

WAYNESBORO AREA SCHOOL DISTRICT
Waynesboro, PA 17268

The Waynesboro Area Board of School Directors met on Tuesday, January 12, 2016, in the Board Room, 210 Clayton Avenue, Waynesboro, PA. The meeting was called to order at 7:02 p.m. by President Kulla.

PLEDGE OF ALLEGIANCE

Mr. Kulla began the meeting by asking Mr. O'Brien to lead those present in the pledge to the flag.

ATTENDANCE

Present were: Billie Finn/Lee Lemley (arrived at 7:12 p.m.)/Mrs. Bachtell/Mr. Lind/Mrs.Sullivan/Mr. O'Brien/Mrs Herald/Mr. Kulla.

Mr. Willingham was absent.

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

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

On a Lind/Bachtell motion and unanimous voice vote, the Board of School Directors approved the minutes of December 1, 2015.

PUBLIC COMMENT

None.

RECOGNITION

- **Recognition of Coaches**
 - Brian Fisher – Public Opinion's Coach of the Year for Girls Soccer
 - Steve Myers – Public Opinion's Coach of the Year for Football
- **January is School Director Recognition Month**

The administration expressed appreciation to board members for volunteering their time and talent for the betterment of education in the community. Each board member was presented a certificate honoring their service.

Karen Devine from PSBA attended the meeting to present a Distinguished Service Award to Leland Lemley for 24 years of service on the Board of School Directors.

SCHOOL POLICE OFFICER PRESENTATION & DISCUSSION

Officer Matthew Gordon outlined his role as the district's school police officer. He has obtained full authority, allowing him to make arrests and file charges. Day-to-day responsibilities include: monitoring buses and traffic, monitoring students, making contact with students (mainly in Alternative

Ed) and staff, visiting all buildings and making contacts with students, responding to emergencies, giving presentations for students on safety, bullying, etc., providing assistance to staff with students, attends special events, attending trainings and providing staff with training (i.e. ALICE training), revising the district emergency plans and has updating maps and detailed photos of buildings for use by first responders and applying for and receiving grants.

Board members were given copies of the Safe Schools – LEA Report for 2014-2014 school year and the 2014-2015 school year. Mrs. Finn noted that even though there were fewer incidents and offenders in the 2014-2015 school year, the % of incidents appears to remain constant and asked if Officer Gordon had insight on how to minimize the number of incidents. He does have one-on-one conversations with students daily and strives to provide a positive role model for the students.

Mrs. Sullivan has spent a lot of time in the Alternative Ed wing of the high school and stated that Officer Gordon's presence (just walking through) has made a big difference.

Mr. Lind pointed out other positives, such as the number of habitual truants has gone down, as well as a reduction in out-of-school suspensions.

The board has requested a monthly incidents report which can be generated from Sapphire.

BUSINESS

Discuss/Act on Board Committee Assignments

Board committee assignments were discussed, as well as the board's desire to continue with having the internal committees, i.e. Academic, Budget, Buildings and Grounds and Technology. The following assignments were made:

Waynesboro Area Beneficial Fund Association

Steve O'Brien / Karen Herald (Mr. Lind will check to see if this can be a shared position)
In the event this cannot be a shared position, Billie Finn will be the representative.

Franklin County Career & Technology Center (3-yr. term)

Representatives: Leland Lemley, Chris Lind
Alternates: Vacant

Franklin Learning Center (1-yr. term)

Representatives: Bonnie Bachtell, Vacant
Alternates: Karen Herald, Cindy Sullivan

Lincoln Intermediate Unit (3-yr. term)

Cynthia Sullivan has agreed to be the representative replacing Chris Lind's term which expires June 2017.

Franklin County Technical School Authority

Representative: Leland Lemley
Alternate: Chris Lind

WABEC Foundation Representative

Bonnie Bachtell

Academic Committee

Bonnie Bachtell, Billie Finn, Karen Herald, Steve O'Brien

Budget Committee

Lee Lemley, Chris Lind, Cindy Sullivan

Buildings and Grounds Committee

Billie Finn, Stephen Kulla, Lee Lemley, Roger Willingham

Technology Committee

Technology will be brought to the board as a whole.

The board will complete filling these positions at the next meeting.

Discuss/Act on 2016-2017 School Calendar

On a Bachtell/Sullivan motion and roll call listed, the Board of School Directors approved the 2016-2017 School Calendar as presented:

YEA: Lemley/Bachtell/Sullivan/O'Brien/Herald

NAY: Finn/Lind/Kulla

ABSENT: Willingham

Discuss/Act on Personnel

On a Lind/Lemley motion and unanimous voice vote, the Board of School Directors approved the following:

Resignations

Lori A. Bakner, Server, Waynesboro Area Middle School effective November 17, 2015.

