

WELLSBORO AREA SCHOOL DISTRICT
Board of Education Meeting Minutes
September 12, 2023 - 6:30 PM

Called to order by Mr. Christopher Gastrock @ 6:30 PM, in the Old Music Room, Administration Office, 227 Nichols Street, Wellsboro, PA.

- II. Pledge of Allegiance – Mr. Christopher Gastrock led the pledge of allegiance.
- III. Roll Call of Members – Mrs. Linda West; Mr. Albert Bieber; Mr. Lee Stocks; Mr. Daniel Nowak; Mrs. Tracy Doughtie; Mr. John Hoover; Mrs. Maegan McConnell; Mr. Christopher Gastrock; Mrs. Rebecca Charles.
- IV. Announcement of any Executive Sessions – Tuesday, September 5, 2023, at 5:30 PM, Conference Room, for the purpose of personnel;
- V. Concerned Resident Issues: Mr. David Messineo spoke about a “Strategic Plan” proposal, with accompanied flyer.
- VI. Approval of Agenda – A motion was made by Mrs. Charles, seconded by Mr. Nowak to approve the agenda as presented. On a voice vote, there were 9 yes votes. Motion passed.

☒ X Approved ☐ Disapproved ☐ Amended ☐ Tabled ☐ Postponed

- VII. Board Minutes/Financials – A motion was made by Mrs. Charles, seconded by Mrs. Doughtie to accept the board minutes and approval of bills as presented. On a voice vote, there were 9 yes votes. Motion passed.

*A. Minutes of Previous Meeting

Work Session of August 1, 2023;
Regular Board Meeting of August 8, 2023;
Buildings & Grounds Committee Mtg. of Aug.

*B. Approval of Bills

General Fund Invoices;
Capital Reserve Invoices;
Disbursements – General Fund;

☒ X Approved ☐ Disapproved ☐ Amended ☐ Tabled ☐ Postponed

- VIII. Public Comment on Title I and other Federal Programs- none at this time.

IX. A. Reports

1. Student Representative - Rowan Butters was present and gave the student report for the high school.
2. Superintendent- Mrs. Alanna Huck spoke about having the first few weeks of school underway. She reported to be attending the PARSS Conference on September 14th and 15th. She also addressed the circulating rumors regarding the schools and asked Mr. Robert Kreger to speak on the rumors regarding RLBMS. Mrs. Huck also gave acknowledgement to September being suicide awareness month and the importance of the subject.
3. Business Manager – Mrs. Jordan DeHaas reported that the monthly Business Manager meetings had started in September. She reported to be moving along on reconciliations of the bank accounts and that ESSER monitoring had begun.
4. Board Members- Mrs. Tracy Doughtie asked what the date was for homecoming. She also gave thanks to Mr. Kreger for addressing the rumors regarding RLBMS. Mr. Gastrock asked if it would be productive to ask RKL back to review the financials.

X. **CONSENT ITEMS**

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

1. **ADMINISTRATION AND ORGANIZATION**

A. **Approval of Changing Date of WASD Board of Education Meeting**

Consideration of approval to change the date of the November 14, 2023 for the WASD Board Meeting to ***November 13, 2023 at 6:30 PM, Board Room, Administration Office.***

2. **PERSONNEL**

*A. **Support Staff Resignations**

Consideration of approval to accept letters of resignation from:

1. Linda Getgen, part-time paraprofessional, effective August 28, 2023;
2. Mikala C. Coots, part-time paraprofessional, effective August 28, 2023;
3. Stacy McKay, part-time paraprofessional, effective September 7, 2023;

*B. **Professional Staff Resignation**

Consideration of approval to accept letter of resignation from Lily Meixel, Rock L. Butler Middle School Math Teacher, effective date to be determined;

*C. **Extra-Curricular Resignation**

Consideration of approval to accept letter of resignation from Shane Mascho, Junior High Baseball Coach for School Year 2023-24, effective September 5, 2023;

D. **Approval of Unpaid Practicum for School Year 2023-24**

Consideration of approval for an unpaid practicum for Mansfield University psychology students, August Lewis (clearances received), Abby Perry (clearances received) and Katelyn Stover (clearances received) to do 240 hours of practicum experience shared time between Shane Mascho, Middle School Guidance Counselor, Dr. Ben Largey, School Psychologist, Dr. Jake Rogers, School Psychologist (elementary priority) and Brigitte Largey, Elementary Guidance Counselor during School Year 2023-24.

