

July 21, 2020

The Regular Meeting of the Board of School Directors of the Williamsport Area School District of which all members were duly notified and of which due public notice was given as required by Act 84 of 1986, was held on Tuesday evening, July 21, 2020, beginning at 6:03 PM. President Baer welcomed everyone to our zoom meeting and noted the following:

- 1) The meeting is being recorded.
- 2) The microphones are all muted.
- 3) Board members will need to unmute their microphones to speak.
- 4) Under the Open Forum section of the meeting, anyone wishing to address the Board will need to use the raise hand feature to have their microphone unmuted.
- 5) Board members making and seconding motions will need to state their name for the record.
- 6) All votes will be roll call.

PRESENT: Lori A. Baer, Patrick A. Dixon, Jennifer Lake, Jane L. Penman, Star Poole  
Barbara D. Reeves, Marc Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: None

President Baer announced that an executive session was held prior to tonight's meeting for personnel and attorney advisement.

**OPENING EXERCISES** – President Baer provided opening exercises.

**APPROVAL OF MINUTES:** Regular Meeting – June 23, 2020

**BOARD PRESIDENT'S REPORT – Ms. Lori A. Baer**

- A Dr. Bowers discussed the Flexible Instructional Days (F.I.D.) and noted that this plan will be brought to the Board for consideration in August and should not be confused with the Health & Safety Reopening Plan presented this evening. The goal, this evening, is to provide an overview of the reopening plan and highlight areas of the plan. If the Board approves, we will get the plan out to the public and a questionnaire sent to parents. Parents will be asked to complete this questionnaire for each child.
- B. Dr. Bigger presented an overview of the district's Health & Safety Plan for reopening. She noted that this plan is the result of a 22-member committee and several smaller groups meeting to provide input and develop the plan. All school districts in the state are required to develop and obtain Board approval of a reopening plan using a state template.

Dr. Bigger's presentation noted the following:

- The health and safety of our students and employees is of the utmost importance.
- The plan must be flexible and adaptable as PDE guidance indicates that there could a switch back and forth between phases.
- The phase we open with in August may not be the same phase that we are in during January or March.

## **BOARD PRESIDENT’S REPORT – Ms. Lori A. Baer**

B. Dr. Bigger’s presentation noted the following cont’d:

Our absolute strong desire is to open with students in full session but we also understand that how and when we open, must be done without compromising the health of students and staff.

Dr. Bigger also outlined the following reopening phases included in the plan.

In-Person Instruction (Moderate Transmission Risk) – 5 days per week

Hybrid Instruction (High Transmission Risk) – In-Person 2 days per week; 3 days per week remote

Remote Learning – Probably only as a result of state or other mandates

She also summarized the district’s plans for social distancing, face coverings, student health, increased cleaning, the learning management system, each student receiving a chromebook, communications, and the importance of family input.

Dr. Bigger and Dr. Bowers answered questions from the Board throughout the presentation. At the end of the presentation, the following members of the public asked questions and provided comments regarding the Health & Safety Reopening Plan: Tom Adams, Sarah Crossley, Nicole Day, Jennifer Thomke, Kelly Campbell, and Tyra Crews. Dr. Bowers and Dr. Bigger responded to the questions.

Dr. Bowers explained that the action tonight is for the plan only. After the Board approves, the plan will be submitted to the PA Department of Education (PDE). The plan is submitted to PDE but PDE will not be approving the plan. We will then get this to the public. A recommended phase for opening will be considered at a later date.

Motion made by Dr. Penman, seconded by Mr. Schefsky to approve the plan. Roll call vote. The motion was approved unanimously.

President Baer thanked everyone for their time and efforts to put this plan together.

A motion for an omnibus was made by Dr. Penman, seconded by Mrs. Reeves, to include the remaining agenda items, the addendum and the minutes from the June 23, 2020 Board meeting. It was noted that item 7.19 school calendar was removed from the agenda.

