

WALLENPAUPACK AREA SCHOOL DISTRICT  
Administration Office  
2552 Route 6  
Hawley, Pennsylvania 18428

The regularly scheduled meeting of the Wallenpaupack Area School District Board of Education was held in the High School Library, **January 14, 2013**. President Jack Spall called the meeting to order at 6:08 PM. A prayer was offered by Mrs. Devendorf, followed by a salute to the flag and roll call. Present at roll call were Gary Beilman, John Drake, Coulby Dunn, John Kiesendahl, Michael Romeo, Lisa Smith, Jack Spall and Michael Spencer. Also present were Mr. Silsby, Dr. Hudak, Mr. Starnes, Mr. Kane, Mrs. Tait, Mr. Gunuskey, Mr. Theobald, Mr. Williams, Mrs. Devendorf, Mr. Kirsten, Mr. Cavallaro, Mrs. Cykosky, Mrs. Fedor, Dr. Szader, Mrs. Horan, visitors and members of the press.

**Roll Call**

Three High School Seniors, Lisa Beilman, Gihan Gail Elashram and Jeremy Oettinger were recognized for their outstanding performance as students.

**Student Recognition**

There were no visitors present

**Visitors**

A motion was made by John Kiesendahl and seconded by Michael Spencer that the Board approve the following items:

Approve the minutes of the reorganization meeting and the regular Board meeting on December 5, 2012 and the special meeting of the Board held on December 17, 2012 as sent to members.

**Approval of Minutes**

Approve the cafeteria report as presented.

**Cafeteria Report**

Approve the treasurer's report as presented.

**Treasurer's Report**

Approve the capital reserve fund financial report as presented.

**Capital Reserve Fund Financial Report**

Approve the Construction Fund 2012 financial report as presented.

**Construction Fund 2012 Financial Report**

Approve bills in the amount of \$6,322,284.09 (General Account – including investments, check #90935 - 90952, 91387 - 91713 and wire transfers), \$28,679.50 (Capital Reserve Account, check #476) and \$239,519.34 (Construction Fund 2012, check #10).

**Approval of Bills**

Approve the Student Activities Accounts, High School, Middle School and North Intermediate School reports, as presented.

**Student Activities**

Accept the enrollment report as submitted.

**Enrollment Report**

Accept the realty transfer tax report as submitted.

**Realty Transfer**

All 8 members present voted YES. Motion carried unanimously.

A motion was made by Michael Spencer and seconded by Lisa Smith that the Board authorize the Board Secretary to accept the returns of the tax collection for 2012-2013 and release the 2013-2014 duplicates after final budget adoption. All 8 members present voted YES. Motion carried unanimously.

**Settlement of Tax Duplicate**

A motion was made by Gary Beilman and seconded by Michael Spencer that the Board approve the final review of the following policy:

**Board Policy –  
Final Review**

1. Policy #226.1 Video Surveillance/Recordings

All 8 members present voted YES. Motion carried unanimously.

A motion was made by John Kiesendahl and seconded by Lisa Smith that the Board approve the following parents, business and community representatives to participate on the District's Comprehensive Planning Committee:

Jim Shook  
Tom Regenski  
Maura Rottmund  
Mark Pappas  
Erin Alli  
Rachel Glauner  
Gayle Strohmaier  
Lea Peoples

**District  
Comprehensive  
Planning  
Committee**

All 8 members present voted YES. Motion carried unanimously.

A motion was made by Gary Beilman and seconded by Michael Spencer that the Board approve an agreement between the Wallenpaupack Area School District and Children's Service Center, Wilkes-Barre, PA 18702-3897 to provide therapeutic educational services for the remainder of the 2012-2013 school year. As per attached agreement. All 8 members present voted YES. Motion carried unanimously.

**Children's Service  
Center –  
Agreement**

A motion was made by Gary Beilman and seconded by John Kiesendahl that the Board excuse the following students from regular education to participate in a Home Education Program as requested by the parents in accordance with the

**Home Education**

District Home Education Policy for the 2012-2013 school year, pending receipt of all required paperwork:

1. Family #22

All 8 members present voted YES. Motion carried unanimously.

