

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: August 10, 2022  
SUBJECT: AGENDA - Board Meeting  
WEDNESDAY, AUGUST 10, 2022 - 6:00 P.M.  
District Board Room - Administration Building

1. Call to Order Rick Hoch, Board President
2. Prayer
3. Pledge of Allegiance
4. Roll Call
5. **BOARD ADMINISTRATION**

\_\_\_ Rick Hoch, President  
\_\_\_ Dana DeSiato, Vice President  
\_\_\_ Jeffrey Gogolski, Treasurer  
\_\_\_ James Collins  
\_\_\_ Gary Enslin  
\_\_\_ William Gershey  
\_\_\_ Joseph Gombita  
\_\_\_ Michael Ochlan  
\_\_\_ Ethan Wood

\_\_\_ Matthew Barrett, Ed.D., Superintendent  
\_\_\_ Cynthia LaRosa, Ph.D., Assistant Superintendent  
\_\_\_ Rose Emmett, Business Manager/Board Secretary  
\_\_\_ Paul Gregorski, High School Principal  
\_\_\_ Jennifer Bradley, Middle School Principal  
\_\_\_ Justin Pidgeon, EverGreen Principal  
\_\_\_ Maria Miller, Robert D. Wilson Principal  
\_\_\_ Elizabeth Watson, Principal of STEAM  
\_\_\_ Matthew Barr, High School Ass't Principal  
\_\_\_ Kerrie Fitzsimmons, EverGreen Ass't Principal  
\_\_\_ Jennifer DeNike, Director of Special Education  
\_\_\_ Katie Shemanski, Psy.D., Supv of Pupil Personnel  
\_\_\_ Elizabeth Gregory, EI Supervisor  
\_\_\_ Maria Liptak, Food Service Director  
\_\_\_ Brian Seaman, Technology Director  
\_\_\_ Robert Black, Athletic Director

**SOLICITOR**

\_\_\_ Brendan Ellis

6. Approval of Minutes  
Board Work Session Meeting - May 31, 2022  
Regular Board Meeting - June 8, 2022
7. Treasurer's Report  
General Account  
Student Activities Account - April, May, June 2022
8. Approval of Bills - Prepaid and Current  
General Account  
Food Service Account

9. Recognition of Public - 15 minutes

10. Western Wayne Health & Safety Plan

It is recommended that the Board of Education approve the Western Wayne Health and Safety Plan. This plan is subject to change and will be reviewed and revised as needed.

**ATTACHMENT I**

11. School Safety and Security Coordinator

It is recommended that the Western Wayne District Board of Education appoint the Superintendent or his/her designee as the District's "School Safety and Security Coordinator" for the 2022-2023 school year.

12. Section 520.1 Emergency Instructional Time

It is recommended that the Board of Education affirm Emergency Instructional Time Template Section 520.1 - 2022-2023 School Year and to provide flexibility to meet minimum instructional time requirements in the event of an emergency that prevents providing for the attendance of all pupils or usual hours of classes for the 2022-2023 school year.

13. School Calendar Adjustment

It is recommended that the Board of Education approve the following adjustments to the 2022-2023 school calendar. Flexible Instruction Days (FID) may be used for no more than five (5) inclement weather days.

- a. January 2, 2023 - School Closed - Christmas Holiday - school to resume on Tuesday, January 3, 2023.
- b. June 1, 2023 - Tentative Last Day of School for Students

14. Authorization

It is recommended that the Board of Education authorize the Wayne Bank Bank to process Automated Clearing House (ACH) transactions from our General Fund Account to Honesdale National Bank for the payment of interest and principal on all bond payments that come due during the period July 1, 2022 through June 30, 2023.

15. Service Contracts

It is recommended that the Board of Education approve the attached list of Service Contracts all for the one-year period commencing August 01, 2022.

**ATTACHMENT II**

16. Performance Contract Scope and Cost

It is recommended that the Board of Education approve the scope of the Guaranteed Energy Savings Performance contract amendment with CM3 Building Solutions, Inc. for a cost not to exceed \$3,262,373.00. Approximately \$3,000,000 of this amendment will be for HVAC, air quality and building automation work which will be funded by our ARP-ESSER Grant.

