

**SUMMARY OF MINUTES
Regular Board Meeting
December 4, 2018**

Board President Joseph A. Caffrey called the meeting to order at 6:32 p.m.

Superintendent Brian J. Costello led the Pledge of Allegiance to the Flag.

Board Secretary Thomas F. Telesz called the roll

9 Members Present: Atherton, Evans, Geiger, Patla, Quinn, Susek, Thomas, Walker, Caffrey

President Caffrey stated:

- The Chair wishes to announce that the Board held an Executive Session prior to the Committee Meeting of December 4, 2018 and prior to the Regular Meeting of December 4, 2018.
- The subjects discussed in Executive Session related solely to matter of employee relations, labor negotiations, and/or threatened or actual litigation.

Treasurer's Report:

Thomas F. Telesz, Business Administrator/Board Secretary, presented the Treasurer's Report ending September 30, 2018.

**WILKES-BARE AREA SCHOOL DISTRICT
CASH ACCOUNT BALANCES
MONTH ENDING SEPTEMBER 30, 2018**

GENERAL FUND

	\$	
1 GENERAL FUND CHECKING - FNCB	(201,764.03)	
2 GENERAL FUND CASH CONCENTRATION - FNCB		37,976,760.24
3 FEDERAL PROGRAMS - FNCB		452,665.09
4 FEDERAL PROGRAMS CHAPTER 1 -FNCB		962,736.45
5 FNB BANK		447,004.32
6 FNB BANK		74,486.14
7 JANNEY MONTGOMERY SCOTT		1,707,208.32
8 PNC BANK		387,316.74
9 LPL FINANCIAL		829,795.13
10 EARNED INCOME TAX ACCOUNT-FNCB		5,157.99
11 COMMONWEALTH INVESTMENT #1		11,910.57
12 REAL ESTATE TAX ACCOUNT - FNCB		-
13 LANDMARK CD		468,780.70
14 PLGIT EIT		836,690.36
15 ATHLETIC FUND-FNB BANK		175,229.92
16 PAYROLL CHECKING-FNCB		1,535,053.90
17 PAYROLL CLEARING -FNCB		-
TOTAL GENERAL FUND	\$	45,669,031.84

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CAPITAL PROJECTS FUNDS

18	2016 CAPITAL PROJECTS CASH CONCENTRATION-FNCB	\$	13,258,020.34
19	PNC BANK INVESTMENT		4,162,649.99
20	PLGIT CASH RESERVE		1,001,945.89
	TOTAL CAPITAL PROJECTS FUNDS	\$	18,422,616.22

FIDUCIARY FUNDS - TRUST AND AGENCY

TRUST FUNDS:

21	WHOLE LIFE GROUP TRUST-CITIZENS BANK	\$	155,542.27
22	COMMONWEALTH INVESTMENTS WHOLE LIFE		342,203.46

AGENCY FUNDS:

23	ELEMENTARY ACTIVITY FUND-Landmark BANK		124,881.83
24	SECONDARY ACTIVITY FUND-Landmark BANK		330,164.81

TOTAL FIDUCIARY - TRUST AND AGENCY FUNDS \$ 952,792.37

PROPRIETARY FUND - FOOD SERVICE

25	FOOD SERVICE CHECKING ACCOUNT-Landmark Bank	\$	2,864,477.59
	TOTAL PROPRIETARY FUND - FOOD SERVICE	\$	2,864,477.59

DEBT SERVICE FUND

26	COMMONWEALTH INVESTMENTS DEBT SERVICE	\$	9,533.55
	TOTAL DEBT SERVICE FUND	\$	9,533.55

Ms. Thomas moved, seconded by Ms. Patla to adopt the Treasurer's Report ending on September 30, 2018.

The vote was as follows:

8 Ayes: Evans, Geiger, Patla, Quinn, Susek, Thomas, Walker, Caffrey

1 Abstain: Atherton

Mr. Atherton thanked the Board for allowing him the opportunity to serve the remaining time of Mr. Galella's term. However, for this meeting he feels it necessary to abstain from voting due to just receiving the agenda.

Report of the Superintendent:

- Project Raise program has kicked off again on Saturday mornings at the Heights Elementary School with approximately 100 student attending. This Pilot program was started last year and we will continue it.

