

**-WAYNESBORO AREA SCHOOL DISTRICT  
Waynesboro, PA 17268**

The Waynesboro Area Board of School Directors met on Tuesday, April 14, 2015, in the board room, 210 Clayton Avenue, Waynesboro, PA. The meeting was called to order at 7:00 p.m. by President Lind.

**PLEDGE OF ALLEGIANCE**

Mr. Lind began the meeting with the pledge to the flag.

**ROLL CALL**

Present were: Sherry Cline (by video phone)/Rita Daywalt (by video phone)/Billie Finn/Lee Lemley/Ashley Newcomer/Ed Wilson/Bonnie Bachtell/Chris Lind.

Also present were: Dr. Sherian Diller, Superintendent; Dr. Wendy Royer, Assistant Superintendent; Thomas Dick, Business Administrator; Richard Galtman, Solicitor (by phone); Ruth Berger, recording secretary; and Zach Glenn, The Record Herald.

Firmadge Crutchfield was absent.

**APPROVAL OF AGENDA**

On a Bachtell/Lemley motion and unanimous voice vote, the Board of School Directors approved the agenda.

**APPROVAL OF MINUTES**

On a Newcomer/Cline motion and unanimous voice vote, with Ed Wilson abstaining due to absence from the meeting, the Board of School Directors approved the minutes of March 24, 2015.

**PUBLIC COMMENT**

None.

**PRESENTATION – 2015-2016 PRELIMINARY GENERAL OPERATING BUDGET**

Tom Dick presented the Preliminary General Operating Budget for 2015-2016.

- Provided an updated timeline with adoption of the final budget scheduled for May 26, 2015.

**Summary of Revenues**

Local Revenue	\$28,398,535
State Revenue	\$22,023,091
Federal Revenue	\$ 1,121,941
Total Revenue	<u>\$51,543,567</u>

- ✓ Includes real estate revenue increase
- ✓ No increase in real estate tax rate
- ✓ Commonwealth Budget increase
- ✓ No increase in Federal Grants from previous year

### **Summary of Expenditures**

Salaries	\$21,362,290
Benefits	\$12,515,334
Purchased Prof Services	\$ 2,411,535
Purchased Property Services	\$ 1,051,538
Other Purchased Services	\$ 7,325,366
Supplies	\$ 1,336,641
Equipment	\$ 385,150
Other Objects	\$ 538,164
Debt Service/Transfers	\$ 4,617,549
Total Expenditures	\$51,543,567

- ✓ Increase in salaries per contract
- ✓ Increase PSERS retirement contributions – 25.84%
- ✓ Blue Cross medical insurance fund level reduced to actual cost
- ✓ Increase in FCCTC tuition
- ✓ Debt Service principal payments actual cost plus \$700,000

### **Expenditure Increases**

PSERS Increases	\$458,967
FCCTC	\$ 71,366
Social Services Counselor	\$ 80,898
Alternative Education	\$ 97,103
Police Officer position	\$ 61,623
Special Education	\$ 88,167
Principal Services	\$ 93,460
Teacher Positions (4)	\$226,516
Debt Service Amount	\$700,000
Total	\$1,637,068

### **Summary Revenue and Expenditures**

Total Revenues	\$51,543,567
Total Expenditures	\$51,543,567
Budget Shortfall	\$ 0

### **PRESENTATION – BUSBOSS**

Donna Trueax presented information onf BusBoss Professional Transportation Routing and Management Software.

### **Why Change?**

- ✓ Networkable – true windows program
- ✓ Unlimited Users
- ✓ Flexibility – numerous built in reports
- ✓ Non Proprietary

- ✓ Unlimited Redistricting Scenarios – easily optimize routes
- ✓ Detailed Area Maps – easily update maps
- ✓ Unlimited Transfers, unlimited addresses for students
- ✓ Assign students to shuttle buses as needed
- ✓ Retain and modify historical data

### **Data Conversion**

- ✓ BusBoss will convert our data, put in the school calendar, locate stops and addresses, drivers, aides, schools, etc. The conversion will take about 4 weeks and when completed, software will be installed and on-site training will take place.

### **Additional Items**

- ✓ iBusBoss Web Query – Authorized users can securely view up-to-date student and route information directly from BusBoss on any computer or smart phone with internet access.
- ✓ BusBoss SIF Agent – or Automated Student Import Tool – Sapphire changes will be sent immediately to BusBoss.
- ✓ Custom Automated Report Export Tool – School Messenger can be used with BusBoss.

