

WALLENSPAUPACK 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 on **Monday, August 19, 2013**. President Jack Spall called the meeting to order at 6:25 PM. A moment of silence was held, 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, Robert Schwartz, Jack Spall and Michael Spencer. Also present were Mr. Silsby, Dr. Kloss, Dr. Hudak, Mr. Starnes, Mr. Kane, Mr. Gunuskey, Mr. Williams, Mrs. Devendorf, Mr. Cavallaro, Mr. Kirsten, Mrs. Cykosky, Ms. Szader, Mrs. Fedor, Mrs. Horan, Mrs. Hildebrand, Mr. Waldron and members of the press.

Roll Call

Visitors were recognized and no questions were asked.

Visitors

A motion was made by John Drake and seconded by Michael Spencer that the Board approve the minutes of the following Board minutes as sent to members:

1. Regular Board Meeting – June 17, 2013

Approval of Minutes

All 8 members present voted YES. Motion carried unanimously.

A motion was made by John Kiesendahl and seconded by Gary Beilman that the Board approve the cafeteria report as presented. All 8 members present voted YES. Motion carried unanimously.

Cafeteria Report

A motion was made by Robert Schwartz and seconded by Michael Romeo that the Board approve the treasurer's report as presented. All 8 members present voted YES. Motion carried unanimously.

Treasurer's Report

A motion was made by John Kiesendahl and seconded by Gary Beilman that the Board approve the capital reserve fund financial reports as presented. All 8 members voted YES. Motion carried unanimously.

Capital Reserve Fund Financial Report

A motion was made by John Drake and seconded by Robert Schwartz that the Board approve the 2012 construction fund financial reports as presented. All 8 members present voted YES. Motion carried unanimously.

2012 Construction Fund Financial Report

A motion was made by John Kiesendahl and seconded by Michael Romeo that the Board approve bills in the amount of \$17,240,440.19 (General Account – including investments – Checks #91052 – 91080 and Checks #93174 – 93749 and wire transfers) and \$43,084.61 (Capital Reserve Fund – Checks #481 – 485). All 8 members present voted YES. Motion carried unanimously.

Approval of Bills

A motion was made by Robert Schwartz and seconded by John Drake that the Board accept the realty transfer report, as presented. All 8 members present voted YES. Motion carried unanimously.

Realty Transfer

A motion was made by Gary Beilman and seconded by John Kiesendahl that the Board approve the Student Activities Accounts reports, Middle School, North Intermediate School and High School as presented. All 8 members present voted YES. Motion carried unanimously.

Student Activities

A motion was made by Michael Romeo and seconded by John Drake that the Board request approval from the Department of Education for early dismissal days for the 2013-2014 school year in accordance with Act 80. All 8 members present voted YES. Motion carried unanimously.

Act 80 Submission

A motion was made by John Drake and seconded by Robert Schwartz that the Board approve the Wallenpaupack Area School District time schedule for the 2013-2014 school year. A copy of the schedule is attached. All 8 members present voted YES. Motion carried unanimously.

**WASD District
Time Schedule –
2013-2014**

A motion was made by Gary Beilman and seconded by John Kiesendahl that the Board approve the following District handbook for the 2013-2014 school year, as submitted:

**Handbook – 2013-
2014 School Year**

a. PIMS Handbook

All 8 members present voted YES. Motion carried unanimously.

A motion was made by John Drake and seconded by Coulby Dunn that the Board approve the Directory of WASD Data Sources, Reporting Tools and Educational Tools, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Directory of WASD
Data Sources,
Reporting Tools
and Educational
Tools**

A motion was made by Gary Beilman and seconded by John Kiesendahl that the Board approve the Wallenpaupack Area School District Instruction/Assessment Guidelines and Procedures, as per attached. All 8 members present voted YES. Motion carried unanimously.