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- We received information regarding the Future Ready Index. We are currently analyzing that Report. At the January meeting I will have an update on the pathway programs – financial – academic – facilities and will be including future ready index.
- About 2 weeks ago, we received an updated credit rating. At this time, I would like to give everybody some information of what has taken place over the last month. Back in 2016, we received a credit rating from Moody's and S&P Global rating agencies. They have recently updated our rating based on the past two years of financial data. Moody's provided us with an enhanced rating and revised the district from a negative to a stable outlook. S&P, the global rating agency, also moved us to a stable outlook. This rating reflects S&P's view that the district has returned to structurally balanced operations and reversed its trend in deficits. The district has shown a commitment to rebuilding its fund balance. Those are not my words. Those are words by the Moody's Global rating agency. According to S&P for the first time in several years, the district was able to achieve a structurally balanced budget fiscally in 2019. The district took actions based on recommendations provided by PFM, an independent consultant, which performed a multi-year budget projection that showed that the district was slated to operate with a growing deficit of nearly 70 million dollars. However, the district was able to pass a multi-year plan, which restored the structurally balanced operations. As stated by S&P the district was able to generate significant savings and exceeded its expectations for achieving balanced operations. This stable outlook reflects our opinion that the district will likely maintain structurally balanced operations and preserve or improve its current reserves in light of the potentially increased costs. We believe that this will likely be achieved due to the district's track record of taking the necessary steps in budgetary adjustments that resulted in the restoration of the balanced operations.

I want to say that in 2016 this Board was daunted with a task that really took courage, leadership and trust. We all came together and came up with a plan that the Board approved known as our "Pathway to the Future." We have stuck to that plan while knowing how hard it has been and how hard everybody has worked to maintain that. I want to compliment everybody on this Board that, besides myself constantly telling you on what a great job you have been doing, the fact that you have been recognized by S&P & Moodys validates what we have been saying all along to stay the course and things will most certainly have a positive outlook.

Thank you to every single one of you.

Atty. Wendolowski's response

What Dr. Costello just read from are the summaries of an independent analysis done of the school district by those two agencies designed to inform the investing public as to whether or not you could rely on the credit-worthiness of the WBASD. Both agencies have given us positive reviews based upon what he just read. They are telling the investing public that our bonds are good deals and you should buy them. The board has done a good job of getting the financial house in order and the investing community now knows that. Thank you for all your hard work.

Denise Thomas also thanked Dr. Costello, Dr. Prev and Tom Telesz for doing a terrific job.

Unfinished Business:

Ms. Thomas inquired about the sale of vacant properties. Atty. Wendolowski stated Mr. Barrouk, our real estate agent, is keeping him apprised of the interest in those properties. The sale of Empire Street property is moving forward. There is a zoning hearing on Monday in Wilkes-Barre Twp. for the Mt. Zion church to move forward with building their church on that property. We are moving forward.

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Communications from Citizens:

1. **Brooke Ciprich**
2. **John Suchoski**
3. **Kinsey Harris**
4. **Sam Troy**

These citizens addressed the Board in regard to the following:

Brooke Ciprich:

Transportation to Kids Korner Day Care. She was instructed to send the request in writing to Dr. Costello and possibly attend the next Transportation Committee meeting.

John Suchoski:

The financial situation improving and the possibility of not increasing taxes;
School district properties;
Sports programs and hiring of coaches;
Are there any current board members planning to move from the district

Kinsey Harris – 4th Grade student at Solomon/Plains Elementary:

Implementing a recycling program at her school. She was taught about the benefits of recycling in her classes at Solomon/Plains Elementary. Dr. Costello will meet with her and her class to discuss the implementation of a recycling program.

Sam Troy:

New high school pre-construction costs for architects, engineers and construction managers.
Selection process for replacing a vacant Board Member seat.

LUZERNE INTERMEDIATE UNIT #18

No Report. Mr. Caffrey noted the next meeting will be held on December 19 at which time Denise Thomas will be sworn in as the additional Wilkes-Barre Area School District Representative.

WILKES-BARRE AREA CAREER AND TECHNICAL CENTER

No Report. Mr. Quinn noted the next meeting is December 5, 2018.

APOLLO REPORT

Mr. Mike Krzywicki – Monthly update on District Maintenance Plan: Apollo forwarded a copy of the District roof inspection report prepared by Mark Sobeck Roof Consultants and suggests a meeting to review recommendations for corrective action.

Administration Building partial roof replacement is substantially completed. The remaining detail work and flashing requires dry weather and warmer temperatures.

Emergency repairs were made to an electrical panel at Mackin. A new breaker will be installed upon delivery of the new equipment.

Meyers – monitor structure of walls tunnels and netting – no obvious changes. Needs to examine netting since there was a significant snow fall which may need to be tightened

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New High School – The dynamic compaction has progressed on building footprint and will continue as weather permits. Over-excavation of soft spot has been completed. The bottom of the hole will be dynamically compacted as directed by the Geotech Engineer, then the hole will be backfilled to mid-height and dynamically compacted, then remaining backfill will be placed.

Kistler pool roof replacement is completed including the punch list. Seeding outside pool area where dumpster was located did not take. If it does not germinate in the spring the contractor will return and re-seed the area.

Skylight rollers need to be replaced.

Meyers occupancy load study was done – waiting on reports to come in.

