

WELLSBORO AREA SCHOOL DISTRICT  
Board of Education Meeting Minutes  
August 14, 2018 – Old Music Room, Administration Office

- I. Called to Order by President Christopher Gastrock at 6:30 PM in the Old Music Room, Administration Office, 227 Nichols Street, Wellsboro, PA.
- II. President Gastrock led in the Pledge of Allegiance.
- III. Roll Call of Members: Christopher Gastrock; Matthew Feil; Susan Judlin; David Messineo; Kacy Hagan; Tracy Doughtie; Absent: John Hoover; Wayne Hackett

Present were the following: Dr. Brenda Freeman, Superintendent; Bonnie Thompson, Business Manager/Board Secretary; Steven Adams, Elementary Principal; Michael Pietropola, Curriculum Director/Principal of Academic Affairs; Emily Ostrom-Graham, High School Principal; Robert Kreger, Middle School Principal; Daren Bryant, Director of Buildings & Grounds; Natalie Kennedy (Wellsboro Gazette)

Visitors Present: Natalie Maddox, Shalene Gee, Glenn Kline, Jake Rogers, Al Bieber, Elizabeth Herr, Mackayla Patterson, Granes Hones, Emma Coolidge, Denise Route, Larue Reese, Lori Linda Gamble, Karer Farer; Debby Patterson

- IV. Announcement of any Executive Sessions – Tuesday, August 14, 2018 at 5:30 PM, Old Music Room, Administration Office, for the purpose of personnel matter;
- V. Concerned Resident Issues – None
- VI. Interviewing of Two Candidates for WASD School Board Director- Al Bieber and Larue Reese were interviewed by the board to fill one opening on the board.  
Appointment of new School Board Member -Upon roll call vote- Kacy Hagan- Mr. Reese; Matt Feil-Mr. Reese; Chris Gastrock-Mr. Bieber; Tracy Doughtie-Mr. Reese; Sue Judlin-Mr. Reese; Dave Messineo-Mr. Reese.  
Mr. Reese received the majority of the votes and will fill Denise Sherman’s unexpired term. This appointment will be effective beginning August 14, 2018 through the first Monday of December 2019.

Board Secretary Bonnie Thompson issued the Oath of Office to newly appointed member Larue Reese.

- VII. Approval of Agenda – A motion was made by Matt Feil, seconded by Sue Judlin, to approve the Agenda. The motion passed by unanimous voice vote.
- VII-a. Board Minutes/Financials – A motion was made by Matt Feil, seconded by Kacy Hagan, to approve the Board Minutes/Financials as presented:

- A. Minutes of Previous Meeting (Policy #006.9)  
Special Board Meeting of June 19, 2018; (Attachment VII-A-2)
- \*B. Financial Reports (Policy #006.5)  
Board Summary June 2018 Report (Attachment VII-B)  
Board Summary July 2018 Report  
Student Activity June 2018 Summary (Attachment VII-B-2)
- \*C. Approval of Bills (Policy 006.5)  
2017-18 General Fund June 2018 Invoices (Attachment VII-C)  
2018-19 General Fund July 2018 Invoices (Attachment VII-C-1)  
2017-18 School Lunch June 2018 Fund Invoices (Attachment VII-C-2)  
2018-19 School Lunch July 2018 Fund Invoices (Attachment VII-C-3)  
2018-10 Capital Reserve July 2018 Fund Invoices (Attachment VII-C-4)

Attachment VII-A-3

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Business Manager Bonnie Thompson requested Board Summary July 2018 Report be removed from agenda.

The motion passed by unanimous voice vote.

VIII. Public Comment on Title I and other Federal Programs: None

IX. Reports were given by Dr. Brenda Freeman, Superintendent, Dr. Freeman shared the district's new mission and vision statement; thanked the staff for preparing the schools for the start of the school year; "Thank You" Presentation by FBLA Middle School students for attending the FBLA Nationals Competition. Bonnie Thompson, Business Manager stated auditors were here in July and the sale of unused and unnecessary items was completed; Administrators: Emily Ostrom Graham-High School Principal, Rob Kreger-Middle School Principal, Mike Pietropola, Curriculum Director; Daren Bryant, Director of Buildings and Grounds. Board Member Dave Messineo reported on Programs and Policy Committee meeting.