**WASD
Instruction/Assess
ment Guidelines
and Procedures**

A motion was made by Coulby Dunn and seconded by John Drake that the Board approve the Wallenpaupack Area School District Professional Development/Supervision Plan, as per attached. All 8 members present voted YES. Motion carried unanimously.

**WASD Professional
Development/
Supervision Plan**

A motion was made by Michael Romeo and seconded by John Drake that the Board approve the textbook list for the 2013-2014 school year, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Textbook List –
2013-2014 School
Year**

A motion was made by John Kiesendahl and seconded by Michael Spencer that the Board approve a resolution establishing a Department of School Security, pursuant to Section 778 of the PA School Code, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Resolution –
Department of
School Security**

A motion was made by John Drake and seconded by Robert Schwartz that the Board enter into the minutes of this meeting a letter received from the Pennsylvania Department of Education, stating that the Wallenpaupack Area School District’s Special Education Plan for 2013-2016 has been approved. All 8 members present voted YES. Motion carried unanimously.

**Pennsylvania
Department of
Education – Special
Education**

A motion was made by John Kiesendahl and seconded by Coulby Dunn that the Board acknowledge that the Audrey Ramble Scholarship for 2013 has been awarded to graduate Lindsey Crean. Ms. Crean will be attending Marywood University.

**Audrey Ramble
Scholarship**

A motion was made by Gary Beilman and seconded by John Kiesendahl that the Board acknowledge Jonathan Doty as the student representative for Central Treasurer. All 8 members present voted YES. Motion carried unanimously.

**Central Treasurer
– Student
Representative**

A motion was made by John Drake and seconded by John Kiesendahl that the Board approve the Wallenpaupack Area School District to enter into a “Memorandum of Understanding” with the Pennsylvania State Police for the 2013-2014 school year. All 8 members present voted YES. Motion carried unanimously.

**Memorandum of
Understanding –
Pennsylvania State
Police**

A motion was made by Coulby Dunn and seconded by John Drake that the Board approve the Wallenpaupack Area School District to enter into a “Memorandum of Understanding” with the Pike County Sheriff’s Office for the 2013-2014 school year. All 8 members present voted YES. Motion carried unanimously.

**Memorandum of
Understanding –
Pike County
Sheriff’s Office**

A motion was made by Michael Spencer and seconded by Gary Beilman that the Board approve a contract of affiliation with Bethany Village to provide Health Assisting students with a learning experience through application of basic skills, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Allied Health –
Bethany Village**

A motion was made by Michael Spencer and seconded by Michael Romeo that the Board approve a contract of affiliation with Wayne Memorial Hospital to provide Health Assisting students with a learning experience through application of basic skills, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Allied Health –
Wayne Memorial
Hospital**

A motion was made by Coulby Dunn and seconded by Michael Spencer that the Board approve an agreement between the Wallenpaupack Area School District and Jodi Gregory MA, BCBA, Avoca, PA 18641 to provide consultant services for Special Education, effective September 1, 2013, as per attached agreement. All 8 members present voted YES. Motion carried unanimously.

**Jodi Gregory MA,
BCBA –
Consultant
Agreement**

A motion was made by John Kiesendahl and seconded by John Drake that the Board approve an agreement between the Wallenpaupack Area School District and the Center for Discovery Magnet Services Corporation, Harris, NY 12742, to provide professional services for the 2013-2014 school year, as per attached. All 8 members present voted YES. Motion carried unanimously.

**The Center for
Discovery Magnet
Program
Admission
Agreement**

A motion was made by Gary Beilman and seconded by John Kiesendahl that the Board approve a Letter of Engagement between the Wallenpaupack Area School District and DeHey McAndrew, Scranton, PA 18504, to provide professional services regarding the District's 125 plan, as per attached. All 8 members present voted YES. Motion carried unanimously.

