

WELLSBORO AREA SCHOOL DISTRICT

Board of Education Meeting Minutes

November 13, 2018

- I. Call to Order By Vice President Matthew Feil at 6:34 PM in the Old Music Room, Administration Office, 227 Nichols Street, Wellsboro, PA.
- II. Vice President Feil led the Pledge of Allegiance.
- III. Roll Call of Members: Kacy Hagan, John Hoover, Wayne Hackett, Tracy Doughtie, Matthew Feil, Susan Judlin, David Messineo came 6:36pm. Absent: Chris Gastrock, LaRue Reese

Present were the following: Dr. Brenda Freeman, Superintendent; Bonnie Thompson, Business Manager/Board Secretary; Steve Adams, Elementary Principal; Mike Pietropola, Curriculum Director/Principal of Academic Affairs; Emily Ostrom-Graham, High School Principal; Daren Bryant, Director of Buildings & Grounds, Natalie Kennedy (Wellsboro Gazette); Student Representatives – Ariana Carleton, High School, Lauren Kosek Elementary.

Visitors Present: Bethany Salada, Rebecca Charles, Nancy & Curt Owlett, Reece Servatius, Matt Servatius, Hannah Jaskcon, Kayla Mengee, Candy Lewis, Annette Nuss, Hannah Nuss, Zoe Iseri, Lauren Singer, Peggy Adams, Conner Adams, Dawn Pletcher, Karen Farrer

- IV. Announcement of any Executive Sessions – Tuesday, November 6th at 6:00 PM, Conference Room, for the purpose of personnel; Tuesday, November 6th at 8:25 PM, Old Music Room, for the purpose of personnel; Tuesday, November 13, 2018 at 5:30 PM, Conference Room, for the purpose of legal and student matters;
- V. Concerned Resident Issues
Dawn Pletcher- Thank you to Steve Adams, Mrs. Cary and all teachers at Don Gill Elementary School for the outstanding Veteran's Day Program this year.
- VI. Approval of Agenda – A motion was made by Kacy Hagan, seconded by Wayne Hackett, to approve the edited Agenda and remove Action item 1B. The motion passed by unanimumus voice vote.
- VII. Board Minutes/Financials – A motion was made by Sue Judlin, seconded by Tracy Doughtie, to approve the Board Minutes/Financials as presented:
 - A. Minutes of Previous Meeting
Regular Meeting of October 9, 2018
Work Session of October 9, 2018
 - B. Financial Reports
Board Summary October 2018 Report
 - C. Approval of Bills
General Fund October 2018 Invoices
School Lunch October 2018 Fund InvoicesThe motion passed by unanimous voice vote.
- VIII. Public Comment on Title I and other Federal Programs – None
- IX. A. Reports
 1. Student Representatives
 - Lauren Kosek presented report for Elementary

Attachment VII-A-1

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- Hannah Nuss, Middle School, presented for the students that attended the Student Council States Conference
- Ariana Carleton presented report for High School

2. Superintendent

Student of the Month Recognition

- Elementary- Tegan Wheeler
- Middle School-Reece Servatius
- High School-Alyssa Wagaman

Student Task Force-

Dr. Freeman reported the Student Task Force had it first meeting at the high school. Discussions about segation of students and safety.

Monitor Gifted Services

Dr. Freeman reported the district will be monitored/audited for our Gifted Services in March.

Mansfield University Report

48 students enrolled at the university in 13 different programs.

- #### 3. Business Manager - Mrs. Thompson reported continuing to work with auditors and completion of annual financial report.

4. Administrators

Mr. Adams-reported 95% parent teacher conference attendance; it is our honor and pleasure to do Veteran's ceremony

Mrs. Ostrom- reported Mrs. Getty received a grant from Delta Kappa Gamma for \$250 for a flask working with liquid nitrogen, working on and making changes for end of fall awards ceremony, Keystone test in December, 10 culinary students going to Culinary Institute in Hyde Park next week
Mr. Pietropola-reported tomorrow night there is a Curriculum Council Meeting. At that meeting, the first few pages of curriculum guide will be reviewed, graduation requirements, and a new form for course offerings.

