

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting
October 16, 2017

MINUTES

Called to Order by President Matthew Feil at 6:31 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. Chris Gastrock; Mr. John Hoover; Mr. Wayne Hackett; Mr. Matthew Feil; Mr. Duane Cotner; Ms. Denise Sherman; Mr. David Messineo; Mr. Burrous and Mrs. Judlin were absent;

Present were the following: Dr. Brenda Freeman, Superintendent; Mrs. Bonnie Thompson, Business Manager; Mr. Steven Adams; Mrs. Amy Repard; Mr. Daren Bryant; Press: Natalie Kennedy (Wellsboro Gazette); Diane Eaton (Williamsport Sun Gazette); Linda Gamble, Board Secretary;

Visitors Present: Susan Gage;

Announcement of Executive Sessions: October 10, 2017 at 5:15 PM, High School Faculty Room, for the purpose of personnel and Legal issues; October 16, 2017 at 5:30 PM, High School Faculty Room, for the purpose of legal issues;

Concerned Resident Issues: None

Approval of Agenda - President Feil made a motion for an amendment to the Agenda, seconded by Mr. Gastrock, to add to CONSENT ITEM, 3. STUDENT, C. In Lieu of Expulsion, Student #2 E 2017-18. The motion passed by unanimous voice vote.

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

- A. Minutes of Previous Meetings:
 - Work Session of October 10, 2017
 - Regular Board Meeting of September 12, 2017;
- B. Financial Reports
 - Board Summary Report
- C. Approval of Bills
 - 2017-18 General Fund Invoices
 - 2017-18 School Lunch Fund Invoices
 - 2017-18 Capital projects Fund
 - 2017-18 Capital Reserve Fund

The motion passed by unanimous voice vote.

Public Comment on Title I and other Federal Programs: None

Reports:

Shelby Osgood, High School Student Representative, reported that Student Council has heard many positive things about Homecoming Week from people in the school and community. They are planning a flamingo hunt on October 17, 18 & 19th. Also, at the pink-out football game on October 20, 2017, student council members will be collecting money. The National Honor Society is hosting a blood drive on October 24th from 9:30 AM – 1:30 PM. It is in the Administration

Attachment VII-A

Building Gym and is open to the community and students. They are also continuing to sell Callie Strong T-shirts and collecting money until the blood drive. They sold at the homecoming game and carnival. After the blood drive, they want to do a care package for pediatric cancer patients at Geisinger Hospital. FFA had a petting zoo at the homecoming carnival and had a hunting/harvest themed float in the parade. FFA had a meat stick sale. They went to KILE (Keystone International Livestock Expo) Stockman's contest on October 6. They just ended a t-shirt fundraiser on October 5 that lasted for two weeks. On October 14, they had a social event for the FFA members with a harvest bonfire and hayride. On October 17, they are going to the county dairy judging contest. After their chapter meeting on October 18, they are going apple picking. They are picking apples for the Jake's event that is October 21 where they will cast molds of animal tracks and press apple cider. Thirteen members are going to the National FFA Convention in Indianapolis, Indiana on October 24-29, 2017.

Superintendent Brenda Freeman commented on the In-Service Activity that took place on October 9, 2017 with the return of Dr. Thomas Butler and Mass Customized Learning. Teachers are excited about the changes to take place in their classroom. She attended the Superintendent's Academy on September 25-27, 2017 in Clarion, PA. One of the things we are doing is partnering on our resources. (Reality Teaching) – using EITC funds. We have a teacher at the High School, Lara Owlett, who is up for being chosen Teacher of the Year. Dr. Freeman will be attended the SAS Conference with Lara on December 3-5, 2017. Superintendent Freeman requested that the Re=Organization Meeting date for December be changed to Wednesday, December 6, 2017 at 6:30 PM.

Matthew Feil introduced Susan Page, the current PTO President. Our main purpose is to support the elementary teachers. The way we do that is by having fundraisers. We put out money for different field trips. We have birthday books for the kids. We run two book sales (November & March). We help out with the Art Show. She spoke on the many programs they help out with and how they do it. Probably the most needed program is that we are going to launch a playground program. Capital campaign being launched soon to try to get some funds.

Steven Adams, Elementary Principal, reported that the elementary staff will observe two teachers to watch/observe teaching strategies.

Daren Bryant, Director of Buildings & Grounds, reported to the Board that we had success in getting the AstroTurf low spots repaired last Friday by AstroTurf. These repairs were covered under the warranty. The rest of the punch list items are in scheduling processes now. The LED light project that was done on the High School parking lot lights in 2015 was a tough project to keep the new LED bulbs lite. After replacing every bulb once and some of them twice, the LED company reached out to us and had decided there was a bad batch of computer boards that went through the factory line. They have offered to replace our entire order that was originally placed, with a completely new batch of LED bulbs and also give us a \$25.00 credit per bulb back to the District for all the hassle of having to replace the bulbs as needed.

