

May 4, 2021

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 4, 2021, beginning at 6:05 PM in the Auditorium of the Williamsport Area High School, 2990 West Fourth Street, Williamsport, Pennsylvania.

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

PRESENT: Lori A. Baer, Patrick A. Dixon, Jennifer Lake, Lisa M. Nible, Jane L. Penman, Barbara D. Reeves, Adam C. Welteroth.

ABSENT: Star Poole

**OPENING EXERCISES** were provided by Mrs. Jennifer Lake.

**APPROVAL OF MINUTES:** Regular Meeting – April 13, 2021

President Baer welcomed Lisa Nible to the Board noting, Mrs. Nible was sworn in as a Board member by the Honorable Nancy L. Butts, on April 15, 2021.

An executive session was held prior to the meeting for personnel and attorney advisement.

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

- A. Dr. Richard Poole, Director of Student Services presented to the Board on a K-12 Interconnected System Framework for Integration of School and Community Mental Health and Behavioral Services K-12. This presentation included the proposed creation of two Coordinators of Trauma and Mental Health Services positions and three part-time Attendance Compliance Specialist, which will be considered later on the agenda.
- B. Jeremy Loveland, Technology Director provided an overview of the proposed district wide camera project to replace and upgrade our current system. This proposal is also included on the agenda for consideration

Mrs. Lake made a motion, seconded by Mr. Welteroth for an omnibus to include the agenda (except item 11.7), the presentations, the addendum and the minutes for the April 13<sup>th</sup> meeting.

- C. Cochran Primary School Civil Engineering project and WASD Vestibule project presentation by Crabtree & Rohrbaugh Associates. – This presentation occurred later in the meeting.

#### **FINANCE REPORT**

Mrs. Erb provided an overview of the 2021-22 Proposed Final Budget and answered questions. She noted that the Finance and Facilities Committee meets again on May 25 at 5:00 p.m. and welcomes anyone who would like to learn more about the budget process. The Proposed Final Budget reflects a 3.14% millage rate increase. The administration, and Finance and Facilities Committee will be working to decrease this increase for the final budget adoption scheduled for June 15, 2021.

**FINANCE REPORT CONT'D:**

5.1 Approve the following financial reports:

A. Payroll Report for the month of April 2021:

General Fund – Unrestricted	\$2,830,616.12
General Fund – Restricted	226,114.92
Food Service Fund	65,495.63
Earned Income Tax	42,789.41
Student Activities	0.00
<b>TOTAL</b>	<u>\$3,165,016.18</u>

5.2 Authorize payment of invoices and services rendered by the list submitted from April 14, 2021 to May 4, 2021 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$1,091,686.98
Athletic Fund	5,111.00
EIT Operating Fund	1,583.37
Food Service Fund	526.37
Payroll Fund	546,366.76
PLGIT Capital Projects Fund	
Student Activities Fund	0.00
<b>TOTAL</b>	<u>\$1,645,274.48</u>

5.3 Adopt the following resolution relative to a Proposed Final Budget for the 2021-2022 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, 2021, 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 15, 2021, 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](http://www.wasd.org) for all who may be interested:

**FINANCE REPORT CONT'D:**

5.3 Adopt the following resolution relative to a Proposed Final Budget for the 2021-2022 fiscal year cont'd:

The following is a summary of the proposed General Fund Budget for the fiscal year beginning July 1, 2021:

ESTIMATED BEGINNING UNASSIGNED FUND BALANCE AVAILABLE FOR APPROPRIATION 06/30/21	\$ 9,474,868
FY 21-22 UNRESTRICTED REVENUE	88,671,726
FY 21-22 RESTRICTED REVENUE	5,689,634
TOTAL ESTIMATED FUND BALANCE AND REVENUE AVAILABLE FOR APPROPRIATION	103,836,228
FY 21-22 UNRESTRICTED EXPENDITURES	90,663,793
FY 21-22 RESTRICTED EXPENDITURES	5,689,634
TOTAL ESTIMATED EXPENDITURES	96,353,427
ESTIMATED JUNE 30, 2022 UNASSIGNED FUND BALANCE	7,482,801

**21/22**

Real Property (16.89 mills 20/21)	17.42 mills
Act 511 Taxes	
Earned Income	1.5%
Real Estate Transfer	.5 of 1%

5.4 Authorize the following action relative to Fiscal Year 2021-2022:

- A. 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, 2021 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)

**FINANCE REPORT CONT'D:**

5.4 Authorize the following action relative to Fiscal Year 2021-2022 cont'd:

B. 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, 2021 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)

C. The Treasurer to invest funds temporarily to surplus the needs of the Williamsport Area School District during fiscal year ending June 30, 2022 in accordance with the provisions of the School Laws of Pennsylvania, 1949 as amended, Section 440.1.