### **Costs**

- |  |                    |
|--|--------------------|
| ✓ BusBoss Professional: Data Conversion; Route Conversion                      | \$ 9,910.00        |
| ✓ On-Site Training (3 Days at \$1,100.00/day)                                  | \$ 3,300.00        |
| ✓ iBusBoss   | \$ 1,500.00        |
| ✓ BusBoss SIF Agent  | \$ 2,500.00        |
| ✓ Custom Automated Report Export Tool  | \$ 2,500.00        |
| ✓ TOTAL  | <u>\$19,710.00</u> |
| ✓ Pricing includes a 5% discount plus an additional 5% discount for marketing. |                    |
| ✓ Maintenance through June 30, 2015  | \$ 4,242.25        |

### **Yearly Maintenance**

- |   |             |
|---|-------------|
| ✓ Yearly maintenance cost (3-year fixed price)<br>(Currently pay Bus Tracks \$4,300.00) | \$ 2,617.25 |
|---|-------------|

## **BUSINESS**

### **Discuss/Act on 2015-2016 WASD Preliminary General Operating Budget**

The Administration presented the 2015-2016 Preliminary General Fund Budget. The budget shows a balanced budget with expenditures and revenues at \$51,423,567. There is no real estate tax increase included in the budget.

On a Lemley/Wilson motion and roll call listed, the Board of School Directors adopted the 2015-2106 Preliminary General Fund Budget. The budget will be on public display for the required 20 days with a date for final approval set for May 26, 2015.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

**Discuss/Act on Synthetic Turf Field Construction Documents Filing**

The Administration has received documents that are required to be executed in connection with the Land Development Plan for the Synthetic Turf Field project. This does include financial surety for the Developers Agreement and Operations & Maintenance Agreement for Stormwater Facilities. The specific documents are listed below with financial amounts to be submitted with each agreement.

1. Developers Agreement
2. Operations and Maintenance Agreement for Stormwater Facilities
3. Financial Surety of \$401,458.20 stipulated in the Developers Agreement
4. Financial Surety of \$8,500 for maintenance bond as stipulated in the Developers Agreement
5. Fees and legal costs as incurred by the Borough of Waynesboro of \$5,000 as stipulated in the Developers Agreement.

On a Daywalt/Bachtell motion and roll call listed, the Board of School Directors approved executing the Developers Agreement and the Operations & Maintenance Agreement for Stormwater Facilities with posting of the Financial Surety and Legal Fees as listed in the Agreements.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

Sherry Cline arrived at the meeting at 7:40 p.m.

**Discuss/Act on Plancon Parts A and B for Middle School Project**

The Board has selected the option to expand the Middle School to include twenty-four new classrooms and renovations to the cafeteria and main office areas. The next step in the process is to submit Plancon Parts A & B to the PA Department of Education for review and approval and establish the maximum project cost. These documents have been prepared by Crabtree, Rohrbaugh and Associates for submission. Josh Bower from Crabtree, Rohrbaugh and Associates was present to explain the documents and process.

On a Lemley/Bachtell motion and roll call listed, the Board of School Directors approved Crabtree, Rohrbaugh and Associates to submit Plancon Parts A and B to the PA Department of Education.

YEA: Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

NAY: Cline

ABSENT: Crutchfield

On a Daywalt/Bachtell motion and roll call listed, the Board of School Directors authorized Crabtree Rohrbaugh and Associates to establish the maximum project cost of \$10,441,232 as indicated on the Project Estimate Worksheet and begin the process for Act 34.

YEA: Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

NAY: Cline

ABSENT: Crutchfield

**Discuss/Act on School Lunch Program**

School Lunch Program regulations at 7 CFR 210.14{ require school food authorities (SFAs) participating in the National School Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students not eligible for free or reduced price meals.

SFAs must annually review their paid lunch revenue to assure compliance with the paid lunch equity requirements. A template is provided for calculating the paid lunch equity price to be charged for lunches. The calculations show that we are required to increase the lunch price for the 2015-16 school by \$0.10 per meal. Breakfast prices are not required to be increased but are being requested for an increase as detailed below.

	2014-15	2015-16
Elementary Schools	\$2.20	\$2.30
Secondary Schools	\$2.35	\$2.45
Breakfast Elementary	\$1.20	\$1.30
Breakfast Secondary	\$1.30	\$1.40
Adults	\$3.70	\$3.80
Milk	\$0.50	\$0.50
Reduced Breakfast	\$0.30	\$0.30
Reduced Lunch	\$0.40	\$0.40

On a Cline/Wilson motion and roll call listed, the Board of School Directors approved the food service operation pricing as presented.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

**Discuss/Act on Shred-It Client Service Agreement**

The administration received a proposal from Shred-it for shredding services in the District. The proposal is for a three-year agreement starting school year 15/16. The agreement maintains the current pricing over the term of the agreement. A detailed description of the work to be completed and cost information are provided in the contract language.