Request permission to advertise for construction bids for the new high school prior to next board meeting.

CURRICULUM COMMITTEE REPORT

Mr. Evans presented the following report and recommendation for the Board’s approval.

1. To enter into an agreement with the Luzerne Intermediate Unit to provide social worker services for the 2018/2019 school year at a rate of \$119.17 per quarter day.

Mr. Evans moved, seconded by Ms. Thomas to adopt this report. The vote was as follows:

8 Ayes: Evans, Geiger, Patla, Quinn, Susek, Thomas, Walker, Caffrey

1 Abstain: Atherton

BUDGET FINANCE/MATERIALS & SUPPLIES COMMITTEE REPORT

Rev. Walker presented the following report and recommendations for the Board’s approval:

A. ADMINISTRATIVE

Dunmore Roofing	Admin. Bldg Roof Replacement	Capital Projects	App. No. 1	\$35,718.12
Mark J. Sobeck Roof Consulting, Inc.	WBASD Roof Consulting	Capital Projects	Inv. #6087	\$9,060.00
Dunmore Roofing	Kistler Natatorium Roof Replacement	Capital Projects	App. No. 5	\$5,704.73
Apollo Group, Inc.	New High School Plains Site	Capital Projects	App. No. 20	\$43,785.04
Borton Lawson Engineering, Inc.	New High School Plains Site	Capital Projects	2017-3091-003- 0000007	\$97.76
Borton Lawson Engineering, Inc.	New High School Plains Site	Capital Projects	2017-3091-001- 0000013	\$66,193.46
Borton Lawson Engineering, Inc.	New High School Plains Site	Capital Projects	2017-3091-001- 0000014	\$42,223.88
Densification, Inc.	New High School Plains Site	Capital Projects	App. No. 2	\$67,500.00
Geo-Science Engineering & Testing	New High School Plains Site	Capital Projects	Inv. # 017186 (Rev)	\$18,937.60
Stell Enterprises, Inc.	New High School Plains Site	Capital Projects	App. No. 1	\$486,624.60

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TGL Engineering, Inc.	New High School Plains Site	Capital Projects	Inv. #11	\$23,000.00
TGL Engineering, Inc.	New High School Plains Site	Capital Projects	Inv. #12	\$38,000.00
WKL Architecture	New High School Plains Site	Capital Projects	Inv. #12	\$71,400.00
WKL Architecture	New High School Plains Site	Capital Projects	Inv. #13	\$67,700.00

2. That approval be given to rescind the submission of PlanCon Part C materials to the Department of Education.
3. To approve the submission of PlanCon Part D (Accounting Based on Estimates) Exhibit "A" and Part E (Design Development) Exhibit "B" documentation and related materials to the Department of Education.
4. That after having reviewed the bids received on October 31, 2018 award is made to the Following vendors for:

SPRING Athletics

COUGHLIN BASEBALL

			LOW BID	TOTAL	AWARD
1	pk	Scorebook, Glover baseball/line-up charts, (30pk)	\$6.76	\$6.76	BSN
3	dz	Baden All Weather Practice Ball,BBXAWDZ	\$33.95	\$101.85	PYRAMID
1	ea	Bat,DeMarini 2018 VoodDoo Insane -3 Adult Baseball,WTDXV1C18, 29"-32oz.	\$221.00	\$221.00	PYRAMID
36	pr	Socks, solid tube OBK Twin City,red 9-12	\$3.40	\$122.40	PYRAMID
16	ea	Belts, Adams Adult 1 1/2" Elastic Belt,red web, BUCK26, 32"- 46"	\$1.54	\$24.64 \$476.65	BSN

G.A.R. BASEBALL

1	ea	Line-up cards,Glover's 4 sheet, 35/pk, BB-103, NO SUB	\$6.69	\$6.69	RIDDELL
60	pr	Baseball socks, Twin Cities Ultimate, Navy, OBK	\$3.40	\$204.00	PYRAMID
2	ea	Scorebooks, Peterson Baseball	\$3.47	\$6.94	RIDDELL
1	ea	Bat, Louisville Prime 718, 33"/30oz (-3) BBCOR	\$324.00	\$324.00	PYRAMID
1	ea	Catcher's mitt, Rawlings Select Pro	\$38.58	\$38.58	PYRAMID
12	ea	Baseball belts, UB , navy	\$1.54	\$18.48	BSN
20	dz	Baseballs, PIAA Spalding 41-100HS	\$63.88	\$1,277.60	BSN

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\$1,876.29

MEYERS BASEBALL

12	pr	Baseball Socks, Royal Blue Twin Cities, medium	\$3.40	\$40.80	PYRAMID
12	pr	Baseball Socks,Gold Twin Cities OB series,medium	\$3.40	\$40.80	PYRAMID
12	pr	Baseball Socks,Vegas Gold Twin Cities OB series,large	\$3.40	\$40.80	PYRAMID
15	dz	Baseballs, PIAA Spalding 41-100HS	\$63.88	\$958.20 \$1,080.60	BSN