**DeHey McAndrew
Letter of
Engagement**

A motion was made by Michael Spencer and seconded by Michael Romeo that the Board approve an agreement between the Wallenpaupack Area School District and Northeast Pennsylvania Center of Independent Living (NAPACIL), Scranton, PA, to provide professional services for the 2013-2014 school year, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Northeast
Pennsylvania
Center for
Independent Living
(NEPACIL) –
Agreement**

A motion was made by Michael Spencer and seconded by Gary Beilman that the Board approve a Business Associate Addendum between the Wallenpaupack Area School District and First Hospital, as per attached addendum. All 8 members present voted YES. Motion carried unanimously.

**First Hospital –
Business Associate
Addendum**

A motion was made by John Drake and seconded by Gary Beilman that the Board approve a Letter of Agreement between the Wallenpaupack Area School District and Children's Service Center of Wyoming Valley, Inc., Wilkes-Barre, PA 18702-3897 to provide alternative education services for the 2013-2014 school year. All 8 members present voted YES. Motion carried unanimously.

**Children's Service
Center – Letter of
Agreement**

A motion was made by Gary Beilman and seconded by John Drake that the Board approve a Dual Enrollment Agreement between the Wallenpaupack Area School District and Lackawanna College, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Lackawanna
College – Dual
Enrollment
Agreement**

A motion was made by Gary Beilman and seconded by John Drake that the Board approve a Retirement Plan Consulting Agreement between the Wallenpaupack Area School District and Kades-Margolis Corp., Wayne, PA, as per attached. All 8 members present voted YES. Motion carried unanimously.

**Kades-Margolis
Corp. – Retirement
Plan Consulting
Agreement**

A motion was made by John Kiesendahl and seconded by Robert Schwartz that the Board approve the following Agreements with TSA Consulting, to provide administrative services for the District's 403(b) plan:

**TSA Consulting –
403(b) Plan Third
Party
Administrator**

1. Retirement Plan Compliance and Administration Services Agreement
2. Plan Administration Agreement
3. EPARS Subscription Agreement
4. EPARS Subscription Adoption Agreement
5. Adoption Agreement
6. 403(b)/457(b) Investment Provider Service Agreement

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 change orders for the Wallenpaupack Area School District Water Quality Project:

Change Orders

1. L.H. Reed & Sons, Inc.
Honesdale, PA 18431
Change Order #3 \$17,092.00

2. Fritz Bros. Inc.
Honesdale, PA 18431
Change Order #4 \$ 6,298.00

A motion was made by Gary Beilman and seconded by Michael Spencer that the Board approve the following cafeteria pricing for the 2013-2014 school year:

- | | | |
|----|---------------------|--------|
| 1. | Elementary Lunch | \$2.40 |
| 2. | Middle School Lunch | \$2.65 |
| 3. | High School Lunch | \$2.65 |
| 4. | Student Breakfast | \$1.80 |
| 5. | ½ Pint Milk | \$.50 |
| 6. | Adult Lunch | \$4.35 |

Cafeteria Pricing – 2013-2014

All 8 members present voted YES. Motion carried unanimously.

A motion was made by Michael Romeo and seconded by John Drake 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 District Home Education Policy for the 2013-2014 school year, pending receipt of all required paperwork:

Home Education – 2013-2014

- | | | | |
|----|-----------|-----|------------|
| 1. | Family #1 | 9. | Family #9 |
| 2. | Family #2 | 10. | Family #10 |
| 3. | Family #3 | 11. | Family #11 |
| 4. | Family #4 | 12. | Family #12 |
| 5. | Family #5 | 13. | Family #13 |
| 6. | Family #6 | 14. | Family #14 |
| 7. | Family #7 | 15. | Family #15 |
| 8. | Family #8 | | |

