

Wilkes-Barre Area School District

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May 16, 2018

Wilkes-Barre Area School District Transition Committee

Administration

Dr. Brian Costello, *Superintendent of Schools*

Board of Education Members

Mr. Joseph Caffrey, *Board President*

Ms. Denise Thomas, *Committee Chairperson*

Committee Members

Dr. Robert Makaravage, *Director of Special Education and Instruction*

Dr. Rochelle Speier, *Director of Administrative and Student Services*

Mr. Frank Castano, *Director of Human Resources*

Mrs. Michelle Williams, *Director of Federal and State Educational Programs*

Mr. James Post, *Director of Purchasing*

Mr. Hal Gabriel, *Principal James M. Coughlin High School*

Mrs. Colleen Robatin, *Principal GAR Memorial High School*

Mr. Patrick Peters, *Principal E.L. Meyers High School*

Mr. Michael Elias, *Principal Coughlin/ Mackin 9-10th High School*

Mr. Anthony Khalife, *Principal Solomon-Plains Junior High School*

Ms. Patricia Martin, *Music Instructor Coughlin/Mackin High School*

Mr. Clifford Jones, *Athletic Director James M. Coughlin High School*

Mr. Simon Peter, *Athletic Director GAR Memorial High School*

Mr. Michel Namey, *Athletic Director E.L. Meyers High School*

Mr. Corry Hanson, *Junior High Athletic Director E. L. Meyers High School*

Committee Report:

The Transition Committee was commissioned by Dr. Brian Costello to research and develop recommendations with concern to school extra-curricular activities within the framework of the consolidation of schools in the Wilkes-Barre Area School District. Committee meetings were under the leadership of Dr. Brian Costello, Ms. Denise Thomas, Committee Chairperson and Mr. Joseph Caffrey, President Board of Education and Former Committee Chairperson. In particular, the committee was provided with an assessment report and presentation concerning the past, present, and projected state of the school district's athletic structure, its program health, and recommendations.

The presentation was provided in a two-part format. Part One entitled "The Why", detailed the past, current conditions and general "health" of the school district's athletic programs. The presentation further outlined future challenges that face each athletic program in the Wilkes-Barre Area School District and the benefits of a consolidating the three existing athletic programs. In concluding "The Why", an open forum was held to discuss the general "health" of our athletic programs as the school district moves forward in the future. Each Committee Member spoke openly and drew upon their professional experiences as many were former coaches in the Wilkes-Barre Area School District. From the open forum, a recommendation to consolidate the three existing athletic programs into one program was presented.

Each Committee Member was polled with the following results;

15 Yes 0 No

Upon the results of the committee polling, Mr. Joseph Caffrey and Ms. Denise Thomas commissioned a second research report to determine the feasibility of a potential athletic consolidation. Part Two entitled "The How" detailed the mechanisms that would be utilized to facilitate the athletic consolidation. Areas of concern included Organization and Planning, Facilities, Busing, and Financial Budgeting. In developing "The How" the following groups were utilized for pertinent information;

- 1. Wilkes-Barre Area School District Business Department*
- 2. Wilkes-Barre Area School District Transportation Department*
- 3. STA Busing Company*
- 4. Wilkes-Barre Area School District Purchasing Department*
- 5. The Athletic Departments of Kings College and Misericordia University*

As a part of "The How", a tentative date for consolidation was set for the 2019-2020 school year. A start date for the 2019-2020 school year provided the following benefits;

- 1. Increase athletic opportunity to all students at all levels in the Wilkes-Barre Area School District.*
- 2. Save existing athletic programs from extinction.*
- 3. Field competitive athletic programs that promote an extension of goals from the daily classroom.*
- 4. Refocusing the athletic budget to provide greater flexibility and support for an athletic program.*
- 5. Provide a well-planned transition for the student-athletes prior to entering the new High School.*

To meet the demands of navigating a potential athletic consolidation, monthly milestones were developed to put into place a working framework of objectives which must be considered and completed through the remainder of the 2018 calendar year and by early 2019. Current Athletic Directors along with the various Departments of the Wilkes-Barre Area School District will work in concert to systematically complete each planned objective.

The final committee meeting was held Wednesday, May 16th to finalize details and submit reports, to the Superintendent and the Board of Education, that have been the working structure of the Transition Committee during the past several months.

2018 Estimated Monthly Milestones

Wilkes-Barre Area Athletic Department

Pending Approval by the Wilkes-Barre Area School Board

May

- Inform District 2
- Application to PIAA
- Inform Wyoming Valley Conference
- “Hitting the Reset Button”
 - Develop Coaching Manual
 - Develop Junior High Mission Statement/ Philosophy

June

- Choose Facility Plan A or B
- Meet with STA Transportation
- Meeting With Purchasing Department Set Sequence
- Develop Preliminary Athletic Budget - Future Purchases
- Plan General Maintenance or Repairs to Fields
- Custodial Meeting
- Review Inventory of All Athletic Equipment

July

- Complete Preliminary Athletic Bus Schedule and Dry Run
- Develop Planned Publicity Attack “Our History Is Our Strength”
- Visit and Planned Review of Facility and Field Choices
- Develop Bad Weather Practice Plans
- Contingency Practice Sites
- Building and Field Security Plans
- Develop Emergency Athlete Safety Plans

August

- Meet with Booster Clubs Final Year – Preparation for Future
- Procure All Historical Athletic Information
- Meet with All Fall Coaches and Respective Teams Individually
- Develop Preliminary Rosters/Athlete Names
- Develop Student Driving Waiver Forms and Parental Pick Up Policy
- Review Academic and Attendance Policies

September – October – November

- Review 2019 Schedules WVC Varsity and JH
- Evaluate 2019 Academic Scheduling – Athletic Release Time
- Develop Game Day Busing Schedule Home and Away
- Meet with Superintendent Regarding Assembly of Coaching Staffs
- Fall Close Out – Equipment Re-Location and Storage
- Reconditioning of Major Equipment

**Estimated May 2019 Program Start-Up Procedures
Wilkes-Barre Area Athletic Department
Pending Approval by the Wilkes-Barre Area School District**

Monday, May 13, 2019

Fall Sports Sign Up Meeting Announcements

- Place in Daily Bulletins at all 3 High Schools, Solomon Junior High School and with all 6th Grade Elementary.
- Recall a “Core List” of Returning Athletes Developed from August Monthly Milestone Guideline. Utilize the “Core List” as Ambassadors to Reach Out to Other Potential Athletes as well as Encourage Others Within their Returning Group.

Wednesday, May 15, 2019

- Rally Assemblies at All Locations. (Rally Video-Music Laser Show)

Monday, May 20, 2019

- Begin a 3 Day Scheduled Sign Up Meeting at All Locations.
- Utilize Personnel Information Sheets (attached)
- Distribute PIAA Physical Packet with Physical Exam Dates.

Set the Athletics Department Offices as Collection Points for Physical Packet Return.

Tuesday, May 28, 2019

- Turn Over Completed Physical Packets to the School Nurse’s for Review.

Wednesday, June 5, 2019 through Thursday, June 13, 2019

- Boys and Girls Fall Sports Physicals at All Locations.
- All Physical Packets Remain in Their Respective Building.

Monday, June 24, 2019

- Develop Functional Roster
- Summer Pre-Season Practice Schedule and Welcome Letter mailed to Athletes and Parents.

Monday, July 15, 2019

- All Pre-Season Summer Camps Open at Facility Locations. Pending Specific Sport Needs.