

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, May 3, 2022, beginning at 6:01 PM in the Board Room of the District Service Center, 2780 West Fourth Street, Williamsport, Pennsylvania.

The President, Lori A Baer, called the meeting to order with the following members.

PRESENT: Lori A. Baer, Michelle L. Deavor Cody L. Derr, Patrick A. Dixon, Jennifer Lake, Barbara D. Reeves, Jamie L. Sanders, Adam C. Welteroth, Scott R. Williams.

ABSENT: None

OPENING EXERCISES were provided by Mr. Jamie L. Sanders.

President Baer announced that an executive session was held prior to the meeting for personnel.

APPROVAL OF MINUTES: Regular Meeting April 19, 2022

PUBLIC COMMENTS ON POTENTIAL CLOSING OF THADDEUS STEVENS PRIMARY SCHOOL

No one wished to address the Board regarding the potential closing of Stevens Primary School.

Motion made by Mr. Sanders, seconded by Mrs. Reeves for omnibus to include agenda, addendum and minutes from the April 19, 2022 meeting.

Mrs. Logue made a correction to Item 8.3C to reflect “or current contract rate.”

BOARD PRESIDENT’S REPORT – None

FINANCE REPORT

5.1 Approve the following financial reports:

A. Treasurer’s Report for the month of March 2022:

B. Payroll Report for the month of April 2022:

General Fund – Unrestricted	\$2,906,721.75
General Fund – Restricted	183,617.97
Food Service Fund	90,804.43
Earned Income Tax	46,117.43
Student Activities	0
TOTAL	\$3,227,261.58

FINANCE REPORT CONT'D:

- 5.2 Authorize payment of invoices and services rendered by the list submitted from April 20, 2022 to May 3, 2022 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$317,464.82
Athletic Fund	3,364.00
EIT Operating Fund	1,411.26
Food Service Fund	996.25
Payroll Fund	544,426.51
PLGIT Capital Projects Fund	0.00
Student Activities Fund	8,691.00
TOTAL	<u>\$ 876,353.84</u>

- 5.3 Approve budget transfers for FY22, dated March 31, 2022 to April 27, 2022, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

- 5.4 Adopt the following resolution relative to a Proposed Final Budget for the 2022-2023 fiscal year.

RESOLVED: That in accordance with the School Laws of Pennsylvania, 1949 as amended, Section 687 and Act 1 of 2006, the Board of School Directors of the Williamsport Area School District announces a proposed general fund budget in the amount of funds which will be required by the Williamsport Area School District for the fiscal year beginning July 1, 2022, and

RESOLVED FURTHER: That a meeting of the Board of School Directors of the Williamsport Area School District is scheduled to be held at 6:00 p.m. on Tuesday, June 7, 2022, for the purpose of adopting the general fund budget and such other general business as may be brought before the Board, and

RESOLVED FURTHER: That the Secretary be and is hereby authorized and directed to provide for special notice in a local newspaper that the proposed budget is available for inspection and on the district website at www.wasd.org for all who may be interested:

The following is a summary of the proposed General Fund Budget for the fiscal year beginning July 1, 2022:

ESTIMATED BEGINNING UNASSIGNED FUND BALANCE AVAILABLE FOR APPROPRIATION 06/30/22	\$ 6,802,565
FY 22-23 UNRESTRICTED REVENUE	92,021,472
FY 22-23 RESTRICTED REVENUE	12,799,405

FINANCE REPORT CONT'D:

5.4 Adopt the following resolution relative to a Proposed Final Budget for the 2022-2023 fiscal year cont'd:

TOTAL ESTIMATED FUND BALANCE AND REVENUE AVAILABLE FOR APPROPRIATION	111,623,442
FY 22-23 UNRESTRICTED EXPENDITURES	93,576,006
FY 22-23 RESTRICTED EXPENDITURES	12,799,405
TOTAL ESTIMATED EXPENDITURES	106,375,411
ESTIMATED JUNE 30, 2023 UNASSIGNED FUND BALANCE	\$5,248,031