Kari R. Bracken, Cleaner, Waynesboro Area Senior High School effective December 11, 2015.

Amanda V. Myers, Athletic Office Secretary, Waynesboro Area Senior High School effective December 22, 2015.

Requests for Leave

Katherine N. Frain, Cook, Summitview Elementary, Medical Leave Extension effective September 10, 2015 through February 5, 2016. Return to Work Date – February 8, 2016.

Laura A. Doty, Special Education, Waynesboro Area Senior High School, Child Bearing Leave effective February 16, 2016 through May 31, 2016. Return to Work Date – Beginning of the 2016-2017 school year.

Erin E. Barr, Kindergarten, Mowrey Elementary Child Bearing Leave effective April 15, 2016 through May 31, 2016. Return to Work Date – Beginning of the 2016-2017 school year.

Cali L. Bosso, Grade 1, Summitview Elementary Child Bearing Leave effective February 26, 2016 through May 31, 2016. Return to Work Date – beginning of the 2016-2017 school year.

Transfers

Tammi M. Sims from Personal Care Assistant, Waynesboro Area Senior High School – Salary/Hours/Days = \$11.25/5.5 hours/184 days to Personal Care Assistant, Franklin County Learning Center - Salary/Hours/Days = \$11.25/5.5 hours/184 days, effective January 4, 2016.

Andrew S. McAllister from Personal Care Assistant, Summitview Elementary School - Salary/Hours/Days = \$11.25/5.5 hours/184 days to Personal Care Assistant, Waynesboro Area Senior High School - Salary/Hours/Days = \$11.25/5.5 hours/184 days, effective January 4, 2016.

Barbara S. Wolff from Teacher Assistant, Mowrey Elementary School - Salary/Hours/Days = \$11.25/2.25 hours/184 days, to Teacher Assistant, Mowrey Elementary School - Salary/Hours/Days = \$11.25/3.0 hours/184 days, effective January 13, 2016.

Candace M. Lemmon from Teacher Assistant, Fairview Elementary School - Salary/Hours/Days = \$11.25/3.75, to Teacher Assistant, Fairview Elementary School - Salary/Hours/Days = \$11.25/4.0 hours/184 days hours/184 days, effective January 13, 2016.

Penny L. Sites from Teacher Assistant, Mowrey Elementary School – Salary/Hours/Days = \$11.25/4.5 hours/184 days, to Teacher Assistant, Hooverville Elementary School – Salary/Hours/Days = \$11.25/4.5 hours/184 days, effective January 13, 2016. Reason: Replacing Beth Rock who transferred.

Amber L. Nowak from Cleaner, Summitview Elementary – Salary/Hours/Days = \$10.00/4.0 hours/249 days, to Server, Summitview Elementary School – Salary/Hours/Days = \$10.00/3.0 hours/181 days, effective January 25, 2016. Reason: Replacing Susanne Nelson who transferred.

Appointments – Coaching Staff

Robyn B. Stoops, Junior Varsity Girls Softball Head Coach – Salary = Step 1 - \$3,080.00, effective for the 2015-2016 school year.

Justin E. Moose, Junior Varsity Girls Softball Assistant Coach – Salary = Step 2 - \$2,347.00, effective for the 2015-2016 school year.

Emmalee C. Burke, Varsity Girls Softball Assistant Coach – Salary = \$2,567.00, effective for the 2015-2016 school year.

Derek M. Null, 7th Grade Boys Basketball Coach – Salary = Step 1 - \$2,288.00 (correction), effective for the 2015-2016 school year. Reason: Replacing Kegan Crider.

Dawn E. Murphy, 8th Grade Girls Basketball Coach – Salary = Step 1 - \$2,859.00 (correction), effective for the 2015-2016 school year. Reason: Replacing Aaron Burke.

Appointments – Extra-Curricular Staff

Jeanine C. Rosenberry, Freshman Class Advisor – Salary = \$1,219.00.

Emily S. Dickey, Secondary ELA Lead Teacher (shared position) – Salary = \$29.06 per hour.

Brandy J. Spielman, Secondary ELA Lead Teacher (shared position) – Salary = \$29.06 per hour.

Appointments – Game Personnel

John A. Steiger

Joseph Schorn

Appointments – Substitute Professional Staff

Amanda V. Myers, Substitute Teacher

Kristie A. Rhodes, Substitute Teacher

Appointments – Substitute Support Staff

Lisa L. Coleman, Substitute Teacher Assistant, & Personal Care Assistant
Luke J. Carter, Substitute Technology
Barbara K. Wedekind, Substitute Cleaner
Kari R. Bracken, Substitute Cleaner & Cafeteria
Tyler E. Rock, Substitute Teacher Assistant & Personal Care Assistant
Vicki L. Baker, Substitute Cafeteria
Amber L. Nowak, Substitute Cleaner

Appointments – Professional Staff

Julie A. St. Clair, Special Education, Waynesboro Area Senior High School – Salary = Bachelors +24, Step 1 - \$45,797.00, effective January 27, 2016. Reason: Replacing Betsy Metz who is retiring.

