Thompson, Business Manager, to attend “Forecast 5-Build Your Forecast workshop” on October 11, 2017 in Harrisburg, PA (approximate costs of \$170 to be paid from Building Budget)
2. Dawn Bergen, Carrie Heath, and Kevin Post, High School Special Education Teachers, to attend “OASIS Program-Open House” in North East, PA on October 20, 2017 (approximately costs of \$430 to be paid from Special Education Budget)
3. Sandy Mead, Child Accounting Adm. Assist. and Amy Repard, Supervisor of Special Education to attend “School-Based ACCESS Program Statewide Training” on November 6, 2017 in Williamsport, PA; (approximately costs of \$30.00 to be paid from Special Education Budget)
4. Bonnie Thompson, Business Manager, to attend “Susquehanna Valley Association of School Business Officials Conference” on November 7 – 9, 2017 in State College, PA (approximate costs of \$348.28 to be paid from Building Budget)
5. Denise Route, Middle School Computer Teacher, to attend “Pennsylvania Business Education Association (PBEA) Conference” on November 16 & 17, 2017 in Grantville, PA (approximate costs of \$100.00 to be paid from Building Budget)
6. Denise Route, MS Computer Teacher, Tammy Knowlton, HS Librarian, and Pat Hewitt, Director of Curriculum & Instruction, to attend “Innovation Technology Collaborative” on November 1, 2017 in Williamsport, PA (approximately costs of \$323.50 to be paid from General Fund Curriculum)

B. Extra-Curricular Resignation

Consideration of approval to accept letter of resignation from

1. Tina Kreisler, English Language Arts Curriculum Chairperson, effective October 3, 2017.

C. Extra-Curricular Appointments for School year 2017-2018:

Consideration of approval for the following extra-curricular appointments for school year 2017-18:

1. Mitch Snyder as Volunteer High School Boys Soccer Assistant Coach, effective October 17– November 18, 2017;
2. Carrie Bryant as Volunteer Middle School Volleyball Assistant Coach, effective October 17 - November 17, 2017;
3. Janelle Tombs as Volunteer High School Girls Basketball Assistant Coach, effective October 17, 2017 - March 23, 2018;

D. Professional Staff Resignation

Consideration of approval to accept letter of resignation from Mary Elizabeth Becker, High School Biology/General Science Teacher, effective January 18, 2018. (Attachment X-2D)

3. **STUDENT**

A. Overnight Field Trip Requests

Consideration of approval for the following overnight field trip requests:

1. Denise Route, Middle School Computer Teacher to take 9 FBLA Middle Level students to Pocono Manor, PA on November 5 & 6, 2017 (State Leadership Workshop Poconos);
2. Melanie Berndtson, High School Horticulture/AgScience Teacher, to take 9 Grand Canyon FFA students to Doylestown, PA (Annual Leadership Conference) on February 23 & 24, 2018;
3. Melanie Berndtson, High School Horticulture/AgScience Teacher to take 6 Grand Canyon FFA students to Harrisburg, PA (State Legislative Leadership Conference) on March 18-20, 2018.
4. Melanie Berndtson, High School Horticulture/AgScience Teacher to take 30 Grand Canyon FFA students to Harrisburg, PA (Agricultural Cooperation Establishes Success Conference) on February 10 & 11, 2018.
5. Melanie Berndtson, High School Horticulture/AgScience Teacher to take 20 Grand Canyon FFA students to State College, PA (2018 FFA Activities Week) on June 12-14, 2018.

B. Independent Study Proposals

Consideration of approval for the following students:

1. Jillian Graver, senior, to take an independent study – **“CP Sociology”** – a .5 Social Studies credit. Instruction will be provided during the Fall 2017 semester and the Spring 2018 semester by Ms. Sherry Mohr, High School Social Studies Teacher.
2. Kaitlyne Kramer, senior, to take an independent study – **“CP Sociology”** – a .5 Social Studies credit. Instruction will be provided during the Fall 2017 semester and the Spring 2018 semester by Ms. Sherry Mohr, High School Social Studies Teacher.

C. In Lieu of Expulsion Agreement

Consideration of approval of In Lieu of Expulsion Agreement for Student #1 2017-18;

D. Request to Establish Student Activity Account

Consideration of approval to establish “Class of 2021” Account, a new account for the High School Freshmen Class, 8th Grade funds will be transferred to the High School, in order to provide funding for their activities throughout their remaining four years at the High School. Jodi Niver, will be the Advisor and will help make fundraising decisions.

4. **OTHER**

A. Approval of Van Driver/Aide

Consideration of approval of Wendy Borden as van driver/aide for Benedict’s Bus Service, for the school year 2017-18.

XI. **ACTION ITEMS:**

1. **ADMINISTRATION AND ORGANIZATION**

A. Approval of Memorandum of Understanding

Consideration of approval of Memorandum of Understanding between the Wellsboro Area School District, and Patrick Hewitt, Federal Programs Coordinator, effective January 1 – June 30, 2018 as presented.

