

WESTERN WAYNE SCHOOL DISTRICT
ADMINISTRATION OFFICE
1970C Easton Turnpike
LAKE ARIEL, PA 18436

MEMORANDUM

TO: All School Board Members
FROM: Matthew Barrett, Ed.D., Superintendent
DATE: May 1, 2017
SUBJECT: AGENDA - Board Meeting
MONDAY, MAY 08, 2017
District Board Room - Administration Building

1. Call to Order Donald Olsommer Jr., Board President
2. Prayer
3. Pledge of Allegiance
4. Roll Call

BOARD

___ Donald Olsommer Jr, President
___ Donald McDonough, Vice President
___ Jeffrey Gogolski, Treasurer
___ Gary Enslin
___ Bernice Fiorella
___ Andrew Gaudenzi
___ William Gershey
___ Rick Hoch
___ Roger Shaffer Jr.

ADMINISTRATION

___ Matthew Barrett, Ed.D., Superintendent
___ Ellen Faliskie, Assistant Superintendent
___ Rose Emmett, Business Manager/Board Secretary
___ Paul Gregorski, High School Principal
___ Kristen Donohue, Middle School Principal
___ Justin Pidgeon, EverGreen Principal
___ Maria Miller, Robert D. Wilson Principal
___ , Assistant HS Principal
___ Elizabeth Watson, Assistant MS Principal
___ Cynthia LaRosa, Director of Special Education
___ Jennifer Robinson, Ass't Director of Special Educ
___ Elizabeth Gregory, Early Intervention Supervisor
___ Maria Liptak, Food Service Director
___ Brian Seaman, Technology Director

5. Approval of Minutes
Regular Board Meeting - April 03, 2017
6. Treasurer's Reports
General Account
Food Service Account
Student Activities Account - January, February, March 2017
7. Approval of Bills
General Account
Food Service Account
8. Recognition of Public - 15 minutes

9. Student Recognition

- a. Western Wayne Graduates
- b. Presentation of Student Awards

Donald Olsommer Jr., President

10. Enrollment Report:

ENROLLMENT - DAY #145

2016-2017 SCHOOL YEAR

GRADE	EVERGREEN	SN	P	RDW	SN	P	MS	SN	P	HS	SN	P	TOTAL
EARLY INT.		17			8								25
PRE K	68			33									101
KDG	74	8		33	10								125
GR. 1	63	12		38	8								121
GR. 2	76	11		34	11								132
GR. 3	52	15		40	11								118
GR. 4	82	16	2	33	7	4							144
GR. 5	67	21	1	37	11	2							139
GR. 6							103	21	1				125
TOTAL	482	100	3	248	66	6	103	21	1	0	0	0	1,030
GR. 7							126	28	3				157
GR. 8							113	39	7				159
GR. 9										134	26	2	162
GR. 10										146	22	3	171
GR. 11										131	27	2	160
GR. 12										119	27	4	150
TOTAL	482	100	3	248	66	6	342	88	11	530	102	11	1,989

Key: SN - Special Needs, P - Placement outside of District

Totals: EverGreen-585; RDW-320; MS-441; HS-643

TOTAL: 1,989

Last Month - April Total: 1,968

11. School Calendar Change - SENIORS ONLY

It is recommended that the Board of Education approve the following: Seniors will not be attending school on Saturday, June 3, 2017 and will meet the required 990 hours of instruction in lieu of 180 days of attendance. Graduation will remain as scheduled on Friday, June 16, 2017.

12. Naming of High School Auditorium

It is recommended that the Board of Education approve the naming of the High School Auditorium as the "Western Wayne Veteran's Memorial Auditorium" upon completion of the current renovation project.

13. CM3 Bills Payable

It is recommended that the Board of Education authorize the Board Treasurer and Business Manager to review CM3 bills payable for the ongoing construction project and approve the payment of contracts which are in order and ready for payment. Bills processed under this authorization will be reported to the Board of Education at the following Board Meeting.