Katherine E. Campbell, Grade 2, Hooverville Elementary School – Salary = Bachelors, Step 1 - \$44,442.00, effective January 4, 2016. Reason: Replacing Erin Callahan who resigned.

Kelsey R. Helman, Grade 2 Long-term Substitute, Fairview Elementary School – Salary = Bachelors, Step 1 - \$44,442.00 (Prorated), effective November 23, 2015 through April 29, 2016. Reason: Long-term substitute for Stephanie Nunemaker who is on an approved Child Bearing/Family Medical Leave.

Resignation – Coaching Staff

Jessica L. Bryan, Track & Field Assistant Coach, Waynesboro Area Middle School, effective January 11, 2016.

Appointment – Support Staff

Kimberly J. Crum, Teacher Assistant, Mowrey Elementary School – Salary/Hours/Days = \$11.25/4.5 hours/184 days, effective January 25, 2016. Reason: Replacing Penny Sites who is transferring.

The Board of School Directors went into a brief executive session to discuss personnel at 8:23 p.m. The meeting reconvened at 8:38 p.m.

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

Pay Adjustments – Supervisory Staff

Nicholas P. Erickson, Coordinator of Technology Services

Current Salary - \$58,338.00

New Salary - \$64,338.00 (effective 1/13/2016)

New Salary - \$65,838.00 (effective 7/1/2016)

New Salary - \$73,338.00 (effective 7/1/2017)

Jason Cornell, Network Administrator

Current Salary - \$40,900

New Salary - \$45,800 (effective 1/13/2016)

Transfer – Technology Support Staff

Blake E. Frain from Computer Technician – Salary/Hours/Days = Setp 5 - \$13.50/8 hours/214 days, to Computer Technician – Salary/Hours/Days = Step 5 - \$13.50/8 hours/249 days, effective January 13, 2016.

Appointment – Technology Support Staff

Cindy M. Owings, Computer Technician – Salary/Hours/Days = Step 5 - \$13.50/8 hours/249 days, effective January 28, 2016.

YEA: Lemley/Bachtell/Lind/Sullivan/O’Brien/Kulla

NAY: Finn/Herald

ABSENT: Willingham

Discuss/Act on School 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:

McCleaf Bus Lines - Angela Shockey
Amy Freeman

Heck-Meyers - Heather Hummer

Bus/Van Aides:

McCleaf Bus Lines - Delores Cauffman

On a Lind/Bachtell motion and unanimous voice vote, the Board of School Directors approved the persons listed as Van Drivers/Bus Drivers/Aides employed by Heck-Meyers, LLC, and McCleaf Bus Lines, Inc.

Discuss/Act on Retirement Incentive

This Memorandum of Understanding between the Waynesboro Area School District and the Waynesboro Area Education Association provides for an early notification of retirement payment of \$500, for the 2015-2016 school year only.

In order to be eligible to receive the retirement payment, any professional staff member/teacher must (a) submit a written notice in the form of a signed and dated letter addressed to the Superintendent by no later than **February 19, 2016**, indicating the irrevocable intent to retire effective no later than June 30, 2016, and (b) retire from the District effective at the conclusion of the 2015-2016 school year. “Retire” shall be defined as the withdrawal from active service and the drawing of an annuity from PSERS.

On a Lind/Lemley motion and unanimous voice vote, the Board of School Directors approved a \$500 early notification of retirement for professional staff members/teachers who submit written notice to the Waynesboro Area School District per the guidelines outlined in the Memorandum of Understanding.

Discuss/Act on Plancon K

On a Bachtell/Sullivan motion and unanimous voice vote, the Board of School Directors approved the Plancon K documents to refinance the Series of 2010 and 2010A bonds. This is a required process when refinancing bonds to obtain lower interest rates.

Discuss/Act on WAMS Storm Water & Maintenance Operation Agreement

On a Lind/Finn motion and unanimous voice vote, this item was tabled until documents are received by the district.

Discuss/Act on Purchase Order Requisitions

On a Lemley/Lind motion and unanimous voice vote, the Board of School Directors approved purchase order requisitions in the amount of \$145,975.64.

Discuss/Act on College Advising Corps

On a Lind/O'Brien motion and unanimous voice vote, this item was tabled until January 26, 2016, so adjustments can be made to the agreement.

Discuss/Act on 1st Reading of Policies

On a Lind/Bachtell motion and unanimous voice vote, the Board of School Directors tabled action on Policy 334.1 – Sick Leave Bank; and approved the first reading of Policy 348.1 – Bullying/Cyberbullying as presented.