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

<u>Student</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Gloria Dudek	Loriann Kerber	9/16/13 – 12/06/13
Erin Travis	Janet Nolan	9/16/13 – 12/06/13
Steven Colger	Angela Spitzer	9/16/13 – 11/22/13
Amanda Conti	Carrie Rickert	9/16/13 – 11/22/13
Jennifer Karpf	Loretta Pacanowski	9/16/13 – 11/22/13
Lauren Feeney	Holly Wyckoff	9/16/13 – 11/22/13
Mary-Chaney Newcomb	Ann Gates	9/16/13 – 11/22/13
Christopher Ortiz	Andrea Nakielny	9/16/13 – 11/22/13
Christa Verbas	Cheryl Flynn	9/16/13 – 11/22/13
Anna Wildmann	Brenda Sokoloski	9/16/13 – 11/22/13

Field Experience

All 8 members present voted YES. Motion carried unanimously.

A motion was made by Robert Schwartz and seconded by John Kiesendahl that the Board approve tenure for the following teachers:

Tenure

Steven Brown	Andrew Morrissey
Michael J. Guy	Lisa Peet
Ann Marie Ingulli	Kristen Schmidt
James McGinnis	Michael Tillger
Melissa Monte	

All 8 member present voted YES. Motion carried unanimously.

A motion was made by Robert Schwartz and seconded by Gary Beilman that the Board approve the following transportation items:

1. Approve the following transportation items, pending receipt of all required paperwork:
 - a. Bus and Wagon Contracts and Vehicles – 2013-2014 School Year
 - b. District Drivers
 - c. Regular and Van Drivers
2. District Driver Handbook

Approve the District Driver Handbook for the 2013-2014 school year.

Transportation

3. Hawley Traffic Control Rate

Approve the Hawley Traffic Control Rate at \$32.09 for the 2013-2014 school year.

4. New Drivers

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

- a. Kenneth Keller Bus Driver
- b. Stacy Kielbasa Bus Driver
- c. Farrah Black Van Driver

All 8 members present voted YES. Motion carried unanimously.

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

Personnel

1. Substitute Appointments

Substitute Appointments

Approve the following substitute appointments, at the approved category substitute rate, pending receipt of Act 34 and all required paperwork:

- a. Mr. Douglas Beckworth Secondary School
Tamiment, PA 18371 Counselor 7 – 12 **D. Beckworth**
- b. Ms. Elizabeth Behrens Elementary
Jermyn, PA 18433 Social Studies 7-12 **E. Behrens**
- c. Ms. Jessica Hubel Math 7-12
Carbondale, PA 18407 **J. Hubel**
- d. Ms. Jill Hudecek English 7-12
Carbondale, PA 18407 **J. Hudecek**
- e. Ms. Danielle LoDolce Elementary
Lords Valley, PA 18428 Special Education **D. LoDolce**
- f. Ms. Karllina Schmidt Elementary School Counselor
Hawley, PA 18428 Secretary, Teacher Assistant **K. Schmidt**
- g. Ms. Catherine Vargo Art K-12, Elementary
Hawley, PA 18428 Reading Specialist **C. Vargo**
- h. Ms. Robin Burke Secretary, Cafeteria
Newfoundland, PA 18445 Teacher Assistant **R. Burke**

i. Ms. Sheryl Stauffer Secretary
Stroudsburg, PA 18360 Teacher Assistance

S. Stauffer

j. Mr. Ryan Hiller Citizenship 7-12
Honesdale, PA 18431

R. Hiller

2. Guest Teacher Appointment

Guest Teacher Appointment

Approve the following guest teacher appointment, at the approved category substitute rate, pending receipt of Act 34 and all required paperwork:

a. Ms. Christine DeMarinis Guest Nurse
Hawley, PA 18428

C. DeMarinis

3. Co-Curricular Appointments

Co-Curricular Appointments

Approve the following co-curricular appointments at the High School for the 2013-2014 school year:

- a. Michelle Walutes Half-time Track and Field Coach
- b. David Heckman Girls' Assistant Soccer Coach
- c. Amber Supko Girls' Assistant Soccer Coach
- d. Joseph Andersen Boys' Basketball Assistant Coach
- e. Justin Kraft Half-time Football Coach
- f. Amanda Porter Class of 2016 Advisor