17. 2019 Construction Fund

It is recommended that the Board of Education approve the use of funds from our 2019 Construction Fund for the following capital projects: partial roof replacement (estimate of \$40,000) and window sealants/control joint sealants (estimate of \$8,000) at the lower level of the Middle School from WTI-Tremco Roofing and Building Maintenance under their state approved Keystone Purchasing Network (KPN) contract.

18. Agreement - Brian T. Kelly, CPA & Associates, LLC

It is recommended that the Board of Education approve an additional agreement between Western Wayne School District and Brian T. Kelly, CPA & Associates, LLC for an additional fixed fee of \$3,500 for GASB-87 services for the year ending June 30, 2022.

19. Transportation Contractors, Drivers, and Substitutes

It is recommended that the Board of Education approve the attached list of Western Wayne School District Transportation Contractors, Drivers, and Substitutes for the 2022-2023 school year. **ATTACHMENT III**

20. Transportation Contracts

It is recommended that the Board of Education authorize the Superintendent to award the Transportation Contracts for the 2022-2023 school year and submit the report to the Board at the September 7, 2022 meeting.

21. Transportation Contract Correction - ESY 2022

It is recommended that the Board of Education approve the following correction To an Extended School Year Transportation Contract at State Formula for the 2021-2022 ESY school year:

- a. Van #78 Contractor Lisa Swingle to Contractor Scottie Swingle

22. Agreement - Children's Service Center

It is recommended that the Board of Education approve an Agreement between Western Wayne School District and Children's Service Center, Milford E. Barnes Jr. School at a cost of \$134.50 per student per day for the time of student's enrollment effective for the 2022-2023 school year including Extended School Year (ESY) if eligible with appropriate ESY billing rate.

23. Agreement - New Story

It is recommended that the Board of Education approve an Agreement between Western Wayne School District and New Story at daily tuition rates of \$274.00; \$324.00; \$379.00; or \$510.00 per day for the 2022-2023 school year depending on student needs.

24. Agreement - PATH

It is recommended that the Board of Education approve an Agreement between Western Wayne School District and PA Treatment & Healing (PATH) at a daily tuition rate of \$95.00 and Special Education AEDY rate of \$105.00 per day for the 2022-2023 school year.

25. Agreement - Guide Light, Limited

It is recommended that the Board of Education approve an agreement between Western Wayne School District and Guide Light, Limited at \$475.00 per day as needed effective September 1, 2022 through June 30, 2023.

26. Agreement - Northeast Pennsylvania Center for Independent Living

It is recommended that the Board of Education approve an Agreement between Western Wayne School District and Northeast Pennsylvania Center for Independent Living (MyCIL) at an Annual ½ day services fee per student of \$18,000.00 effective August 1, 2022 through July 31, 2023.

27. Agreement - Interpreter

It is recommended that the Board of Education approve an agreement between Western Wayne School District and Danielle Cavanagh and Taylor Hunter as an educational interpreter at a rate of \$43.00/hr (Monday thru Friday: 6 AM-5 PM) \$48.00/hr (Monday-Friday: 5 PM -6 AM), Saturday-Sunday: 8 AM-11 PM) and \$52/hr National Holidays: 8 AM-11 PM) for the 2022-2023 school year.

28. Agreement - VIP

It is recommended that the Board of Education approve an Agreement between Western Wayne School District and Victims' Intervention Program (VIP) at a cost of \$5,000.00 for the 2022-2023 school year.

29. Purchase of Bread

It is recommended that the Board of Education authorize Food Service Manager Maria Liptak to purchase bread from BIMBO Bakeries, USA, Inc. for the 2022-2023 school year.

30. Purchase of Milk

It is recommended that the Board of Education authorize Food Service Manager Maria Liptak to purchase milk from Pocono Mountain Dairies for the 2022-2023 school year.

