

# WATTSBURG AREA SCHOOL DISTRICT BOARD OF EDUCATION

JUNE 15, 2020

The Wattsburg Area School District Board of Education held their Regular Board meeting via electronic virtual meeting platform on Monday, June 15, 2020. President Andy Pushchak called the meeting to order at 7:00 PM and the Pledge of Allegiance was recited.

Mr. Jeremy Bloeser, Mrs. Amanda Farrell, Mr. Shawn Matson, Mr. Steve O'Donnell, Mr. Josh Paris, Mrs. Julie Pikiewicz, Mrs. Tara Pound, Mr. Marty Pushchak and Dr. Andy Pushchak attended. Mr. Kenneth Berlin, Superintendent; Mrs. Vicki Bendig Business Administrator and Attorney Christine McClure, Solicitor also attended.

## **Roll Call**

Dr. Pushchak announced that the Board met in executive Session prior to this meeting to review the Act 44 Safety and Security Report as required by the Pennsylvania School Code.

He also announced that due to the time restrictions on the Athletic Committee Meeting, if any guest/citizen had questions, we will address them prior to the school reports.

Motion by Mrs. Farrell, seconded by Mr. Pushchak to approve the agenda and addendum as presented. Motion approved by a voice vote with no opposition. Motion carried.

## **Agenda**

Motion by Mrs. Pound, seconded by O'Donnell to approve the meeting minutes of the May 18, 2020 Regular Board Meeting and the June 8, 2020 Work Session. Motion approved by a voice vote with no opposition. Motion carried.

## **Meeting Minutes**

Mrs. Pikiewicz asked about sign-ups for the fall sports and perhaps an all-call could be done.

## **Athletic Committee Follow-Up**

Mrs. Biebel asked about booster club concession stand guidelines related to re-opening athletic programs.

Mr. Carter discussed the coaching evaluation and shared the draft with the board. Including parent/player feedback on the evaluation was discussed at length. It was questioned who would evaluate the coach if he/she is also the Athletic Director. The high school principal would be responsible for the evaluation.

Mr. Miller thanked everyone who was involved in and helped with the commencement ceremony. The high school is working on necessary documents for the start-up of fall sports. Report cards went out today and yearbooks arrived last week. They are working on the schedule for fall. Some changes may be needed.

## **School Reports**

Mr. Paris commended the WAMS Teachers who worked diligently right up to the end of the school. Honor Roll certificates and medals were mailed out today and scheduling has begun.

Mr. Calabrese gave kudos to parents, students and faculty for working together to get through the end of the school year. They have received feedback from teachers who are also parents of students. Overall everything went well. They will work on improving any area lacking. Yearbooks were sent out. Thank you to Lynne and Linda for all the work done getting everything together and distributed. Also, to Vicki Bendig and her work on the food service.

Mr. Berlin shared the administration met today to begin working on a health and safety plan to return to school. The district is going to get input from parents to find some direction from the community and restart school based on community wants/needs.

### **Superintendent's Report**

Motion by, seconded by to approve the following reports, payments and invoices as presented:

### **Business Administrator's Report**

- Revenue & Expenditure Reports for May 2020
  - [General Fund](#): \$4,087,924.37
  - [YTD Budget to Actual Report](#)
  - [Capital Projects](#): \$1,949,656.90
  - [Cafeteria](#): \$148,118.64
  - [Cafeteria Profit/Loss](#): **\$18,398.63** YTD **\$101,252.40**
- Checks and Invoices
  - [Exhibit A1](#) Checks Already Written: \$110,161.45
  - [Exhibit A2](#) Checks Already Written: \$23,065.71
  - [Exhibit A3](#) General Fund Bills: \$304,420.28
  - Exhibit B1 Cafeteria Checks Already Written:
  - [Exhibit B2](#) Cafeteria Bills: \$21,528.35
  - [Exhibit C1](#) Capital Project Fund Bills: \$14,800.00
  - [Exhibit D](#) SHS Activity Fund Report: \$68,088.86

Motion by Mr. Paris, seconded by Mr. Pushchak. Motion approved by a voice vote with no opposition.

Motion by Mr. Pushchak, seconded by Mrs. Farrell To approve the monthly budgetary transfer from the budget vs. actual report as outlined in [Exhibit E](#) and the transfer of \$14,800.00 from the Committed Fund Balance to Capital Projects. In a recorded roll call vote, Mr. Pushchak, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiwicz, Mrs. Pound, and Dr. Pushchak voted to approve the budgetary transfers. Motion carried.

