

**WELLSBORO AREA SCHOOL DISTRICT**

Board of Education Meeting Minutes

June 13, 2023 – 6:30 PM

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Called to order by Mrs. Rebecca Charles at 6:30 PM, in the Old Music Room, Administration Office, 227 Nichols Street, Wellsboro, PA.

- II. Pledge of Allegiance – Mrs. Rebecca Charles led the pledge of allegiance.
  
- III. Roll Call of Members – Mrs. Linda West; Mr. John Hoover; Mr. Daniel Nowak; Mrs. Tracy Doughtie; Mr. Lee Stocks; Mr. Albert Bieber; Mrs. Rebecca Charles; Mrs. Maegan McConnell; Mr. Christopher Gastrock was absent.
  
- IV. Announcement of any Executive Sessions – Tuesday, June 6, 2023, Conference Room, Administration Office, 8:00 PM for the purpose of school safety and personnel; Tuesday, June 13, 2023, Board Room, at 8:00 PM For the purpose of personnel;
  
- V. Concerned Resident Issues: Mr. David Messineo gave congratulations to the OM Team. He also provided and spoke about a unique collection of books with accompanied handout. Mrs. Amy DeCamp acknowledged Mrs. Alanna Huck for her support and courtesy to her daughter at the art show. Mrs. DeCamp said Mrs. Huck gave her a lot of positive reinforcement.
  
- VI. Approval of Agenda – A motion was made by Mrs. Doughtie, seconded by Mrs. McConnell to approve the agenda as presented. On a voice vote, there were 8 yes votes. Motion passed.

Approved       Disapproved       Amended       Tabled       Postponed

- VII. Board Minutes/Financials – A motion was made by Mrs. Doughtie, seconded by Mr. Stocks to accept the board minutes and approval of bills as presented. On a voice vote, there were 8 yes votes. Motion passed.

- \*A. Minutes of Previous Meeting
  - Work Session of May 2, 2023;
  - Board Meeting of May 9, 2023;
  - Buildings & Grounds Com. Mtg. of 5/31/2023

- \*B. Approval of Bills
  - General Fund Invoices
  - School Lunch Fund Invoices
  - Student Activity Invoices
  - Disbursements – General Fund

Approved       Disapproved       Amended       Tabled       Postponed

VIII. A. Reports

- 1. Superintendent - Mrs. Huck recognized the importance of mental health for students. She reported that her entrance plan was complete and reminded all that it is about the students at the end of the day. Mrs. Huck distributed a talking points handout for the budget and the Middle School renovation project. She also gave recognition to the “first generation college student scholarship award” that she funds in memory of her grandmother.

2. Business Manager – Mrs. Jordan DeHaas reported to be catching up from her maternity leave and being excited for her first full school year with WASD. She also reported to have the budget uploaded in CSIU and that she has participated in continuing education opportunities.
3. Board Members – Mrs. Maegan McConnell gave recognition to everyone for a great year and the effort it took to pull of graduation under the fluctuating weather conditions.

IX. **CONSENT ITEMS**

A motion was made by Mrs. Doughtie, seconded by Mrs. McConnell to approve the Consent Items as follows.