14. Legislative Representative/Liaison

It is recommended that the Board of Education appoint Bernice Fiorella as Legislative Representative/Liaison for the 2017-2018 school year.

15. Election of Board Treasurer

- a. Solicit nominations for Board Treasurer
- b. Election of Board Treasurer - in accordance with Section 404 of the Public School Code

16. Board Treasurer's Salary

It is recommended that the Board of Education approve the amount of \$3,000.00 for the Board Treasurer's salary for the 2017-2018 school year.

17. Board Treasurer's Bond

It is recommended that the Board of Education approve the Public Official's Treasurer's Bond at \$25,000.00 for the 2017-2018 school year at an estimated cost of \$250.00.

18. Donation of Board Treasurer's Salary

It is recommended that the Board of Education approve a donation of the Board Treasurer's salary in the amount of \$1,000.00 to the Western Wayne Education Foundation, \$500.00 to Wildcat Softball, \$500.00 to Friends of Baseball, and \$1,000.00 to the Western Wayne School District Co-curriculars.

19. Election of Board Secretary

- a. Solicit nominations for Board Secretary
- b. Election of Board Secretary - in accordance with Section 404 of the Public School Code

20. Board Secretary's Salary

It is recommended that the Board of Education approve the Board Secretary's yearly salary for the term of the office at \$3,000.00.

21. Board Secretary's Bond

It is recommended that the Board of Education approve the Public Secretary's Bond at \$25,000.00 for the 2017-2018 school year at an estimated cost of \$250.00.

22. Exoneration of Municipal Tax Collectors

It is recommended that the Board of Education approve the exoneration of the Municipal Tax Collectors from the collection of the 2016 Duplicates.

23. Appointment of Tax Collectors

It is recommended that the Board of Education appoint the following elected Tax Collectors to serve the District for the 2017 duplicate:

- a. Canaan Township Linda Davis, 456 O'Connell Road, Waymart, PA 18472
- b. Clinton Township #1 Marianne Thorpe, 1095 Belmont Turnpike, Waymart, PA 18472
- c. Lake Township Kelly Kyzer, 764 Stock Farm Road, Lake Ariel, PA 18436
- d. Salem Township Marlene Yedinak, 135 Cemetery Road, Moscow, PA 18444
- e. South Canaan Township Paula Herzog, 467 St. Tikhon's Rd., Waymart, PA 18472
- f. Sterling Township Cindy Hefty, 429 Sterling Road, PO Box 99, Sterling PA 18463
- g. Waymart Borough Karen Robinson, 126 Myrtle St., Waymart, PA 18472

24. Printing of Tax Duplicates

It is recommended that the Board of Education approve a contract with Government Software Services, Honesdale, PA to print school tax duplicates and bills for Real Estate for the 2017 year as proposed at \$0.065 each, per name printed for the two copies of the Real Estate Duplicate, \$0.1695 for each tax statement prepared, and the sum of \$9.50 each per duplicate bound.

25. Adoption of the 2017-2018 Fiscal Year Tentative Budget

It is recommended that the Board of Education adopt the 2017-2018 Fiscal Year Tentative Budget showing estimated available resources of \$49,459,376.00 and estimated expenditures and ending fund balance in the amount of \$49,459,376.00 establishing real estate tax millage of 16.7024 with a 2% discount if the whole amount of the tax is paid within two months after the date of the tax notice; payment at face if the tax is paid within two months following the end of the discount period; penalty of 10% on all taxes not paid within four months after the date of the tax notice.

(ATTACHMENT - I)

26. Adoption of the 2017-2018 Tax Resolutions

It is recommended that the Board of Education adopt the attached 2017-2018 Tax Resolutions. **(ATTACHMENT II)**

27. Designation of Depositories

It is recommended that the Board of Education approve the designation of depositories for the 2017-2018 fiscal year as listed: (Section 621)

- a. The Honesdale National Bank
General Fund Interest Bearing Checking Account and Certificates of Deposit.
- b. Wayne Bank
Capital Reserve Fund Account and Certificates of Deposit.
- c. NBT Bank
Payroll Account, Savings Account, Certificates of Deposit, Middle School Account, all Western Wayne High School Accounts including Activities Account, Athletic Account, and National School Lunch Program Account.