### **Budgetary Transfers**

Motion by Mr. Pushchak, seconded by Mr. O'Donnell to adopt the General Fund Budget for the 2020-2021 fiscal year in the amount of \$25,917,477.00 as outlined in [Exhibit F](#). In a recorded roll call vote, Mr. Pushchak, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiwicz, Mrs. Pound,

### **2020-2021 General Fund Budget**

and Dr. Pushchak voted to adopt the General Fund Budget as outlined. Motion carried.

Motion by Mr. Puschak, seconded by Mr. O'Donnell to approve the Real Property Tax Resolution:

### **Real Property Tax Resolution**

Resolved, that the Wattsburg Area Board of School Directors does hereby levy for the school fiscal year July 1, 2020, to and including June 30, 2021, on each dollar of the total assessment of all real property in the Wattsburg Area School District comprised of the Borough of Wattsburg and Townships of Amity, Greene, Greenfield and Venango in the amount of 19.7786 mills or \$1,977.86 on each one hundred thousand (\$100,000) dollars of assessed valuation of taxable property for general school purposes and the payment of teachers' salaries and rentals to school authorities. This amount reflects no increase from the 2019-2020 year. In a recorded roll call vote, Mr. Pushchak, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiewicz, Mrs. Pound, and Dr. Pushchak voted to approve the Real Property Tax Resolution. Motion carried. Dr. Pushchak recognized the time and effort the administration gave so there was no tax increase this year.

Motion by Mr. Pushchak, seconded by Mr. Paris to approve the Per Capita Tax Resolution:

### **Per Capita Tax**

Resolved, that the Wattsburg Area Board of School Directors hereby reenacts upon the residents and/or inhabitants of the Wattsburg Area School District, nineteen (19) years of age and older, within the School District a Per Capita Tax in the amount of five (\$5.00) dollars as provided for in the Public School Code of 1949 (Section 679) as amended during the Period July 1, 2020 and ending June 30, 2020. Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Pushchak, seconded by Mr. O'Donnell to approve the Act 511 Per Capita Tax Resolution:

### **Act 511 Per Capita Tax**

Resolved, that the Wattsburg Area Board of School Directors hereby reenacts upon the residents and/or inhabitants of the Wattsburg Area School District, nineteen (19) years of age and older, within the School District a Per Capita Tax in the amount of (\$5.00) dollars as provided for in the Public Law, 1257, dated December 31, 1965, as amended, commonly referred to as Act 511 or as The Local Tax Enabling Act, 53 P.S. Section 6924.101 et seq., during the period July 1, 2020 and ending June 30, 2021.

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Pushchak, seconded by Mr. O'Donnell to approve the Earned Income Tax (Wage Tax) Resolution:

### **Earned Income Tax**

Resolved, that the Wattsburg Area Board of School Directors hereby reenacts and continues an earned income tax, to be levied in the amount of one percent (1%) on salaries, wages, commissions and other compensation earned during the period July 1, 2020 and ending June 30, 2021, on all residents of the Wattsburg Area School District who have attained the age

of eighteen (18) years and older, and on the net profits earned during said periods from business, professions or other activities conducted by residents of the said District in accordance with Public Law, 1257, dated December 31, 1965, as amended, commonly referred to as Act 511 or as a The Local Tax Enabling Act, 53 P.S. Section 6924.101 et seq. Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Puschak, seconded by Mr. Paris to approve the Realty Transfer Tax Resolution:

**Realty Transfer Tax**

Resolved, that the Wattsburg Area Board of School Directors hereby reenacts and continues a Realty Transfer Tax, to be levied in the amount of one percent (1%) on Transfers beginning July 1, 2020, and ending June 30, 2021, of real property or any interest in real property situated within the Wattsburg Area School District in accordance with Public Law, 1257, dated December 31, 1965, as amended, commonly referred to as Act 511 or as The Local Tax Enabling Act, 53 P.S. Section 6924.101 et seq. Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Pushchak, seconded by Mr. Paris approve the Local Services Tax Resolution:

**Local Service Tax**

Resolved, that the Wattsburg Area Board of School Directors hereby reenacts upon the privilege of engaging in an occupation within the limits of the Wattsburg Area School District, who have attained the age of eighteen (18) years and older, a Local Services Tax in the amount of ten (\$10) dollars as provided in The Local Tax Enabling Act, 53 P.S. Section 6924.101 et seq., during the period July 1, 2020 through June 30, 2021.