1. **ADMINISTRATION AND ORGANIZATION**

- \*A. Memorandum of Understanding between Northcentral PA AHEC and WASD  
Consideration of approval of Memorandum of Understanding between Northcentral Pennsylvania AHEC, Inc. and Wellsboro Area School District as presented.
- \*B. Memorandum of Understanding between WASD and Wellsboro Police Department  
Consideration of approval of Memorandum of Understanding between Wellsboro Area School District and Wellsboro Police Department, effective July 1, 2023 – June 30, 2025 as presented.
- C. Authorization for Year-End Budget Transfers  
Consideration of approval to authorize the WASD Administration to perform all year-end Budget transfers make all necessary revisions to the General Fund Budget upon the auditor’s final Adjustments to financial records and assign fund balance amounts in accordance with the PA Public School Code and PA Department of Education regulations; and further, the WASD administration will report said revisions to the Board during the meeting following the completion of the fiscal year audit.
- D. Approval to Pay 2023 Bills  
Consideration of approval to allow the WASD Administration to pay the July cafeteria, General and Capital Reserve Fund bills that would normally be approved at a July 2023 meeting. These bills will appear for retroactive approval at the August 8, 2023 Board Meeting.
- E. Approval to Employ  
Consideration of approval for permission provided to the WASD Administration to complete summer employment as necessary for the continuity of District operations. This would not include the creation of any new positions. Any summer hires will be presented for formal approval by the Board at the August 8, 2023 Board Meeting.

2. **PERSONNEL**

- \*A. Support Staff Resignation Due to Retirement  
Consideration of approval to accept letter of resignation due to retirement from
  1. Lora Pier, part-time Don Gill paraprofessional, with regret, effective June 7, 2023;
- \*B. Extra-Curricular Resignations  
Consideration of approval to accept letters of resignation from:
  1. Steven Adams, High School Baseball Head Coach, effective May 24, 2023;
  2. James Mack, Senior Class Advisor, effective June 30, 2023;
  3. James Mack, Middle School Soccer Assistant Coach, effective June 30, 2023;

4. Kristen Rendos, Middle School Student Council Advisor (1/2), effective June 30, 2023;
5. Heather Ladd, Middle School Student Council Advisor (1/2), effective June 30, 2023;
6. Sadie Mack, Rock L. Butler Middle School Odyssey of the Mind Coordinator, effective June 30, 2023;
7. Chad Tennis, Middle School Baseball Assistant Coach, effective June 30, 2023;
8. Ronald Doughtie, High School Boys Basketball Assistant Coach, effective June 13, 2023;

\*C. Support Staff Resignations

Consideration of approval to accept letters of resignation from:

1. Jennifer Ems, full-time paraprofessional, effective May 24, 2023;
2. Michelle DeMay, part-time paraprofessional, effective June 21, 2023;

\*D. Conference Requests:

Consideration of approval for the following conference requests:

1. Wade Owlett, Middle School Elementary Teacher, to attend "The National Forum to Advance Rural Education" in Chattanooga, Tennessee on November 15-17, 2023; (Estimated Expenditures: Travel: \$741.60; Lodging: \$1,146.71; Registration: \$300.00; Substitute costs: \$330; TOTAL: \$2,518.31)
2. Karen Farrer, Supervisor of Special Education, to attend "2022-2023 PA Fellowship Program for Special Education Leaders) in Gettysburg, PA on July 10, 11 & 12, 2023; (Estimated Expenditures: Travel: \$408.48; Lodging: \$286.38; Meals: \$60; TOTAL: \$754.86)
3. Karen Farrer, Supervisor of Special Education, to attend "2022-2023 PA Fellowship Program for Special Education Leaders/2023 Annual CASE Conference" in Pittsburgh, PA on November 8, 9 & 10, 2023; (Estimated Expenditures: Travel: \$280; Lodging: \$633.84; Meals: \$60 TOTAL: \$973.84)

### 3. STUDENT

\*A. Approval of Independent Study Approvals

Consideration of approval of Independent Study Proposals for:

1. Will Steinbacher, WAHS Junior, to study for School Year 2023-24 – AP Computer Science A. Purpose of this course is to introduce student to computer science through programming. Fundamental topics include but is not limited to design of solution to problems, use of data structures to organize large sets of data, development and implementation of algorithms to process data and discover new information. If student successfully completes this study, he will receive **one (1) computer science credit**. Teachers: Mr. John Davis and Mr. Andrew Borzok.
2. Isobel Anderegg, and Abigail Owlett, WAHS Seniors, to study for the Fall Semester of School Year 2023-24 – Introduction to Developmental & Educational Psychology. Purpose of this course is to prepare the students for successful study of related courses at the college level as well as a possible career working in the field of education. If students successfully complete this study, they will receive .5 Social Studies Credit. Teacher: Ms. Sherry Mohr
3. Isobel Anderegg, Hannalee Cleveland, Hayleigh Gilmour and Abigail Owlett, WAHS Seniors, To study for the Fall Semester of School Year 2023-24 – Advanced Sociology. Purpose of this course is to provide students with an opportunity to study an academic area which they hope to further pursue in college. It will also prepare the student for successful study of related courses at the college level. If students successfully complete this study, they will receive .5 Social Studies Credit. Teacher: Ms. Sherry Mohr
4. Isobel Anderegg, Hannalee Cleveland and Hannah Gilmour, WAHS Seniors, to study for the Fall Semester of School Year 2023-24 - Clinical Psychology Part I. Purpose of this course is to prepare the students for successful study of related courses at the college level as well as going beyond the basic content of Sociology and Film & Society. If students successfully complete this study, they will receive .5 Social Studies Credit. Teacher: Ms. Sherry Mohr

Roll call vote was as follows:

Mrs. West – Yes            Mr. Bieber – Yes            Mr. Stocks – Yes  
Mr. Nowak – Yes            Mrs. Doughtie – Yes        Mr. Hoover – Yes  
Mrs. McConnell – Yes      Mrs. Charles - Yes

Approved       Disapproved       Amended       Tabled       Postponed

**X. ACTION ITEMS:**

A motion was made by Mrs. Doughtie, seconded by Mr. Nowak to approve the Action Items as follows:

**1. ADMINISTRATION AND ORGANIZATION**

- \*A. Approval of Mountain Therapy & Education Services, LLC Service Agreement 6/19 – 7/20, 2023  
Consideration of approval of Mountain Therapy & Education Services, LLC Service Agreement whereby Mountain Therapy & Education Services will provide the Wellsboro Area School District with speech and language therapy services rendered by a qualified, state licensed, and ASHA certified speech-language pathologist. Compensation shall be \$75.00 for each individual session, \$37.50 for each student in a group session and \$75 for an IEP review meeting for a maximum caseload of 15 students. Mileage reimbursement shall be at the IRS rate of \$.655 per mile.
- \*B. Dual Enrollment Agreement between WASD and Lackawanna College for School Year 2023-24  
Consideration of approval to authorize the Wellsboro Area School District to enter into Dual Enrollment Course Agreement with Lackawanna College to provide courses in the area of education to eligible students during the 2023-2024 school year.
- \*C. Adoption of 2023-2024 Wellsboro Area School District General Fund Operating Budget  
Consideration of approval for the adoption of the 2023-2024 Wellsboro Area School District General Fund Operating Budget (PDE 2028) with projected revenues of **\$28,525,600** and projected expenditures of **\$28,938,932**.
- \*D. Adoption of Tax Resolution for Setting the Tax Rates for the 2023-24 Fiscal Year  
Consideration of approval for the adoption of the following tax rates for the 2023-2024 fiscal year:

<b>Real Estate Tax:</b>	
Lycoming County Real Estate Millage	<b>20.6500</b> mils
Tioga County Real Estate Millage	<b>19.0400</b> mils
<b>Act 511 Taxes:</b>	
Real Estate Transfer Tax:	.50%
Earned Income Tax:	1.0%
Local Services Tax:	\$5.00
- \*E. 2023-2024 Act 1 Homestead/Farmstead Exclusion Resolution  
Consideration of approval for the adoption of the 2023-2024 Act 1 Resolution authorizing and implementing the Homestead and Farmstead Exclusion applicable to the 2023-2024 fiscal year.
- \*F. WASD School Breakfast/Lunch Meal Prices for School Year 2023-2024  
Consideration of approval for the Wellsboro Area School District's School Breakfast/Lunch Meal Prices for School Year 2023-2024 will remain the same as School Year 2022-2023.