Mr. Bryant-Auditorium stage is being refinished

Becca Charles- PTO Update- reported on Melina Moyer STEM update, do two fundraisers per year-1.walk-a-thon -earned \$11,000 and 2.candy sales (Highland chocolates). They budget \$21,000 for elementary field trips. Also do book fair twice a year; \$10,000 in sales, however, do not see money from that but 50% of sales goes back to teachers-each elementary teacher is able to shop for books.

Playground update-raised just under \$70,000.00. Received grant from foundations for STEM and playground. Consumable supplies that STEM program uses cost \$10,000. Will be setting up a website for PTO

5. Board Members

Sue Judlin reported on serious traffic issues for the district crossing guards. Multiple incidents at the crossing on Nichols Street below the Middle School. She has reached out to the school district, borough police and borough. All three groups are pro-active in dealing with situation. Crossing guard are in middle of crosswalk and vehicles passing them.

X. CONSENT ITEMS

A motion was made by Kacy Hagan, seconded by Wayne Hackett to approve the Consent Items as follows:

1. ADMINISTRATION AND ORGANIZATION

A. 2018-19 Budgetary Transfers

Consideration of approval for the 2018-19 budgetary transfers as presented.

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- B. 2018-19 Memorandum of Understanding between WASD and WAEA
Consideration of approval for the Memorandum of Understanding between Wellsboro Area School District and Wellsboro Area Education Association covering period 7/1/2017 – 6/30/2021, whereby both parties agree to have dental insurance provided by Delta Dental to its members.
- C. Collaboration Agreement w/Tioga County Dept. of Human Services, WASD & S.T.A.R.
Consideration of approval to enter into Collaboration Agreement with the Tioga County Department of Human Services, Wellsboro Area School District, and S.T.A.R. (The Student Transition and Recovery Program) at an annual cost of \$9,435, effective July 1, 2018 – June 30, 2019 as presented. (No increase from last year)
- D. Granting Real Estate Tax Exemption to Veteran
Consideration of approval to grant a veteran's real estate tax exemption for Jason Pino, Charleston Township, Parcel #04/02.00/041./15/000, and provide a refund in the amount of \$2,003.10, effective for July 1, 2018 school real estate taxes. The Department of Military and Veterans Affairs has been inundated with claims for Veterans Temporary Assistance due as a result of the recent flooding damage to veteran's home, which delayed the application approval letter.
- E. PSBA Contract for Professional Services – Policy Review Service
Consideration of approval for PSBA Contract for Professional Services – Policy Review Service for the purpose of maintaining a current and compliant policy manual. Total amount due is \$6,700, payable as follows: \$2,233 upon return of executed copy of the contract; \$2,233 pursuant to an invoice upon completion of all sections of the draft policy manual; \$2,234 pursuant to an invoice in the next fiscal year after completion of all sections of the draft policy manual.
- F. Approval of Quad 3 as Wellsboro Area School District's Architectural Firm of Record
Consideration of approval to appoint Quad 3 Group, Inc. of 37 North Washington Street, Wilkes-Barre, PA to act as the Wellsboro Area School District's architectural firm of record.