22/23

Real Property (17.24 mills 21/22)	17.65 mills
Act 511 Taxes	
Earned Income	1.5%
Real Estate Transfer	0.5 of 1%

5.5 Authorize the following action relative to Fiscal Year 2022-2023:

- A. A public official bond in the amount of \$3,400,000 for the following, for the faithful performance of duties for the period beginning July 1, 2022 and the premium paid in accordance with Sections 431, 436 and 658 of the Public School Code of 1949, as amended:
 - 1. Dorothy E. Hilliard, Tax Office Manager (as Tax Officer)

- B. A public official bond in the amount of \$500,000 for the following, for the faithful performance of duties for the period beginning July 1, 2022 and the premium paid in accordance with Sections 431, 436 and 658 of the Public School Code of 1949, as amended:
 - 1. Wanda M. Erb, Board Secretary/Business Administrator (as Board Secretary)
 - 2. Brett A. Leinbach, Director of Finance and Accounting/Treasurer (as Treasurer)

- C. The Treasurer to invest funds temporarily to surplus the needs of the Williamsport Area School District during fiscal year ending June 30, 2023 in accordance with the provisions of the School Laws of Pennsylvania, 1949 as amended, Section 440.1.

FINANCE REPORT CONT'D:

5.5 Authorize the following action relative to Fiscal Year 2022-2023:

D. The Purchasing Agent to purchase material and supplies, contracted services, furniture, equipment, textbooks and other goods and services for which appropriations are made in the budget for the fiscal year ending June 30, 2023, in accordance with the School Laws of Pennsylvania, 1949 as amended, and School Board Policy.

E. The payment of salaries for instructional and non-instructional employees as these salaries become due and payable on the following dates:

07/01/22	07/15/22	07/29/22	08/12/22
08/26/22	09/09/22	09/23/22	10/07/22
10/21/22	11/04/22	11/18/22	12/02/22
12/16/22	12/30/22	01/13/23	01/27/23
02/10/23	02/24/23	03/10/23	03/24/23
04/07/23	04/21/23	05/05/23	05/19/23
06/02/23	06/16/23	06/30/23	

F. The following depositories of the funds of the Williamsport Area School District be authorized for the fiscal year ending June 30, 2023:

- | | |
|--|----------------------|
| BB&T | Fidelity Investments |
| First National Bank | Fulton Bank |
| JP Morgan Chase Bank | M & T Bank |
| Multi-Bank Securities, Inc. | PNC Bank |
| TD Bank | US Bank |
| Wells Fargo Bank | |
| The Bank of New York Mellon | |
| Pennsylvania Local Government Investment Trust (PLGIT) | |
| Pennsylvania School District Liquid Asset Funds (PSDLAF) | |

G. The following signatories for all depositories of the funds of the Williamsport Area School District for the fiscal year ending June 30, 2023:

- | | | |
|-------------------|---|--|
| Lori A. Baer | - | Board President |
| Wanda M. Erb | - | Business Administrator/Board Secretary |
| Brett A. Leinbach | - | Treasurer |

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve an agreement with Forerunner Technologies, Inc. to convert the phone system at the Williamsport Area Middle School and Williamsport Area High School to the Mitel Phone System (currently in use at the other District buildings) and upgrade the district's system to the current release at a cost of \$81,186.13. This agreement includes equipment and labor for the conversion and upgrade of the phone systems. This purchase will be made using Sourcewell pricing and will be funded through the 2022-23 Technology budget.
- 7.2 Approve the formation of the Find Your Anchor Club at the Williamsport Area High School. The club will be advised by Jennifer Y. Weaver, a teacher at the high school.
- 7.3 Approve the following Williamsport Area School District teachers to receive QBS Safety-Care Trainer Recertification on July 20, 2022.

Charles Crews

Brandon Lusk

Stephanie Pardoe

The teachers will be paid at the curriculum rate of \$150.00 per day.