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Pushchak, seconded by Mr. Paris to approve the Act 1 Exclusion Resolution - Homestead/Farmstead as outlined in [Exhibit G](#). Motion approved by a voice vote with no opposition. Motion carried.

**Act 1  
 Homestead/  
 Farmstead**

Motion by Mr. Pushchak, seconded by Mrs. Farrell to approve lunch prices for the 2020-2021 school year reflecting no change as follows:

**Food Services  
 Lunch Prices for  
 2020-2021**

	SHS	WAMS	WAEC
Breakfast	\$1.10	\$1.10	\$1.10
Lunch	\$2.60	\$2.60	\$2.35
Milk	.55	.55	.55

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Pushchak, seconded by Mr. O'Donnell to reallocate the district's credit limit with Northwest to include Susan Huff, Accounting Clerk with a \$5,000 credit limit. Motion approved by a voice vote with no opposition. Motion carried.

**Reallocation of  
 District Credit Limit  
 Northwest**

Motion by Mr. Pushchak, seconded by Mrs. Farrell to authorize Susan Huff to transfer funds/wire transfers on behalf of the district up to \$2,000,000.00.

**Transfer Funds  
 Wire Transfers**

Motion approved by a voice vote with one opposition (Mr. Paris). Motion carried.

Motion by Mr. Pushchak, seconded by Mrs. Farrell to approve the letter of engagement with Buffamante Whipple Buttafaro PC to conduct the District's local audit and to prepare financial statements for 2019-2020 as outlined in [attachment 1](#). Motion approved by a voice vote with no opposition. Motion carried.

**Buffamante  
Whipple Buttafaro  
Letter of  
Engagement**

Motion by Mr. Paris, seconded by Mrs. Farrell to award the district paving project to Cross Paving at the bid of \$46,000.00. Motion approved by a voice vote with no opposition. Motion carried.

**District Paving  
Award**

Motion by Mr. Paris, seconded by Mr. O'Donnell to approve the following Change Orders for the Athletic Field Project to be funded out of the project contingency.

**Athletic Field  
Project Change  
Orders**

- Additional Drainage Change Order #3 [Exhibit H](#)
- Backstop Fencing Change Order #4 [Exhibit I](#)

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Paris, seconded by Mr. O'Donnell to approve Change Order #5 non-compactable or substandard earth removal, replacement or treatment as needed not to exceed project contingency. Motion approved by a voice vote with no opposition. Motion carried.

**Athletic Field  
Change Order  
Substandard Earth**

Motion by Mr. Bloeser, seconded by Mrs. Farrell to accept the following resignations:

**Personnel  
Resignations**

- Noelle Naughton, WAMS Learning Support Teacher effective August 18, 2020.
- David Knight, School Resource Officer effective June 5, 2020.
- Stephanie Guild, WAEC 3rd Grade Teacher effective June 8, 2020.
- Lesa Kimball, PIMS/Child Accounting Coordinator for the purpose of retirement effective June 30, 2020.

Motion approved by a voice vote with no opposition. Motion carried. The Board would like to note that Officer Knight will be sadly missed by the district.

Motion by Mr. Bloeser, seconded by Mrs. Farrell to approve Sabbatical Leave for Todd Talbot effective August 19, 2020 through January 15, 2021. Motion approved by a voice vote with no opposition. Motion carried.

**Leave Request**

Motion by Mr. Bloeser, seconded by Mr. O'Donnell to approve the following Summer Help

**Summer Help**

- Meckenzie Jones as Maintenance Summer Help at the rate of \$10.00/hour effective June 8, 2020.
- Noah Belden and Christopher Lynde as Summer Technology Help at the rate of \$10.00/hour effective June 1, 2020.

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Bloeser, seconded by Mr. O'Donnell to approve Samantha Szoszorek as an ESY Teacher anticipated the month of July 2020 and possibly August 2020 to be paid at contractual rate according to the WASD/WEA Collective Bargaining Unit Agreement. Motion approved by a voice vote with no opposition. Motion carried.

**ESY Teacher**

Motion by Mr. Bloeser, seconded by Mrs. Farrell to approve the agreement between Regional Health Service and Wattsburg Area School District for Certified Athletic Trainer Services effective July 1, 2020 and terminating June 30, 2025 as outlined in [Exhibit J](#). Motion approved by a voice vote with no opposition. Motion carried.

**Athletic Trainer Agreement**

Motion by Mr. Bloeser, seconded by Mr. Paris to approve the Superintendent's 2019-2020 Annual Performance Evaluation. In a recorded roll call vote, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiewicz, Mrs. Pound, Mr. Pushchak, and Dr. Pushchak voted to approve the Superintendent's 2019-2020 Annual Performance Evaluation. Motion carried. Dr. Pushchak commended Mr. Berlin on his performance and stated the Board looks forward to continuing working together with him.