A motion was made by Michael Spencer and seconded by John Drake that the Board approve the following students from Marywood University and Keystone College be placed in the Wallenpaupack South Elementary School and the Wallenpaupack Area Middle School to complete their field experience:

<u>Student</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Valeria Cadugan	Amy Jones	1/23/13 – 4/12/13
Felicity Reast	Lizabeth Conklin	1/23/13 – 4/12/13
Christina Muta	Karianne Politowski	1/23/13 – 4/12/13
Aleca Semenza	Loretta Pacanowski	1/23/13 – 4/12/13
Julie Zaleski	Andrea Nakielny	1/23-13 – 4/12/13
Kimberly Neary	George Pittsman	Spring 2013
Ann Marie Holler	Heather Bannan	3/12/13 – 4/26/13

**Field Experience**

All 8 members present voted YES. Motion carried unanimously.

A motion was made by Lisa Smith and seconded by Michael Spencer that the Board approve the following transportation items:

**Transportation**

1. New Drivers

Approve the following bus/van drivers, pending receipt of Act 34 and all required paperwork:

- |    |                     |            |
|----|---------------------|------------|
| a. | Claire Gierwatowski | Bus Driver |
| b. | Jennifer Wilding    | Van Driver |

All 8 members present voted YES. Motion carried unanimously.

A motion was made by Gary Beilman and seconded by Coulby Dunn that the Board approve the following personnel items:

**Personnel**

1. Leave Without Pay Request

Approve the following leave without pay request:

- |    |  |
|----|--|
| a. | Ms. Rebecca Dutko<br>Wallenpaupack North Primary School Second Grade Teacher |
|----|--|

**Leave Without Pay Request**

**R. Dutko**

February 15, 2013

- |   |   |
|---|---|
| <p>b. Ms. Erin Saake<br/>Wallenpaupack Area Middle School Wellness Teacher<br/>February 21, 2013 and February 22, 2013</p>  | <p><b>E. Saake</b></p>                      |
| <p>c. Ms. Mary Schmalzle<br/>Wallenpaupack North Primary School Second Grade Teacher<br/>January 15, 2013</p>   | <p><b>M. Schmalzle</b></p>                  |
| <p>d. Ms. Ann Valonis<br/>Wallenpaupack South Elementary School Health and Physical<br/>Education Teacher<br/>March 12, 2013, March 13, 2013, March 14, 2013, March 15,<br/>2013 and March 18, 2013</p> | <p><b>A. Valonis</b></p>                    |
| <p>e. Ms. Ann Marie Miller<br/>Wallenpaupack North Intermediate School Fifth Grade Teacher<br/>January 5, 2013, January 8, 2013 and January 11, 2013</p>  | <p><b>A. Miller</b></p>                     |
| <p>2. Substitute Appointments</p> <p>Approve the following substitute appointments, at the approved category<br/>substitute rate, pending receipt of Act 34 and all required paperwork:</p>             | <p><b>Substitute<br/>Appointments</b></p>   |
| <p>a. Ms. Colleen Dulay                      Early Childhood<br/>Honesdale, PA 18431                      Special Education</p>   | <p><b>C. Dulay</b></p>                      |
| <p>b. Ms. Jenette Kiesendahl                English 7-12<br/>Hawley, PA 18428</p>   | <p><b>J. Kiesendahl</b></p>                 |
| <p>c. Ms. Anna Koberlein                      Early Childhood<br/>Honesdale, PA 18431                      Elementary<br/>English 7-9</p>   | <p><b>A. Koberlein</b></p>                  |
| <p>3. Guest Teacher Appointment</p> <p>Approve the following guest teacher appointment, at the approved<br/>category substitute rate, pending receipt of Act 34 and all required<br/>paperwork:</p>     | <p><b>Guest Teacher<br/>Appointment</b></p> |
| <p>a. Ms. Erin Vennie<br/>Tafton, PA 18464</p>  | <p><b>E. Vennie</b></p>                     |
| <p>4. Long Term Substitute Appointments</p>   | <p><b>Long Term<br/>Substitute</b></p>      |