2. PERSONNEL

- A. Extra-Curricular Volunteer Appointments for School Year 2018-2019 - Consideration of approval for the extra-curricular volunteer appointment of
 1. Bruce Hamilton, Volunteer High School Girls Basketball Assistant Coach, effective November 14, 2018;
 2. Kyle Smith, Volunteer Middle School Boys Basketball Assistant Coach, effective November 14, 2018;
 3. Tracy Doughtie, Volunteer Coach for Odyssey of the Mind Program, effective November 14, 2018;
- B. Conference Requests - Consideration of approval for the following conference requests:
 1. Melanie Berndtson, High School Horticulture/AgScience Teacher, to attend "Progressive Agriculture Safety day Coordinator Training" in State College, PA on November 15, 2018 (approximate costs of \$132 (cost of substitute will be paid by FFA Chapter Funds)
 2. Denise Route, Middle School Computer/Personal Finance Teacher, to attend "Pennsylvania Business Education Association Annual Conference" on November 15 & 16, 2018 in Grantville, PA; (approximate costs of \$230 to be paid from Building Budget)
 3. Brandon Falk, High School Biology Teacher, to attend "Annual Biology Teacher's Workshop (HHMI Biointeractive)" on November 20, 2018 in Williamsport, PA; (approximate costs of \$157 to be paid from Building Budget)
 4. Daren Bryant, Director of Buildings & Grounds, to attend "64th PASBO Annual Conference" on March 5–8, 2019 in Hershey, PA (approximate costs of \$1,012.50 to be paid from Building Budget)
 5. Bonnie Thompson, Business Manager, to attend "64th PASBO Annual Conference" on

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March 6-8, 2019 in Hershey, PA (approximate costs of \$873.84 to be paid from Building Budget)

- C. Support Staff Resignations - Consideration of approval to accept letters of resignation from:
 - 1. Jennifer Heath, Charlotte Lappla Learning Support Instructional Aide, effective November 8, 2018.
 - 2. Alesha Pritchard, Rock L. Butler Middle School Learning Support Instructional Aide, effective November 8, 2018;
- D. Extra-Curricular Resignations - Consideration of approval to accept letters of resignation from:
 - 1. Jason Greenfield as High School Boys Basketball Assistant Coach, effective October 15, 2018;
 - 2. Matthew Hildebrand as High School Boys Track Assistant Coach, effective November 6, 2018;

3. STUDENT

- A. Request to Establish Student Activity Account - Consideration of approval to establish “High School Class of 2022”, a new account created to help pay for events throughout their four (4) years of High School education (i.e., Prom, Yearbook, etc.) There will be fundraising activities. Tanya Harmon, High School Guidance Counselor, will be the advisor.
- B. Request for Homebound Instruction - Consideration of approval for the following Request for Homebound Instruction:
 - 1. For Student #3 HB 2018-2019 as per his family physician for a period of six (6) weeks, commencing November 5, 2018;
 - 2. For Student #4 HB 2018-2019 as per his family physician for a period of four (4) weeks, commencing October 12, 2018;
- C. Overnight Field Trip Requests - Consideration of approval for the following overnight field trip requests:
 - 1. Melanie Berndtson, High School Horticulture/AgScience Teacher, to take 30 Grand Canyon FFA students to attend “Initiate, Create, Illuminate” in Harrisburg, Pa on February 9-10, 2019;
 - 2. Melanie Berndtson, High School Horticulture/AgScience Teacher, to take 9 Grand Canyon FFA students to Delaware Valley University on February 22 & 23, 2019;
 - 3. Melanie Berndtson, High School Horticulture/AgScience Teacher, to take 6 Grand Canyon FFA students to 2018 State Legislative Leadership Conference, Harrisburg, PA on March 17-19, 2019
 - 4. Melanie Berndtson, High School Horticulture/AgScience Teacher, to take 20 Grand Canyon FFA students to FFA Activities Week, State College, PA on June 11-13, 2019; (Attachment X-3C-4)

4. OTHER

- A. 2018-2019 WASD Additions to Substitute List
Consideration of approval for the 2018-2019 Additions to Substitute List.
- B. Approval of Van Driver - Consideration of approval for the following van driver:
 - 1. Susan Berguson – Van Driver for Correll Student Transport

Roll call vote. The motion carried with negative vote by all for Agenda Item 1E, and Tracy Doughtie abstained from Agenda Item 2A3.