**Superintendent's Annual Evaluation**

Motion by Mr. Bloeser, seconded by Mr. O'Donnell to approve the following appointments:

**Personnel Appointments**

- Amanda Ewanick as WAEC Teacher, at Bachelors, Step 2 effective August 19, 2020.
- Samantha Szoszorek as WAMS Learning Support Teacher at Masters, Step 1 effective August 19, 2020.
- Michael Rimdzius as LT Substitute – SHS anticipated August 19, 2020 through January 15, 2021 at Masters, Step 1.
- Emily Manino as WAMS Special Education Teacher effective the 2020-2021 school year.

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Bloeser, seconded by Mrs. Farrell to approve the revised job descriptions as follows:

**Revised Job Descriptions**

- Business Administrator - Exhibit K
- Client Technology Specialist – Exhibit L
- Technology Systems and Service Administrator – Exhibit M
- Technology Systems and Services Network Specialist – Exhibit N
- PIMS & Child Accounting Coordinator – [Exhibit O](#)

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Bloeser, seconded by Mr. Pushchak to approve the revised Act 93 Agreement for the Technology Systems & Services Administrator. In a recorded roll call vote, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiewicz, Mrs. Pound, Mr. Pushchak, and Dr. Pushchak voted to approve the revised Act 93 Agreement for Technology Systems & Services Administrator. Motion carried.

**Revised Act 93 Technology Systems and Services Administrator**

Motion by Mr. Bloeser, seconded by Mr. Pushchak to approve the Employment Agreement between Vicki Bendig, Business Administrator and WASD effective July 1, 2020 through June 30, 2025. In a recorded roll call vote, Mr. Bloeser, Mrs. Farrell, Mr. Matson, Mr. O'Donnell, Mr. Paris, Mrs. Pikiewicz, Mrs. Pound, Mr. Pushchak, and Dr. Pushchak voted to approve the Business Administrator Employment Agreement. Motion carried. Dr. Pushchak thanked Mrs. Bendig for her service to the District and we look forward to her continued leadership.

**Business  
Administrator  
Employment  
Agreement**

Motion by Mr. Bloeser, seconded by Mr. O'Donnell to approve the Wattsburg Area School District Organizational Chart as outlined in [Exhibit P](#). Motion approved by a voice vote with no opposition. Motion carried.

**Organizational  
Chart**

Motion by Mr. Bloeser, seconded by Mr. O'Donnell to approve attendance for travel reimbursement for all PDE related meetings and the following meetings for the 2020-2021 school year:

**Attendance at  
Meetings for Travel  
Reimbursement**

- Superintendent
  - Curriculum Meetings
  - Federal and Special Program Meetings
  - Superintendent Advisory Meetings
  - Other District related meetings
- Assistant to the Superintendent
  - Curriculum Meetings
  - Federal and Special Program Meetings
  - Other District related meetings
  - Professional Development and other job-related meetings as approved by the Superintendent
- Business Administrator
  - PSBO Meetings
  - Business Administrators' Meetings
  - Federal and Special Meetings
  - Other District related meetings
- Principals
  - Erie County Principals' Meetings for all principals.
- Special Education Supervisor
  - Special Education Supervisor Meetings
- Plant Operations and Transportation Supervisor
  - Plant Operations Supervisors' Meetings
- Superintendent Secretary
  - Personnel meetings
  - Certification meetings
  - Superintendent Secretary's meetings
- Tim Malinowski
  - Cyber Meetings
- PIMS Child Accounting Coordinator
  - A/CAPA Meetings
  - PIMS/Penndata
- Athletic Director
  - District 10 and the Erie County Athletic meetings

- School Psychologist
  - Erie County Special Education for School Psychologists meetings
- Speech/Language Pathologist
  - Special Education Speech/Language Pathologist meetings
- Discovery Teacher
  - Gifted/Talented Meetings and required trainings

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mrs. Farrell, seconded by Mr. O'Donnell to approve the second reading of the following policies

- Policy 006.1 Attendance at Meeting Via Electronic Communications – [Exhibit Q](#)
- Policy 222 Tobacco and Vaping Products – Students – [Exhibit R](#)
- Policy 323 Tobacco and Vaping Products – Employees – [Exhibit S](#)
- Policy 626 Federal Fiscal Compliance – [Exhibit T](#)
- Policy 707 Use of School Facilities - [Exhibit U](#)
- Policy 810.1 Commercial Driver's License Drug and Alcohol Clearinghouse – [Exhibit V](#)
- Policy 904 Public Attendance at School Events (Attachment to policy also updated) – [Exhibit W](#).