On a Wilson/Bachtell motion and roll call listed, the Board of School Directors approved the proposal from Shred-it for a three year period.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

**Discuss/Act on Personnel Items**

On a motion by Ed Wilson, seconded by all and unanimous voice vote, the Board of School Directors accepted the retirement of Thomas Dick, Business Administrator, effective October 1, 2015.

On a Lemley/Bachtell motion and roll call listed, the Board of School Directors approved the following:

Retirement – Professional Staff

Gregory Shuman, Biology, Waynesboro Area Senior High School, retirement with 22 years of service, effective June 10, 2015. Retirement Payment = \$3,795.39.

Retirement – Support Staff

Susan L. Baker, Secretary to the Principal, Hooverville Elementary School, retirement with 18 years of service, effective June 23, 2015. Retirement Payment = \$2,000.00.

Resignations – Support Staff

Gwen G. Burris, Special Education Teacher Assistant, Summitview Elementary School, effective March 30, 2015.

David M. Miller, Behavior Monitor, Waynesboro Area Senior High School, effective March 31, 2015.

Nathan D. Butts, Special Education Teacher Assistant, Waynesboro Area Middle School, effective April 2, 2015.

Laurie A. Emory, Cashier, Waynesboro Area Middle School, effective April 7, 2015.

Susan R. Thompson, Custodian, Waynesboro Area Senior High School, effective April 10, 2015.

Requests for Leave

Linda A. Shumway, Cook, Mowrey Elementary School, Medical Leave Extension, effective March 18, 2015 through June 2, 2015. Return to Work Date – June 3, 2015.

Valerie T. Cummins, Cleaner, Waynesboro Area Senior High School, Personal Unpaid Leave, effective March 31, 2015 through April 17, 2015. Return to Work Date – April 20, 2015.

Eneida Gjokuria-Gladhill, Business Education, Waynesboro Area Senior High School, Sabbatical Leave, effective August 17, 2015 through May 31, 2016. Return to Work Date – Beginning of the 2016-2017 school year.

Stephen M. Angle, Custodian, Mowrey Elementary School, Medical Leave, effective March 31, 2015 through April 14, 2015. Return to Work Date – April 15, 2015.

Jennifer L. Bumbaugh, Special Education Teacher Assistant, Mowrey Elementary, Medical Leave, effective March 30, 2015 through April 17, 2015. Return to Work Date – April 20, 2015.

Julie A. McAllister, Special Education Teacher Assistant, Mowrey Elementary School, Medical Leave, effective May 15, 2015 through May 29, 2015. Return to Work Date – May 4, 2015.

Gregory S. Shaffer, Cleaner, Mowrey Elementary School, Medical Leave, effective April 10, 2015 through May 1, 2015. Return to Work Date – May 4, 2015.

Virginia S. Parks, Grade 3, Summitview Elementary School, Medical Leave Extension, effective December 3, 2014 through April 24, 2015. Return to Work Date – Approximately April 27, 2015.

Transfer – Support Staff

Heather K. Monn, from Special Education Teacher Assistant, Summitview Elementary – Salary/Hours/days = \$9.43/5.5 hours/184 days, to Special Education Teacher Assistant, Summitview Elementary – Salary/Hours/days = \$9.43/5.5 hours/184 days, effective March 31, 2015. Reason: Replacing Gwen Burris who resigned.

Appointments – Support Staff

Emma E. Wetzel, Special Education Teacher Assistant, Summitview Elementary – Salary/Hours/Days = \$9.43/5.5 hours/184 days, effective April 15, 2015. Reason: Replacing Heather Monn who is transferring.

Eugene R. Richardson, Cleaner, Waynesboro Area Middle School – Salary/Hours/Days = \$9.23/5.0 hours/249 days, effective April 15, 2015. Reason: Replacing .5 of Jeremy Wagaman's position.

Heather A. Row, Cleaner, Fairview Elementary School – Salary/Hours/Days = \$9.23/5.0 hours/249 days, effective April 15, 2015. Replacing Linda Rowe who resigned.

Kenneth W. Ditch, Jr., Delivery Driver, Foord Services – Salary/Hours/Days = \$9.23/4.0 hours/214 days, effective April 15, 2015. Reason: Replacing Tyler Stake who resigned.

Wendy A. Rinker, Server, Fairview Elementary School – Salary/Hours/Days = \$8.11/3 hours/181 days, effective April 14, 2015. Reason: Replacing Heidi Martin who resigned.

