

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting Minutes
February 11, 2020

- I. Call to Order by President Susan Judlin at 6:30 PM in the Old Music Room, Administration Office, 227 Nichols Street, Wellsboro, PA.
- II. President Judlin led the Pledge of Allegiance.
- III. Roll Call of Members: Mrs. Linda West, Mr. Lee Stocks, Mr. John Hoover, Mr. Chris Gastrock, Mr. Matthew Feil, Mrs. Susan Judlin. *Mr. Hackett joined the meeting via conference call at 7:28 P.M.* Mrs. Doughtie was absent from the meeting.

Present were the following: Dr. Brenda Freeman, Superintendent, Laura Perry, Business Manager/ Board Secretary, Steve Adams, Elementary School Principal, Robert Kreger, Middle School Principal, Benjamin Miller, Middle School Assistant Principal, Daren Bryant, Director of Operations and Maintenance, as well as, the Wellsboro Gazette reporter, and community members.

- IV. Announcement of any Executive Sessions – An Executive Session was held on Tuesday, February 4, 2020 at 6:00 PM, Conference Room, Administration Office, for the purpose of negotiations.
- V. Oath of Office. At this time, Board Secretary Laura Perry, administered the Oath of Office to appointed board member, Mr. Chris Gastrock.
- VI. Concerned Resident Issues – Several students enrolled at the Wellsboro Area High School, including Anne Martin and Vivian Kitter, addressed the Board regarding their concerns of library and health curriculum items. Nina Coolidge updated the Board on activities of the Grand Canyon Chapter of the Future Farmers of America.
- VII. Approval of Agenda – A motion was made by Mr. Feil, seconded by Mr. Hoover, to accept the agenda and to include the addition of the following item:

X. Personnel:

3.A. Overnight Field Trip Request

Consideration of approval for the following overnight field trip request:

1. James Mack, High School Culinary Teacher, and Sayward Mack, High School Learning Support Teacher, to take 15 students (Culinary Arts/Skills U.S.A.) to Walt Disney World Resort (International Culinary Competition and Hospitality Experience), Orlando, Florida on April 22-28, 2020. (Attachment X-3A)

On a voice call, there were 5 yes votes. Mr. Gastrock had temporarily stepped out of the meeting.

- VIII. Board Minutes/Financials – A motion was made by Mr. Feil, second by Mr. Hoover, to accept the board minutes and financials as presented. On a voice call, there were 7 yes votes. Motion carried.
 - *A. Minutes of Previous Meeting
Reorganization Board Meeting of December 5, 2019
 - *B. Financial Reports
Board Summary Report - December, 2019
 - *C. Approval of Bills
December, 2019 General Fund Invoices
December, 2019 School Lunch Fund Invoices
- IX. Public Comment on Title 1 and other Federal Programs. None at this time.

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- X. A. Reports
 - 1. Student Representatives
 - 2. Superintendent
 - 1. Student of the Month Recognition;
 - 2. WASD 2020 Schedule of Committee Meetings

- XI. Executive Session: The Directors adjourned into an Executive Session beginning at 6:56 PM for the purpose of Negotiations. The meeting reconvened at 7:26 PM

- XII. A. Reports
 - 3. Business Manager
 - 1. Governor's Budget Address – 2/4/2020
 - 2. RACP Audit – 2/12/2020 thru 2/14/2020
 - 3. Establish Budget and Finance Committee Meeting for 2020/2021 Budget Development
 - 4. Administrators
 - 1. Goal Updates 2019/2020
 - 2. Work status update was shared by Daren Bryant
 - 5. Board Members

X. CONSENT ITEMS

A motion was made by Mr. Feil, second by Mr. Gastrock to approve the consent items, as follows:

- 1. **ADMINISTRATION AND ORGANIZATION**
 - A. Private Parent Transport Contract
Consideration of approval of private parent transportation contract for the school year 2019-2020. (Attachment X-1A)

 - B. Approval of Revised Job Description
Consideration of approval for the revised job description for the High School Principal

 - C. Agreement between Wellsboro Area School District and Snyder's Driving School, LLC.
Consideration of approval of Agreement between Wellsboro Area School District and Snyder's Driving School, LLC, the purpose of which is to assist WASD students to obtain their PA automobile operator's license and promote safe driving habits with the requirements of the PA Department of Transportation. (Attachment X-1C)

 - D. Memorandum of Understanding between WASD and PA College of Technology
Consideration of approval of Memorandum of Understanding between Wellsboro Area School District and Pennsylvania College of Technology whereas Penn College NOW Program enables qualified secondary students to enroll in PA College of Technology courses at their secondary school or career and technology center (CTC) during the regular school day, as presented. (Attachment X-1D)