4. Mentor Appointments

Mentor Appointments

Approve the following mentor appointments for the 2013-2014 school year:

- a. Jen Peifer
- b. Phil Babyak
- c. Fred Garm
- d. Kristen Nebzydoski

5. Appointments

Appointments

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

a. Ms. Jamie Bartholomew
Dingmans Ferry, PA 18328
Wallenpaupack Area High School Science Teacher
Effective – August 28, 2013
Salary – Level 1 – Master's Degree

J. Bartholomew

- b. Ms. Hayley Petsche
Hawley, PA 18428
Wallenpaupack Area High School Teacher Assistant
Effective – August 28, 2013
Salary – Level 1 – Teacher Assistant

H. Petsche

6. Long Term Substitute Appointments

Long Term Substitute Appointments

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

- a. Ms. Megan Arvonio
Jefferson Township, PA 18436
Long Term Substitute for Ms. Lisa Fives, Wallenpaupack Area High School Biology Teacher
Effective – August 28, 2013 for the first semester of the 2013-2014 school year
Salary – Level 1 – Bachelor’s Degree

M. Arvonio

- b. Ms. Amy Baker
Hawley, PA 18428
Long Term Substitute for Part-time Wallenpaupack Area School District Health and Physical Education Teacher
Effective – August 28, 2013 for the 2013-2014 school year
Salary – Level 1 – Bachelor’s Degree

A. Baker

- c. Mr. Marcel James
Hawley, PA 18428
Long Term Substitute for Wallenpaupack Area High School English Teacher
Effective – August 28, 2013 for the 2013-2014 school year
Salary – Level 1 – Bachelor’s Degree

M. James

- d. Ms. Michelle Manzione
Hawley, PA 18428
Long Term Substitute for Ms. Angela Ey, Wallenpaupack North Primary School Special Education Teacher
Effective – December 3, 2013 for the remainder of the 2013-2014 school year
Salary – Level 1 – Bachelor’s Degree

M. Manzione

- e. Ms. Victoria Waldron
Hawley, PA 18428
Long Term Substitute for Ms. Kathleen Nied, Wallenpaupack Area Middle School Mathematics Teacher
Effective – August 28, 2013 for the first semester of the 2013-2014 school year
Salary – Level 1 – Bachelor’s Degree

V. Waldron

- | | |
|--|---|
| <p>f. Ms. Samantha Washburn
Greentown, PA 18426
Long Term Substitute for Ms. Kerry Glynn, Wallenpaupack Area High School English Teacher
Effective – August 28, 2013 for the 2013-2014 School Year
Salary – Level 1 – Bachelor’s Degree</p> | <p>S. Washburn</p> |
| <p>7. Change in Work Hours

Approve a change in work hours for Ms. Venice Anns, Wallenpaupack South Elementary School Teacher Assistant from 8 hours per day to 7 hours per day.</p> | <p>Change in Work Hours