Sabrina R. Walizer, Server, Waynesboro Area Middle School – Salary/Hours/Days = \$8.11/3 hours/181 days, effective April 14, 2015. Reason: Replacing Laurie Emory's position.

Appointment – Coaching Staff

David G. Clagett, Weight Trainer, Spring & Summer – Salary = Step 4 - \$1,448.00 Spring & \$1,448.00 Summer (correction), effective for the 2014-2015 school year. Reason: Replacing Brennan Marion who resigned.

Appointment – Game Personnel

Stephen R. Tanner, Game Personnel

Appointment – Professional Substitute Staff

Katherine E. Campbell, Substitute Teacher

Evan M. Butts, Substitute Teacher

Holly A. Frederick, Substitute Teacher

Appointments – Support Staff Substitute

Susan M. Kendall, Substitute Teacher Assistant

Emma E. Wetzel, Substitute Teacher Assistant

Susan D. Little, Substitute Teacher Assistant

Annissa Seburn, Substitute Cleaner and Cafeteria

Megan L. Cosey, Substitute Cleaner and Cafeteria

Katherine V. Hadley, Substitute Cleaner

Titus E. Walizer, Substitute Cleaner, Painter, and Cafeteria

Shawntae S. Johnson, Substitute Cleaner and Cafeteria

Appointment – Administrative Staff

Emily M. Goodine, Principal, Hooverville Elementary School – Salary/Days = \$71,000.00/215 days, effective July 1, 2015. Reason: Replacing Kim Calimer who is retiring.

Appointments – Professional Staff

Tonya Keyser, Special Education, Waynesboro Area Senior High School, Salary = Masters +24, Step 3, Year 6 - \$53,657.00, effective August 17, 2015. Reason: Replacing a retirement.

Erin A. Callahan, Grade 2, Hooverville Elementary School, Salary = Masters, Step 2, Year 4 - \$49,248.00, effective August 17, 2015 pending official test scores. Reason: New position.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

Discuss/Act on Bus Driver Acceptance

The personnel listed below in the recommendation are qualified and certified by the Commonwealth of Pennsylvania as school bus drivers or van drivers/aides. These persons are employed by school bus contractors and/or WASD personnel and transporting Waynesboro Area School District students. The personnel listed below have submitted the necessary documents which have been verified by the personnel department.

Bus Drivers:

James McFerren – Heck-Meyers

On a Lemley/Newcomer motion and roll call listed, the Board of School Directors accepted the person listed as a Bus Driver employed by Heck-Meyers, LLC. This person will be transporting Waynesboro Area School District Students.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

Discuss/Act on Approval of High School Clubs

The administration has received information regarding the establishment of two clubs at the Waynesboro Area Senior High School.

1. Fashion Club

**Mission Statement/Objectives:** Fashion Club meetings are for discussion about all things fashion and planning events, such as: school dance attire drives for students in need, clothing drives, and a fashion show to raise money for local charities.

2. Junior Civitan

The club was initially established as a Graduation Project, which has become a positive club for our students. It is sponsored by a local chapter of Civitan. Junior Civitan is a service group which specializes in care to individuals who have intellectual disabilities.

Advisors for both clubs serve as volunteers.

On a Daywalt/Newcomer motion and unanimous voice vote, the Board of School Directors approved the establishment of the Fashion Club and Junior Civitan Club as presented.



**Discuss/Act on Revisions to 2014-2015 School Calendar**

Final revisions to the 2014-2015 School Calendar revisions are listed below:

- June 8, 2015 – School is in Session Full Day (make-up for March 20, 2015)
- June 9, 2015 – In-service Day\*
- June 10, 2015 – In-service Day\*
- June 11, 2015 – In-service Day\*
- June 12, 2015 – In-service Day\*
- June 15, 2015 - 187<sup>th</sup> Day
- Graduation Practices for seniors will be held on June 4<sup>th</sup> and 5<sup>th</sup>, with a 10:30 a.m. dismissal time.

On a Cline/Bachtell motion and roll call listed, the Board of School Directors approved the revisions to the 2014-2015 School Calendar as listed.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

**Discuss/Act on Memorandum of Understanding between WASD and WAEA**

For the 2014-2015 school year only, the work year shall be scheduled to include the dates: June 9, 10, 11 and 12, 2014 to fulfill 187 work days in compliance with the Act 80 Amendments to the School Code and necessitated as a result of unscheduled inclement weather days in which school was not in session during the 2014-2015 school year. June 15, 2015 is the 187<sup>th</sup> day.