 - E. Budgetary Transfers for School Year 2019-2020
Consideration of approval for the budgetary transfers for school year 2019-2020, as presented. (Attachment X-1E)

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- F. WASD Teacher Equity Plan for School Year 2019-2020
Consideration of approval of Wellsboro Area School District Teacher Equity Plan for School Year 2019-2020, as presented. (Attachment X-1F)

2. PERSONNEL

A. Extra-Curricular Volunteer Appointments for School Year 2019-2020

Consideration of approval for the extra-curricular volunteer appointments for school year 2019-2020:

1. Hannah Smith as Middle School Volunteer Softball Assistant Coach, effective March 2 – June 12, 2020.
2. Kyle Smith as Volunteer Baseball Assistant Coach for both levels – Junior High and Varsity, effective March 2 – June 12, 2020.
3. Eric Abernathy as Volunteer Baseball Assistant Coach for both levels – Junior High and Varsity, effective March 2 – June 12, 2020.
4. Chad Tennis as Volunteer Baseball Assistant Coach for both levels – Junior High and Varsity, effective March 2 – June 12, 2020.
5. Ed Ryan as Volunteer High School Boys Tennis Assistant Coach, effective March 2 – May 23, 2020.
6. Andre Borzok as Volunteer High School Boys Tennis Assistant Coach, effective March 2 – May 23, 2020.
7. Steve Adams as Volunteer High School Softball Assistant Coach, effective March 2 – June 12, 2020.
8. Janelle Tombs as Volunteer High School Softball Assistant Coach, effective March 2 – June 12, 2020.
9. Aaron Yungwirth as Volunteer High School Softball Assistant Coach, effective March 2 – June 12, 2020.
10. Robert Repard as Volunteer Baseball Assistant Coach for both levels – Junior High and Varsity, effective March 2 – June 12, 2020.
11. Cody Losinger, Volunteer High School Musical Lights and Sound Technician, effective February 12, 2020.
12. Ben Largey, Volunteer Coach for Odyssey of the Mind Program.
13. Joseph Benjamin, Volunteer Coach for Odyssey of the Mind Program.
14. Brianne Coolidge, Volunteer Coach for Odyssey of the Mind Program.
15. Renee Frazier, Volunteer Coach for Odyssey of the Mind Program.
16. Melinda Johnson, Volunteer Coach for Odyssey of the Mind Program.
17. James Butters, Volunteer Coach for Odyssey of the Mind Program.

*B. Conference Requests:

Consideration of approval for the following conference requests:

1. Jessica Webster, High School Biology/General Science Teacher, to attend “Professional Development Series for Educators” at Mansfield University, Mansfield, PA (4:30 -6:00 PM) on February 18 and March 24, 2020; (Approximate costs: Travel: \$30; Registration: \$ 20) (Attachment X-2B-1)
2. Brigette Largey, Middle School Learning/Emotional Support Teacher, to attend “CaolaCon 20” – Capital Online Learning Association Conference in Atlantic City, New Jersey on March 10 & 11, 2020 (Approximate costs: Cost of substitute: \$ 270) (Attachment X-2B-2)
3. Daniel Long, High School Mathematics Teacher, to attend “Get More Math!

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EVERYONE!” , BLaST Office, Williamsport, PA on March 5, 2020; (Approximate costs: Travel: \$ 59.80; Cost of substitute: \$ 135 – Total \$ 194.80) (Attachment X-2B-3)

C. Extra-Curricular Resignations

Consideration of approval to accept the resignation letter from Scott Burrous, as High School Girls Soccer Coach, effective January 24, 2020. (Attachment X-2C)

3. **STUDENT**

A. Overnight Field Trip Request

Consideration of approval for the following overnight field trip request:

1. James Mack, High School Culinary Teacher, and Sayward Mack, High School Learning Support Teacher, to take 15 students (Culinary Arts/Skills U.S.A.) to Walt Disney World Resort (International Culinary Competition & Hospitality Experience), Orlando, Florida on April 22 – 28, 2020. (Attachment X-3A)

B. In Lieu of Expulsion Agreement

Consideration of approval for In Lieu of Expulsion Agreement for Student #2 2019-2020.

4. **OTHER**

A. Approval of School Bus Drivers for School Year 2019-2020:

Consideration of approval for the following school bus drivers:

1. Diane Gee, Van Driver, for Benedict’s Bus Service, pending completion of all required clearances;
2. Denise Nichols, Van Aide, for Benedict’s Bus Service, pending completion of all required clearances;
3. Dena Gross, School Bus Driver, for Niles Transportation, pending completion of all required clearances.

The roll call vote was as follows:

Mr. Feil - Yes

Mr. Gastrock – Yes

Mr. Hackett – Yes

Mr. Hoover – Yes

Mrs. Judlin – Yes

Mr. Stocks – Yes

Mrs. West – Yes

The motion carried with 7 affirmative votes.