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, 2022, 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:

07/02/21	07/16/21	07/30/21	08/13/21
08/27/21	09/10/21	09/24/21	10/08/21
10/22/21	11/05/21	11/19/21	12/03/21
12/17/21	12/31/21	01/14/22	01/28/22
02/11/22	02/25/22	03/11/22	03/25/22
04/08/22	04/22/22	05/06/22	05/20/22
06/03/22	06/17/22		

F. The following signatories for all depositories of the funds of the Williamsport Area School District for the fiscal year ending June 30, 2022:

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

G. The following depositories of the funds of the Williamsport Area School District be authorized for the fiscal year ending June 30, 2022:

BB&T	Fidelity Investments
First National Bank	FNB Bank
JP Morgan Chase Bank	M & T Bank
Multi-Bank Securities, Inc.	PNC Bank

**FINANCE REPORT CONT'D:**

5.4 Authorize the following action relative to Fiscal Year 2021-2022 cont'd:

G. The following depositories of the funds of the Williamsport Area School District be authorized for the fiscal year ending June 30, 2022:

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)	

**BOARD POLICY – None**

**CURRICULUM REPORT**

7.1 Approve an agreement with the Indiana University of Pennsylvania to place a psychology intern with the Williamsport Area School District during Spring 2021.

7.2 Approve an agreement of affiliation with the Pennsylvania College of Technology from July 2021 through July 2023 which enables Penn College nursing students to accompany Williamsport Area School District school nurses to become familiar with school nursing requirements and expectations. Appropriate clearances are obtained by participants, liability insurance is in place and there is no cost for either institution associated with the process.

**PERSONNEL REPORT**

8.1 RESIGNATIONS

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

A. Revise the effective date of retirement for Nancy J. Colley, part-time Food Service Worker at the high school, from June 10, 2021, to April 20, 2021 (originally approved at the April 13, 2021, School Board meeting).

B. Dawn M. Staggert, full-time Administrative Support II (245 day) in the Special Education Department at the District Service Center, for the purpose of retirement, effective August 6, 2021.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Dawn M. Staggert from service in the Williamsport Area Schools and expresses its sincere appreciation for her 22 years of dedicated service to our school system as an administrative support and food service worker. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.1 RESIGNATIONS CONT'D:

- C. Elijah C. Clary, part-time Equipment Manager at the high school, for personal reasons, effective April 9, 2021.
- D. Hannah M. Werner, part-time Aide (Special Education) at the middle school, for personal reasons, effective April 23, 2021.

8.2\* LEAVE OF ABSENCE

Approve the following leave(s) of absence:

- A. Christopher P. Anderson\*, full-time Stock Clerk at the Warehouse Complex, for an unpaid leave on an intermittent basis (as needed), effective April 15, 2021, through May 10, 2021.
- B. Angela R. Carbajal\*, full-time 1<sup>st</sup> Grade teacher at Stevens Primary School, for an unpaid leave effective June 9, 2021, through June 10, 2021.
- C. Paul S. Carpenter, Jr.\*, full-time Groundskeeper/Custodian at the middle school, for an unpaid leave on an intermittent basis (as needed), effective April 12, 2021, through June 30, 2021.
- D. Cindy L. Ryder, full-time Aide (Special Education) at Jackson Primary School, for an extension of an unpaid leave, effective May 3, 2021, through May 28, 2021.
- E. Tammy L. Sewell, part-time Food Service Worker at the middle school, for an unpaid leave effective May 17, 2021, through June 11, 2021.

8.3\* ELECTION OF STAFF

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

- A. Theresa L. Montgomery to be currently assigned as a full-time Elementary Principal (245 days) at Jackson Primary School, effective July 1, 2021, at a salary rate of \$100,000, and benefits as provided in the Act 93 Meet and Discuss Compensation Plan, pending receipt of updated clearances and all required documentation (replacing Kirk Felix, who was Principal at both Cochran and Jackson Primary Schools during the 2020-2021 school year).
- B. Brianna J. Brungard as a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach 2<sup>nd</sup> Grade at Jackson Primary School, at a salary rate of Step 1, bachelor's, \$52,582 (replacing Veronica Hine, retired). Ms. Brungard has already participated in Induction Program activities before the start of the 2020-2021 school term.

