

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, **Monday, October 14, 2013**. President Jack Spall called the meeting to order at 6:07 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 and Jack Spall. Also present were Mr. Silsby, Dr. Kloss, Dr. Hudak, Dr. Starnes, Mr. Kane, Mrs. Tait, Mr. Gunuskey, Mr. Theobald, Mr. Williams, Mrs. Devendorf, Mrs. O'Neill, Mr. Cavallaro, Mr. Kirsten, Mrs. Cykosky, Dr. Szader, Dr. Fedor, Mrs. Hildebrand, Mr. Waldron, visitors and members of the press.

Roll Call

Three High School Seniors, Nicholas Denniston, Rakel Galeano and Benjamin Gendelman were recognized for their outstanding performance as students.

Student Recognition

Visitors were recognized and no questions were asked.

Recognition of Visitors

Mr. Michael Romeo was recognized for 8 years of service on the Board. President Spall presented Mr. Romeo with a certificate from PSBA.

Board Member Recognized

A motion was made by Gary Beilman and seconded by Robert Schwartz that the Board approve the minutes of the regular Board meeting held on September 9, 2013 as sent to members. All 7 members present voted YES. Motion carried unanimously.

Approval of Minutes

A motion was made by John Drake and seconded by Michael Romeo that the Board approve the cafeteria report as presented. All 7 members present voted YES. Motion carried unanimously.

Cafeteria Report

A motion was made by Michael Romeo and seconded by Coulby Dunn that the Board approve the treasurer's report as presented. All 7 members present voted YES. Motion carried unanimously.

Treasurer's Report

A motion was made by Coulby Dunn and seconded by Robert Schwartz that the Board accept the capital reserve fund financial report, as presented. All 7 members present voted YES. Motion carried unanimously.

Capital Reserve Fund Financial Report

A motion was made by Robert Schwartz and seconded by John Kiesendahl that the Board accept the 2012 construction fund financial report, as presented. All 7 members present voted YES. Motion carried unanimously.

2012 Construction Fund Financial Report

A motion was made by John Kiesendahl and seconded by John Drake that the Board approve bills in the amount of \$8,542,207.76 (General Account – including investments check numbers 91094 - 91110, check numbers 93967 - 94424, including wire transfers), \$13,840.61 (Capital Reserve Fund check number 490 - 495) and \$18,730.19 (2012 Construction Fund, check numbers 18 - 20). All 7 members present voted YES. Motion carried unanimously.

Approval of Bills

A motion was made by Coulby Dunn and seconded by Robert Schwartz that the Board approve the Student Activities Account reports, High School, Middle School and North Intermediate School as presented. All 7 members present voted YES. Motion carried unanimously.

Student Activities

A motion was made by John Kiesendahl and seconded by Gary Beilman that the Board accept the realty transfer report as presented. All 7 members present voted YES. Motion carried unanimously.

Realty Transfer Report

A motion was made by Gary Beilman and seconded by Coulby Dunn that the Board accept the enrollment report as presented. All 7 members present voted YES. Motion carried unanimously.

Enrollment Report

A motion was made by Robert Schwartz and seconded by John Kiesendahl that the Board approve the first review of the following policies:

1. Policy #701.1 Disposal of School Property
2. Policy #702 Gifts, Grants, Donations
3. Policy #703 Sanitary Management
4. Policy #704 Maintenance
5. Policy #705 Safety
6. Policy #705.1 Standard Operating Procedures for School Resource Officers Authorized to Use Weapons
7. Policy #706 Property Records
8. Policy #706.1 Disposal of Surplus Property, Equipment, Supplies, and Textbooks
9. Policy #708 Lending of School Owned Equipment and Books
10. Policy #709 Building Access Security
11. Policy #709.1 Unauthorized Use of Property Constituting Trespass
12. Policy #710 Use of Facilities by Staff
13. Policy #711 Parking and Traffic Enforcement
14. Policy #712 Usage of District Cell Phones and Hand-Held Communication Devices
15. Policy #713 Vandalism
16. Policy #716 Integrated Pest Management

Policy Review – First Review

- | | | |
|-----|---------------|----------------------------------|
| 17. | Policy #717.1 | Use of Electronic Communications |
| 18. | Policy #723 | Tobacco Use |
| 19. | Policy #802 | School Organization |
| 20. | Policy #803 | School Calendar |
| 21. | Policy #804 | School Day |

All 7 members present voted YES. Motion carried unanimously.

A motion was made by John Drake and seconded by Robert Schwartz that the Board approve the following handbooks for the 2013-2014 school year, as submitted:

1. WASD Athletics Department Athletics Handbook
2. WASD Athletics Department Booster Organizations Handbook

All 7 members present voted YES. Motion carried unanimously.