- 7.4 Approve the Odyssey of the Mind team from Cochran Primary School, accompanied by their coaches and parents, to participate in the Odyssey of the Mind World Competition to be held at the University of Iowa on May 24-30, 2022. Costs for hotel, food, and registration of \$5,850 will be paid through district funds. Transportation will be provided by the parents. Two teacher substitutes will be required for four days.
- 7.5 Approve up to 50 teachers for up to one (1) day of trauma professional development during Summer 2022 at the curriculum rate of \$150.00 per day to be paid through the ARP/ ESSER State Set Aside funding that is allocated to be spent on mental health and trauma services

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Deborah Antonetti Hill, full-time Early Childhood Education Instructor (CTE) at the Williamsport Area High School, for the purpose of retirement, effective June 9, 2022.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Deborah Antonetti Hill from service in the Williamsport Area Schools and expresses its sincere appreciation for her 25 years of dedicated service to our school system as teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.1 RESIGNATIONS CONT'D:

- B. Winifred Campbell, full-time Aide at the Williamsport Area High School, for the purpose of retirement, effective June 13, 2022.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Winifred Campbell from service in the Williamsport Area Schools and expresses its sincere appreciation for her 32 years of dedicated service to our school system as an aide. It further expresses the hope that her years of retirement will be many and richly rewarding.

- C. Tracy A. Roberts, full-time Administrative Support I (245 day) at the Tax Office, for personal reasons, effective April 14, 2022.

8.2* LEAVE OF ABSENCE

Approve the following leave(s) of absence:

- A. Madeline J. Stradley, part-time Administrative Support at Jackson Primary School, for an unpaid leave effective April 12, 2022 through June 19, 2022.
- B. Eric S. Weaver*, full-time Special Education teacher at the middle school, for an extension of an unpaid leave effective May 2, 2022, through June 9, 2022.
- C. Deena Conklin*, full-time Special Education teacher at the Williamsport Area High School, for an extension of an unpaid leave effective May 2, 2022 through May 24, 2022.

8.3 ELECTION OF STAFF

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

- A. The following substitute teacher(s), subject to assignment by the Superintendent of Schools, at the salary and/or daily rates as established by Board policy (\$120 per day for first 45 days; \$130 per day for days beyond the 45th day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked, pending receipt of all required documentation:

Kelsie S. Buckwalter (effective 05/16/2022)

- B. The following substitute food service worker(s), at the salary rate of \$12.00 per hour, for the actual number of hours worked, effective date as indicated:

Catherine M. Hess (effective 05/04/2022)

Hailey A. Lukens (effective 05/04/2022)

8.3 ELECTION OF STAFF CONT'D:

- C. Nadera F. Hoyt to be currently assigned to full-time Health Room Technician (up to 185 days, 7 hours per day) at Jackson Primary School, with a base wage rate of \$23,621, (\$18.24 per hour), or current contract rate, effective date to be August 24, 2022 (replacing Karen Buchheit, retired).
- D. Amber R. Faiver to be currently assigned to part-time Food Service Worker (up to 180 days; up to 4.5 hours per day) at Williamsport Area High School, with a base wage rate of \$12.96 per hour, effective May 4, 2022 (replacing Madison Myers, resigned).
- E. Teranie L.Schell to be currently assigned to part-time Food Service Worker (up to 180 days; up to 5 hours per day) at Williamsport Area High School, with a base wage rate of \$12.96 per hour, effective May 4, 2022 (replacing Deb Godfrey, resigned).
- F. Shelby M. Kurtz, as temporary professional employee, effective with the 2022-2023 school term (tentative date is August 24, 2022), to be currently assigned to teach Special Education at Williamsport Area Middle School, at salary rate of Step 1, Bachelor's, \$53,633 (+\$200), pending receipt of PDE certification, updated clearances and all required documentation. Ms. Kurtz will also be scheduled to participate in Induction Program activities before the start of the 2022-2023 school term (new position approved for the 2022-2023 school year).
- G. Ciara M. Smith to be currently assigned to full-time Intervention Specialist at Curtin Intermediate School, with a base wage rate of \$23,970, prorated (\$18.51 per hour), effective May 4, 2022 (replacing John Blackwell, transferred).
- H. Mikaela Keister as a temporary professional employee, effective with the 2022-2023 school term (tentative date is August 24, 2022), to be currently assigned to teach Special Education at Curtin Intermediate School, at a salary rate of Step 1, bachelor's \$53,633 (+\$200), pending receipt of PDE certification, updated clearances and all required documentation. Ms. Keister will also be scheduled to participate in Induction Program activities before the start of the 2022-2023 school term. (new position approved for the 2022-2023 school year)
- I. Rachel A. Riley, as a temporary professional employee, effective with the 2022-2023 school term (tentative date is August 24, 2022), to be currently assigned to teach Special Education at Hepburn Lycoming Primary School, at salary rate of Step 1, Bachelor's, \$53,633 (+\$200), pending receipt of PDE certification, updated clearances and all required documentation. Ms. Riley will also be scheduled to participate in Induction Program activities before the start of the 2022-2023 school term (new primary school position approved for the 2022-2023 school year).