28. Agreement/Data Processing Services

It is recommended that the Board of Education approve Western Wayne School District's participation in the following software services being offered by CSIU (Central Susquehanna Intermediate Unit) for the 2017-2018 school year.

- a. The Student Information System (SIS) includes Attendance, Transportation, Health, Discipline, Scheduling, and Gradebook. Cost per student is \$15.00 for first 2000 students and \$7.50 for each additional.
- b. Payroll at a cost per student of \$4.65 for the first 2000 students and \$2.25 for each additional student.
- c. Accounts Payable/Fund Accounting at a per student cost of \$4.03 for 1st 1500 - \$2.02 for each additional student.
- d. Personnel at a student cost of \$1.85 per student for 1st 2500 and \$0.92 for each additional student.
- e. Employee Portal at 1-3000 students \$750.00 yearly fee.

(Approximate total cost of \$49,000.00)

29. Agreement

It is recommended that the Board of Education approve an agreement between Western Wayne School District and Frontline Education for absence & substitute management, time and attendance, and substitute management effective 2017-2018, 2018-2019, 2019-2020 school years at a startup cost of \$8,000.00 and an annual fee of \$16,000.00.

30. Contract

It is recommended that the Board of Education approve a contract between Western Wayne School District and Carol R. Lienert, C.R.N.P., to provide the required medical review of the IEP students who are eligible for the medical Access Program, confirming that services are needed, and further that they are being provided, at the rate of \$10.00 for each Access Medical Practitioner Authorization form effective July 1, 2017 for the 2017-2018 school year.

31. Agreement

It is recommended that the Board of Education approve an agreement between Western Wayne School District and Wayne County Office of Behavioral and Developmental Programs and Early Intervention regarding the Student Assistant Program for the remainder of the 2016-2017 school year effective immediately through June 30, 2017.

32. Affiliation Agreement

It is recommended that the Board of Education approve an Affiliation Agreement between Western Wayne School District and Mansfield University authorizing the use of the School district facilities as agreed upon as a practicum or student teaching center. This practicum or student teaching is for students enrolled in the University's Teacher education program. This Agreement shall be for five years from the date of the execution.

33. Transportation - Extra Curricular

It is recommended that the Board of Education award Dianne Jenkins the Extra Curricular Transportation Runs for the 2017-2018 school year with Caruth Bus Lines, Inc. as backup on an as needed basis at the following rates: Rate per mile \$3.32 with a minimum for mileage of \$88.53 and a waiting time at the hourly rate of \$11.76 per hour.

34. Transportation - New Contracts

It is recommended that the Board of Education approve the following new Transportation contract at State Formula for the 2016-2017 school year:

- a. Herbert Black - Van #131 - Moscow to PATH effective April 6, 2017.
- b. Caruth Bus Lines Inc. - Van #132 - Moscow to Wallenpaupack effective May 1, 2017.

35. Transportation - Contract Extension

It is recommended that the Board of Education approve the following Contract Extension at State Formula for the 2016-2017 school year:

- a. Herbert Black - Van #31 - Moscow to EverGreen to Wallenpaupack effective April 11, 2017.

36. Transportation Drivers and Substitutes

It is recommended that the Board of Education approve the following list of Western Wayne School District Transportation Drivers and Substitutes for the listed contractor for the 2016-2017 school year as follows contingent upon receipt of necessary paperwork:

- a. Contractor Scottie Swingle Jr. - Driver Meanisay Glackin

37. Appointment - Special Counsel

It is recommended that the Board of Education approve King, Spry, Herman, Freund & Faul, LLC as Special Counsel for Western Wayne School District at the rate of \$170.00 per hour on an as needed basis for the 2017-2018 school year.