A motion was made by John Kiesendahl and seconded by Gary Beilman that the Board enter into the minutes of this meeting a letter received from the Pennsylvania Department of Public Welfare. The Department of Public Welfare (DPW) has received a copy of the audit report for the period ending June 30, 2011, as well as a copy of the transmittal letter from the Bureau of Audits. The report contains no findings with regard to DPW funding. All 7 members present voted YES. Motion carried unanimously.

A motion was made by Robert Schwartz and seconded by Coulby Dunn that the Board enter into the minutes of this meeting a letter received from the Commonwealth of Pennsylvania, Office of the Budget, Comptroller Operations regarding the single audit report of the Wallenpaupack Area School District for the year ended June 30, 2012. The 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 7 members present voted YES. Motion carried unanimously.

A motion was made by Gary Beilman and seconded by John Kiesendahl that the Board approve the following:

A motion authorizing the adoption by the Board of School Directors of Wallenpaupack Area School District, Wayne and Pike Counties, Pennsylvania, a Resolution setting forth its intent to issue a series of General Obligation Notes, to be designated as General Obligation Notes, Series of 2013 (Federally Taxable) (The "Notes") of the school district in an aggregate principal amount not to exceed three million five hundred thousand dollars (\$3,500,000). Finding that a

Handbooks – 2013-2014

**Pennsylvania
Department of
Public Welfare**

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

**Bond Refinancing –
Resolution**

private sale by negotiation is in the best financial interest of the school district; determining that such notes shall evidence nonelectoral debt of the school district; specifying that such indebtedness is to be incurred for (1) advanced refunding the school district's outstanding general obligation notes, Series B of 2009 (Federally Taxable); and (2) paying the costs and expenses of the issuance of the notes as more fully described in the complete text of the Resolution. Roll call vote as follows: G. Beilman – YES, J. Drake – YES, C. Dunn – YES, J. Kiesendahl – YES, M. Romeo – YES, R. Schwartz – YES, L. Smith – Absent, J. Spall - YES, M. Spencer – Absent. 7 – YES, 0 – No, 2 – Absent, Motion Carried.

A motion was made by Robert Schwartz and seconded by Gary Beilman that the Board approve the following textbook for the 2013-2014 school year:

Physics for Scientists and Engineers – Ninth Edition

All 7 members present voted YES. Motion carried unanimously.

A motion was made by Michael Romeo and seconded by Gary Beilman that the Board approve a contract between the Wallenpaupack Area School District and Government Software Services, Honesdale, PA 18431 to print the homestead/farmstead notices for 2014 at a fee of thirty-five cents (\$0.35) for each mailer prepared, as per agreement. All 7 members present voted YES. Motion carried unanimously.

A motion was made by Coulby Dunn and seconded by Robert Schwartz that the Board approve the following agreements between the Wallenpaupack Area School District and the Human Resources Center, Inc., Honesdale, PA 18431:

1. Prevocational Service Agreement

Approve an agreement for the Human Resources Center, Inc. to provide a cooperative work study program for students who are physically and/or mentally handicapped for the 2013-2014 school year, as per attached

2. Service Agreement for Day Program

Approve an agreement for the Human Resources Center, Inc. to provide a cooperative Adult Day Services Program for students who are physically and/or mentally handicapped for the 2013-2014 school year, as per attached.

All 7 members present voted YES. Motion carried unanimously.

A motion was made by Michael Romeo and seconded by Gary Beilman that the Board approve the following agreements between the Wallenpaupack Area

Textbook

**Government
Software Services –
Homestead/
Farmstead
Contract**

**Human Resources
Center –
Agreements**

**Wayne County
Drug and Alcohol
Commission –**

School District and the Wayne County Drug and Alcohol Commission, Honesdale, PA 18431:

1. Preventative Services Agreement

Approve an agreement for the Wayne County Drug and Alcohol Commission to provide Prevention Services for the 2013-2014 school year.

2. Student Assistance Program Agreement

Approve an agreement for the Wayne County Drug and Alcohol Commission to provide a Student Assistance Program for the 2013-2014 school year.

All 7 members present voted YES. Motion carried unanimously.

A motion was made by John Kiesendahl and seconded by Robert Schwartz that the Board approve an agreement between the Wallenpaupack Area School District and the Wayne County Office of Behavioral and Developmental Programs and Early Intervention, Honesdale, PA 18431 regarding the Student Assistant Program, as per attached. All 7 members present voted YES. Motion carried unanimously.

A motion was made by Gary Beilman and seconded by Michael Romeo that the Board approve the LERTA resolution for tax abatement provisions for designated areas in Blooming Grove Township. All 7 members present voted YES. Motion carried unanimously.