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XI. ACTION ITEMS:

1. ADMINISTRATION AND ORGANIZATION

- A. WASD District Level Plan 07/01/2019 – 06/30//2022 - A motion was made by Sue Judlin, seconded by Tracy Doughtie to approve the adoption of Wellsboro Area School District Plan 07/01/2019 - 06/30/2022 as presented. Roll call vote. The motion carried with David Messineo casting a negative vote.
- B. Removed from Agenda.
- C. Approval of Woods Purchase of Services Agreement - A motion was made by Wayne Hackett, seconded by Tracy Doughtie to approve entering into Woods Purchase of Services Agreement, effective July 1, 2018 – June 30, 2019, said amount of services set forth as \$232,641.40. Services to be provided consist of Residential, Extended School Year Education and 1:1 Aide for un-named WASD student. Roll call vote. All votes were affirmative. The motion carried.
- D. Approval of Receipt of Private Monies in School Year 2018-19 - A motion was made by Kacy Hagan, seconded by Tracy Doughtie to approve of the following private monies received by Wellsboro Area School District in School Year 2018-19:
1. Donation from the David G. Patterson Fund/Wellsboro Area Education Foundation in the amount of \$4,840 for High School graphing calculators;
 2. Donation from The Wellsboro Town Band in the amount of \$250 payable to Rock L. Middle School Band;
- Roll call vote. All votes were affirmative. The motion carried.

2. PERSONNEL

- A. Extra-Curricular Hires - A motion was made by David Messineo, seconded by Tracy Doughtie to approve the following extra-curricular hires for school year 2018-19:
1. Todd Outman, High School Boys Basketball Assistant Coach, effective November 16, 2018 – March 23, 2019 for a stipend of \$2,874;
 2. John Weiner, Middle School Cross Country Track Coach, effective August 12 – November 2, 2018 for a stipend of \$2,661;
 3. Jodi Niver, Spring Musical Director, for a stipend of \$2,236;
 4. Ellen Bryant, as Odyssey of the Mind Middle School Coach, for a stipend of \$250;
 5. Dr. Ben Largey, as Odyssey of the Mind Elementary Coach, for a stipend of \$250;
 6. Lindsey Harper, as Odyssey of the Mind Middle School Coach, for a stipend of \$250;
 7. Shannon Tice, as Odyssey of the Mind Elementary Coach, for a stipend of \$250;
 8. Jennifer Mosher, as Band Front – Percussion Coordinator, for a stipend of \$1,107;
 9. Shelly Bourret, as Odyssey of the Mind Elementary Coach, for a stipend of \$250;
 10. Renee Frazier, as Odyssey of the Mind Elementary Coach, for a stipend of \$250;
 11. Vincent Pollaro, as Odyssey of the Mind Elementary Coach, for a stipend of \$250;
- Roll call vote. All votes were affirmative. The motion carried.
- B. Resignation/Request for Transfer - A motion was made by Sue Judlin, seconded by Kacy Hagan to accept letter of resignation from Beth Stone, as Administrative Assistant for Payroll/Benefits/Taxes, effective November 8, 2018. Ms. Stone is requesting to be transferred back to her original position as part-time (5 hrs. per day/9 months) Special Education Learning Support Instructional Aide in accordance with Contract Agreement between Wellsboro Area School District and Wellsboro Education Support Professionals Association (10/10/2018 – 6/30/2021) *Section 8-2 Vacancy and Transfer – Permanent Positions, (c) Transfers and/or Promotions* whereby it is stated: ...”The employer may return an employee to the employee’s former position at any time during the thirty (30) work days trial period without loss of the employee’s seniority or other contractual benefits, or the

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employee may return to the employee's former position at any time during the thirty (30) work day trial period without loss of seniority or other contractual benefits, provided the employee makes a written request and states the reason(s) for the request to return.

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

XII. Public Comment

XIII. Adjournment- A motion was made by Dave Messineo, seconded by Tracy Doughtie, to adjourn the meeting at 7:47 PM. All ayes.

Bonnie Thompson, Board Secretary
Wellsboro Area School District
Board of Education