8.3\* ELECTION OF STAFF CONT'D:

- C. Loren E. Collins as a professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach English/Language Arts at the middle school, at a salary rate of Step 3, master's, \$59,729, pending receipt of updated clearances and all required documentation (replacing Maria Weaver, retired). Ms. Collins will also be scheduled to participate in Induction Program activities before the start of the 2021-2022 school term.
- D. Brittany T. Naculich as a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach Mathematics at the middle school, at a salary rate of Step 1, bachelor's, \$52,582 (replacing Ronald Sahm, retired). Ms. Naculich has already participated in Induction Program activities before the start of the 2020-2021 school term.
- E. Mackenzie C. Ryan as a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach Special Education (ES) at the middle school, at a salary rate of Step 1, bachelor's, \$52,582 (plus \$200), pending receipt of PDE certification, updated clearances and all required documentation (replacing William Cuebas, retired). Ms. Ryan will also be scheduled to participate in Induction Program activities before the start of the 2021-2022 school term.
- F. Cara S. Zortman as a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach Biology at the high school, at a salary rate of Step 1, bachelor's \$52,582, pending receipt of PDE certification, updated clearances and all required documentation (replacing Christina Butler, retired). Ms. Zortman will also be scheduled to participate in Induction Program activities before the start of the 2021-2022 school term.
- G. Approve the payment of stipends to active members of the Williamsport Area High School and Williamsport Area Middle School Student Assistance Teams for the 2020-2021 school year. The stipend rate is \$1,200 per year per the stipend schedule. Members are listed by building:

Williamsport Area High School

Jessica A. Becker	Kaitlin L. Eck
David R. Ferry	Susan E. McGehean
Matthew A. Radspinner (½ year)	Jeremy S. Steppe
Heather E. Way	Jennifer J. Weaver
Jennifer Y. Weaver	

Williamsport Area Middle School

Emily B. Linn	Michael B. Lundy, Jr.
Patrick R. Menges	Marcia L. McCann
Christie M. Peck	Tamra L. Rook

8.3\* ELECTION OF STAFF CONT'D:

- H. 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 45<sup>th</sup> day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked:

Destini-Sierra A. Kelch (effective 05/10/21)

- I. The following person(s) as non-certified substitute teacher(s) with receipt of an emergency permit, subject to assignment by the Superintendent of Schools, at the salary and/or rates as established by Board policy (\$90 per day for first 45 days; \$110 per day for days beyond the 45<sup>th</sup> day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked during the 2020-2021 school year:

Christina M. Boughton (effective 04/19/21)

- J. Ryan C. Buchner to be currently assigned as full-time Tax Examiner (245 days, 7½ hours per day) in the Tax Office at the District Service Center, with a base wage rate of \$40,976, prorated, (\$22.30 per hour), effective May 10, 2021 (replacing Amber Whited, resigned).

8.4\* POSITION CHANGES - Approve the following position change(s):

- A. Stephanie M. Pardoe from a full-time Virtual School Coordinator (205 day) for the District to a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach Health & Physical Education at Cochran Primary School, at a salary rate of Step 1, bachelor's, \$52,582 (replacing Jesse Simcox, resigned). Ms. Pardoe will also be scheduled to participate in Induction Program activities before the start of the 2021-2022 school term.
- B. Elizabeth A. Sauers from a full-time 3<sup>rd</sup> Grade teacher at Cochran Primary School to be currently assigned to Elementary Mathematics Instructional Coach (K-6) for the District, effective with the 2021-2022 school term (tentative date is August 26, 2021), at the 2021-2022 school year contract salary rate, provided Ms. Sauers obtains PDE Mathematics Coach PK-12 Endorsement in accordance with the accredited institution's academic timeline (replacing Trevor Enderle, retired).
- C. Wendy L. Hinkal from full-time Administrative Support II (225 days, 7 hours per day) at Cochran Primary School to be currently assigned to full-time Administrative Support I (245 days, 7½ hours per day) for Maintenance/Facility Operations at the Service Complex, with a base wage rate of \$35,574, prorated (\$19.36 per hour), effective May 3, 2021 (replacing Lisa Miosi, resigned).



8.4\* POSITION CHANGES CONT'D:

- D. Lori A. Williams from full-time Administrative Support II (225 days, 7 hours per day) at Stevens Primary School to be currently assigned to full-time Administrative Support II (225 days, 7 hours per day) at Cochran Primary School, with a base wage rate of \$33,437, prorated (\$21.23 per hour), effective date to be determined (replacing Wendy Hinkal, transferred).

8.5 OTHER

- A. Approve the two new Coordinator of Trauma and Mental Health Services positions (WEA) to be posted and filled for the start of the 2021-2022 school year using the criteria and required certifications highlighted in the job description. These are both new positions within the school district and will be supervised by the Director of Student Services.
- B. Approve the three new part time Attendance Compliance Specialist positions (WAESP) to be posted and filled for the start of the 2021-2022 school year using the criteria and qualifications highlighted in the job description. These are new positions within the school district and will be supervised by the Director of Student Services.
- C. Eliminate the current nine (9) vacant part-time custodial positions.
- D. Approve the addition of three (3) full-time Class I Custodial positions.