Approve the following long-term substitute appointments, pending receipt of Act 34 and all required paperwork:

**Appointments**

- a. Ms. Hollie Caccavale  
Canadensis, PA 18325  
Long Term Substitute for Ms. Ann Catalano,  
Wallenpaupack Area Middle School Sixth Grade Teacher  
Effective – Second Semester 2012-2013 School Year  
Salary – Level 1 – Bachelor’s Degree
- b. Mr. Aaron Lenz  
Milanville, PA 18443  
Long Term Substitute for Mr. Harry Timmons,  
Wallenpaupack North Intermediate School Title I Teacher  
Effective – February 4, 2013  
Salary – Level 1 – Bachelor’s Degree
- c. Mr. Ryan Drake  
Tafton, PA 18464  
Long Term Substitute for Ms. Ann Marie Delaney,  
Wallenpaupack North Intermediate School Fourth Grade  
Teacher  
Effective – January 31, 2013  
Salary – Level 1 – Bachelor’s Degree

**H. Caccavale**

**A. Lenz**

**R. Drake**

5. Appointments

Approve the following appointments, pending receipt of Act 34 and all required paperwork:

**Appointments**

- a. Ms. Rosemary Martynuk  
Greentown, PA 18426  
Wallenpaupack Area Middle School Personal Care  
Assistant  
Effective – January 15, 2013  
Salary – Level 1 – Teacher Assistant
- b. Ms. Lorraine McCormack  
Hawley, PA 18428  
Wallenpaupack Area School District Teacher Assistant –  
Jefferson Center  
Effective – January 15, 2013  
Salary – Level 1 – Teacher Assistant
- c. Ms. Karen Calabrese  
Hawley, PA 18428

**R. Martynuk**

**L. McCormack**

**K. Calabrese**

Wallenpaupack Area North Intermediate School Personal  
Care Assistant  
Effective – January 15, 2013  
Salary – Level 1 – Teacher Assistant

6. Approve the following mentor appointments:

Maureen Clifford  
Janet Nolan

**Mentor  
Appointments**

7. Uncompensated Leave Request

- a. Approve an uncompensated leave request for Ms. Deborah Bigart, Wallenpaupack Area North Intermediate School Third Grade Teacher, under Board Policy #439, Uncompensated Leave, effective December 3, 2012 for the remainder of the 2012-2013 school year.

**Uncompensated  
Leave Request**

**D. Bigart**

8. Sabbatical Leave

- a. Approve a sabbatical leave for Ms. Ann Catalano, Wallenpaupack Area Middle School Sixth Grade Teacher, under Board Policy #438, Sabbatical Leave, for the second semester of the 2012-2013 school year.

**Sabbatical Leave**

**A. Catalano**

9. Family and Medical Leave Request

- a. Approve an uncompensated leave request for Ms. Theresa Faseski, Wallenpaupack Hawley Center, Teacher Assistant, under Board Policy #535, Family and Medical Leaves, effective January 2, 2013 on an intermittent basis, for the remainder of the 2012-2013 school year.

**Family and  
Medical Leave  
Request**

**T. Faseski**

- b. Approve an uncompensated leave request for Mr. James Quiles, Wallenpaupack Area High School Custodian, under Board Policy #535, Family and Medical Leaves, effective February 7, 2013 for a twelve week period.

**J. Quiles**

Mr. Drake and Mr. Kiesendahl abstained. Remaining 6 members voted YES.  
Motion carried.

A motion was made by Gary Beilman and seconded by John Drake that the Board approve the 2013 Spring Community Education program courses and instructors for the Spring 2013 Community Education program, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Community  
Education – Spring  
2013**

Mr. Silsby reported a letter was received from the Hawley Rotary, thanking the District for the use of facilities for their annual Rotary Tournament.