B. Approval of Use of Capital Reserve Fund

Consideration of approval to use \$8,226 from Capital Reserve Fund to pay Stuart Lisowski Excavation for the paving around the concession and for cutting a roadway to the concession area at the new athletic facility as discussed at the July 27, 2017 Special Board Meeting.

2. **PERSONNEL**

A. Support Staff Transfers

Consideration of approval for the following support staff transfers:

1. Tina Stadler, **from** part-time (5 hrs. per day/12 months) Don Gill Elementary Custodian, **to** full-time (8 hrs. per day/12 months) Charlotte Lappla Elementary Custodian, effective October 16, 2017. Rate of pay will remain the same at \$15.37 per hour.
2. Sheila Yungwirth, **from** part-time (5 hrs. per day/9 months) Don Gill Elementary Special Education Life Skills Support Instructional Aide, **to** part-time (5 hrs. per day/9 months) Charlotte Lappla Special Education Learning Support Instructional Aide, effective October 2, 2017. Rate of pay will remain at \$10.00 per hour until the end of her probationary period and if satisfactory, her rate of pay will be \$10.91 per hour.
3. Cheryl Hagy, **from** part-time (5 hrs. per day/10 months) High School Building Secretary **to** full-time (8 hrs. per day/12 months) Rock L. Butler Middle School Building Secretary, effective November 3, 2017. Rate of pay will remain the same at \$13.05 per hour.

B. Extra-Curricular Hires

Consideration of approval for the extra-curricular hire of:

1. Laura Miller-Owlett, High School French Teacher, as Senior Class Advisor, at a stipend of \$1,401, for the school year 2017-18;

2. Jessica Witmer, Charlotte Lappla Elementary Learning/Emotional Support Teacher, as Special Education Curriculum Chairperson, at a stipend of \$1,500 for the school year 2017-18.
3. Jason Greenfield, as Middle School Boys Basketball Head Coach, effective November 17, 2017 – March 24, 2018, at a stipend of \$3,872.80 for the school year 2017-18.
4. Ed Weaver, as Middle School Boys Basketball Assistant Coach, effective November 17, 2017 – March 24, 2018 at a stipend of \$2,256 for the school year 2017-18.
5. Darrell Morris, as Middle School Girls Basketball Head Coach, effective November 17, 2017 – March 24, 2018 at a stipend of \$4023.20 for the school year 2017-18.
6. Kristen West, as Middle School Girls Basketball Assistant Coach, effective November 17, 2017 – March 24, 2018 at a stipend of \$2,413.92 for the school year 2017-18.
7. Jake Clemens, as Middle School Wrestling Head Coach, effective November 17, 2017 – March 10, 2018 at a stipend of \$3,264.07 for the school year 2017-18.
8. Philip Prough, as High School Baseball Head Coach, effective March 5 – June 15, 2018 at a stipend of \$3,545.98 for the school year 2017-18.
9. Shane Mascho, as Middle School Baseball Head Coach, effective March 5 – June 15, 2018 at a stipend of \$2,458.86 for the school year 2017-18.
10. Todd Outman, as High School Boys Basketball Head Coach, effective November 17, 2017 – March 24, 2018 at a stipend of \$5,171.49 for the school year 2017-18.
11. Chase Kriner, as High School Boys Basketball Assistant Coach, effective November 17, 2017 – March 24, 2018 at a stipend of \$3,075.18 for the school year 2017-18.
12. John Davis, as High School Girls Basketball Head Coach, effective November 17, 2017 – March 24, 2018 at a stipend of \$4,798.77 for the school year 2017-18.
13. Ronald Brought, High School Girls Softball Head Coach, effective March 5, – June 15, 2018 at a stipend of \$3,314 for the school year 2017-18.
14. Michelle McNett, Middle School Girls Softball Head Coach, effective March 5, - June 15, 2018 at a stipend of \$2,366.94 for the school year 2017-18.
15. Margery Hoffman, as High School Boys Tennis Head Coach, effective March 5 – May 26, 2018 at a stipend of \$2,555.43 for the school year 2017-18.
16. Scott Ingerick, as High School Boys Wrestling Head Coach, effective November 17, 2017 – March 10, 2018 at a stipend of \$4,824.63 for the school year 2017-18.
17. Holly Berguson, as High School Boys/Girls Track Assistant Coach, effective March 5 – May 26, 2018 at a stipend of \$2,470.97 for the school year 2017-18.

Mr. Feil questioned the use of the seat belts in the school van. He asked that a check be done on this to insure that students were seat belts.

Dr. Freeman updated the Board on items she brought back from the Superintendents' Summit Conference last week. One thing was called the Rocket Book, a regular notebook, and a unique pen. She explained the use of it and how schools are beginning to use them. Cost of each: \$18-39.00 Dr. Freeman also spoke on other items of interest including Z-Space (virtual reality) that she had brought back from the Summit Conference. She thanked the Administration for allowing her to attend this much coveted conference.

Public Comment: None

Adjournment: The Work Session was adjourned by President Feil at 7:51 PM.

Matthew Feil, President
Board of Education
Wellsboro Area School District

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