A motion was made by John Drake and seconded by Robert Schwartz that the Board approve the following:

Approve the Wallenpaupack Area School District to enter into a "Memorandum of Understanding" with the Wayne County Sheriff's Office for the 2013-2014 school year.

Approve the Wallenpaupack Area School District to enter into a "Memorandum of Understanding" with the Wayne County District Attorney's Office for the 2013-2014 school year.

All 7 members present voted YES. Motion carried unanimously.

A motion was made by John Kiesendahl and seconded by Michael Romeo 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

Agreements

Wayne County Office of Behavioral and Developmental Programs and Early Intervention – Agreement

LERTA Resolution

Memorandum of Understanding

Wayne County Sheriff's Office

Wayne County District Attorney's Office

Home Education

all required paperwork:

1. Family #24
2. Family #25

All 7 members present voted YES. Motion carried unanimously.

A motion was made by Gary Beilman and seconded by John Kiesendahl that the Board approve the following students from Marywood University be placed in the Wallenpaupack Area High School to complete their student observations:

<u>Student</u>	<u>Co-operating Teacher</u>	<u>Dates</u>	Student Observers
Kate Gaffney	Ashley Liptak	10/21/13 – 11/22/13	
Carly Scholla	Alexsis Neenan	09/16/13 – 12/06/13	

All 7 members present voted YES. Motion carried unanimously.

A motion was made by Gary Beilman and seconded by Michael Romeo that the Board approve the following student from Marywood University be placed in the Wallenpaupack Area Middle School to complete his student teaching:

<u>Student</u>	<u>Co-operating Teacher</u>	<u>Dates</u>	Student Teacher
Jordan Orzolek	Heather Bannan	10/22/13 – 12/06/13	

All 7 members present voted YES. Motion carried unanimously.

A motion was made by Coulby Dunn and seconded by John Kiesendahl that the Board approve the attached list of volunteers in the Wallenpaupack Area School District for the 2013-2014 school year. All 7 members present voted YES. Motion carried unanimously.

Volunteers

A motion was made by Michael Romeo and seconded by Gary Beilman that the Board approve the following change order for the Wallenpaupack Area School District Water Control Project:

Change Order #5

L.H. Reed & Sons, Inc.
Honesdale, PA 18431-9807

\$10,611.24

Change Order

All 7 members present voted YES. Motion carried unanimously.

A motion was made by John Kiesendahl and seconded by Coulby Dunn that the Board approve the following transportation items:

1. New Drivers

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

- | | |
|------------------|------------|
| a. Felicia Barry | Van Driver |
| b. James Sienko | Van Driver |
| c. Tracy Simon | Van Driver |
| d. Scott Tabler | Van Driver |

All 7 members present voted YES. Motion carried unanimously.

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

1. Days Without Pay Request

Approve the following days without pay request:

- | | |
|--|--|
| a. Ms. Kathleen Riera | |
| Wallenpaupack Area High School Teacher Assistant | |
| September 12, 2013 – ½ Day | |

2. Substitute Appointments

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

- | | |
|----------------------------|----------------|
| a. Ms. Jillian Rosencranz | Math 7-12 |
| Madison Township, PA 18444 | |
| b. Ms. Ashley Klim | Elementary K-6 |
| Honesdale, PA 18431 | |
| c. Mr. Joshua Jennings | Custodian |
| Port Jervis, NY 12771 | |
| d. Ms. Ann Kellogg | Secretary |
| Greentown, PA 18426 | |
| e. Ms. Kelly Gullstrand | Cafeteria |
| Hawley, PA 18428 | |

Transportation

New Drivers

Personnel

Days Without Pay Request

K. Riera

Substitute Appointments

J. Rosencranz

A. Klim

J. Jennings

A. Kellogg

K. Gullstrand

3. Co-Curricular Appointments

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

- a. David Arnold Assistant Softball Coach
- b. Lorie Schmalzle Assistant Softball Coach
- c. Kathleen Sarro Assistant Swim Coach

**Co-Curricular
Appointments**

4. Long Term Substitute Appointments

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

- a. Ms. Lori Hosking
Greeley, PA 18425
Long Term Substitute for Wallenpaupack North Primary
School First Grade Teacher
Effective – Second Semester of the 2013-2014 School Year
Salary – Level 1 – Bachelor’s Degree
- b. Ms. Tammy Plumb
Hawley, PA 18428
Long Term Substitute for Mr. Benjamin Katz,
Wallenpaupack North Intermediate School Science Teacher
Effective – Second Semester of the 2013-2014 School Year
Salary – Level 1 – Bachelor’s Degree
- c. Ms. Erin Schuman
Lake Ariel, PA 18436
Long Term Substitute for Ms. Denise Wentz,
Wallenpaupack Area Middle School Sixth Grade Teacher
Effective – Second Semester of the 2013-2014 School Year
Salary – Level 1 – Bachelor’s Degree
- d. Ms. Melissa Smyth
Lakeville, PA 18438
Long Term Substitute for Ms. Tami Ford, Wallenpaupack
North Intermediate School Fifth Grade Teacher
Effective – Second Semester of the 2013-2014 School Year
Salary – Level 1 – Bachelor’s Degree