Business Manager Bonnie Thompson reported to the Board that she has received word that we will be receiving our Basic Education Funding.

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. **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 presented 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.

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)
7. Laura Lightner, Joanne Shaw and Annette Nuss, Elementary Teachers, to attend "Code.Org K-5 Workshop" in Canton, PA on October 25, 2017; (approximate costs of \$62.66 to be paid from Building Budget)
8. Isaac Cary, Matthew Hildebrand, Elementary Teachers; Mary Peropat, HS Science Teacher and Elizabeth Norman, Middle School Physical Science Teacher to attend "Science Workshop w/Dave Bauman" in Canton, PA on October 19, 2017; (approximate costs of \$77.66 to be paid from Building Budget)

B. Extra-Curricular Resignations

Consideration of approval to accept letters of resignation from:

1. Tina Kreisler, English Language Arts Curriculum Chairperson, effective October 3, 2017.
2. Chelsie Martin, High School Girls Basketball Assistant Coach, effective October 11, 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;
4. Michelle Warner as Wellsboro Volunteer Swim Coach for all Wellsboro High School Swimmers, for the school year 2017-18;
5. Tim Frazier as Volunteer High School Baseball Assistant Coach, effective March 5 – June 15, 2018, pending the renewing of his cardiac and concussion testing (if applicable).
6. Rob Brant as Volunteer High School Baseball Assistant Coach, effective March 5 – June 15, 2018, pending the renewing of his cardiac and concussion testing (if applicable).

7. John Johnston as Volunteer High School Baseball Assistant Coach, effective March 5 – June 15, 2018, pending the renewing of his cardiac and concussion testing (if applicable).
8. Connor Coolidge as Volunteer High School Baseball Assistant Coach, effective March 5 – June 15, 2018, pending the renewing of his cardiac and concussion testing (if applicable).
9. Brett Hamblin as Volunteer High School Baseball Assistant Coach, effective March 5 – June 15, 2018, pending the renewing of his cardiac and concussion testing (if applicable).

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.

3. STUDENT

A. Overnight Field Trip Requests

Consideration of approval for the following overnight field trip request:

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

1. Student #1 E 2017-18;
2. Student #2 E 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.

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

XI. **ACTION ITEMS:**

1. **ADMINISTRATION AND ORGANIZATION**

A. Approval of Memorandum of Understanding - A motion was made by Mr. Gastrock, seconded by Mr. Hoover, to approve the Memorandum of Understanding between the Wellsboro Area School District, and Patrick Hewitt, Federal Programs Coordinator, effective January 1 – June 30, 2018 as presented.

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

B. Approval of Use of Capital Reserve Fund - A motion was made by Mr. Hoover, seconded by Mr. Gastrock, to approve 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.

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

C. Approval of Completion of Possession Agreement – A motion was made by Mr. Messineo, seconded by Mr. Gastrock, to approve Dr. Brenda M. Freeman, Superintendent of Wellsboro Area School District, to move forward with the execution of the Possession Agreement between the Wellsboro Area Education Foundation and the Wellsboro Area School District for the completion of the Building & Construction House Project through the High School Vocational Program.

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

2. **PERSONNEL**

A. Support Staff Transfers – A motion was made by Mr. Hackett, seconded by Mr. Gastrock, to approve 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.

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

B. Extra-Curricular Hires – A motion was made by Ms. Sherman, seconded by Mr. Gastrock, to approve 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.
18. Jennifer Stephens, as Middle School Odyssey of the Mind Coordinator, for the school year 2017-18 at a stipend of \$800.
19. Jennifer Sporer, as Elementary Odyssey of the Mind Coordinator, for the school year 2017-18 at a stipend of \$800.

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

C. Hires – A motion as made by Mr. Hackett, seconded by Mr. Gastrock, to approve the following hire:

1. Shawna Short – Don Gill Elementary Special Education Life Skills Instructional Aide, part-time (5 hrs. per day/9 months), effective October 16, 2017 at a rate of \$10.00 per hour during the first 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 on completion of required coursework at PATTAN.

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

XII. Public Comment - None

XIII. Adjournment – A motion was made by Mr. Gastrock, seconded by Mr. Cotner, to adjourn the meeting at 7:05 PM. All ayes;

Matthew Feil, Board President
Board of Education
Wellsboro Area School District

Linda K. Gamble
Board of Education
Wellsboro Area School District