X. **CONSENT ITEMS**

A motion was made by Matt Feil, seconded by Tracy Doughtie, to approve the Consent Items as follows:

1. **ADMINISTRATION AND ORGANIZATION**

A. Referral Agreement between Northern Tier Counseling, Inc. and WASD

Consideration of approval of Referral Agreement between Northern Tier Counseling, Inc. (NTC) and Wellsboro Area School District (WASD) whereby NTC agrees to the timely acceptance of clients from WASD when such clients require the services of NTC. Said Agreement shall run for a period of two years, 7/1/2018 – 7/1/2020 unless terminated by either facility. (Attachment X-1A)

B. Letter of Agreement with Service Access & Management, Inc. (Mental Health SAP)

Consideration of approval of Letter of Agreement with Service Access and Management, Inc. (S.A.M.) regarding liaison and other appropriate agency services to be offered in support of the Student Assistance Program Core Team(s), effective July 1, 2018 – June 30, 2019 as presented. (Attachment X-1B)

C. Letter of Agreement with Service Access & Management, Inc. ( Drug & Alcohol SAP)

Consideration of approval of Letter of Agreement with Service Access and Managements, Inc. (S.A.M.) regarding liaison and other appropriate agency services to be offered in support of the Student Assistant Program Core Team(s), effective July 1, 2018 – June 30, 2019 as presented. (Attachment X-1C)

D. Appointment of Assistant School Board Secretary

Consideration of approval for the appointment of Kacy Hagan, as Assistant Board Secretary of the Wellsboro Area School Board, effective August 15, 2018 – December 31, 2018. Said appointment is necessary due to resignation of former Board Member Denise Sherman who was appointed Assistant School Board Secretary in January 2018.

E. Dual Enrollment Agreement between WASD and Mansfield University for 2018-19 School Year

Consideration of approval to authorize Wellsboro Area School District to enter into Dual Enrollment Agreement with Mansfield University to provide courses in the area of education to eligible students during the 2018-19 school year. (Attachment X-1E)

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- F. Memorandum of Understanding for Participation in BCTE Technical Assistance Program  
Consideration of approval for 2018-2019 Memorandum of Understanding between Career and Technical Centers and Wellsboro Area School District and The Bureau of Career and Technical Education for the purpose of raising the academic and technical achievements of all students enrolled in career and technical education programs at a CTC or high school which take advantage of this opportunity. ([Attachment X-1F](#))
  
- G. Memorandum of Understanding – Early Start Program with Mansfield University  
Consideration of approval of Memorandum of Understanding – Early Start Program by and between Mansfield University and Wellsboro Area School District, the purpose of which is to provide high quality education and to provide undergraduate instruction and opportunities for personal growth consistent with the legislated mission of Mansfield University. The term of such MOU will be five years from the date of execution. ([Attachment X-1G](#))
  
- H. Contract for Music Therapy Services – Momentum Music Services  
Consideration of approval for Contract for Music Therapy Services contracted through Momentum Music Services, effective August 22, 2018 – June 29, 2019 . (Fees: \$72 per direct service hour for group and individual sessions; \$57 per hour for consultation; \$120 for each completed assessment;) ([Attachment X-1H](#))
  
- I. 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 X-1I](#))
  
- J. 2018-2019 Agreement between WASD and Goodwill Industries  
Consideration of approval for 2018-2019 Agreement between Wellsboro Area School District and Goodwill Industries to provide youth identified by the WASD the opportunity to gain additional employability and life skills training through a combination of instruction and employment based curriculum. Cost per student is \$60.00 per day. ([Attachment X-1J](#))
  
- K. Memorandum of Agreement  
Consideration of approval of Memorandum of Agreement between Wellsboro Area School District and Wellsboro Area Education Association to add position of FBLA (Future Business Leaders of America) Coordinator(s) to existing collective bargaining agreement between the parties. ([Attachment X-1K](#))
  
- L. Approval of Carry Over Days for Deborah Gastrock  
Consideration of approval to allow Deborah Gastrock, High School Guidance Secretary, to carry over five (5) unused vacation days into the 2018-19 school year due to her position as Guidance Secretary being reduced to ten (10) months and being unable to use her vacation days. Vacation days may not be carried past June 30, 2019.
  
- M. Appointment of School Safety & Security Coordinator  
Consideration of approval to appoint Dr. Brenda M. Freeman, WASD Superintendent, as the District’s School Safety and Security Coordinator in accordance with Act 44 of 2018.