Discuss/Act on 2nd Reading of Policies

On a Lind/O'Brien motion and unanimous voice vote, the Board of School Directors approved the second reading (with the changes as listed) of the following policies:

#701- Facilities Planning

#702 – Gifts, Grants, Donations

#703 – Sanitary Management – *Fourth paragraph under Delegation of Responsibility should read, "Teachers shall be responsible for maintaining and reporting the condition of their classroom."*

#704 – Property Maintenance

#705 – Safety

#706 – Property Records

#708 – Lending of Equipment and Books

#709 – Building Security – *Under Unlimited Access, add*

4. Custodian Supervisor

5. Technology Team

6. School Police Officer

7. Business Administrator

Under Limited Access change #3 to read, "Head building custodian/designated custodian to assigned building."

#709.1 – Use of Video Surveillance Cameras

#710 – Use of Facilities by Staff

#711 – Parking on School Property

#712 – Hazardous Materials

#716 – Integrated Pest Management

#819 – Suicide Awareness, Prevention and Response

Discuss Students Representative(s)

A discussion was held concerning Student Representatives on the board. Opinions/comments from board members included:

- helps students understand the political process;
- serves as an excellent learning experience;
- interested in hearing input from the students;
- requires them to be responsible for attending and speaking at meetings;
- should be given guidelines of their role and demonstrate a level of decorum.

An explanation was given as to why student representatives have not been on the board for the past several years.

On a Bachtell/Herald motion and roll call listed, the Board of School Directors approved reinstating student representatives to the board; one Junior and one Senior beginning in the current school year.

YEA: Finn/Lemley/Bachtell/Lind/Sullivan/O'Brien/Herald/Kulla

ABSENT: Willingham

Discuss Summer Lunch Program Proposal

The Food Services Department at WASD proposes offering a Summer Food Service Program (SFSP) at the Fairview Elementary School from June-August 2016.

The SFSP provides free, high-quality nutritional meals to children during the summer. All children under the age of 18 may participate in the program at no cost. There are no forms to complete, no income requirements to meet, and the child does not have to maintain residency in the District (i.e. children staying with WASD grandparents during the summer).

The Fairview cafeteria could operate from 11:30am-1:00pm daily, Monday-Friday. The US Department of Agriculture reimburses the District through the Pennsylvania Department of Education. For each child who receives a meal, the district will receive \$3.30 (2015 rate, 2016 rate not yet announced). Parents/Adults are also permitted to purchase a meal at the same cost.

Each meal offered in the program meets federal requirements for servings of grains, proteins, fruits and vegetables, and milk. The kitchen would be staffed by the current food services personnel, with the potential of obtaining local volunteers to assist families and children in the cafeteria.

Due to concerns over safety, security and liabilities to the district, this item was tabled pending more information.

Discuss Policy #006.1 – Attendance at Meetings via Electronic Communication

A suggestion to revise Policy #006.1 to limit attendance via electronic communication to two consecutive meetings was discussed. The Board of Directors asked the district solicitor to research the legalities of the suggested changes.

Discuss Dissemination of Information Requiring Board Action

Concerns were expressed regarding receiving information upon arrival at a board meeting which would require board action at that same meeting. It was requested that board members receive information at least one day prior to the meeting in order to have the opportunity to review.

Concern was expressed about purchase orders for board approval for work which has already been completed. It is understood emergencies arise that cannot wait until the next board meeting. The board will consider ways to improve the process.

INFORMATION ITEMS

- Board members were given information on the total cost of the stadium to date. The cost to the district has exceeded what was expected and there is concern about the extent of work that may still be needed done on the project. Cost overruns on this project create even greater concern over the Middle School Project and what alternates will be added to the initial cost.

BOARD MEMBER COMMENTS

- Mr. Kulla attended the vigil at the high school held for a district student. He stated the vigil was impressive, well-organized and heard enlightening comments from students which gave him a lot of pride in our students.
- Mrs. Herald expressed appreciation to Mr. Kulla for attempting to include all members of the school board in the discussion and for the cooperation of the administration for providing requested information. She is concerned that information is not being communicated to the community and would like to see a new policy on open communication.
- Mr. Lind reminded the administration of the request to bring more information to the board in March for considering setting a later start time to the school day.
- Administration was asked about the academic level of our students. The administration stated seeing a gradual increase in the performance of our students.

EXECUTIVE SESSION/ADJOURNMENT

On a Lind/Sullivan motion and unanimous voice vote, the meeting adjourned at 10:36 p.m. with the Board of School Directors going into an executive session to discuss personnel.

SIGNED

Stephen Kulla, President

Bonnie Bachtell, Secretary