XI. **ACTION ITEMS:**

1. **ADMINISTRATION AND ORGANIZATION**

A. BLaST Intermediate Unit #17 Budget for Fiscal Year 2020-2021

On a motion made by Mr. Feil, second by Mr. Gastrock, the Directors approved the BLaST Intermediate Unit #17 General Operations Budget for the Fiscal Year July 1, 2020 – June 30, 2021 in the amount of \$ 2,945,827. (Attachment XI-1A)

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The roll call was as follows:

Mrs. West – Yes	Mrs. Doughtie – Yes
Mr. Feil – Yes	Mr. Hoover – Yes
Mr. Stocks – Yes	Mrs. Judlin – Yes
Mr. Hackett – Yes	Mr. Messineo – Yes

Motion carried on 7 affirmative votes.

B. Award of Proposal for Website Design and Maintenance

By a motion made by Mr. Hoover, second by Mr. Stocks, the Directors accepted and awarded an agreement with Circle W. Sports, LLC, Wellsboro, PA, for rebuilding and maintenance of the District's website. Costs are as follows: the sum of \$ 5,000 to be paid February 12, 2020, for start work (one time fee); the sum of \$ 10,000 due July 2020 – June 30, 2021 and yearly thereafter for daily website maintenance; event/job postings; news stories promoting WASD students, teachers, clubs, activities; promoting events in and around the schools and District; posting to Social Media; integration of third party data/news stories about the District. (Attachment XI-1B)

The roll call was as follows:

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

Motion carried on 7 affirmative votes.

2. PERSONNEL

A. Extra-Curricular Hires for School Year 2019-2020

Consideration of approval for the extra-curricular hires for school year 2019-2020:

1. Shane Mascho, as Middle School Baseball Head Coach, for a stipend of \$ 2,458.86.

Motion made by Mr. Gastrock, second by Mr. Hoover, to approve the extra-curricular hire as presented. The roll call was as follows:

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

Motion carried on 7 affirmative votes.

B. Professional Staff Transfer

Consideration for approval for the transfer of Kristopher Davis, from Don Gill Learning/Emotional Support Teacher, to Don Gill 3rd Grade Teacher, effective date of transfer to be determined at a later time. Salary will remain the same.

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Motion made by Mrs. West, second by Mr. Gastrock, to approve the transfer request, as presented. The roll call was as follows:

Mr. Hoover – Yes	Mr. Feil – Yes
Mrs. Judlin – Yes	Mr. Gastrock – Yes
Mr. Stocks – Yes	Mr. Hackett – Yes
Mrs. West - Yes	

Motion carried on 7 affirmative votes.

C. Support Staff Transfer

Consideration of approval for the transfer of Joanna Hallead, from part time (5 hours per day/9 months) Middle School Special Education Learning Support to full-time (7 hours per day/9 months) Charlotte Lappla Life Skills Support Aide, effective February 12, 2020. Pay rate of \$12.11 per hour will remain the same..

Motion made by Mr. Feil, second by Mr. Gastrock, to approve the support staff transfer, as presented. The roll call was as follows:

Mrs. Judlin – Yes	Mr. Gastrock - Yes
Mr. Stocks – Yes	Mr. Hackett - Yes
Mrs. West – Yes	Mr. Hoover - Yes
Mr. Feil – Yes	

Motion carried on 7 affirmative votes.

D. Hire of School Psychology Intern for School Year 2020-2021

Consideration of approval for the hire of Adrienne Bardo as Graduate School Psychology Intern for Wellsboro Area School District for the school year 2020-2021, effective the first day of in-service training to be determined by the WASD Calendar Committee. Rate of pay will be \$15.55 per hour for 1,350 hours for a total stipend of \$ 20,992.50.

Motion made by Mr. Feil, second by Mr. Hoover, to approve the hire, as presented. The roll call was as follows:

Mr. Feil – Yes	Mrs. Judlin - Yes
Mr. Gastrock – Yes	Mr. Stocks - Yes
Mr. Hackett – Yes	Mrs. West - Yes
Mr. Hoover – Yes	

Motion carried on 7 affirmative votes.

E. Approval to Extend Lease Agreement with Wellsboro Bible Church

Consideration of approval of Option to Extend Term Lease between Wellsboro Area School District and The Wellsboro Bible Church, said option shall be good until March of 2021. Lessee (WBC) must give Lessor (WASD) written notice of its intent to exercise this option at least thirty (30) days prior to the expiration of the initial lease term (2018). Monthly rent shall be \$ 1,000 payable on the eleventh (11th) day of each successive month. Rent payments shall be by check or money order payable to Wellsboro Area School District and shall be mailed or hand delivered to the District at 227 Nichols Street, Wellsboro, PA 16901.