COUGHLIN JR HIGH BASEBALL (SOL/PLNS)

2	pkg	Line-up cards,Glover's 4 sheet, 35/pk, NO SUB	\$6.69	\$13.38	RIDDELL
3	ea	Scorebooks, Peterson Baseball	\$3.47	\$10.41	RIDDELL
6	dz	Practice balls, Wilson A110105	\$28.92	\$173.52	BSN
1	ea	Fungo Bat, Easton A111416	\$49.19	\$49.19	BSN

T-Shirts, Russell, grey w/ red front imprint script "COUGHLIN
BASEBALL
with tail, white numbers #1-40
on back, sizes as follows:

40	ea	10-Adult small , 20-medium,10-large	\$10.95	\$438.00	BSN
40	pr	Socks, red, Twin Cities 10-13 OBK	\$3.40	\$136.00	PYRAMID
15	dz	Baseballs, PIAA Spalding 41-100HS	\$63.88	\$958.20 \$1,778.70	BSN

COUGHLIN GIRLS SOFTBALL

30	pr	Socks, Adult Solid Multi-Sport Game Sock, Navy, Knee-High	\$1.72	\$51.60	PYRAMID
5	ea	Belts navy blue, baseball/softball	\$1.54	\$7.70	BSN
2	dz	Softballs PIAA Dudley (Spalding) 4H311Y	\$64.18	\$128.36	BSN
1	pk	Line-Up Cards, 50/pkg, Glovers	\$9.52	\$9.52 \$197.18	BSN

COUGHLIN JR. HI GIRLS SOFTBALL

Softball Visors, RED, EMBROIDERED ON FRONT, ONE
COLOR BLOCK

36	ea	LETTER "C" IN NAVY/WHT OUTLINE	\$10.55	\$379.80	BSN
3	dz	Softballs PIAA Dudley (Spalding) 4H311Y	\$64.18	\$192.54	BSN

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2	dz	Jugs Lite Flite Softball Practice Balls, 12" yellow	\$20.28	\$40.56	PYRAMID
36	pr	Socks, Adult Solid Multi-Sport Game Sock, RED, Knee-High	\$1.72	\$61.92	PYRAMID
1	ea	Softball Scorebook, Glovers, 25 game/binder, NO SUB	\$16.83	\$16.83 \$691.65	RIDDELL

G.A.R. GIRLS SOFTBALL

10	dz	Softballs PIAA Dudley (Spalding) 4H311Y	\$64.18	\$641.80	BSN
1	ea	Softball Scorebook, Glover's short form/book, GLSB	\$8.42	\$8.42	RIDDELL
25	ea	Softball T Shirts, Short Sleeve, Navy with White, numbered 1-25, 8" on back Lettering on front "GRENADIER" over "SOFTBALL" Unisex Sizes: 5-S, 10-M, 5-L, 5-XL	\$10.95	\$273.75	BSN
1	ea	Bag, equipment for helmets and catcher's gear	\$19.36	\$19.36	BSN
1	ea	Batting tee, Varsity adjustable 5-way	\$18.48	\$41.00 \$984.33	PYRAMID

MEYERS GIRLS SOFTBALL

24	pr	Softball Socks, Twin Cities Acrylic Tube Sock Solid, Navy	\$3.40	\$81.60	PYRAMID
24	pr	Softball Socks, Twin Cities Acrylic Tube Sock Solid, vegas gold	\$3.40	\$81.60	PYRAMID
2	ea	Scorebook, Glovers short form	\$8.42	\$16.84	RIDDELL
1	ea	Softball Socks, Twin Cities Acrylic Tube Sock Solid, royal blue, youth	\$3.40	\$3.40	PYRAMID
12	ea	Belts, baseball/softball Vegas Gold, adult	\$4.57	\$54.84	RIDDELL
12	ea	Belts, baseball/softball Navy, adult	\$1.54	\$18.48	BSN
12	dz	Softballs PIAA Dudley (Spalding) 4H311Y	\$64.18	\$770.16 \$1,026.92	BSN

COUGHLIN BOYS/GIRLS VARSITY TRACK

1	ea	Pole vault pole, Altius Carbon Elite 12ft 4" 115lb, SKU: 5100C-124-115-C	\$397.00	\$397.00	AAE
3	bg	needle spikes, 1/4", MF 6651, 100/bg	\$7.89	\$23.67	BSN
3	bg	Spike, pyramid 1/4" MF6650, 100/bg	\$7.89	\$23.67	BSN