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2. **PERSONNEL**

A. **2018-19 School Year WAESPA Support Staff Transfer**

Consideration of approval for the following 2018-19 school year WAESPA support staff transfer:

<b><u>FROM:</u></b>	<b><u>TO:</u></b>
Donette Post, part-time (5 hrs. per day, 9 months) Wellsboro High School Special Education Learning Support Instructional Aide	Part-time (5 hrs. per day, 10 months) Wellsboro High School Building Secretary, effective August 8, 2018. Pay rate will remain the same at \$12.29 per hour;

B. **Support Staff Resignations**

Consideration of approval for the following support staff resignations:

1. Shalane Hamblin, part-time (5 hrs. per day/9 months) Middle School Special Education Instructional Aide, effective July 18, 2018; ([Attachment X-2B-1](#))
2. Ashley Timmons, part-time (5 hrs. per day/9 months) Don Gill Elementary School Special Education Instructional Aide, effective August 8, 2018; ([Attachment X-2B-2](#))
3. John Tubbs, full-time (8 hrs. per day/12 months) Middle School Custodian, effective August 17, 2018; ([Attachment X-2B-3](#))
4. Bridget Wheeler, part-time (5 hrs. per day/9 months) Don Gill Elementary Special Education Instructional Aide, effective immediately; ([Attachment X-2B-4](#))
5. Rosalind Statts, full-time (7 hrs. per day/9 months) Wellsboro High School Special Education Instructional Aide, effective August 17, 2018; ([Attachment X-2B-5](#))
6. Margaret Sensenig, part-time (5 hrs. per day/9 month) High School Special Education Instructional Aide, effective 8/14/2018/

C. **Extra-Curricular Resignations**

Consideration of approval to accept letters of resignation from:

1. Todd Fitch, High School Boys' Assistant Soccer Coach, effective July 24, 2018 ([Attachment X-2C-1](#))
2. John Shaffer, High School Boys Soccer Head Coach, effective immediately; ([Attachment X-2C-2](#))
3. Philip Prough, High School Baseball head Coach, effective June 15, 2018; ([Attachment X-2C-3](#))
4. Edwin Weaver, Middle School Boys Basketball Assistant Coach, effective immediately; ([Attachment X-2C-4](#))

D. **Extra-Curricular Volunteer Appointments for School Year 2018-2019**

Consideration of approval for the extra-curricular volunteer appointments of

1. Margaret Sensenig as High School Marching Band Volunteer Assistant Director, effective June 13, 2018.
2. Aaron Singer as High School Girls Soccer Volunteer Assistant Coach, effective August 15, 2018;
3. Chelsie Martin as High School Girls Basketball Volunteer Assistant Coach, effective August 15, 2018;
4. Karen Hoose as HS Boys/Girls Cross Country Volunteer Assistant Coach, effective August 15, 2018;
5. Matt Hildebrand, HS Boys Basketball Volunteer Assistant Coach, effective August 15, 2018;
6. Bryan Berguson, High School Golf Volunteer Assistant Coach, effective August 15, 2018;

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7. John Szentesy, High School Girls Basketball Volunteer Asst Coach, effective Aug 15, 2018;

E. Conference Requests

Consideration of approval for the following conference requests:

1. Matthew Rendos and Tanya Harmon, High School Guidance Counselors, to attend “College Visits & STEM Job Shadows” on September 25, 2018 in Williamsport, PA (approximate costs of \$55.00 to be paid from Building Budget)
2. Matthew Rendos and Tanya Harmon, High School Guidance Counselors, to attend “Crafting a Culture of Learning for School Counselors” on October 26, 2018, January 25, 2019 and March 22, 2019 in Williamsport, PA (approximate costs of \$255 to be paid from Building Budget)
3. Sandy Mead, Administrative Assistant, and Bonnie Thompson, Business Manager, to attend “ACAPA” (Attendance/Child Accounting Professional Association) Conference, on October 29-31, 2018 in Hershey, PA (approximate costs of \$1,705 to be paid from Business Office Accounts)

F. Approval of Mentor

Consideration of approval for Candy Lewis, Rock L. Butler Middle School Learning/Emotional Support Teacher, as mentor for Rachael Shady, Rock L. Butler Middle School Special Education Teacher, in accordance with the New Teacher Induction Plan 2015-2018;

G. Motion to Rescind Board Action of 06/12/2018

Consideration of approval to rescind WASD Board of Education’s approval of the following Motion appearing on June 12, 2018 Agenda: 1. CONSENT ITEM, 2. PERSONNEL – B: **2018-19 School Year WAESPA Support Staff Transfers.**