3. **STUDENT**

*A. **Approval of Independent Study Proposals during School Year 2023-24**

Consideration of approval for the following Independent Study Proposals:

1. to provide Zachary Beaver, a senior, with an opportunity to complete an introductory level college computer science course. If student successfully completes **AP Computer Science A**, he will receive One (1) computer science credit. Said course will be for the School Year 2023-24; Teachers: Andrew Borzok and John Davis
2. to provide Watson Feil, a senior, with an opportunity to engage in more rigorous coursework that will help prepare him for the study of physics/engineering in college, as well as for the **AP Physics C: Mechanics** exam. If student successfully completes this study, he will receive one (1) Science Credit (semester course). Said course will be for the Fall 2023 / Spring 2024 semesters. Teacher: Andrew Borzok
3. to provide students, Caralyn Warner (senior), Daniel Schultz (junior) and Riley Kennedy with an opportunity to engage in more advanced study in the field of **Robotics**. If students successfully complete **Robotics**, they will receive .5 technology education credit (semester course). Said course will be for Fall 2023/Spring 2024 semesters. Teacher: Andrew Borzok

4. to provide student, Emma Elkin, senior, with an opportunity to study an academic area which she hopes to further pursue in college and will be an "upper level" course that goes beyond the basic content of Applied Psychology and Dual Enrollment psychology. If student successfully completes this study, Introduction to Developmental & Educational Psychology, she will receive .5 social studies credit (Fall 2023 semester course). Teacher: Sharon (Sherry) Mohr
5. to provide student, Emma Elkin, senior, with an opportunity to study an academic area which she hopes to further pursue in college and will be an "upper level" course that goes beyond the basic content of Sociology and Film & Society. If student successfully completes this study, Clinical Psychology – Part I, she will receive .5 social studies credit (Fall 2023 semester course) Teacher: Sharon (Sherry) Mohr
6. to provide student, Emily Morris, senior, with an opportunity to engage in a more advanced study in the field of Physics Extension. If the student completes this study, she will receive one (1) elective credit (full year course.) (Fall/Spring 2024) Teacher: Mr. Andrew Borzok
7. to provide student, Cameron Clark, junior, with an opportunity to complete an introductory level college computer science course (AP Computer Science A). If student successfully completes AP Computer Science A, he will receive one (1) computer science credit. Said course will be for the 2023-24 school year. Teachers: John Davis and Andy Borzok

4. OTHER

A. Approval of Van Drivers / Bus Driver

Consideration of approval for the following Van Drivers / Bus Driver:

1. Robert Seipp, van driver for Correll Student Transport, effective September 12, 2023;
2. Catherine Seipp, van driver for Correll Student Transport, effective September 12, 2023;
3. Scott Burrous, bus driver for Niles Transportation, effective September 12, 2023;

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	Mr. Gastrock – Yes	Mrs. Charles - Yes

☒ X Approved ☐ Disapproved ☐ Amended ☐ Tabled ☐ Postponed

XI. ACTION ITEMS:

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

1. ADMINISTRATION AND ORGANIZATION

A. Approval of FY22 Audit

Consideration of approval for the FY22 Audit as presented. (Attachment XI-1A)

*B. Approval of Comprehensive Fixed Asset Inventory Solution Proposal

Consideration of approval of Comprehensive Fixed Asset Inventory Solution proposal provided by AssetWorks in the amount of Nine Thousand Two Hundred and Fifty Dollars (\$9,250). Said proposal will develop sufficient documentation to comply with GASB 344 asset management and depreciation requirements.

C. Approval of Authorization to Enter into Mediation Agreement

Consideration of approval to authorize the members of the Wellsboro Area Board of Education to enter into a Mediation Agreement as presented.

D. Approval of Middle School & High School Breakfast/Lunch Meal Pricing for School Year 2023-24

Consideration of approval for the following meal prices:

Middle School – Breakfast from \$1.60 to \$1.70;

Lunch from \$3.55 to \$3.70;

High School - Breakfast from \$1.60 to \$1.70;

Lunch from \$3.55 to \$3.70;

E. (Removed)

*F. Approval of WASD Multi-Hazard Emergency Operations Plan

Consideration of approval of Wellsboro Area School District Multi-Hazard Emergency Operations Plan, effective September 12, 2023;

*G. Approval of Summary of Weather Services by Wiles Valley Weather

Consideration of approval of Summary of Weather Services prepared by *Wiles Valley Weather*, for the school year 2023-24, in the amount of \$1,500 (year-round coverage)

*H. Approval of Letter of Engagement by EFRP and Associates for School Year 2022-23

Consideration of approval of EFRP Group, Corning, NY to audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, including disclosures, which collectively comprise the basic financial statements of WASD as of and for the year ended June 30, 2023. Estimation of fees for services is \$41,250 based on anticipated cooperation from WASD personnel and the assumption that unexpected circumstances v not be encountered during the audit.