- \*G. Approval of 2023-24 S.T.A.R. Program Collaboration Agreement  
Consideration of approval of Collaboration Agreement between Tioga County Department of Human Services (TCDHS), Wellsboro Area School District (WASD), and Service Access and Management Inc. (S.A.M.) to promote and maintain the maximum level of coordination and cooperation between TCDHS WASD and SAM and to coordinate partnership between the juvenile justice system, the school system and parents/guardians to deal with Students in Grades 6-9, ages 9-15, for a total amount of \$9,435 and shall cover the period of July 1, 2023 - June 30, 2024.
- H. Change Order Approval  
Consideration of approval to grant authorization to the WASD Superintendent, Alanna R. Huck, to approve change orders for the Rock L. Butler Middle School Project not to exceed \$3,000. All change orders authorized by the Superintendent will be reported to the Board at the subsequent board meeting following the approval of the change order.
- \*I. Approval of Amendment to the Mutual Recreation Agreement of 1983 between Borough of Wellsboro And Wellsboro Area School District  
Consideration of approval of Amendment to the Mutual Recreation Agreement of 1983 between Borough of Wellsboro and Wellsboro Area School District, as presented.
- \*I-(a) Approval of Joint Resolution between Borough of Wellsboro and Wellsboro Area School District Amending Mutual Recreation Agreement of 1983 Directing Presidents and School Board/Borough Secretaries Sign All Documents Necessary to Effectuate the Purpose of the Amendment  
Consideration of approval of Joint Resolution between Borough of Wellsboro and Wellsboro Area School District Amending Mutual Recreation Agreement of 1983 Directing Presidents and Borough Secretary/Board Secretary Sign All Documents Necessary to Effectuate the Purpose of the Amendment, as presented.
- J. Approval of Deletion of Policy 808.1 and 808.2  
Consideration of approval to delete Policy #808.1 (Lost or Stolen Meal Tickets) and Policy #808.2 (Lunch Payments).
- \*K. Approval of revised WASD Policy 808 – Food Services and Final Adoption  
Consideration of approval of revised WASD Policy #808 – Food Services and final adoption thereof.
- \*L. Approval of Second Reading & Adoption of WASD Policy #236.1-Threat Assessment-(Section 200 Pupils)  
Consideration of approval of second reading and final adoption of WASD Policy #236.1 – Threat Assessment – (Section 200 Pupils) as presented.
- \*M. Approval of Second Reading & Adoption of WASD Policy #805-Emergency Preparedness & Response (Section 800 Operations)  
Consideration of approval of second reading and final adoption of WASD Policy #805 – Emergency Preparedness & Response (Section 800 Operations) as presented.
- \*N. Approval of Second Reading & Adoption of WASD Policy #805.2 – School Security Personnel (Section 800)  
Consideration of approval of second reading and final adoption of WASD Policy #805.2 – School Security Personnel (Section 800 Operations) as presented.
- \*O. Approval of Contract for UPMC Pediatric Therapy Services (Occupational)  
Consideration of approval to enter into UPMC Contract for Pediatric Therapy Services for occupational therapy services for the school year 2023-2024 at a total cost of \$67,500 (in ten (10) monthly payments of \$6,750 per month from September 2023 through June 2024, effective July 1, 2023 through June 30, 2024.

\*P. Approval of Contract for UPMC Pediatric Therapy Services (Physical Therapy)

Consideration of approval to enter into UPMC Contract for Pediatric Therapy Services for physical therapy as follow:

Physical Therapy Hourly Fee	\$75.00
Travel Time Hourly Fee to District Site	\$75.00
Mileage to/from UPMCW and District Site	IRA Rate/Mile

Said Contract effective July 1, 2023 – June 30, 2024.