38. Appointment - District Solicitor

It is recommended that the Board of Education appoint Matthew L. Meagher, Esquire, as District Solicitor at an annual retainer fee of \$750.00 and an hourly rate of \$150.00 for the 2017-2018 school year.

39. Intergovernmental Agreement for Special Education Services

It is recommended that the Board of Education approve an agreement with NEIU #19 for Special Education Services for the 2017-2018 school year as needed as the Special Education population requires, at an estimated cost of \$171,477.55 and to approve The Northeastern Educational Intermediate Unit Resolution pursuant to said contract.

40. Americans with Disabilities Act (ADA) - Title IX Coordinator

It is recommended that the Board of Education approve the Assistant Superintendent as ADA Officer and Title IX Coordinator for the Western Wayne School District in compliance with the American Disabilities Act for the 2017-2018 school year.

41. Affirmative Action Compliance Officer

It is recommended that the Western Wayne District Board of Education appoint the Assistant Superintendent as the District's "Affirmative Action Compliance Officer" for the 2017-2018 school year.

42. Right-to-Know Officer

It is recommended that the Western Wayne District Board of Education appoint the Assistant Superintendent as the District's "Right-to-Know" Officer for the 2017-2018 school year.

43. Waivers of Expulsion Hearing and Stipulation

It is recommended that the Board of Education adopt the proposed Waivers of Expulsion Hearing and Stipulation relating to the following students, thereby excluding the students from the Western Wayne School District in accordance with the terms thereof.

- A. S#06-16-17
- B. S#07-16-17
- C. S#08-16-17
- D. S#09-16-17
- E. S#10-16-17
- F. S#11-16-17
- G. S#12-16-17
- H. S#13-16-17
- I. S#14-16-17

44. LEA Policies and Procedures - IDEA

It is recommended that the Board of Education approve the LEA policies and procedures that adhere to the requirements under the Individual with Disabilities Education Act, Part B (IDEA-B).

45. Request for Facilities

It is recommended that the Board of Education approve the Request for Facilities from Angela Booths of Fierce Fit for the use of the Track and Field for Speed and Agility Camp for Western Wayne Students from July 11 to August 3, 2017 on Tuesdays and Thursdays from 8:00 AM to 10:00 AM. The fee will be \$200.00.

46. First Reading - Adoption of Board Policy

It is recommended that the Board of Education consider the adoption of the following Policy - First Reading:

600 FINANCES - 626.5 Federal Programs - Procurement

47. Procurement Plan Approval

It is recommended that the Board of Education approve the Procurement Plan for Federal Programs other than Child Nutrition Programs.

48. Contract

It is recommended that the Board of Education approve a contract between Western Wayne School District and Blackboard Connect Inc. at a cost of \$2.00 per user effective July 1, 2017 to June 30, 2018.

49. Xerox Contract

It is recommended that the Board of Education approve the restructuring of our current leased copiers and sign an agreement with Xerox Corporation for a 60 month term on all copiers. This is a state contract pricing and replaces current Xerox copiers with an approximate \$650 savings per month.

50. Overnight Trip Chaperones

It is recommended that the Board of Education approve the listed chaperones for the Western Wayne High School Band Trip to Virginia Beach & Williamsburg on June 1-4, 2017: Elaine Ort, Maria Arneil, Jessica McLaughlin, Cindy Motichka, Noreen Ofner, Donna Urian, Arlene Kasper, Tracy Lamberton, Kelly Pulice, Marie Jellock, Donald Sutton, Brian Seaman, Kathy Shaffer, Hope Jezowski, Ashley Taggart, Debbie Wilson, Joann Warholic, and Marty Ort.