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3	ea	Starter pistol blanks .32 black powder, MF4741	\$50.00	\$150.00	AAE
1	e	Pole vault pole, Altius Carbon Elite 13ft 9" 155lb, SKU: 5100C-139-155-C	\$482.00	\$482.00	AAE
1	ea	Pole vault carry bag 16ft SKU: 5841-16	\$89.00	\$89.00 \$1,165.34	M-F

COUGHLIN BOYS VOLLEYBALL

2	ea	Volleyball Scorebooks NFHS ,Cramer 191307R	\$3.23	\$6.46	BSN
4	ea	Volleyball Game Balls, Baden Perfection VX5EC-210	\$39.59	\$158.36 \$164.82	BSN

COUGHLIN GIRLS LACROSSE

2	dz	Lacrosse Game balls BLBNOC, NOCSAE/NFHS stamped, Yellow	\$15.00	\$30.00	PYRAMID
1	e	Cascade R Lacrosse Helmet, BLACK	\$150.49	\$150.49	BSN
1	set	Schutt S3.2 Multi-Flex Leg Guards, BLACK S5126486			NO BID
1	ea	Scorebook for Lacrosse, LO45	\$3.44	\$3.44	BSN
5	ea	Captain arm bands red	\$1.69	\$8.45	PYRAMID
				\$192.38	

COUGHLIN BOYS LACROSSE

1	ea	Scorebook for BOYS Lacrosse, LO45	\$4.98	\$4.98	BSN
2	dz	Lacrosse Game balls BLBNOC, NOCSAE/NFHS stamped, White	\$15.00	\$30.00 \$34.98	PYRAMID
			TOTAL	\$9,669.84	

B. FEDERAL

That, in accordance with the authority of the Board, the following Federal AP Checks #1779-1782 and Federal Wire transfer #201800335 and Chapter I AP checks #1999-2013 and Chapter I Wire Transfers #201800336-#201800346 were drawn for payment since the last regular board meeting of the Board of Education held on October 29, 2018 be approved.

C. That payment be approved for the General Fund Wire Transfers #201810986-#201811007 General Fund checks, #50465-#50667 and Food Service Checks #3216-3230 which were drawn for payment since the regular board meeting of the Board of Education held on October 29, 2018.

D. That the checks listed on the following pages #50668 to #50850 which have been inspected be approved and that orders be drawn for the respective amounts set down opposite the names of persons or firms.

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Rev. Walker moved, seconded by Mr. Evans to adopt this report. The vote was as follows:

7 Ayes: Evans, Geiger, Patla, Quinn, Susek, Thomas, Walker, Caffrey

1 Nay: Patla – New School Projects, 2 & 3

1 Abstain: Atherton

ATHLETIC COMMITTEE REPORT - No Report

Mr Quinn acknowledged the following students from Coughlin High School Field Hockey were selected for the 1st Team All State, Jolene Ulichney and Ali Tedik, All State Honorable Mention.

SAFETY/SECURITY COMMITTEE REPORT – No Report

Next meeting second week of January 2019.

CONTRACTED SERVICES COMMITTEE REPORT

Mr. Geiger presented the following report and recommendations for the Board's approval:

1. To enter into an agreement with NRG controls North, Inc. to provide preventive maintenance services on control systems for the heating ventilating and air conditioning systems at the following facilities:

GAR, Coughlin, Myers, Dan Flood, Heights Murray, Kistler

The fee for the service will be as follows:

2018/2019	\$21,500
2019/2020	\$21,500
2020/2021	\$22,500

2. To approve the following Professional Services for the 2018-2019 school year:

Physician	Service	Annual Fee
Dr. John Consalvo	School exams	\$ 5,615
Dr. Patrick Kerrigan	School Exams	\$ 5,615
Dr. William Krywicki	Athletic Exams	\$ 5,615
	Football Games	\$ 729

3. That ratification be given to the change order request from Dunmore Roofing & Supply Company, Inc. regarding the Kistler Elementary Pool Roof Project as follows:

Remove and reinstall loose brick veneer at parapet \$ 1,369

4. That approval be given to the change order request from Densification, Inc. regarding the Dynamic Compaction of the New High School Site as follows:

Additional Dynamic Compaction \$ 30,000

Mr. Geiger moved, seconded by Denise Thomas to adopt the report. The vote was as follows:

8 Ayes: Evans, Geiger, Patla, Quinn, Susek, Thomas, Walker, Caffrey

1 Abstain: Atherton

TRANSPORTATION COMMITTEE REPORT – No Report

Mr. Quinn stated there will be a meeting in January to discuss Day Care Transportation and LCTA agreement.

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BUILDING MAINTENANCE COMMITTEE REPORT– No Report

Ms. Thomas noted the next committee meeting will be held on December 13, 2018 – 9:00.