## **FINANCE REPORT**

5.1 Approve the following financial reports:

A. Treasurer’s Report for the month of June 2020:

**FINANCE REPORT CONT'D:**

5.1 Approve the following financial reports cont'd:

B. Payroll Report for the month of June 2020:

General Fund – Unrestricted	\$3,016,186.99
General Fund – Restricted	187,664.60
Food Service Fund	69,125.94
Earned Income Tax	41,992.49
Student Activities	<u>.00</u>
TOTAL	\$3,314,970.02

5.2 Authorize payment of invoices and services rendered by the list submitted from June 19, 2020 to July 21, 2020 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$1,846,876.28
EIT Operating Fund	4,797.17
Food Service Fund	204,469.58
Payroll Fund	8,300,222.93
PLGIT Capital Projects Fund	131,625.00
Student Activities Fund	<u>1,732.50</u>
TOTAL	\$10,489,723.46

**BOARD POLICY**

6.1 Approve the first reading of policy 305 “Employment of Substitutes” of the Williamsport Area School District Board Policy.

**CURRICULUM REPORT**

7.1 Approve writing training with John Collins, Ed. D for all third through twelfth grade teachers. Onsite training will take place September 21 and 22, 2020; November 23, 2020; and January 18, 2021. The cost will be \$10,400.00 and is budgeted through Title II.

7.2 Approve McGraw Hill to provide virtual Wonders training to all new kindergarten through sixth grade teachers. The cost will be \$4,000.00 and is budgeted through Title I.

7.3 Approve the following summer professional development for teachers at the contract rate of \$150.00 per day. The cumulative total is up to 30 days to cover all K-6 summer work days requested by principals and curriculum supervisors. Costs will be funded through the Title I budget.

- Primary (grades K-3): up to and not to exceed 15 days
- Intermediate Elementary (grades 4-6): up to and not to exceed 15 days

**CURRICULUM REPORT CONT'D:**

- 7.4 Approve up to 30 summer professional days for teachers at the contract rate of \$150.00 per day to cover all K-12 summer workdays requested by principals and curriculum supervisors. Costs will be funded through Title IV budget.
- 7.5 Approve the purchase of Study Island (Edmentum) for grades 2 through 6 for the 2020-21 school year. The cost of \$24,163.00 will be paid through the Elementary Curriculum budget.
- 7.6 Approve the purchase of Accelerated Reader/Star (Renaissance Learning) for the primary level for the 2020-21 school year. The cost of \$20,676.79 will be paid through the Elementary Curriculum budget.
- 7.7 Approve an interdistrict agreement with the Montoursville Area School District to provide supplementary Title I services for two educationally disadvantaged children who reside within the Montoursville Area School District, but attend St. John Neumann Regional Academy located in the Williamsport Area School District. Title I services will be in accordance with the approved Title I equitable nonpublic funding.
- 7.8 Approve an interdistrict agreement with the Jersey Shore Area School District to provide supplementary Title I services for five educationally disadvantaged children who reside within the Jersey Shore Area School District, but attend St. John Neumann Regional Academy located in the Williamsport Area School District. Title I services will be in accordance with the approved Title I equitable nonpublic funding.
- 7.9 Approve the purchase of IXL K-1 and 9-12 student licenses for the 2020-21 school year at a cost of \$13,125. Costs are budgeted through the elementary and secondary curriculum budgets.
- 7.10 Approve the renewal of the Veeam Backup Essentials Enterprise 2 socket bundle for VMware Annual Basic Maintenance Renewal for the 2020-21 year. Costs of \$1,336.20 will be paid through the Technology budget.
- 7.11 Approve the renewal of the Meraki System Manager for the 2020-21 school year at a cost of \$10,500.00. Costs will be paid through the Technology budget.
- 7.12 Approve the 2020-21 tuition agreement with New Story School to provide four (4) students with special education requirements and all related services at a rate of (three (3) students at \$270.00 per day; and one (1) student at \$370.00 per day). Costs will be paid through the Special Education budget.
- 7.13 Approve the purchase of a three-year software license for the online portion of Go Math. The digital resources will be available for K-8 grade teachers. The cost of \$29,250 will be paid through Title II budget.