3. **STUDENT**

A. Overnight Field Trip Requests

Consideration of approval for the following overnight field trip requests:

1. Melanie Berndtson, High School Horticulture/AgScience Teacher, to take twelve (12) Grand Canyon FFA students to West Springfield, MA to attend Big E FFA Career Development; (Attachment X-3A-1)
2. Lara Owlett, High School French Teacher, to take fifteen (15) French 3 & 4 students to Paris, Normandy, and Britany FRANCE on March 13-21, 2020; (Attachment X-3A-2)

B. Request to Close Student Activity Account

Consideration of approval to close the following Student Account:

1. Middle School Football for the reason of inactivity for two years; funds will be transferred to Middle School Student Fund L500S (Attachment X-3B)

C. Requests for Homebound Instruction

Consider of approval for the following Request for Homebound Instruction:

1. For Student #1 HB-2018-2019 as per his family physician for a period of three (3) months commencing September 1, 2018;
2. For Student #2 HB-2018-19 as per her family physician for a period of 1 – 2 months, commencing August 22, 2018;

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4. **OTHER**

A. **2018-2019 WASD School Bus Driver and Aide List**

Consideration of approval for the 2018-19 WASD school Bus Driver and Aide List.  
(Attachment X-4A)

B. **2018-2019 WASD Support Staff Substitute List**

Consideration of approval for the 2018-19 Substitute Support Staff Listing.  
(Attachment X-4B)

Roll call vote. All votes were affirmative. The motion carried.

**XI. ACTION ITEMS**

1. **ADMINISTRATION AND ORGANIZATION**

2. **PERSONNEL**

A. **Support Staff Hires** - A motion was made by Kacy Hagan, seconded by Sue Judlin to approve the following hires:

1. Michelle DeMay, Special Education Learning Support Instructional Aide, part-time, (5 hrs per day/9 months) effective August 20, 2018 at a starting 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 satisfactory completion of required coursework at PATTAN.

2. Natalie Maddox, Special Education Learning Support Instructional Aide, part-time (5 hrs. per day/9 months) effective August 20, 2018 at a starting 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 satisfactory completion of required coursework at PATTAN.

3. Ann Bryant, Special Education Learning Support Instructional Aide, part-time (5 hrs. per day/9 months) effective August 20, 2018 at a starting 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 satisfactory completion of required coursework at PATTAN.

4. Joanna Wagner, Special Education Learning Support Instructional Aide, part-time (5 hrs. per day/9 months) effective August 20, 2018 at a starting 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 satisfactory completion of required coursework at PATTAN.

5. Kirsten Tellgren, Rock L. Butler Middle School Library Aide, part-time (5 hrs. per day/9 months), effective August 20, 2018 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.

Roll Call Vote. All votes were affirmative. The motion carried.

B. **Extra-Curricular Hire** – A motion was made by Sue Judlin, seconded by Tracy Doughtie to approve the following extra-curricular hires of:

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1. James Mack, High School Senior Class Advisor, effective August 20, 2018 – June 30, 2019 for a stipend of \$1,360.
2. Jason Greenfield, High School Boys Basketball Assistant Coach, effective November 16, 2018 – March 23, 2019 for a stipend of \$2,960.22.
3. Todd Fitch, High School Boys Soccer Head Coach, effective August 13 – November 17, 2018 for a stipend of \$3,818.83.
4. Jessica Witmer, as Special Education Curriculum Chairperson, at a stipend of \$1,500 for school year 2018-19
5. Ben Miller, as Social Studies Curriculum Chairperson, at a stipend of \$1,500 for the school year 2018-19;
6. Tammy Knowlton, as Unified Arts Curriculum Chairperson, at a stipend of \$1,500 for the school year 2018-19;
7. Heather Callahan, as English Curriculum Chairperson, at a stipend of \$1,500 for the school year 2018-19;
8. Penny Button, as Mathematics Curriculum Chairperson, at a stipend of \$1,500 for the school year 2018-19;
9. Mary Peropat, as Science Curriculum Chairperson, at a stipend of \$1,500 for the school year 2018-19;
10. Melissa Ryan, as Charlotte Lappla Head Teacher, at a stipend of \$1,980.69 for the school year 2018-19;
11. Steven Henneman, as Don Gill Elem School Head Teacher, at a stipend of \$2,057.61 for school year 2018-19;
12. Todd Outman, as Wellsboro High School Head Teacher and Temporary Middle School Head Teacher, at a stipend of \$2,057.61 for the school year 2018-19;
13. Darrell Morris, as Middle School Girls Basketball Head Coach, effective November 16, 2018 – March 23, 2019, at a stipend of \$4,023.20 for the school year 2018-19;
14. Kristen West, as Middle School Girls Basketball Assistant Coach, effective November 16, 2018 – March 23, 2019, at a stipend of \$2,504.16 for the school year 2018-19;
15. Shane Mascho, as Middle School Football Head Coach, effective August 6- December 8, 2018, at a stipend of \$3,557.75 for the school year 2018-19;
16. Isaac Cary, as Middle School Football Assistant Coach, effective August 6 –December 8, 2018 at a stipend of \$1,993 for the school year 2018-19;
17. Chris Reese, as Middle School Football Assistant Coach, effective August 6 –December 8, 2018 at a stipend of \$2,291.95 for the school year 2018-19;
18. Wes Wood, as Middle School Soccer Head Coach, effective August 13 – November 17, 2018 at a stipend of \$2,431.83 for the school year 2018-19;