POLICY COMMITTEE REPORT

Rev. Walker presented the following report and recommendations for the Board’s approval:

1. That the following policies be adopted:
 - 117 Homebound Instruction
 - 251 Homeless Students

HOMEBOUND INSTRUCTION

This policy will govern the homebound instruction program of the Wilkes-Barre Area School District.

Requirements for Approval for Homebound Instruction

A student must have a mental or physical condition that prohibits the student from physically attending school for at least four weeks or longer. A note from a licensed professional must be submitted to the secretary of the office of Administration and Student Services for approval. The note must include the dates of homebound instruction needed, the diagnosis of the student’s condition, and a description of the medical action plan. Since the goal is to rehabilitate a student so they can return to school, the student’s treatment and progress must be monitored by an appropriately licensed professional and submitted to the office of Administration and Student Services every six weeks.

If the student’s condition is emotional/mental, the request, treatment, and progress monitoring report must come from a licensed psychologist or psychiatrist. If the student’s condition is physical, the request, treatment and progress monitoring report must come from a licensed practitioner. If any of these requirements are not met, the student will be released from homebound and will be required to physically attend school immediately.

Homebound instruction is limited to sixty cumulative school days each school year except those diagnosed with a terminal illness. If a student requires more than sixty days, a conference must be held with the parent/legal guardian, student, administration, and the treating licensed medical practitioner to review the case and determine the best plan of action for the student.

No homebound request will be approved the last four weeks of school.

Responsibilities of Student on Homebound

Students approved for homebound instruction must ensure that he/she is present and on time for each scheduled tutoring session. If there is an emergency or illness prohibiting the student from participating in the scheduled tutoring session, the student must contact the instructor at least 24 hours in advance and reschedule the tutoring session during that same week.

Please note: the parent/legal guardian must be present during the tutoring session. If one is not present, the student will be marked absent, and the instructor will not conduct the tutoring session.

Students approved for homebound instruction must ensure that all assigned work is completed and that he/she actively participates during each tutoring session.

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Attendance

PDE's Child Accounting counts an hour of weekly instruction as equivalent to a day of school attendance. Therefore, five hours of weekly instruction are equivalent to five days of school attendance.

For every hour less than the total of five hours of homebound instruction provided (or 2.5 hours for half-day attendees), the student is marked as absent – one day for each hour missed. Hours are counted on a weekly basis; a student cannot be counted as present by combining hours from consecutive weeks. For example, three hours of homebound instruction one week and seven hours the next week cannot count as full time for the two weeks. For students with a condition that allows him/her to attend school part-time and receive homebound instructional partially, then homebound instructions would be prorated. For example, if a student attends half days, only 2.5 hours of homebound instruction is required for the equivalent of five days of instruction.

The homebound instructor will keep track of all absences and report them to the home and school visitor and administration.

The school district's attendance policy applies to all students on homebound instruction.

State Testing

All students on homebound will be required to take any and all state testing at his/her home school. If a student is unable to come to the school for state testing due to his/her condition, a note from the caring physician/psychologist/psychiatrist must be submitted to the office of Administration and Student Services at least two weeks prior to the start of the testing window for approval. If approval is granted, students taking the state's tests will be proctored as follows: elementary students will be proctored by homebound instructor for all parts of the state tests. This instructor will not be the student's assigned homebound instructor as per state regulations. Secondary students will be proctored by a homebound instructor who does not teach that particular subject area. For example, a math instructor may proctor the ELA portion of the test; whereas an English instructor may proctor the math portion of the test as per state regulations.

If there is a delay in assigning instructors, additional make-up hours may be assigned by the Director of Administration and Student Services.

Responsibilities of Parent/Legal Guardian

The parent/legal guardian needs to ensure that all of the requirements for homebound approval are met and are up to date. In addition to this, he/she must be present during the entire duration of each tutoring session. At the end of each tutoring session, the parent/legal guardian will sign off on the instructor's timesheet and verify that the date and time is accurate.

Since it is the goal to rehabilitate the student so he/she may return to school as soon as possible, the parent/legal guardian must keep in constant contact with the student's guidance counselor and school administration to ensure a prompt return to school.

Selection of Homebound Instructors

Upon receipt of physician/psychiatrist's order for a student to be placed on homebound instruction, the office of administration and student services will e-mail the student's principals, guidance counselor, and teacher(s) informing them about the placement. The guidance counselor will submit a list of all of the student's teachers to the secretary of the Administration and Student Services to ensure accuracy. The secretary will then offer the student's current teachers the opportunity to the student's instructor. If that teacher refuses the offer, other certified teachers, who signed up to teach homebound, in the district will be asked to tutor. This will be done on

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a rotating basis. If there are no teachers on the homebound list who want to or are available to teach, teachers who are not on the list will be asked. Parental requests will not be granted.