8.3 ELECTION OF STAFF CONT'D:

- J. The following student teacher(s) as a substitute teacher(s), assigned only to his/her cooperating teacher, at the salary and/or daily rates as established by Board Policy (\$90 per day while substituting during student teaching experience, only for the actual number of hours assigned and worked).

In accordance with PDE guidelines and University Policies, student teacher(s) may only substitute for his/her cooperating teacher for up to 10 days per placement during his/her student teaching experience.

Josie A. McKendree (effective 5/16/2022) - (Student Teacher for Cassandra Clausen, cooperating teacher at Lycoming Valley Intermediate School).

8.4 POSITION CHANGES

Approve the following position change(s):

- A. Bobbi J. Kuhns from a part-time Aide (Special Education) at Lycoming Valley Intermediate School, to be assigned to a part-time Food Service Worker (185 days, up to 3.75 hours) at Lycoming Valley Intermediate School, at the rate of \$13.57 per hour, effective May 5, 2022. (replacing Diane Snell, retired).
- B. Tristin R. Forney from Dean of Students at Lycoming Valley Intermediate School, to Principal (245 day) at Williamsport Area High School effective July 1, 2022 at salary of \$89,000. (Mr. Forney was previously approved as Assistant Principal at Lycoming Valley Intermediate School and is now recommended for the position of Principal at Williamsport Area High School replacing Jeff Robbins, retired)

8.5 OTHER

- A. Approve the one-time addition of a single paid leave day to all current active members of WEA, as per an executed Memo of Understanding with the District and WEA.
- B. Approve the addition of one (1) full-time Aide position and one (1) full-time Intervention Specialist position (WAESP) in lieu of six (6) vacant part-time Aide positions (to be filled for the start of the 2022-23 school year). These positions will be assigned to the high school and are considered budget neutral.
- C. Approve the addition of three (3) full-time Aide positions and two (2) part-time Aide positions (WAESP) to be filled for the start of the 2022-23 school year. These positions will be assigned at Curtin Intermediate School, Hepburn-Lycoming Primary School and Williamsport Area Middle School. These positions are needed based upon anticipated special education student enrollments.

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

10.1 Approve the following student trips:

Field trips are being presented for provisional approval in accordance with the District's Health and Safety Plan and may need to change or be canceled. All students must be in compliance with the school's field trip disciplinary requirements in order to participate.