V. Anns</p> |
| <p>8. Family and Medical Leave

Approve a family and medical leave under Board Policy #435 – Family and Medical Leave for Ms. Kerry Glynn, Wallenpaupack Area High School English Teacher, effective August 28, 2013 for 12 weeks.</p> | <p>K. Glynn</p> |
| <p>9. Uncompensated Leave Request</p> <p>a. Approve an uncompensated leave for Ms. Kerry Glynn, Wallenpaupack Area High School English Teacher, under Board Policy #439 – Uncompensated Leave, effective at the conclusion of FMLA for the remainder of the 2013-2014 school year.</p> <p>b. Approve an uncompensated leave for Ms. Brenda Biss, Wallenpaupack North Primary School Cafeteria employee, under Board Policy #539 – Uncompensated Leave, effective the 2013-2014 school year.</p> | <p>K. Glynn</p> <p>B. Biss</p> |
| <p>10. Resignations</p> <p>a. Accept a letter of resignation from Mr. Anthony Donnini, Wallenpaupack Area Dean of Students, effective August 14, 2013, with regret.</p> <p>b. Accept a letter of resignation from Mr. Scott Gee, Wallenpaupack Area High School English Teacher, effective August 13, 2013, with regret.</p> <p>c. Accept a letter of resignation from Ms. Carol Potechko, Wallenpaupack Area High School Teacher Assistant, effective August 27, 2013, for retirement, with regret.</p> <p>d. Accept a letter of resignation from Ms. Linda Monahan, Assistant Girls’ Soccer Coach, effective immediately, with regret.</p> | <p>Resignations</p> <p>A. Donnini</p> <p>S. Gee</p> <p>C. Potechko</p> <p>L. Monahan</p> |

- e. Accept a letter of resignation from Ms. Mary Kipp, Wallenpaupack North Primary School First Grade Teacher, effective at the completion of the second marking period for the 2013-2014 school year, for retirement, with regret.
11. Substitute List
- Approve the attached list of substitutes for the 2013-2014 school year.
- All 8 members present voted YES. Motion carried unanimously.
- A motion was made by John Kiesendahl and seconded by John Drake that the Board approve the attached list of school police for the 2013-2014 school year. All 8 members present voted YES. Motion carried unanimously.
- Mr. Silsby noted that a Thank You letter was received from the Pike County Library, thanking the District for the recent donation.
- Dr. Hudak noted that on Tuesday, September 10, 2013 the District will participate in Rachel's Challenge – a moving and inspirational program pertaining to bullying.
- Mr. Silsby noted that the Porter Township petition will be reviewed by the State Board of Education on September 11, 2013 and September 13, 2013 and the District will be awaiting a response.
- At the September 2013 Board meeting Dr. Starnes, Mr. Keller and Mrs. Horan will be presenting information regarding the new Title IV requirements.
- He also reported that our enrollment is changing on a daily basis. Currently we are down 130 students. We do expect additional changes before the start of school.
- Dr. Starnes has been working on the changes being made to class rank. The changes will be made regarding student access to those scores. The District will still recognize Valedictorian and Salutatorian at graduation. Dr. Starnes and Mr. Silsby will work on developing a Board policy.
- Mr. Silsby noted that PSBA will be holding an election for officials. Mr. Schwartz is seeking nomination for the At-Large Representative. The Board will need to vote for the candidates at the September Board meeting.
- Mr. Silsby congratulated Mr. Schwartz for being elected as President of the NEIU Board.

M. Kipp**Substitute List****School Police****Correspondence****Administrator's Reports****Superintendent's Report**

A motion was made by Coulby Dunn and seconded by John Drake that the Board approve the attached Community Education instructors and Special Interest/Enrichment courses for the Fall 2013 program. All 8 members present voted YES. Motion carried unanimously.

**Community
Education**

Future Meetings:

1. Teacher In-Service Days – August 28, 2013 and August 29, 2013
2. Executive Session – Monday, September 9, 2013
High School Library – 4:30 PM
3. Committee Meeting – Monday, September 9, 2013
High School Library – 5:30 PM
4. Regular Board Meeting – Monday, September 9, 2013
High School Library – 6:00 PM

Future Meetings

Mr. Silsby noted that a letter had been received from Freedom of Religion regarding the observance of prayer during graduation. Currently an invocation and benediction are held during the graduation ceremony. The Freedom of Religion is challenging the act, noting that it is unconstitutional. The Wallenpaupack Area School District will no longer be holding an invocation or benediction during the graduation ceremony.

A motion for adjournment was made at 6:50 PM by John Kiesendahl and seconded by Michael Spencer.

Adjournment

Respectfully submitted:

Jennie Hildebrand
Board Secretary