Responsibilities of the Homebound Instructor

The homebound instructor will provide elementary students with five hours of instruction weekly. Each secondary homebound student will receive one hour of instruction per major subject weekly. Each instructor will be responsible to keep an accurate timesheet indicating the date of instruction, time of instruction, the instructor's signature and parent's signature. Under no circumstances is the instructor to enter a home without a parent of the person responsible for the student present. If the instructor encounters no parent home, or if no one is home on two consecutive visits, the Director of Administration and Student Services is to be notified. On rare occasions and with the Director of Administration and Student Services' approval, a neutral site may be used for tutoring purposes such as a public library. This first must be approved by the Director.

If the instructor is not the student's regular teacher, it is the instructor's responsibility to contact the classroom teacher to coordinate instruction.

The homebound tutor will give the quarterly grade unless they did not begin tutoring after the 23rd day of the quarter or finished tutoring prior to the 23rd day of the quarter which then the regular classroom teacher will administer the grade. Each homebound tutor, who is not the student's regular teacher, will complete a quarterly report and assign a grade as indicated above. A copy of this report will be placed in the student's cumulative record.

The homebound instructor will keep track of attendance and report each absentee to the home and school visitor and administration.



Book	Policy Manual
Section	200 Pupils
Title	Homeless Students
Number	251
Status	From PSBA

Authority

The Board recognizes its obligation to ensure that homeless students have access to the same educational programs and services provided to other district students. The Board shall make reasonable efforts to identify homeless children within the district, encourage their enrollment, and eliminate existing barriers to their attendance and education, in compliance with federal and state law and regulations. [1] [2] [3]

The Board may waive policies, procedures and administrative regulations that create barriers for enrollment, attendance, transportation and success in school of homeless students, based on the recommendation of the Superintendent.

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Definitions

Homeless students are defined as individuals lacking a fixed, regular and adequate nighttime residence, which include the following conditions: [4]

1. Sharing the housing of other persons due to loss of housing, economic hardship, or similar reason.
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations.
3. Living in emergency, transitional or domestic violence shelters.
4. Abandoned in hospitals.
5. Awaiting foster care placement.
6. Using public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings, as a primary nighttime residence.
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings.
8. Living as migratory children in conditions described in previous examples.
9. Living as run-away children, abandoned or forced out of home by parents/guardians or caretakers, or separated from parent/guardians for any other reason.
10. Living as school age parents/guardians in houses for school age parents/guardians if they have no other living accommodations.

School of origin is defined as the school the student attended when permanently housed or the school in which the student was last enrolled.

Delegation of Responsibility

The Board designates the Superintendent to serve as the district's liaison for homeless student and families.

The district's liaison shall coordinate with: [5]

1. Local service agencies that provide services to homeless children and youth and families.
2. Other school districts on issues of records transfer and transportation.
3. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's liaison shall provide public notice of the educational rights of homeless students in schools, family shelters, and soup kitchens. [5]

Guidelines

Students shall not be discriminated against, segregated nor stigmatized based on their status as homeless. [5]

Enrollment/Placement

To the extent feasible, and in accordance with the student's best interest, a homeless student shall continue to be enrolled in his/her school of origin while s/he remains homeless or until the end of the academic year in which s/he obtains permanent housing. Parent/Guardians of a homeless student may request enrollment in the school in the attendance area where the student is actually living or other schools. If a student is unaccompanied by a parent/guardian, the district liaison will consider the views of the student in determining where s/he will be enrolled. [5]

The selected school shall immediately enroll the student and begin instruction, even if the student is unable to produce records normally required for enrollment pursuant to district policies. However, the district may require a parent/guardian to submit contact information. The district liaison may contact the previous school for oral

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confirmation of immunizations, and the school shall request records from the previous district, pursuant to Board Policy. [5] [6][7][8][9][10][11]

If the district is unable to determine the student's grade level due to missing or incomplete records, the district shall administer tests or utilize appropriate means to determine the student's placement.

If a dispute arises over school selection or enrollment, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parents/guardians shall be provided with a written explanation of the district's decision, their right to appeal and the procedures to use for the appeal.