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The lease agreement extension was approved on a motion made by Mrs. West, second by Mr. Feil. The roll call vote was as follows:

Mr. Stocks – Yes	Mr. Hackett - Yes
Mrs. West – Yes	Mr. Hoover – Yes
Mr. Feil - Yes	Mrs. Judlin – Yes
Mr. Gastrock – Yes	

Motion carried on 7 affirmative votes.

F. WASD 2020-2021 Curriculum Guide

Consideration of approval for the Wellsboro Area School District 2020-2021 High School Curriculum Guide, as presented.

Motion made by Mrs. West, second by Mr. Feil, to accept and approve the Curriculum Guide, as presented. The roll call was as follows:

Mrs. West – Yes	Mr. Hoover – Yes
Mr. Feil – Yes	Mrs. Judlin – Yes
Mr. Gastrock – Yes	Mr. Stocks – Yes
Mr. Hackett - Yes	

Motion carried on 7 affirmative votes.

G. Groundskeeper Hires

Consideration of for the following groundskeeper hires for the school year 2019-2020 and 2020-2021:

- a. Jack Witmer, part-time groundskeeper, at a rate of \$ 12.50 per hour, on an “as-needed basis”, effective March 2 – November 20, 2020;
- b. Thomas Young II, part-time groundskeeper, at a rate of \$ 12.00 per hour, on an “as-needed basis” effective March 2 – November 20, 2020.

Mr. Gastrock cast the motion for approval, second by Mrs. West. The vote recorded, as follows:

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

Motion carried on 7 affirmative votes.

H. Extra-Curricular Hires

Consideration of approval for the following extra-curricular hires for School Year 2020-21:

1. Shelley Bourret, as Odyssey of the Mind Elementary Coach, stipend of \$ 250;
2. Rachel Smith, as Odyssey of the Mind Elementary Coach, stipend of \$ 250;
3. Rebecca Charles, as Odyssey of the Mind Elementary Coach, stipend of \$ 250;
4. Shannon Tice, as Odyssey of the Mind Elementary Coach, stipend of \$ 250;
5. Sarah Duterte, as Odyssey of the Mind Elementary Coach, stipend of \$ 250;
6. Elisabeth Benjamin, as Odyssey of the Mind Middle School Coach, stipend of \$ 250;
7. Ellen Bryant, as Odyssey of the Mind Middle School Coach, stipend of \$ 250;
8. Erin Jelliff, as Odyssey of the Mind Middle School Coach, stipend of \$ 250;

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9. Brigette Largey, as Odyssey of the Mind Middle School Coach, stipend of \$ 250;
10. Vincent Pollaro, as Odyssey of the Mind Middle School Coach, stipend of \$ 250;
11. Carrie Heath, as Odyssey of the Mind High School Coach, stipend of \$ 250.

The extra-curricular hires were approved on a motion made by Mr. Hoover, second by Mr. West. The roll call vote was as follows:

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

Motion carried on 7 affirmative votes.

I. Support Staff Hire

Consideration of approval for the hire of Barbara Pipher, Rock L. Butler Middle School Special Education Learning Support Aide, part-time (5 hours per day/9 months), effective February 12, 2020 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 upon satisfactory completion of required coursework at PATTAN.

Ms. Pipher was approved for employment, as presented, on a motion made by Mr. Feil, second by Mr. Hoover. The roll call vote was as follows:

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

Motion carried on 7 affirmative votes.

J. Allocation of Emergency Substitute Stipend

Consideration of approval during emergency situations to divide the daily substitute teacher stipend of \$ 100 for full day; \$ 50 for half day between teachers who are responsible for additional grade level students for the full day during the absence of a substitute teacher. Said action shall be at the request of a Building Administrator and formally documented for payroll processing.

Motion made by Mr. Feil, second by Mr. Gastrock to approve the stipend as presented. Following further discussion between the Directors and Dr. Freeman, Mr. Gastrock, second by Mr. Feil amended the motion to include the additional language of “for the remainder of this school year”. The roll call to amend the motion was as follows:

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

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The roll call vote to approve of the stipend payments, with the amended language, was as follows:

Mr. Hoover – No
Mrs. Judlin – No
Mr. Stocks – Yes
Mrs. West – Yes

Mr. Feil – No
Mr. Gastrock – No
Mr. Hackett – No

The motion was defeated by 5 dissention votes to 2 affirmative votes.

XII. Public Comment - None

XIII. Adjournment – The motion was made by Mr. Feil, seconded by Mr. Gastrock to adjourn the meeting at 8:34 PM.

Respectfully Submitted,

Laura Perry, Secretary to the Board