31. School Lunches/Breakfast

- a. It is recommended that the Board of Education approve the cafeteria meal prices for the 2022-2023 school year as listed:

Breakfast, Elem	\$1.35 with milk
Breakfast, MS/HS	\$1.35 with milk
Reduced (PreK-12)	\$ .30 with milk
Adult	\$2.25 with milk
Lunch, Elementary	\$2.55 with Milk
Lunch, MS/HS	\$2.85 with Milk
Reduced (PreK-12)	\$ .40 with Milk
Adult	\$3.75 with Milk or Bottled Water

32. A la Carte Price List

It is recommended that the Board of Education approve the Cafeteria  
 `A la Carte Prices for the 2022-2023 school year: **ATTACHMENT IV**

33. Policies - Review and Renewal

It is recommended that the Board approve the review and renewal of the following  
 Policies:

Section: **200 Pupils**

- 204 Attendance
- 222 Tobacco and Vaping Products
- 249 Bullying/Cyberbullying
- 251 Homeless Students
- 255 Educational Stability for Children in Foster Care

Section: **800 Operations**

- 819 Suicide Awareness, Prevention and Response

34. Second Reading/Approval Board Policy

It is recommended that the Board of Education approve the second reading and approval  
 of the following Policy:

Section: **600 Finances**

- 626 New Federal Fiscal Compliance
  - Attachment: Allowability of Costs
  - Attachment: Cash Management
  - Attachment: Cost Obligations Property

35. Handbooks

It is recommended that the Board of Education approve the following Handbooks to be  
 used for the 2022-2023 school year subject to change due to related policies and  
 procedures:

- a. Teacher Handbooks
- b. Student Handbooks
- c. Coaches and Advisors Handbook and Student Activities Handbook
- d. Personal Service Providers Handbook
- e. Para educator Handbook
- f. Bus/Van Contractors Handbook
- g. ELD (English Language Development) Handbook
- h. PBIS Behavior Handbook

36. Facility Use Requests

It is recommended that the Board of Education approve the listed facility use requests for the 2022-2023 school year with the understanding that the buildings are unavailable if the school is closed for weather, other emergencies or holidays:

- a. EverGreen Elementary - North Pocono Preschool-Hamlin LEAP After-school care, and summer program - Gail Laskowski, Director.
- b. Craft Fairs for a Cause - Robert D. Wilson Elementary - October 21 & 22, 2022 - Wendy Stoddard.
- c. Basketball Camp - Robert D. Wilson Elementary - August 17-19, 2022 - Tracey Surace.

37. Dual Enrollment Agreement

It is recommended that the Board of Education approve the Dual Enrollment Agreement between Western Wayne School District and the following school for the 2022-2023 school year:

- a. Bloomsburg University

38. Personnel

- a. District Substitute List 2022-2023 School year

It is recommended that the Board of Education approve the attached District Substitute list for the 2022-2023 school year per Certification, Act 24/34/151/114/153/168 Guidelines, and Employment Eligibility Verification - U.S. Department of Justice. **ATTACHMENT V**

- b. Salary Adjustments

1. Paraprofessionals:

It is recommended that the Board of Education increase our paraprofessionals hourly rates by \$2.00 for the entire 2022-2023 School Year instead of the previously agreed amount of \$0.43. The starting rate will be \$12.25 per hour with a High School Diploma; \$14.00 per hour with an Associate Degree and \$17.00 per hour with a bachelor's degree. The following raises and starting rates will cover the next two years:

2023-2024	\$1.00 per hour existing employees
2024-2025	\$1.00 per hour existing employees
2023-2024	Starting Rates: \$13.25 HS Diploma; \$15.00 Associate Degree; \$18.00 bachelor's degree
2024-2025	Starting Rates: \$14.00 HS Diploma; \$16.00 Associate Degree; \$19.00 bachelor's degree

2. Secretaries:

It is recommended that the Board of Education increase our secretary hourly rates by \$1.55 for the entire 2022-2023 School Year instead of the previously agreed amount of \$0.43. The starting rate will be \$13.75 per hour with a High School Diploma; \$14.00 per hour with an Associate Degree, and \$17.00 per hour with a bachelor's degree. The following raises and starting rates will cover the next two years:

2023-2024	\$1.00 per hour existing employees
2024-2025	\$1.00 per hour existing employees
2023-2024	Starting Rates: \$14.00 HS Diploma; \$15.00 Associate Degree; \$18.00 bachelor's degree
2024-2025	Starting Rates: \$14.50 HS Diploma; \$16.00 Associate Degree; \$19.00 bachelor's degree

3. Custodians

It is recommended that the Board of Education increase our Custodian hourly rates by \$1.55 for the entire 2022-2023 School Year instead of the previously agreed amount of \$0.43. The starting rate will be \$12.50 per hour. The following raises and starting rates will cover the next two years:

2023-2024	\$1.00 per hour existing employees
2024-2025	\$1.00 per hour existing employees
2023-2024	Starting Rates: \$13.25
2024-2025	Starting Rates: \$14.00

4. Food Service

It is recommended that the Board of Education increase our Food Service staff hourly rates by \$1.55 for the entire 2022-2023 School Year instead of the previously agreed amount of \$0.43. The starting rate will be \$12.50 per hour. The following raises and starting rates will cover the next two years:

2023-2024	\$1.00 per hour existing employees
2024-2025	\$1.00 per hour existing employees
2023-2024	Starting Rates: \$13.25
2024-2025	Starting Rates: \$14.00

5. Secretarial Hires - Salary adjustments

It is recommended that the Board of Education adjust the starting rates for the following 10 Month Secretarial Appointments made at the June 2022 meeting effective the start of the 2022-2023 School Year:

Jennifer Sgarlata - High School 10 Month Secretary - \$13.75 per hour  
Susan Pauler - Food Service 10 Month Secretary - \$16.68 per hour

6. Support Staff Sign-On Bonus

It is recommended that the Board of Education agree to pay all new support staff hires during the 2022-2023 school year a \$500 sign on bonus. This sign on bonus will be paid to said employee once they complete a full year of service with the Western Wayne School District.

7. Reimbursement for Unused Sick Leave at Retirement

It is recommended that the Board of Education adopt a Resolution to address the reimbursement for unused sick leave at retirement for all secretaries and paraprofessionals who meet the years of service guidelines. This retirement benefit expires June 30, 2025.

8. Secretary/Paraprofessional Substitute Rates

It is recommended that the Board of Education set the Secretary and Paraprofessional substitute rates at the High School Diploma per hour starting rate under each category for the corresponding year, effective at the start of the 2022-2023 School Year.

c. Resignations

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

1. Mikayla Simanski - ESY teacher - effective June 16, 2022.
2. Laura Wojnar - Head Cross Country Coach - effective July 8, 2022.
3. Debra Lambertson - Custodian - effective August 2, 2022.
4. Tammy Rivezzi - Paraprofessional - effective immediately.
5. Robert Robbins - School Police Officer - effective immediately.

d. Appointment - Temporary Professional Employee

It is recommended that the Board of Education approve the recommendation of the Superintendent and District Administrators in the following appointment:

1. Gillian Groom - (TPE) Employee - Special Education - Step 1M - \$62,233.00 with applicable fringe benefits effective the start of the 2022-2023 school year contingent upon receipt of employment paperwork.

e. Appointment - Long Term Substitute

It is recommended that the Board of Education approve the recommendation of the Superintendent and District Administrators in the following appointment:

1. Ashlyn Anderson - Long Term Substitute - Special Education - Step 1M - \$62,233.00 pro-rated - with applicable fringe benefits effective for the first semester of the 2022-2023 school year.

f. Appointment(s) - School Police Officers/Armed Security Officers

It is recommended that the Board of Education designate the following individual(s) to act as school police officers/armed security officers for the District: (1)Shanequa Mosher of Waymart, PA; (2)Dave Montambault of Honesdale, PA; This designation is contingent upon the above-named Individual's satisfaction of the requirements set forth under Section 778 of the Public School Code of 1949, 24 P.S. § 7-778, and the appointment of said individual by a judge of the Wayne County Court of Common Pleas. The Board hereby directs the Administration and counsel to take all actions necessary and proper to apply for this appointment, as required under Section 778 of the Public School Code of 1949, 24 P.S. § 7-778

g. Appointments - Paraprofessional

It is recommended that the Board of Education appoint the following as a Paraprofessional with applicable fringe benefits effective the start of the 2022-2023 school year contingent upon receipt of employment paperwork and updated clearances:

1. Nancy Lester - \$17.00 per hour - Special Ed
2. Kristy McLeod - \$17.00 per hour - Regular Ed

h. Appointment - Custodian

It is recommended that the Board of Education approve the following recommendation of the Superintendent and District Administrators in the following appointment contingent upon receipt of employment paperwork:

1. Chase Masker - Custodian - full time - \$12.50 per hour - with applicable fringe benefits - effective immediately.

i. Appointment of Mentors

It is recommended that the Board of Education appoint the following mentor for the 2022-2023 school year at the salary listed in the Professional Employees Contract:



MENTOR	PROFESSIONAL EMPLOYEE	SALARY
Julie Romanowski	Katherine Getz	\$ 1,720.00
Brian Landry	Eric Olsommer	\$ 1,720.00
Melissa Cottone	Jillian Mishko	\$ 1,720.00
Jessica Shelp	Gillian Groom	\$ 1,720.00

j. Appointments - Food Service

It is recommended that the Board of Education appoint the following as a part time Food Service Worker - 5 hrs/day with no fringe benefits at \$12.50 per hour effective the beginning of the 2022-2023 school year contingent upon receipt of clearances and employment paperwork:

1. Stacy Anthony
2. Allyson Merring

k. Appointment

It is recommended that the Board of Education approve participation in the Special Olympics PA Interscholastic Unified Track and Field program. Siena Cardamone will be the 2022-2023 Co-Ed Inclusive Unified Track and Field Advisor at a rate of \$1,500.00 for Western Wayne. Special Olympics PA will provide funding and resources for this program.

l. Appointment - Department Chairpersons

It is recommended that the Board of Education approve the following Department Chairpersons at the salary listed in the Professional Employees Contract for the 2022-2023 school year:

1. Justin Hayden	Art: PreK-12 - 12 <sup>th</sup> yr	\$2,109.33
2. Theresa Lubash	Business: 6-12 -9 <sup>th</sup> yr	\$2,099.14
3. Sandra Summers*	English: PreK-12 - 5 <sup>th</sup> yr	\$1,039.38
4. Megan Rush*	English: PreK-12 - 3 <sup>rd</sup> yr	\$1,039.38
5. Colleen Carmody	Family & Consumer Science:6-12 - 17 <sup>th</sup> yr	\$2,129.71
6. Jaime Thomas	Health/PE/Safety: PreK-12 - 13 <sup>th</sup> yr	\$2,109.33
7. Ted Macdonough	Math: PreK-12 -16 <sup>th</sup> yr	\$2,129.71
8. Maria Arneil	Music:PreK-12 - 4 <sup>th</sup> yr	\$2,078.76
9. Denise Johnson	Nurse: PreK-12 - 6 <sup>th</sup> yr	\$2,078.76
10. Matt Fitzsimmons*	Pupil Services (Guidance):PreK-12 -10 <sup>th</sup> yr	\$1,054.67
11. Erica Germani*	Pupil Services (Guidance):PreK-12-2 <sup>nd</sup> yr	\$1,019.00
12. Gregory Butler	Social Studies: PreK-12 - 1 <sup>st</sup> yr	\$2,038.00
13. Jessica Shelp	Special Education: PreK-12- 1 <sup>st</sup> yr	\$2,038.00
14. Brian Landry	Technology Education: 6-12 - 21 <sup>st</sup> yr	\$2,129.71

\*co-Chair (split salary)

m. Approval of Elementary Student Assistance Program Team Members

It is recommended that the Board of Education approve the following Elementary Student Assistance Program Team Members for the 2022-2023 school year:

1. Maria Miller - **Robert D. Wilson Elementary**
2. Erica Germani
3. Jessica Matthews
4. Kelly Vinton
5. Susan Schlasta - serves both Elementary schools
6. Justin Pidgeon - **EverGreen Elementary**