- A. Thirty (30) eighth grade students from the Williamsport Area Middle School, accompanied by their advisor and an administrator, to travel to Hershey Park during May 2022 to participate in a school leadership initiative. Transportation will be provided by contract carrier. One substitute will be required for the day.
- B. Thirty-four (34) sixth grade band members from Curtin Intermediate School, accompanied by their teacher, to travel to Lycoming College during May 2022 to participate in a clinic with their concert band. Transportation will be provided by Lycoming College.
- C. Thirty-five (35) Lycoming Valley Middle School, accompanied by three staff members, to travel by limousine around the area as a SWPB reward. There will be no cost to the district.
- D. Eleven (11) CTE students from the Williamsport Area High School, accompanied by their teacher, to travel to the Williamsport Area Middle School during May 2022 to cater a luncheon. Transportation will be provided in a district van. One substitute will be required for one period.
- E. Thirty (30) Williamsport Area High School Big Band members, accompanied by their teacher, to travel to Pine Street United Methodist Church during May 2022 to perform at a banquet. Transportation will be provided by the students' parents.
- F. Thirty (30) Williamsport Area High School Big Band members, accompanied by their teacher, to travel to the Montoursville Area High School during May 2022 to participate in the Lycoming County Jazz Band Festival. District transportation is requested.

10.1 Approve the following student trips cont'd:

- G. Twenty-two (22) welding students from the Williamsport Area High School, accompanied by their teacher, to travel to High Steel Structures during May 2022 to learn about welding practices and employment. District transportation is requested and will be paid through the CTE budget.
- H. One (1) Williamsport Area High School student, accompanied by a parent, to travel to Atlanta, Georgia for six days during June 2022 to participate in the national SkillsUSA competition. Student costs will be paid through the CTE budget.

10.2 Approve the following request for facility use:

- A. Special Olympics of Lycoming County to use the gymnasium, locker rooms, commons, and concession area at the high school on Saturday, September 17, 2022 for set-up from 5:00 p.m. to 9:00 p.m., and Sunday, September 18, 2022, from 7:00 a.m. to 6:30 p.m. for a Special Olympics Invitational Bocce Competition. The Special Olympics is requesting relief of the occupancy fee estimated at \$2,750.00. Special Olympics of Lycoming County will be responsible for labor fees associated with the usage. Certificate of Insurance to be received.

BIDS/CONTRACTS

- 11.1 Approve the purchase of door hardware and 12 Airphone intercom phones from Keystone Fire and Security for building secretaries in the Williamsport Area School District at a cost of \$24,736.32 (PEPPM pricing). The cost will be funded through the Student Services budget.
- 11.2 Approve Christopher Leigh to provide DJ services for the Williamsport Area High School Prom on Saturday, May 7, 2022 at the Genetti Hotel. Cost for the service is \$600 and will be paid from the Senior class funds.

TAX ITEMS – None

TRANSPORTATION

- 13.1 Approve the following drivers/monitors/mechanics for STA, Inc. for the 2021-22 school year:

Heather Lane Aide/Van Driver

Voice vote: Ayes carried the motion with Mrs. Derr voting no, due to the proposed budget reflecting a tax increase.

SUPERINTENDENT’S REPORT – Timothy S. Bowers, Ed.D.

Dr. Bowers congratulated our CTE student Raymond Hartman III, Medical Math who qualified for Nationals in the SkillsUSA Competition.

He also congratulated Tristin Forney on his appointment to the role of high school principal.

We’ve had several new hires over the last couple of months and still have a few more positions to fill. Dr. Bowers recognized the hard work of the Human Resources Department and our selection committees who have spent hours reviewing files and interviewing to recommend the best candidate to the Board.

Tonight the Board approved a Memorandum of Understanding (MOU) with the education association to add a Self-Care Day into the leave bank of teachers. Tomorrow is National Teacher Appreciation Day. We will send an electronic card to show our appreciation and will share the information about this Self-Care Day.

ITEMS FROM BOARD MEMBERS - None

ITEMS FROM PUBLIC

Tom Adams, district resident addressed the Board. He stated that he appreciates the work of everyone and especially appreciates how we screen our new teachers to try to get the best. Mr. Adams also spoke about T.S.E.L. – Transformative Social Emotional Learning noting that we need to make sure it doesn’t get into our schools and if so it should be removed immediately.

Motion to adjourn was made by Mrs. Reeves, seconded by Mrs. Lake. The meeting adjourned at 6:20 p.m.

Wanda M. Erb, Board Secretary