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19. Sam Mitchell, as Middle School Soccer Assistant Coach, effective August 13-November 17, 2018 at a stipend of \$1,684 for the school year 2018-19;
20. Matt Hildebrand, as High School Football Head Coach, effective August 6 –December 8, 2018 at a stipend of \$5,873.01 for the school year 2018-19;
21. Ben Miller, as High School Football Assistant Coach, effective August 6 –December 8, 2018 at a stipend of \$3,595.73 for the school year 2018-19;
22. Nate Babcock, as High School Football Assistant Coach, effective August 6 –December 8, 2018 at a stipend of \$3,735.37 for the school year 2018-19;
23. John Johnston, as High School Football Assistant Coach, effective August 6 –December 8, 2018 at a stipend of \$3,735.37 for the school year 2018-19;
24. Steven Macensky, as High School Golf Head Coach, effective August 13 –October 24, 2019 at a stipend of \$2,194.93 for the school year 2018-19;
25. Sharon Zuchowski, as High School Volleyball Head Coach, effective August 13 – November 17, 2018 at a stipend of \$3,764.26 for the school year 2018-19;
26. Scott Burrous, as High School Girls Soccer Head Coach, effective August 13 –November 17, 2018 at a stipend of \$3,569 for the school year 2018-19;
27. Jorge Taboada, as High School Girls Soccer Assistant Coach, effective August 13-November 17, 2018 at a stipend of \$2,504.96 for the school year 2018-19;
28. Brianna Thompson, as High School Girls Tennis Coach, effective August 13 –November 3, 2018 at a stipend of \$2,555.43 for the school year 2018-19;
29. Joanne Boyd, as High School Cheerleading Advisor (football and basketball), at a stipend of \$2,294.84 for the school year 2018-19;

Roll call vote. All votes were affirmative. The motion carried.

**C. 2018-2019 WASD Security Guard** - A motion was made by Dave Messineo, seconded by Sue Judlin to approve the following WASD Security Guards for School Year 2018-2019:

1. Matthew West
2. Richard Osgood

Roll call vote. All votes were affirmative. The motion carried.

**D. Hire of Wellsboro Area School District Crossing Guards for School Year 2018-19** – A motion was made by Dave Messineo, seconded by Tracy Doughtie to approve the following students to serve as Wellsboro Area School District Crossing Guards during the school year 2018-2019. Rate of pay will be \$7.25 per hour, one (1) hour per school day:

Karie Baldwin	Trevor Hoxter	Austin Richards	Silas Wagaman
Jonathan Wetzel	Tyren Wetzel	Jordan Judlin	Paige Hagy
Will Poirier	Brett Rudy	Zach Singer	Regan Regina



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Lucia Magnona	Frank Kewitt	Ariana Carleton	Jordyn McNett
Jack Poirier	Mikaella Posada	Jordyn Abernathy	Rosalie Ladd

Roll call vote. All votes were affirmative. The motion carried.

XII. Public Comment – Al Bieber commented about local police being involved in schools and questioned approval of contract with Goodwill Industries.

XIII. Adjournment – A motion was made by Matt Feil, seconded by Dave Messineo, to adjourn the meeting at 8:22 PM. All ayes.

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Bonnie Thompson, Board Secretary  
Wellsboro Area School District  
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