7. Kerrie Fitzsimmons
8. Anna Culkin
9. Christy Davis
10. Kenny Hemmler
11. Jill Butler
12. Molly Casey
13. Sara Lowe
14. Tara Morcom
15. Melissa Cottone
16. Summer Klikus

n. Appointment - Fall Coaches

It is recommended that the Board of Education approve the following coaching positions for the 2022-2023 school year at the salary listed in the Professional Employees Contract contingent upon receipt of updated clearances:

1. Christa Maiocco	Tennis, Girls Head Coach-1 <sup>st</sup> yr	\$3,925.00
2. Casey Lisowski	Cross Country, Head - 1 <sup>st</sup> yr	\$4,323.00
3. Brent McClelland	Soccer, Boys 7 <sup>th</sup> & 8 <sup>th</sup> - 1 <sup>st</sup> yr	\$2,679.00
4. Laura Booths*	Volleyball, Girls Ass't - 1 <sup>st</sup> yr	\$ 562.40
5. Trinity Manning*	Volleyball, Girls Ass't - 1 <sup>st</sup> yr	\$2,249.60
	*Pro-rated shared position	

o. Appointment - Winter Coach

It is recommended that the Board of Education approve the following coaching position for the 2022-2023 school year at the salary listed in the Professional Employees Contract contingent upon receipt of updated clearances:

1. Josh Harrison	Wrestling, Head Coach - 2 <sup>nd</sup> yr	\$8,757.00
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p. Appointment - Advisors

It is recommended that the Board of Education approve the following Advisor positions for the 2022-2023 school year at the salary listed in the Professional Employees Contract:

1. Mindy Maros - Memory Book Advisor - 2 <sup>nd</sup> yr	\$ 1,671.00
2. Justin Hayden - Newspaper Advisor - 1 <sup>st</sup> yr	\$ 1,671.00
3. Pat Farley - Hot Rod Club Advisor - 16 <sup>th</sup> yr	\$ 1,595.72

q. Approval - Volunteers

It is recommended that the Board of Education approve the following to the list of volunteers for the 2022-2023 school year contingent upon receipt of clearances. Attendance by request of the Building Principal:

1. Gail Hemmler - EverGreen Elementary
2. Sandra Mullen - EverGreen Elementary
3. Frances Vitovsky - FBLA
4. Clayton LaCoe Sr - Middle School
5. Lenny Maiocco Jr - Girls Tennis

39. Informational Items:

a. **UPCOMING DATES:**

1. August 15, 2022 - EverGreen PreK Open House - AM PreK 9-9:45 AM and PM PreK 10-10:45 AM.
2. August 18, 2022 - 6<sup>th</sup> Grade & New Student Orientation @ MS - 6 PM to 7 PM.
3. August 23, 2022 - Robert D. Wilson PreK Open House - 9-11 AM
4. August 23, 2022 - New Teacher Orientation - 9:00 AM to Noon - LGI
5. August 25, 2022 - Freshman Orientation - 6 PM - Auditorium
6. August 24-25, 2022 - Teacher In-Service Days
7. August 29, 2022 - First Day of School

b. **Informational: The IRS mileage rate is increasing to 62.5 cents per mile effective July 1, 2022 until December 31, 2022.**

c. The Special Education Plan has been up for public review as of July 26, 2022.

40. Correspondence:

41. Federal Program Report

42. Other Business

43. Future Meetings:

**Wednesday, August 31, 2022** - 6:00 P.M. Board Committee Meeting,  
Administration Building, 1970C Easton Turnpike, Lake Ariel, PA 18436.

**Wednesday, September 7, 2022** - 6:00 P.M. Public Board Meeting,  
Administration Building, 1970C Easton Turnpike, Lake Ariel, PA 18436.

Informational: Meeting held

Wednesday, July 20, 2022 - Executive Session for Personnel & Legal matters - 6:00 PM, Administration Building, 1970C Easton Turnpike, Lake Ariel, PA 18436.

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