

WELLSBORO AREA SCHOOL DISTRICT  
Board of Education Meeting Minutes  
March 10, 2020

- I. Call to Order by Vice President Tracy Doughtie at 6:30 PM in the Old Music Room, Administration Office, 227 Nichols Street, Wellsboro, PA.
- II. Vice President Doughtie led the Pledge of Allegiance.
- III. Roll Call of Members: Mrs. Linda West, Mr. Lee Stocks, Mr. John Hoover, Mr. Wayne Hackett, Mr. Matthew Feil, Mr. David Messineo. Mr. Chris Gastrock was absent from the meeting. Mrs. Susan Judlin arrived at 6:33 PM.

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

- IV. Announcement of any Executive Sessions – None at this time.
- V. Concerned Resident Issues – None at this time.
- VI. Approval of Agenda – A motion was made by Mr. Feil, seconded by Mr. Hoover, to accept the agenda and as presented. On a voice call, there were 7 yes votes.
- VII. Board Minutes/Financials – A motion was made by Mr. Feil, second by Mr. Messineo, 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

Work Session of February 4, 2020  
Board Meeting of February 11, 2020

\*B. Financial Reports

Statement of Revenues and Expenditures  
Student Activity Fund Summary

\*C. Approval of Bills

February, 2020, General Fund Invoices  
February, 2020, School Lunch Fund Invoices  
February, 2020, Capital Reserve Invoice

At this time, President Judlin began presiding over the meeting.

- VIII. Public Comment on Title 1 and other Federal Programs. None at this time.
- IX. A. Reports
  - A. Student Representatives
  - B. Superintendent
    1. Student of the Month Award Certificates;
    2. Update on the Coronavirus;
    3. Odyssey of the Mind winners
  - C. Business Manager
    1. Financial Information System request
    2. Budget Development Status for 2020/21 Fiscal Year

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- D. Administrators
  - 1. Odyssey of the Mind recognition
  - 2. FFA Banquet
- E. Board Members

X. CONSENT ITEMS

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

1. **ADMINISTRATION AND ORGANIZATION**

- A. Approval of Revised Job Description for Library Aide  
Consideration of approval for the revised job description for Library Aide, as presented. (Attachment X-1A)
- B. Affiliation Agreement between WASD and Mansfield University  
Consideration of approval of Affiliation Agreement between Wellsboro Area School District and Mansfield University, the term of which shall be five years from the date of execution. Said Agreement shall provide students of Mansfield University with the opportunity to apply theories of learning and professional skills to real life, practical experiences. (Attachment X-1B)
- C. Award of Proposal for E-Rate Category 2 Networking Equipment  
Consideration of approval to award the 2020-21 Wireless and Wired Networking Equipment Upgrades, as per Form 470 Bid Form 200013589, to **DATA NETWORKS**, for a total not to exceed \$ 265,202. The District's file award amount will be contingent upon the E-Rate Category 2 Funding reimbursement approval plus each school's E-Rate Category 2 remaining budget. (Attachment X-1C)
- D. WASD School Calendar for School Year 2020-21  
Consideration of approval for the Wellsboro Area School District 2020-2021 School Calendar, as presented. (Attachment X-1D)

2. **PERSONNEL**

- A. Extra-Curricular Volunteer Appointments for School Year 2019-2020  
Consideration of approval for the following volunteer appointments for school year 2019-2020:
  - 1. Mark Taylor as Volunteer Coach for Odyssey of the Mind Program;
  - 2. Melanie Berndtson, High School Boys/Girls Volunteer Track Assistant Coach.
- \*B. Conference Requests:  
Consideration of approval for the following conference requests:
  - 1. Dr. Elizabeth Barnhart, Director of Special Education, to attend "Gifted Education Update", on April 23, 2020 in Harrisburg, PA; (approximate costs: travel, \$ 54.10; Meals, \$ 20; Total \$ 174.10 to be paid from Special Education Fund) (Attachment X-2B-1)
  - 2. Bryan Murphy, Network Administrator, to attend "Tech Talk Live 2020" on May 4-6, 2020 in Lancaster, PA (approximate costs: Travel, \$ 200; Lodging \$ 362.97; Registration: \$ 350; Total \$ 912.97 to be paid from Technology Fund) (Attachment X-2B-3)

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C. Extra-Curricular Resignations

Consideration of approval to accept the letters of resignations from:

1. Darrell Morris, as Middle School Girls Basketball Head Coach, effective February 27, 2020; (Attachment X-2C-1)
2. Kristen West, as Middle School Girls Basketball Assistant Coach, effective February 26, 2020; (Attachment X-2C-2)
3. Maureen Poirier, as High School Girls Basketball Head Coach, effective February 25, 2020; (Attachment X-2C-3)

D. Support Staff Resignations

Consideration of approval to accept letter of resignation from Brenda Perry, Part-Time Don Gill Elementary Special Education Instructional Aide, effective February 21, 2020; (Attachment X-2D)

E. Professional Staff Resignation due to Retirement

Consideration of approval to accept letter of resignation due to retirement, with regret, from Shalane Gee, Title 1 Reading Specialist (Charlotte Lappla), effective the last day of the 2019/2020 school year. (Attachment X-2E)