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mrs. Farrell, seconded by Mr. Paris to approve the Administrative Guidelines for Policy 810 as outlined in [Exhibit X](#). Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mrs. Pikiewicz, seconded by Mr. O'Donnell to approve the following:

- The Special Education Transition Operating Agreement as outlined in [Exhibit Y](#).
- The pilot of Study Sync at the high school level for the 2020-2021 school year at a cost not to exceed \$5,500 as outlined Exhibit Z (price increased to include the addition of 11<sup>th</sup> Grade Study Sync Pilot).
- The addition of an honors distinction to 7<sup>th</sup> and 8<sup>th</sup> grade English beginning the Fall of 2020-2021.
- The implementation of Personal Finance Course for the high school for the 2020-2021 school year.
- The purchase of PearDeck as outlined in [Exhibit AA](#) and Loom for online learning at a cost not to exceed \$3,000.
- The purchase of See Saw for the 2020-2021 school year for Kindergarten through Grade 2 at a cost not to exceed \$2,000.

Motion approved by a voice vote with no opposition. Motion carried.

Motion by Mr. Matson, seconded by Mr. O'Donnell to approve the following:

- The resignation of Derek Peterman as Stage Coordinator effective May 19, 2020.
- The extra-curricular appointments for the 2020-2021 school year as outlined in [Exhibit BB](#).

**Second Reading  
Policies**

**Policy 810  
Administrative  
Guidelines**

**Special Education  
Transition  
Operating  
Study Sync**

**Honors Distinction**

**Personal Finance  
Course  
Pear Deck/Loom**

**See Saw**

**Extra-Curricular  
Resignation  
Extra-Curricular  
Appointments**



- The fall coaching appointments for the 2020-2021 school year as outlined [Exhibit CC](#).
- The WASD Plan for Resocialization of Sports and to authorize the administration to adapt the plan as additional guidance is released from PDE, PIAA, and the State and Local Government as outlined in [attachment 2](#).

**Fall Coaching  
Appointments  
WASD Plan for  
Resocialization of  
Sports**

Motion approved by a voice vote with no opposition. Motion carried. It was noted that Mr. Peterman did a fantastic job as stage director and was great to work with.

Motion by Mrs. Farrell, seconded by Mr. Paris to approve the following:

- The agreement between Kidder Media and Wattsburg Area School District for Fall Newsletter production as outlined [Exhibit DD](#).
- The surplus items as outlined [Exhibit EE](#) and [attachment 3](#).
- The Student Assistance Program Agreement between Pyramid Healthcare and Wattsburg Area School District for the 2020-2021 school year as outlined in [Exhibit FF](#).
- The Affiliation Agreement between Safe Harbor Behavioral Health of UPMC Hamot and Wattsburg Area School District for the 2020-2021 school year as outlined in [Exhibit GG](#).
- To hold a Board Work Session on July 13, 2020 and Regular Board Meeting on July 20, 2020.
- The SAP Agreement between Northwest Tri-County Intermediate Unit 5 and Wattsburg Area School District for the 2020-2021 school year as outlined in [attachment 4](#).

**Kidder Agreement**

**Surplus Items  
SAP Pyramid**

**Safe Harbor  
Behavioral Health**

**July Work Session**

**SAP Northwest Tri-  
County  
Intermediate Unit**

Motion approved by a voice vote with no opposition. Motion carried.

No report for the Erie County Technical School and Northwest Tri-County Intermediate Unit this evening.

**ECTS  
NW Tri-Co IU**

During Board Correspondence and Dialogue, Dr. Pushchak recognized the administration and the work they have been doing to keep the district in compliance with the ever-changing public requirements and asked that the community be patient as the district deals with all the changes being required during the re-opening phases for Covid-19.

**Board  
Correspondence  
and Dialogue**

Just a reminder that the Board will meet for both a Work Session on July 13<sup>th</sup> at 7:00 and Regular Board Meeting on July 20<sup>th</sup> at 7:00 via a virtual platform in order to ensure the school is ready for re-opening in the fall.

There being no further business before the Board, upon motion by Mrs. Farrell and seconded by Mr. O'Donnell, the meeting was adjourned at 8:29 PM. Meeting adjourned.

Signature on File  
Vicki Bendig  
School Board Secretary