I. Approval of WASD Tax Savings Account Movement at Citizens & Northern Bank

Consideration of approval to approve the movement of the tax savings account at Citizens & Northern Bank from a regular savings account to a sweep account for purposes of increased interest rate returns.

J. Approval of Issuance of Credits Cards to Wellsboro Area School District Administrators

Consideration of approval for the issuance of credit cards from Citizens & Northern Bank to the following administrators with the associated limits:

Alanna Huck, Superintendent	\$3,000
Jeremy Byrd, High School Principal	\$2,000
Robert Kreger, Middle School Principal	\$2,000
Steven Adams, Elementary Principal	\$2,000
Jordan DeHaas, Business Manager	\$1,000

K. Approval of Discontinuance of PNC Commercial Card Services Credit Cards

Consideration of approval to discontinue (closeout) all PNC Commercial Card Services Credit Cards (EasyProcure The Education Procurement Card VISA) given to WASD personnel.

*L. Approval of PSBA Update of Wellsboro Area School District Policy #006 - Meetings

Consideration of approval of the PSBA update of Wellsboro Area School District Policy #006 – Meetings, as presented.

*M. Approval of First Reading of Wellsboro Area School District Policy #216.1 Supplemental Discipline Re

Consideration of approval for the first reading of Wellsboro Area School District Policy #216.1 - Supplemental Discipline Records as presented.

*N. Approval of First Reading of Wellsboro Area School District Policy #251 Students Experiencing

Homelessness, Foster Care and Other Educational Instability

Consideration of approval for the first reading of Wellsboro Area School District Policy #251 - Students Experiencing Homelessness, Foster Care and Other Educational Instability, as Presented.

Roll call vote was as follows:

Mrs. West – Yes, no to G	Mr. Bieber – Yes, no to G	Mr. Stocks – Yes, no to 1C
Mr. Nowak – Yes, no to G	Mrs. Doughtie - Yes	Mr. Hoover – Yes
Mrs. McConnell – Yes, no to G	Mr. Gastrock – Yes, no to G	Mrs. Charles - Yes

☒ X Approved ☐ G Disapproved ☐ Amended ☐ Tabled ☐ Postpone

2. PERSONNEL

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

A. Request for F.M.L.A. (maternity)

Consideration of approval to grant FMLA (maternity leave) to Employee #3308 to use a combination of FMLA Maternity and Child Rearing Leave for a period of approximately October 19, 2023 – January 15, 2024.

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

Consideration of approval for the following extra-curricular hires for the School Year 2023-24:

1. Kyle Smith, as High School Baseball Head Coach, effective March 4 – June 14, 2024, at a stipend of \$3,314;
2. Renee Frazier, as Middle School Volleyball Assistant Coach, effective August 14 – November 18, 2023, at a stipend of \$1,439;

C. Approval of Support Staff Hires

Consideration of approval for the support staff hires of:

1. Susan D. Jackson, part-time Special Education paraprofessional (up to 29.5 hours per week/9 months) pending receipt of required clearances, and pending completion of Highly Qualified Paraprofessional training. Hire date is to be determined and the starting rate of pay will be \$14.50 per hour. Hire is also dependent on completion of a satisfactory first forty-five (45) day probationary period.
2. Brooke Decker, part-time Special Education paraprofessional (up to 29.5 hours per Week/9 months) pending receipt of required clearances, and pending completion of Highly Qualified Paraprofessional training. Hire date is to be determined and the starting rate of pay will be \$14.50 per hour. Hire is also dependent on completion of a satisfactory first forty-five (45) day probationary period.
3. Regina Warriner, part-time Special Education paraprofessional (up to 29.5 hours per Week/9 months) pending receipt of required clearances, and pending completion of Highly Qualified Paraprofessional training. Hire date is to be determined and the starting rate of pay will be \$14.50 per hour. Hire is also dependent on completion of a satisfactory first forty-five (45) day probationary period.
4. Destiny Hockenberry, part-time Special Education paraprofessional (up to 29.5 hours per Week/9 months) pending receipt of required clearances, and pending completion of Highly Qualified Paraprofessional training. Hire date is to be determined and the starting rate of pay will be \$14.50 per hour. Hire is also dependent on completion of a satisfactory first forty-five (45) day probationary period.
5. Vicki Mahon, part-time Special Education paraprofessional (up to 29.5 hours per week/ 9 months) pending receipt of required clearances, and pending completion of Highly Qualified

Paraprofessional training. Hire date is to be determined and the start rate of pay will be \$14.50 per hour. Hire is also dependent on completion of a satisfactory first forty-five (45) day probationary period.