3. STUDENT

A. In Lieu of Expulsion Agreements

Consideration of approval for in Lieu of Expulsion Agreements for the following students:

1. Student #3 2019-20;
2. Student #4 2019-20;
3. Student #5 2019-20

B. Request to Establish Student Activity Account

Consideration of approval to establish "Jr. High Softball", a new account created to provide ways to purchase items for the item. There will be fundraising activities (such as Game Night) at the Middle School. Michelle McNett will be the advisor. (Attachment X-3B)

4. OTHER

A. Approval of Van Driver for School Year 2019-2020:

Consideration of approval for the following school bus drivers:

1. Elizabeth Barnes, Van Driver, for Correll Student Transport, pending completion of all required clearances;

The roll call vote was as follows:

Mrs. Judlin - Yes  
Mr. Messineo – Yes  
Mr. Stocks – Yes  
Mrs. West – Yes

Mrs. Doughtie – Yes  
Mr. Feil – Yes  
Mr. Hackett – Yes  
Mr. Hoover - Yes

The motion carried with 8 affirmative votes.

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XI. **ACTION ITEMS:**

1. **ADMINISTRATION AND ORGANIZATION**

A. **Renewal Agreement for Food Service Management Services with Nutrition, Inc.**

Consideration of approval for a Renewal Agreement for Food Service Management Services with Nutrition, Inc. for one (1) year beginning July 1, 2020 – June 30, 2021. (Attachment XI-1A). Note: The Board of Directors approved the initial year of the Renewal Agreement in June 2016 which contained a clause for annual renewals for up to four (4) additional one-year period(s) which was approved by PDE's Division of Food and Nutrition. The Nutrition Group is guaranteeing a \$ 68,933.84 profit to the District for the 2020-2021 fiscal year with this contract.

On a motion made by Mrs. West, second by Mr. Feil, the Directors approved the contract extension, as presented, for the Fiscal Year July 1, 2020 – June 30, 2021.

The roll call was as follows:

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

Motion carried on 8 affirmative votes.

B. **Approval of Receipt of Private Monies in School Year 2019-20**

By a motion made by Mr. Hackett, second by Mr. Feil, the Directors accepted a donation from the American Lung Association in the amount of \$ 2,000.

The roll call was as follows:

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

Motion carried on 8 affirmative votes.

C. **Agreement for Purchase of an IMS, Associates Products & Services**

Mr. Feil made a motion, second by Mr. Hoover, to enter into an Agreement for Purchase of an Information Management System, Associated Products and Services between Wellsboro Area School District and BLaST Intermediate Unit #17, as presented. The roll call was as follows:

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

D. **Memorandum of Understanding between WASD and Niles Transportation**

Consideration of approval of Memorandum of Understanding between Wellsboro Area School District and Niles Transportation, effective July 1, 2020 through June 30, 2024, as presented. Mrs. Doughtie made a motion to the approve the Memorandum of Understanding, second by Mr. Feil. (Attachment XI-1D). The roll call vote was as follows:

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

Motion carried on 8 affirmative votes.

- E. Contract for the Transportation of School Pupils between WASD and Benedict’s Bus Service  
On a motion made by Mrs. Doughtie, second by Mr. Stocks, the district entered into a contract for the Transportation of School Pupils with Benedict’s Bus Service for the period of July 1, 2020 through June 30, 2024, as presented. (Attachment XI-1E). The roll call was as follows:

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

Motion carried with 8 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. Jacob Rogers as High School Girls Track Assistant Coach for a stipend of \$ 2,399 effective March 2 – May 23, 2020;
  2. Todd Rudy as High School Boys Track Assistant Coach for a stipend of \$ 2,399 effective March 2 – May 23, 2020.

Motion made by Mr. Hackett, second by Mrs. West, to approve the extra-curricular hires as presented. The roll call was as follows:

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

Motion carried with 8 affirmative votes.

- B. Professional Staff Transfer  
Consideration for approval for the transfer of Kevin Post from High School Learning/Emotional Support Teacher to Charlotte Lappla Learning/Emotional Teacher, effective date of transfer to be determined at a later time. Salary will remain the same.

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

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

Motion carried on 8 affirmative votes.

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C. Hire of Support Staff Personnel

Consideration of approval for hire of Stephanie Sweet, High School Library Aide, part-time (5 hours per day/9 months) at a starting rate of \$ 10.00 per hour during the first sixty (60) working day probationary period. Upon satisfactory completion of the probationary period, starting rate of pay will be \$ 10.91 per hour. Effective start date will be March 11, 2020.

Motion made by Mrs. Doughtie, second by Mr. Messineo, to approve the support staff hire, as presented. The roll call was as follows:

Mr. Hoover – Yes

Mrs. Judlin – Yes

Mr. Messineo – Yes

Mr. Stocks – Yes

Mrs. West – Yes

Mrs. Doughtie – Yes

Mr. Feil – Yes

Mr. Hackett - Yes

Motion carried on 8 affirmative votes.

XII. Public Comment – In lieu of public comments, Mr. Messineo prompted advisors and coaches for the Odyssey of the Mind program to notify their administrators if there were resources that were needed.

XIII. Adjournment – The motion was made by Mr. Feil, seconded by Mr. Messineo to adjourn the meeting at 7:25 PM.

Respectfully Submitted,

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Laura Perry, Secretary to the Board