## **CURRICULUM REPORT CONT'D:**

- 7.14 Approve all district food service employees and substitute food service employees to participate in state required professional development training on August 11, 2020 at the Williamsport Area Middle School. Participants will be paid at their current contract rate.
- 7.15 Approve additional professional development for all K-12 faculty for the Learning Management System (LMS) from PowerSchool Group (Schoology). The cost of \$7,200.00 will be paid through Title IV funds.
- 7.16 Retroactive approving Charles Crews, Jr. and Brandon Lusk to provide five (5) hours of QBS Safety Care Training on July 16, 2020 at the contract rate of \$31.20 per hour.
- 7.17 Approve an additional 31 days for summer professional development for elementary K-6 teachers at the contract rate of \$150.00 per day. Costs will be funded through the Title IV budget.
- 7.18 Approve an additional 32 days for summer professional development for secondary teachers at the contract rate of \$150.00 per day. Costs will be funded through the Title IV budget.
- 7.19 **REMOVED BY ADMINISTRATION** Consider approving a revised 2020-2021 Williamsport Area School District school calendar.
- 7.20 Approve professional development days for counselors and social workers at the curriculum rate of \$150.00 per day. The cumulative total is up to 20 days to cover all K-12 summer work requested by the Director of Student Services. Costs will be funded through the Student Services Budget.

## **PERSONNEL REPORT**

### **8.1 RESIGNATIONS**

Accept the following resignation(s), effective on the dates and for the purposes indicated:

- A. Laura L. Tripoli, full-time Special Education teacher at the high school, for the purpose of retirement, effective June 17, 2020.

**RESOLVED:** that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Laura L. Tripoli from service in the Williamsport Area Schools and expresses its sincere appreciation for her 22 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

## 8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Mary Jane Spangler, part-time Custodian at the high school, for an extension of an unpaid leave, effective July 1, 2020, through August 31, 2020.

## 8.3\* ELECTION OF STAFF

Elect the following staff, for the purpose and on the date indicated:

- A. Keith B. Batkowski as a temporary professional employee, effective with the 2020-2021 school term (tentative date is August 27, 2020), to be currently assigned to teach Special Education (ES) teacher at Curtin Intermediate School, at a salary rate of Step 1, bachelor's, \$51,500 (+ \$200), pending receipt of appropriate PDE certification and all other required documentation including clearances (replacing Adam Allison, transferred). Mr. Batkowski will also be scheduled to participate in Induction Program activities before the start of the 2020-2021 school term.
- B. Johnna M. Garbrick as a temporary professional employee, effective with the 2020-2021 school term (tentative date is August 27, 2020), to be currently assigned as Primary School Counselor at Jackson Primary School, at a salary rate of Step 1, master's, \$54,500, pending required documentation (replacing Jessica Becker, transferred). Ms. Garbrick will also be scheduled to participate in Induction Program activities before the start of the 2020-2021 school term.
- C. Leanne S. Hofstead to be currently assigned as full-time School Psychologist (245 days) for the District, effective date to be determined, at a salary of \$61,500, prorated, and benefits as provided in the Act 93 Compensation Plan, pending receipt of appropriate PDE certification and all other required documentation (replacing Lisa Nible, retired).
- D. Nikki L. Mistretta to be currently assigned to full-time Administrative Support I (up to 245 days per year; 7½ hours per day) in the Tax Office, with a base wage rate of \$33,093, prorated (\$18.01 per hour), effective July 27, 2020 (replacing Carmen Spurr, retired).

## 8.4\* POSITION CHANGES – None

## 8.5 CONTRACTED SERVICES

- A. Authorize Bayada Home Health Care, Inc., 209 East Third St., Williamsport, to provide RN/LPN Nursing services as needed at the rate of \$50.00 per hour for hours worked for the Williamsport Area School District, effective August 30, 2020, through August 30, 2021.

8.5 CONTRACTED SERVICES CONT'D:

- B. Renew an agreement with Frontline Technologies to provide employee absence management services (Aesop) at an annual fee of \$12,522.15. The term of the agreement shall be for the 2020-2021 school year.