\*Q. Approval of Sponsor to Sponsor Agreement between Bradford Tioga Head Start and WASD

Consideration of approval to enter into Sponsor to Sponsor Agreement between Bradford Tioga Head Start and Wellsboro Area School District (7/1/2023- 6/30/2024)

\*R. Approval of K & C Communications Quote

Consideration of approval to accept K & C Communication Quote for GPS radios for student transportation providers.

Roll call vote was as follows:

Mrs. West – Yes, abstention O,M,P  
Mr. Nowak – Yes  
Mrs. McConnell – Yes

Mr. Bieber – Yes  
Mrs. Doughtie – Yes  
Mrs. Charles - Yes  
Mr. Stocks – Yes  
Mr. Hoover – Yes

Approved       Disapproved       Amended       Tabled       Postponed

## 2. PERSONNEL

A motion was made by Mr. Hoover, seconded by Mrs. Doughtie to approve the Personnel Items as follows:

A. Support Staff Hire

Consideration of approval for the following support staff hires for School Year 2022-2023:

1. Elizabeth Baker as part-time (up to 29.5 hours per week/9 months) Special Education Paraprofessional pending completion of Highly Qualified Paraprofessional training. Hire date is June 1, 2023 at a starting rate of \$14.50 per hour. Hire is dependent on completion of a satisfactory first forty-five (45) day probationary period;

B. Volunteer Appointments for School Year 2023-2024

Consideration of approval for the following volunteer appointments in school year 2023-24:

1. Joseph D. Kohl, Volunteer, for the entire school year 2022-2023 and 2023-24;
2. Brenda S. Love, Volunteer, for the entire school year 2023-2024;
3. Samantha Stevens, Volunteer Middle School Soccer, for the entire school year 2023-2024;
4. Kimberly Warriner, Volunteer High School Volleyball, for the entire school year 2023-24;
5. Sam Pollock, Volunteer High School Volleyball, for the entire school year 2023-24;
6. Shannon Monahan, Volunteer High School Volleyball, for the entire school year 2023-24;
7. Shawn Bryant, Volunteer Middle School Girls Basketball Assistant Coach for school year 2023-24;
8. Katlyn Rush, Volunteer Middle School Girls Basketball Assistant Coach for school year 2023-24;

C. Approval of Extra-Curricular Hires for School Year 2023-24

Consideration of approval for the extra-curriculars hires for school year 2023-24 for the following:

1. Sheri Sunderland as Middle School Girls Basketball Head Coach, effective November 17, 2023 – March 23, 2024, at a stipend of \$3,760;
2. Ronald Doughtie as High School Boys Basketball Head Coach, effective November 17, 2023 – March 23, 2024 at a stipend of \$4,798.77;
3. Benjamin “Jake” Lytle as AV Coordinator, at a stipend of \$1,538 effective June 14, 2023;
4. Sharon Hazelton-Mohr as Senior Class Advisor, at a stipend of \$1,360 effective August 28, 2023;
5. Jami Brill as Middle School Student Council Advisor, effective August 28, 2023 at a stipend of \$1,341;
6. Matthew Rendos as Athletic Director, effective June 14, 2023 (annual) at a stipend of \$15,000;

- D. Approval of Summer Professional Development in Curriculum and Instruction for Summer of 2023  
 Consideration of approval of WASD teachers participating in Summer Professional Development for K-12 English Language Arts Curriculum and Instruction Professional Development up to seven (7) hours on June 12, 13 or 14, 2023 at the rate of \$34.00 per hour funded by Federal Programs and ESSER's:

Carla Tardieu	Jessica Witmer	Shari Macias
Tammy Leach	Kristopher Davis	

- E. Approval of Support Staff Transfers for School Year 2023-24

Consideration of approval for the following support staff transfers for School Year 2023-24:

1. To transfer Ann Erdman, **from** full-time Don Gill Building Secretary, **to** Purchasing/Administrative Assistant to Wellsboro Parks and Recreation, effective June 19, 2023 at a salary of **\$42,000**; this position is part of the Act 93 Support Services Administration Compensation Plan 7/1/2022 – 6/30/2027;
2. To transfer Mona Clark-Garrison, **from** full-time (10 month) High School Guidance Office Secretary, **to** Payroll/Accounting, (full-time 12 months) effective June 19, 2023 at a salary of **\$42,000**; this position is part of the Act 93 Support Services Administration Compensation Plan 7/1/2022 – 6/30/2027;

- F. Approval of Professional Transfers for School Year 2023-24

Consideration of approvals to transfer:

1. Nathan Babcock, **from** High School Social Studies Teacher, **to** High School Health and Physical Education Teacher, effective August 28, 2023; pay rate will remain the same;
2. Isaac Cary, **from** Don Gill Elementary Teacher, **to** Don Gill Elementary Computer Teacher, effective August 28, 2023; pay rate will remain the same;
3. Holden Kennedy, **from** Charlotte Lappla Grade 1 Elementary Teacher, **to** Don Gill Grade 4 Elementary Teacher, effective August 28, 2023; pay rate will remain the same;

- G. Approval of hire of four (4) WASD Student Workers for 2023 Summer Tech Help

Consideration of approval for the hire of four (4) WASD student workers for 2023 Summer Tech Help. Payrate for student help is \$14.50 per hour, July 5<sup>th</sup> – August 25<sup>th</sup> for no more than twenty (20) hours per week. Workers are: Sean Smith; Mitchel Butler; Riley Kennedy; Watson Feil

- H. Approval of hire of four (4) WASD Student Workers for 2023 Buildings and Grounds Help

Consideration of approval for the hire of two (2) WASD student workers for 2023 buildings and grounds help. Payrate for student help is \$14.50 per hour, effective June 14<sup>th</sup> – August 25, 2023 for no more than twenty (2) hours per week. Workers are: Mason Nowak; Nehemiah Burrous;  
 Consideration of approval for the hire of two (2) WASD student workers for 2023 buildings and grounds help. Payrate for student help is \$14.50 per hour, effective June 14<sup>th</sup> – August 25, 2023 for no

more than forty (40) hours per week. Workers are: Conner Adams; Peyton McClure

I. Approval of Professional Hire

Consideration of approval for the hire of Elizabeth C. Williams as Elementary Teacher, Step #1, Bachelors, at a salary of \$52,118, with an effective start date of August 28, 2023 pending receipt of clearances – PA State Police Response for Criminal Record Check (non-volunteer) and PA Child Abuse History Certification (non-volunteer) and PDE Teaching Certificate for Early Childhood & Elementary Education and K-12 Special Education;

J. Approval of Extra-Duty Pay to Career Technical Educator for School Year 2022-23 and 2023-2024:

Consideration of approval for the payment of Extra-Duty Pay at the rate of \$34.00 per hour as stated in Contract Agreement between the Wellsboro Area School District and Wellsboro Area Education Association (7/1/2021 – 6/30/2024) to be paid to Bianca Parsons for services rendered beginning May 9, 2023 – August 25, 2023. Limited to ten (10) hours per week.

Roll call vote was as follows:

Mrs. West – Yes

Mr. Bieber – Yes

Mr. Stocks – Yes

Mr. Nowak – Yes, abstention 2H

Mrs. Doughtie – Yes, abstention 2C & 2H

Mr. Hoover – Yes

Mrs. McConnell – Yes

Mrs. Charles - Yes

Approved     Disapproved     Amended     Tabled     Postponed

- XI. Public Comment – Mr. David Messineo spoke about the computer program for K-12. He asked the board to think of the Engineering Program as part of the STEM program. Mr. Steven Adams thanked the board for the opportunity to coach for the last several years and the board responded with thanks to him.
- XII. A motion was made by Mrs. Doughtie, seconded by Mrs. McConnell, to adjourn the meeting at 8:10 PM.

Respectfully Submitted,

Heather Brown  
Board Secretary