**Long Term
Substitute
Appointment**

L. Hosking

T. Plumb

E. Schuman

M. Smyth

5. Compensated Professional Leave

**Compensated
Professional Leave**

<p>a. Approve a compensated professional development leave under Board Policy #438.1, Compensated Professional Leaves, for Ms. Tami Ford, Wallenpaupack North Intermediate School Fifth Grade Teacher, effective the second semester of the 2013-2014 school year.</p>	<p>T. Ford</p>
<p>b. Approve a compensated professional development leave under Board Policy #438.1, Compensated Professional Leaves, for Mr. Benjamin Katz, Wallenpaupack North Intermediate School Science Teacher, effective the second semester of the 2013-2014 school year.</p>	<p>B. Katz</p>
<p>6. Resignation</p>	<p>Resignation</p>
<p>a. Accept a letter of resignation from Ms. Cynthia Tillger, Assistant Softball Coach, effective immediately, with regret.</p>	<p>C. Tillger</p>
<p>b. Accept a letter of resignation from Ms. Sarah Smith, Assistant Softball Coach, effective immediately, with regret.</p>	<p>S. Smith</p>
<p>7. Mentor Appointment</p> <p>Approve the following mentor appointment for the second semester of the 2013-2014 school year:</p>	<p>Mentor Appointment</p>
<p>a. Elizabeth Hawkins</p>	<p>E. Hawkins</p>
<p>All 7 members present voted YES. Motion carried unanimously.</p>	
<p>A motion was made by John Drake and seconded by Gary Beilman that the Board appoint the following bank depository for School District funds for 2013-2014 as noted:</p>	
<p>Franklin Security Bank, Scranton – Investments</p>	
<p>All 7 members present voted YES. Motion carried unanimously.</p>	
<p>Mr. Silsby reported that a Thank You letter had been received from the Pocono Lake Region Chamber of Commerce thanking the District for the use of the High School facilities for their inaugural Half Marathon held on September 29, 2013.</p>	
<p>Appointment of Depository for the 2013-2014 School Year</p>	
<p>Administrators’ Reports were distributed to the Board and made available at the meeting.</p>	
<p>Correspondence</p>	
<p>Dr. Hudak reported on the following:</p>	
<p>Administrators’ Reports</p>	

An Active Shooter drill was held on Friday, October 11, 2013. The District's school resource officers worked in conjunction with the Pennsylvania State Police from the Blooming Grove and Honesdale barracks to simulate the drill.

Over 700 staff members and bus drivers have participated in Act 126 Mandatory Child Abuse Reporting training.

The District's Emergency Responder Club received shirts for the club by an anonymous donor.

Ms. Cykosky reported that the Wallenpaupack North Intermediate School hosted their annual Grandparents Day on Monday, October 14, 2013. She noted that over 300 grandparents visited this year. The morning was very successful and it was great to see the grandparents with the students.

Mr. Silsby reported on the following:

The Senior Class trip will be held from November 12, 2013 – November 14, 2013. Over 170 seniors have signed up for the trip.

Mrs. Watson, Transportation Director has sent a letter to the state requesting a waiver so that District buses will not have to stop at certain railroad crossings. This waiver would apply to all commercial vehicles.

The District has partnered with University Services for radon testing. A number of staff members had a full day of training. There is currently some legislation that will make radon testing mandatory in the future. The District is being proactive.

Mr. Schwartz had discussed the possible use of BoardDocs, a program which would allow Board members to view board documents on line, prior to the meeting. The use of such program would eliminate the mailing of the board packets. Mr. Nalesnik, Director of Information Services and Mrs. Hildebrand, Board Secretary recently participated in a webinar showing the possible benefits of the program.

It is that time of the year in which weather will be a concern. If parents are concerned, the best thing is to keep the student at home. It is important to keep kids safe first.

The District will be starting the Budget process for 2014-2015. The education index has been set at 2.1%. The District can apply for certain exceptions, which would enable the District to have an early budget adoption in January 2014 or it can follow the normal Budget process by reporting to the state that the District will stay within the index.

**Superintendent's
Report**

Future Meetings

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

A motion for adjournment was made at 6:43 PM by Coulby Dunn and seconded by Robert Schwartz. All 7 members present voted YES. Motion carried unanimously.

Respectfully submitted:

Jennie Hildebrand
Board Secretary

Future Meetings

Adjournment