## **Correspondence**

Principals' reports were distributed to the Board and made available at the meeting.

## **Administrators' Reports**

Mr. Starnes presented a proposal to the Board to eliminate the practice of class rank. The recommendation is to eliminate or alter the current practice and revise Board Policy #212 – Reporting Pupil Progress. President Spall recommended the revision of the policy be put on the agenda for the February 11, 2013 Board meeting.

Mr. Silsby reported that due to inclement weather, a recommendation may be made that the 2012-2013 School Calendar be amended to use February 18, 2013 as a day of school for students and staff.

He also spoke regarding the Act 1 Index. Noting that the District would have to remain within that index unless it can file for exceptions.

## **Superintendent's Report**

A meeting with the State Board of Education regarding the Porter Township initiative is scheduled for May 16, 2013 and May 17, 2013.

A check for \$10,000.00 was received from the PTA for the Wallenpaupack South Elementary School playground.

A motion was made by Michael Spencer and seconded by John Kiesendahl that the Board enter into the minutes of this meeting a letter received from the Commonwealth of Pennsylvania, Office of Budget, Comptroller Operations. The Office of Budget, Bureau of Audits, review disclosed that the audit report contains the required elements of a single audit report package as required by OMB Circular A-133 and Commonwealth policy. Additionally, the review of the audit report disclosed that it contains no findings related to federal awards passed through commonwealth funding agencies. All 8 members present voted YES. Motion carried unanimously.

## **Commonwealth of Pennsylvania – Office of Budget – Comptroller Operations**

A motion was made by John Drake and seconded by Lisa Smith that the Board approve the Wallenpaupack Area High School – School Level Plan and the plan's submission to the Pennsylvania Department of Education, as per attached. All 8 members present voted YES. Motion carried unanimously.

## **Wallenpaupack Area High School – School Level Plan**

A motion was made by Gary Beilman and seconded by John Drake that the Board approve the first review of the following Board Policies:

- a. Policy #113.1 Discipline of Students With Disabilities
- b. Policy #113.2 Positive Behavior Support

## **Board Policies – First Review**

- c. Policy #218 Student Discipline
- d. Policy #616 Payment of Claims
- e. Policy #616.1 Electronic Records/Signatures
- f. Policy #829 Electronic Signature (School-Based Access Program)

All 8 members present voted YES. Motion carried unanimously.

A motion was made by John Kiesendahl and seconded by Coulby Dunn that the Board:

- a. Approve a Settlement and Release Agreement for student J.C.
- b. Approve a Settlement and Release Agreement for student M.G.

All 8 members present voted YES. Motion carried unanimously.

A motion was made by Gary Beilman and seconded by Michael Spencer that the Board approve the following agreements between the Wallenpaupack Area School District and Keenan & Associates:

- a. Member Services Agreement
- b. Business Associate Agreement

All 8 members present voted YES. Motion carried unanimously.

A motion was made by John Drake and seconded by Lisa Smith that the Board approve an agreement between the Wallenpaupack Area School District and Express Scripts, Inc. to provide pharmacy benefit management services. All 8 members present voted YES. Motion carried unanimously.

#### Future Meetings

1. Executive Session – February 11, 2013  
High School Library– 4:30 PM
2. Committee Meeting – February 11, 2013  
High School Library – 5:30 PM
3. Regular Board Meeting – February 11, 2013  
High School Library – 6:00 PM

President Spall requested that the Board go into Executive Session to discuss personnel and contracts.

**Settlement and  
Release  
Agreements**

**Keenan &  
Associates**

**Express Scripts,  
Inc. – Employer  
Group Pharmacy  
Benefit  
Management  
Agreement**

**Future Meetings**



A motion for adjournment was made at 6:48 PM by John Kiesendahl and seconded by Michael Spencer. All 8 members present voted YES. Motion carried unanimously.

**Adjournment**

Respectfully submitted:

Kerriann Horan  
Business Manager