**PROFESSIONAL DEVELOPMENT**

9.1 RELEASED TIME/TRAINING PROGRAMS

Approve released time for staff members to participate in professional development activities in accordance with the Professional Development Plan of the Williamsport Area School District and consider approving training programs. All expenditures proposed are within local, state and federal budget categories approved as noted.

**STUDENT/COMMUNITY ACTIVITIES – None**

**BIDS/CONTRACTS**

- 11.1 Approve Kegel Kelin Litts & Lord LLP, effective with the 2020-21 school year to provide Special Counsel legal services, in conjunction with the services provided by our local district solicitor.
- 11.2 Authorize the District's participation with 1 Government Procurement Alliance (1GPA), of Phoenix, AZ a non-profit national governmental purchasing cooperative that allows public agencies to take advantage of existing public contracts, at competitive prices. There is no fee to participate.
- 11.3 Approve a proposal with The Gordian Group of Greenville, SC to provide services for refurbishment of five (5) Annexair ERV units at the Williamsport Area Middle School. This proposal was obtained through the Keystone Purchasing Network (KPN) at a cost of \$468,748.81 and will be paid out of bond proceeds.
- 11.4 Retroactive approval of the purchase of Bortek hand sanitizer and additional dispensers in the amount of \$23,850.00. Bortek Industries, Inc. Mechanicsburg, PA is a sole source provider of this sanitizer. Funding will be through the PCCD Grant.
- 11.5 ~~Consider approving the bid from Tanner Furniture, Harrisburg, PA for the purchase of 58 student desks and chairs for WAMS, 35 student desks for Cochran Primary School, 60 student desks for Hepburn Lycoming Primary School, 90 student desks for Jackson Primary School, and 85 student desks for Stevens Primary School at a total COSTARS pricing of \$35,744.00. Funding will be through ESSERS/CARES Funds.~~
- 11.5 Approve the quotes from Tanner Furniture, Harrisburg, PA for the purchase of ~~58~~ 56 student desks and chairs for WAMS at a total COSTARS pricing of \$11,697.00. Funding will be through ESSERS/CARES Funds.

**BIDS/CONTRACTS CONT'D:**

11.6 Approve the quotes from Staples Furniture Solutions, Pittsburgh, for the purchase of 35 student desks for Cochran Primary School, 60 student desks for Hepburn-Lycoming Primary School, 90 student desks for Jackson Primary School, and 85 student desks for Stevens Primary School at a total COSTARS pricing of \$25,315.49. Funding will be through ESSERS/CARES Funds.

**TAX ITEMS** – None

**TRANSPORTATION** – None

The motion carried by a unanimous roll call.

**SUPERINTENDENT'S REPORT – Timothy S. Bowers, Ed.D.**

Dr. Bowers thanked the Pandemic Team and Dr. Bigger who pulled the Health & Safety Plan together. This was a huge endeavor and a lot of hard work and effort was required to complete this. He noted that PDE requires that every time a change is made to the plan, the Board must reapprove the plan and submit it to PDE again.

Dr. Bowers thanked the community and the parents for their support this past spring, when we had to quickly change to remote instruction. We made the best of the situation that we were given and this support was greatly appreciated.

The district is about to launch a 1:1 device program where every student will receive a chromebook. This is a huge project and is usually a two year process. The faculty and administrative team have gone above and beyond to launch this in an extremely short timeframe and Dr. Bowers expressed appreciation for everyone's work in making this happen.

Efforts continue to prepare for the start of the school year. The Health and Safety Plan and the presentation to the Board this evening was just step one. We will be ramping up communications with families. Dr. Bower reminded everyone of the importance of the family responses to the questionnaire.

He shared with the Board that the meeting via Zoom this evening was the result of the recent governor's order limiting indoor events to 25 people.

**ITEMS FROM BOARD MEMBERS** - None

**ITEMS FROM PUBLIC** - No additional comments from the public.

Upon motion made by Dr. Penman, seconded by Mr. Schefsky, and carried the meeting adjourned at 8:06 PM.

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Wanda M. Erb, Board Secretary