51. Personnel

a. Resignations/Retirements

It is recommended that the Board of Education accept the following resignations for retirement purposes:

1. Mary Ann Curtis - effective the day following the last day of school for the 2016-2017 school year.
2. Susan L. Richter - effective June 21, 2017.

b. Substitute List

It is recommended that the Board of Education approve the following personnel to be added to the District Substitute List for the 2016-2017 school year per Certification, Act 24/34/151/114/153/168 Guidelines, Employment Eligibility Verification-U.S. Department of Justice:

1. Kimberly Batchelor - Area: Cafeteria
2. Jennifer Miller - Area of Certification: Elementary Ed (previously approved as a Guest Teacher)
3. Shannon Nolan - Area of Certification: Elementary Ed/Special Ed Pk-8 (previously approved as a Guest Teacher)

c. Letters of Assurance

It is recommended that the Board of Education approve the authorization of Reasonable Assurance of Employment letters to be sent out by the Superintendent's Office by May 26, 2017 to substitute teachers, custodial, secretaries - 10 month, cafeteria, teacher aides, library aides, and all approved substitutes as listed on the District Substitute List for 2016-2017 school year with a return required by June 30, 2017 to be included on the 2017-2018 District Substitute List.

d. Hourly/Per Diem Rates for the 2017-2018 school year

It is recommended that the Board of Education set the hourly/per diem rates for the 2017-2018 school year as follows:

1. Substitute Teachers - \$95 per diem - Guest Teachers - \$85 per diem
2. Substitute Teacher Aide - \$9.50 per hour
3. Substitute Secretary - \$10.50 per hour
4. Homework Help - \$95 per diem

5. Security - \$19.00 per hour (Minimum of \$40.00 per event)

e. Appointments -Summer ESY (Extended School Year) Program - 2017

It is recommended that the Board of Education approve the following appointment for the Summer ESY Program 2017 contingent upon enrollment at the following rate:

1. **Special Education Teachers** - \$33.07/hour - Cheryl Shimkosky, Elizabeth Bellush, Samantha David, Rachel Wargo, Katie McElhenny, and Amanda Mousley
2. **Early Intervention Teachers** - \$33.07/hour - Michelle Mistishin, Amanda Mousley, and Susan Larkin
3. **Speech and Language Therapist(s)**- \$33.07/hour - Alyssa Gatto and Danielle Vokes, and Mara Cianfichi
4. **Nurse(s)**- \$33.07/hour - Maria Shelp, Denise Johnson, and Christina Salak
5. **Paraprofessionals** - Shiela DeGroat - \$16.35/hour; Christine Smith - \$16.97/hour; Myranda Strada - \$9.50/hour
6. **Early Intervention Paraprofessionals** - Elizabeth Barbone - \$13.19/hour; Karen Misiura - \$13.56/hour; Carol Opalka - \$15.46/hour

f. Appointments - Summer School

It is recommended that the Board of Education approve the following appointments as instructors of the Summer School Program 2017 contingent upon enrollment at the rate listed in the Professional Employees Contract of \$33.07 per hour:

1. James Rebar
2. Anthony Zoppi
3. Justin Collins
4. Andrew McCaffery

g. Appointments - SAP Team

It is recommended that the Board of Education approve the following appointments as SAP Team members for the 2017-2018 school year at the rate listed in the Professional Employees Contract of \$1,200.00 (7 high school, 5 middle school):

1. Matthew Fitzsimmons - High School
2. Renee Chernin - High School
3. Kasey Gribble - High School
4. Denise Johnson - High School
5. Colleen Carmody - High School
6. Chris Carey - High School
7. Maria Masankay - High School
8. Lisa Jacques - Middle School
9. Joe Totsky - Middle School
10. Vince Tomassoni - Middle School
11. Lori Krol - Middle School
12. Joshua Rowe - Middle School

h. Appointment - Fall Coaching

It is recommended that the Board of Education appoint the following to the listed Coaching position for the 2017-2018 school year at the salary listed in the Professional Employees Contract:

- | | | |
|--------------------|------------------------------|------------|
| 1. Christine Carey | Football, Cheerleading Coach | \$3,645.48 |
|--------------------|------------------------------|------------|

i. Appointment - Winter Coaching

It is recommended that the Board of Education appoint the following to the listed Coaching positions for the 2017-2018 school year at the salary listed in the Professional Employees Contract:

1. Al Semenza	Basketball, Boys Head	\$7,831.00
2. Brenden Wahl	Basketball, Boys Assistant (split)	\$2,724.50
3. Andrew Bennie	Basketball, Boys Assistant (split)	\$2,724.50
4. Jamie Armillay	Basketball, Boys 9 th Grade	\$3,915.00
5. Matthew Fitzsimmons	Basketball, Boys 8 th Grade	\$4,091.18
6. Natalie Winters	Basketball, Girls Head	\$7,831.00
7. Brian Hodorawis	Basketball, Girls Jr. High 7 th	\$4,052.03
8. Todd Pauler	Basketball, Girls Jr. High 8 th	\$4,052.03
9. Dante Terenzio	Wrestling, Head Coach	\$7,661.00
10. Jerry Fuller	Wrestling, Assistant Coach	\$4,342.14

52. Approval - Volunteers

It is recommended that the Board of Education approve the following to the list of volunteers for the 2016-2017 school year contingent upon receipt of clearances:

1. Stephen Semenza	Boys Basketball (2017-2018 school year)
2. Marianne Killian	Band
3. Jessica Sheatler	Middle School

53. Informational Items:

a. **IMPORTANT DATES:**

1. May 1-5, 2017 -PSSA Science - Grades 4th & 8th
2. May 1-11, 2017 - AP Exams
3. May 4, 2017 - 6th Grade Band/Chorus Spring Concert - 7:00 PM - HS Auditorium
4. May 5, 2017 - EverGreen 5th Grade Author's Day
5. May 6, 2017 - High School Prom - Grand Hotel, Carbondale
6. May 9, 2017 - 7th & 8th Grade Band/Chorus Spring Concert - 7:00 PM - HS Auditorium
7. May 11, 2017 - Reading Competition
8. May 13, 2017 - High School Art Show & Spring Concert
9. May 15-22, 2017 - Keystone Exams
10. May 16, 2017 - EverGreen PTA Installation Dinner - 6:00 PM
11. May 17, 2017 - National Honor Society Induction Ceremony
12. May 30, 2017 - Varsity Club Sports Banquet - Ladore Lodge
13. June 8, 2017 - Senior Night - 7:00 PM - Auditorium
14. June 9 & 12, 2017 - Senior Final Exams
15. June 13, 2017 - Senior Class Day
16. June 14-16, 2017 - Graduation Practice
17. June 14 & 15, 2017 - Grades 9-11 Final Exams
18. June 15, 2017 - 8th Grade Moving Up Ceremony - 9:00 AM - MS Gym
19. June 16, 2017 - Make-ups for Grades 9-11 Final Exams
20. June 16, 2017 - GRADUATION - 6:00 PM
21. June 19, 2017 - LAST DAY OF SCHOOL FOR ALL OTHER STUDENTS
22. June 20, 2017 - Teacher In-Service

- b. Student Teacher/Intern: MARYWOOD UNIVERSITY - **RDW School Counseling Practicum student Isabella DiBileo** - Supervisor Erica Booth - September 5 thru December 15, 2017.

54. Correspondence
55. Superintendent's Report
56. Assistant Superintendent's Report
57. Principal's Report
58. Federal Program's Report
59. Other Business
60. Future Meetings:

June 05, 2017 - 6:00 P.M. Board Committee Meeting, District Board Room,
Administration Building, 1970C Easton Turnpike, Lake Ariel PA 18436

June 12, 2017 - 7:00 P.M. Public Board Meeting and Final Adoption of the General Fund
Budget 2017-2018, District Board Room, Administration Building, 1970C Easton Turnpike,
Lake Ariel PA 18436

Informational: Meeting held

May 01, 2017 - 6:00 P.M. Board Committee Meeting and the Presentation of the Narrative
Budget 2016-2017, District Board Room, Administration Building, 1970C Easton Turnpike,
Lake Ariel, PA 18436

61. Adjournment - Board Policy - 11:00 P.M.