Services

Homeless students shall be provided services comparable to those offered to other district students including, but not limited to, transportation services, school nutrition programs; vocational programs and technical education; preschool programs; programs for students with limited English proficiency; and educational services for which students meet eligibility criteria, such as programs for disadvantaged students, students with disabilities, and gifted and talented students. [1][5]

Transportation

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the school district. [1][5]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation. [5]

- Legal
1. 24 P.S. 1306
 2. 22 PA Code 11.18
 3. 42 U.S.C. 11431 et seq
 4. 42 U.S.C. 11434a
 5. 42 U.S.C. 11432
 6. Pol. 200
 7. Pol. 201
 8. Pol. 203
 9. Pol. 204
 10. Pol. 209
 11. Pol. 216
 - 22 PA Code 403.1
 - 20 U.S.C. 6301 et seq
 - 34 CFR Part 99
 - 67 Fed. Reg. 10698
- PA Education for Homeless Children and Youth State Plan
Pol. 810

Last Modified by Tammy Medellin on February 28, 2017

Rev. Walker moved, seconded by Melissa Patla to adopt these policies. The vote was as follows:

8 Ayes: Evans, Geiger, Patla, Quinn, Susek, Thomas, Walker, Caffrey
1 Abstain: Atherton

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PATHWAYS/NEW CONSTRUCTION/TRANSITION COMMITTEE REPORT – No Report

Ms. Thomas noted the next committee meeting will be held on December 13, 2018 at 10:30.

PERSONNEL COMMITTEE REPORT

Dr. Susek presented the following report and recommendations for the Board's approval:

All appointments are made pending receipt of PDE required clearances, certifications, and any applicable pre-employment drug test.

A. Professionals

1. That **Jeanine Manta** be appointed a Special Education Long Term Substitute Teacher for the remainder of the 2018-19 school year.
2. That the following professional employees be appointed as After-School SIG (School Intervention Grant) Teachers at an hourly rate of \$35. This tutoring program is fully funded by the Title I Grant Program and will take place at Kistler Elementary and Meyers JSHS. Actual teacher hours will be based on student enrollment. Salaries and benefits will not exceed the Title I allocation.

Brenda Cavalari

B. Secretaries & Teachers' Associates

1. That **Dorine Kopinski's** request for unpaid leave for a period of approximately 5 weeks beginning October 19, 2018 be approved.
2. That **Diane Witczak's** request for unpaid leave for a period of approximately 6 weeks beginning on a date to be determined be approved.

C. Custodians, Housekeepers & Food Service

1. That **Jerome Kutz** be appointed a 25 hour per week housekeeper.

D. Athletics

1. That **Colleen Wood's** resignation as Coughlin Girls' Basketball Junior High Assistant coach be accepted with regret.
2. That **Christopher Shovlin's** resignation as GAR's Boys' Basketball Varsity Assistant Coach be accepted with regret.
3. The following appointments are made for the sport season and will be continued on a season to season basis unless, the post is declared vacant by the Board of School Directors. All appointments are effective upon all PDE required clearances and documents being submitted.

Coughlin Girls Basketball
Coughlin Swimming
Meyers Wrestling
Meyers Swimming

Jr. High Assistant Coach
Varsity Assistant Coach
Jr. High Assistant Coach
Volunteer Assistant Coach

Brittany Hess
Ashley Rae
Anthony Eck
Brian Ginocchetti

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GAR Boys Basketball	Varsity Assistant Coach	Lenny Martin
GAR Boys Basketball	Volunteer Assistant Coach	Mykel Powell
Field Hockey	Varsity Head Coach	Colleen Wood
Field Hockey	Varsity Assistant Coach	Jill Pesotski
Field Hockey	Varsity Assistant Coach	Hannah Beach
Field Hockey	Junior High Head Coach	TABLED
Football	Varsity Head Coach	Ciro Cinti
Golf	Varsity Head Coach	Sean McLaughlin
Girls Soccer	Varsity Head Coach	Desiree Kreidler
Boys Soccer	Varsity Head Coach	John Nolan
Girls Tennis	Varsity Head Coach	Raphael Cooper

ADDENDUM:

Professionals

1. That **Kathleen Carlisle** be appointed a Temporary Professional as a School Psychologist.

Dr. Susek moved, seconded by Denise Thomas to adopt the report. The vote was as follows:

8 Ayes: Evans, Geiger, Patla, Quinn, Susek, Thomas, Walker, Caffrey

2 Abstain: Atherton, Quinn (Head Varsity Field Hockey)

NEW BUSINESS

Ms. Thomas: With the assistance of Dr. Rochelle Koury, Guidance Counselors and School Psychologists, we are forming a committee for the Health and Wellness of our Students. With Dr. Costello's permission, Dr. Koury and committee will team up with outside agencies and reach out to our students. Ms. Thomas appreciates the support of everyone involved.

COMMUNICATION FROM SOLICITOR

Request a motion to authorize the Apollo Group to prepare and advertise bids for the construction of the New High School project.

Rev. Walker moved, seconded by Dr. Susek. The vote was as follows:

7 Ayes: Evans, Geiger, Quinn, Susek, Thomas, Walker, Caffrey

1 Nay: Patla

1 Abstain: Atherton

Atty. Wendolowski welcomed Mr. Atherton to the Board.

Motion to adjourn – Dr. Susek moved to adjourn, seconded by Ms. Patla

President Caffrey adjourned the meeting at 7:25 p.m.

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