The requirements under Article IX(9.0) regarding participation only for the scheduled in- service days of June 9, 10, 11 and 12, 2015 shall be modified in the following manner:

- a. Bargaining unit members will be permitted to use personal/professional/other or unpaid leaves on in-service days, beyond one per school year under the following condition:
  - i. Each bargaining unit member must submit a written explanation with supporting documentation that demonstrates a pre-arranged schedule commitment;
  - ii. Any bargaining unit member who has been approved for retirement prior to July 1, 2015 may use personal leave.
- b. The Superintendent reserves the right to impose all requirements under Article IX (9.0) if a bargaining unit member fails to comply with (a)(i) above.

On a Lemley/Newcomer motion and roll call listed, the Board of School Directors approved the End-of-the Year Memorandum of Understanding as presented.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

**Discuss/Act on Memorandum of Understanding between Laurel Life and WASD**

The Memorandum of Understanding between the Waynesboro Area School District and Laurel Life provides for school-based counseling services. Sessions delivered in compliance with national

standards establish 20 to 30 minutes of face-to-face time per half hour and 45 to 50 minutes of face-to-face time per hour of session time. Sessions are paid entirely through funding from commercial insurance companies, the local Medicaid managed care organization, and/or self-pay. The District shall not be responsible for the cost of any services provided by Laurel Life or its employees or agents pursuant to this Agreement.

On a Daywalt/Bachtell motion and roll call listed, the Board of School Directors approved the Memorandum of Understanding between WASD and Laurel Life for school-based counseling services as presented.

YEA: Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSTAINED: Cline

ABSENT: Crutchfield

**Discuss/Act on Textbook Adoption**

Below is a list of textbooks for adoption for the 2015/2016 school year. The administration is asking permission to purchase these textbooks following the two-week review period.

Level	Course	Name of Text	Publisher	Edition	Rationale
Grade 4	Social Studies	<i>Exploring Pennsylvania</i>	Penn Valley	2014	Curriculum Cycle text replacement
Grade 4	Social Studies	<i>Exploring Pennsylvania Student Workbook</i>	Penn Valley	2014	<i>Pennsylvania Yesterday and Today</i> (1990)
Grade 5	Social Studies	<i>Discovering Our Past: A History of the United States</i>	McGraw Hill	2014	Curriculum Cycle text replacement
Grade 6	Social Studies	<i>Discovering World Geography</i>	McGraw Hill	2014	<i>Our Country</i> (1995)
Grade 11	Modern United States History	<i>United States History &amp; Geography Modern Times</i>	McGraw Hill	2014	Curriculum Cycle text replacement  <i>The American: Reconstruction Through the 20<sup>th</sup> Century</i> (2002)
Grade 11/12 Elective	Economics	<i>Economics</i>	Pearson Education	2013	New Course

On a Daywalt/Newcomer motion and roll call listed, the Board of School Directors approved the purchase of textbooks as presented, following a two-week review period.

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

**Discuss/Act on Naming Rights**

On a Bachtell/Lemley motion and roll call listed, the Board of School Directors approved the following naming rights:

<b>Naming Right</b>	<b>Organization</b>
WASHS Auditorium	Nickson W. Oyer
Stadium Flagpole	Patriot Federal Credit Union

YEA: Cline/Daywalt/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield

**Discuss/Act on Purchase Order Requisitions**

On a Bachtell/Wilson motion and roll call listed, the Board of School Directors approved purchase order requisitions in the amount of \$40,180.33, as well as the purchase of BusBoss Professional Transportation Routing and Management Software at a cost of \$19,710.00 and software maintenance at a cost of \$4,242.25.

YEA: Cline/Finn/Lemley/Newcomer/Wilson/Bachtell/Lind

ABSENT: Crutchfield/Daywalt

**INFORMATION ITEMS**

- Attention was drawn to the new photos and artwork in the board room which have been provided with assistance from Betsy Morningstar.
- Board members were provided with the April edition of the *Curriculum Corner* newsletter.
- Board members were provided with the results of the Winter Keystone Exams.
- Franklin County Science Fair – Waynesboro Area Middle School received 20 awards at the science fair.

**BOARD MEMBER COMMENTS**

- The Winter Keystone results prompted discussion on concerns over the low percentage of students who are proficient or advanced.
- Bids on items donated by the Tech Ed class for the cancer auction were: \$1,600 for the shed, and \$250 for the rocking chair.
- Positive comments were made on the seating at the baseball field.
- Asked administration to reconsider the decision to prohibit students from participating in both field band and athletics.

**ADJOURNMENT**

On a Wilson/Bachtell motion, the meeting adjourned at 9:08 p.m.

SIGNED

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Chris Lind, President

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Bonnie Bachtell, Secretary