6. Laura Banfield, part-time Special Education paraprofessional (29.5 hours per week/9 months) pending receipt of required clearance – PA State Police Criminal Record Clearance and pending completion of Highly Qualified Paraprofessional training. Hire date is to be determined and the start rate of pay will be \$14.50 per hour. Hire is also dependent on completion of a Satisfactory first forty-five (45) day probationary period.

D. Approval of 2023-24 Professional Hires for Wellsboro Online Academy

Consideration of approval for the following individuals (with identified certification) to serve as Wellsboro Online Academy Teachers effective August 30, 2023 – June 6, 2024 at the rate of \$34.00 per hour. Number of hours per week will be contingent on the number of students enrolled for Wellsboro Online Academy for school year 2023-24:

1. Brigitte Largey – certifications include Mentally/Physical Handicapped K-12; Mid-Level English 6-9; Mid-Level Mathematics 6-9; Mid-Level Science 6-9; Elementary & Secondary School Counselor PK-12;
2. Tina Colton – certifications include Elementary Education and Reading Specialist;
3. Elizabeth Hoover – certifications include English; Reading Specialist;
4. Sharon Mohr- certifications include Social Science 7-12= Social Studies 7-12; English 7-12; Family Consumer Science PK-12;
5. Melissa Johnston – certifications include K-12 Health and Physical Education;
6. Barbara West – certifications include Mathematics;
7. Daniel Long – certifications include mathematics; physics; (not considered for teaching Algebra I)
8. Brenda Brought – certifications include elementary; reading specialist;
9. Jessica Witmer – certifications include elementary K-6; special education PK-12;
10. Kate Kreger – certifications include elementary 4-6; Grades 4-8 (all subjects 4-6, mathematics 7-8); (not considered for teaching Algebra I) 4-8 (all subjects 4-6, English Language Arts and Reading 7-8);
11. Jamie Madlock – certifications include Grades PK-4; Special Education PK-8, Special Education Expansion 7-12; Social Studies 7-12;
12. Selina Bogaczyk – certifications include health & physical education PK-12; art PK-12; Principal PK-12
13. Erin Szentesy - certifications include English 7 – 12; Library Science K-12;
14. Francis Novak – certifications include Elementary K-6; General Science 7-12; Mathematics 7-12; Mid-Level Mathematics 6-9; Physics 7-12; Technology Education;
15. Jill Gastrock – certifications include English;
16. Laura Lightner – certifications include Ment. and/or Phys. Handicapped; Elementary;
17. Rhoda Mann – certifications include Elementary K-6; Special Education K-12; Reading Specialist; Program Specialist ESL;
18. Melissa Morral – certifications include elementary K-6; Ment. and/or Phys Handicapped K-12; Mid-Level English 6-9; Mid-Level Civiz. Ed 6-9;
19. Tammy Giarth – certifications include elementary; reading specialist; library science;
20. Meg Ralston (substitute) – certifications include special education K-12;

E. Approval of Volunteer Appointments for School Year 2023-24

Consideration of approval for the following volunteer appointments for School Year 2023-24:

1. Patsy K. Fichtner, Elementary Volunteer, for the entire school year 2023-24;
2. Michele Morral, Volunteer Middle School Volleyball Assistant Coach, effective September 12 – November 18, 2023;
3. Madison P. DiCamillo (formerly Fox), Volunteer Student Teacher, Observation Hours from Mansfield University, for the 2023-24 school year;
4. Jeffrey Bobinko, Volunteer Middle School Football Assistant Coach, effective September 12 – December 9, 2023;
5. Nicole Schea, Volunteer Middle School Soccer Assistant Coach, effective September 12 – November 18, 2023;
6. Jorge Taboda, Volunteer Middle School Soccer Assistant Coach, effective September 12 – November 18, 2023;

F. Approval of Hires of Wellsboro Area School District Crossing Guards for School Year 2023-2024:

Consideration of approval for the students listed below to serve as Wellsboro Area School District Crossing

Guards during the school year 2023-24. Rate of pay will be \$7.25, one (1) hour per school day:

Wellsboro High School

Madison Robbins
Dillon Boyce
Marek Mascho
Madeline Mascho
Maxwell Mascho
Micaiah Fitch
Lillianna Witmer
Ellie Largey
Hayden Zuchowski
Nehemiah Burrous
Ethan West
Camden Tom
Megan Mosher
Reese Regina
Kiernan Whitsell
Mazie Johnson

Substitutes

Ethan Pollaro
Kristina Belz
Ella Steinbacher
Garret Kaltenbach
Zander Rachiele
Ava Magli
Emilie Reese
Justin Mosher
Katelyn Redell
Jacob Smith
Elijah Cathran
Magen Stroud

Middle School

Kadence Avery
Carly Blackwell
Adelyn Frantz
Logan Johnson
Brycen Witmer

Substitutes

Paige Browning
RJ Doughtie
Emma Haegele
Connor Hartman
Claire Smith
Ella Steinbacher (PM)
Luke Szentesy

G. Approval of Appointment of WASD Board Secretary for School Year 2023-24

Consideration of approval for the appointment of Heather Brown as Wellsboro Area School District Board Secretary for the School Year 2023-24, for the sum of \$5,000 per annum, effective July 1, 2023 – June 30, 2024.

***H. Approval of Conference Requests**

Consideration of approval for the following conference requests:

1. Pip Burrous, Transportation Director, to attend PASBO Facilities, Transportation and Safety Conference, Penn State, State College, PA on October 9 & 10, 2023 (Estimated Expenditures: Travel: \$112; Lodging: \$300; Meals: \$15 and Registration \$220 - TOTAL: \$647)
2. Joyce Butler, Administrative Assistant - Child Accounting/Registrar, to attend A/CAPA (Attendance/Child Accounting Professional Association) Conference, Hotel Hershey, Hershey, PA on November 7 – 10, 2023 (Estimated Expenditures: Travel: \$200; Lodging: \$888; Meals: \$150; Registration: \$350 TOTAL: \$1,588)
3. Melanie Berndtson, High School AgScience Teacher, to attend "Eastern States Exposition-Veterinary Science Career Development Event Superintendent", West Springfield, MA on September 15, 2023 (All expenses paid except for Substitute for Friday, 9/15/2023 - \$175)
4. Alanna Huck, Superintendent, to attend PARSS Meeting, State College, PA on September 14 & 15, 2023 (No expenses)
5. Alanna Huck, Superintendent, to attend IU#17 Superintendent Retreat/Act 45 Training Hours for Certification, Hershey, PA on November 15 – 17, 2023; (Estimated Expenditures: Travel: \$197.60)

***I. Approval of Career and Technical Education OAC (Occupational Advisory Committee) Members and Health Occupations**

Consideration of approval of the individuals comprising the WASD Occupational Advisory Committee for Career and Technical Education and Health Occupations (see attachment for listing)

Roll call vote was as follows:

Mrs. West – Yes	Mr. Bieber – Yes	Mr. Stocks – Yes
Mr. Nowak – Yes	Mrs. Doughtie – Yes, abstention 2F	Mr. Hoover – Yes
Mrs. McConnell – Yes	Mr. Gastrock – Yes	Mrs. Charles – Yes

☒ Approved ☐ Disapproved ☐ Amended ☐ Tabled ☐ Postponed

3. **STUDENT**

A motion was made by Mrs. Doughtie, seconded by Mrs. West, to approve the Action items as follows.

A. Approval of Homebound Teacher for School Year 2023-24

Consideration of approval for Marcia Smith, Special Education Teacher, to provide homebound instruction for Student #1 HB 2023-24 commencing August 31, 2023 through three (3) months at the rate of \$34.00 per hour (6 hrs. per week including prep time) and mileage allowed at the IRS rate of \$.655 per mile.

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	Mr. Gastrock – Yes	Mrs. Charles - Yes

☒ X Approved ☐ Disapproved ☐ Amended ☐ Tabled ☐ Postponed

XII. Public Comment – Mr. David Messineo handed out a mock version of a report card he believes would be more beneficial to parents and students. He believes it would provide suggestions for parents on areas their students may be struggling and open the door for conversation. Jim Stevens, from American Airlines, spoke about the American Airlines Cadet Academy (AACA) with accompanied handout. He also spoke about possible internship and mentorship opportunities.

XIII. A motion was made by Mrs. Charles, seconded by Mrs. Doughtie, to adjourn the meeting at 7:29PM.

Respectfully Submitted,



Heather Brown