**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 a proposal from Johnson Controls, Inc. 195 Limekiln Rd. New Cumberland, PA, for planned (3) year service agreement for the mechanical and control systems for the High School and Jackson Primary chillers. Service agreement to start July 1, 2021 and ending June 30, 2024. First year \$32,575.00, second year \$25,821.00 and third year \$26,655.00. Costs are budgeted in the Plant Operations budget.

**BIDS/CONTRACTS CONT'D:**

- 11.2 Approve the purchase of a district wide security camera system from GovConnection, Inc. PO Box 536477 Pittsburgh, PA in the amount of \$1,132,880.95 per the PEPPM contract. This project will be funded through an ESSER grant.
- 11.3 Approve the purchase of bus cameras upgrades from AngelTrax 119 South Woodburn Dr. Dothan, AL in the amount of \$26,182.40 per the PEPPM contract. This project will be funded through an ESSER grant.
- 11.4 Approve a proposal from Barry Isett & Associates, 2 Market Plaza Way, Mechanicsburg, PA to provide civil engineering services for renovations and improvements at Cochran Primary School at a base cost of \$21,000 and with additional service fees not to exceed \$10,000.
- 11.5 Approve a five-year (2021-2026) Letter of Agency with BLaST Intermediate Unit #17 to provide internet services via the RWAN (Regional Wide Area Network) with an E-Rate discount.
- 11.6 Authorize an agreement with Marilyn M. Harer granting Williamsport Area School District a temporary construction easement for pedestrian and vehicular access to the worksite and may be used for temporary storage of construction materials for the culvert work at Lycoming Valley Intermediate School. The agreement sets all terms and conditions of this temporary easement including restoring area to pre-construction condition.

**TAX ITEMS** – None

**TRANSPORTATION** – None

The motion was approved unanimously

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

Dr. Bowers recognized and congratulated our new hires.

We are celebrating Teacher Appreciation Week and Dr. Bowers thanked our teachers for all they do each and every day.

Dr. Bowers shared that late this afternoon the district received a letter from the Acting Secretary of Health and the Acting Secretary of Education lifting some of the restrictions, specifically those related to in-person assembly. The district will be reviewing these latest guidelines. The high school principals are working on plans for graduation. This latest correspondence may allow us to make additional changes but currently we are looking at a traditional ceremony. Masks will still be required.

**SUPERINTENDENT’S REPORT CONT’D: – Timothy S. Bowers, Ed.D.**

Dr. Bowers discussed the student walkout, which occurred at the high school on April 23 involving approximately 75 students, lasting for about 30 minutes. He shared with the Board that the Supreme Court has been clear that “students do not shed their constitutional rights at the school door.” The school administration did not approve the event but once they were aware of the plan they did speak with the students regarding the event. It is our responsibility to educate our students on the correct way to conduct themselves. Dr. Pardoe and his team handled this in an appropriate manner.

An unidentified individual spoke out at the meeting, refusing to wait until the public comment section. Security escorted him from the meeting.

Scott Cousin, Crabtree, Rohrbaugh & Associates, presented via zoom on the topic of the Board removing the secure vestibules at Jackson and Curtin from the feasibility study and considering the possibility of bidding and constructing these vestibules this summer or fall.

11.7 Motion was made by Dr. Penman, seconded by Mrs. Reeves, to approve a proposal from Crabtree, Rohrbaugh & Associates, Mechanicsburg, PA for the secure vestibule renovation projects at Curtin Intermediate School and Jackson Primary School at a cost of \$175,300 plus reimbursable expenses. Scope of work includes design/documentation, bidding and construction administration. These projects will be funded through the 2019 Bond Proceeds.

Voice vote – all votes were affirmative. The motion carried.

**ITEMS FROM BOARD MEMBERS**

President Baer thanked the IT Department for all their efforts to make the multiple items come together tonight – streaming the meeting, making sure everyone including the Board members were able to see the presentation, and the successful Zoom presentation from Crabtree, Rohrbaugh & Associates. There were a lot of things happening tonight.

A. Board of Director Interviews

The Board interviewed the following candidates for the Board vacancy created by the resignation of Marc Schefsky. Interviewed were: Michele Deavor, Cody Derr and Mary Slattery.

A motion was made by Mr. Welteroth, seconded by Dr. Penman to appoint Cody Derr.

Roll call vote – Motion carried 6-1 with President Baer casting a negative vote.

Dr. Penman thanked all the candidates. She also thanked the teachers during this special week and recognized all they have done during the last year.

**ITEMS FROM BOARD MEMBERS CONT'D:**

President Baer also recognized the teachers and noted that this week is nurse week and thanked our school nurses.

**ITEMS FROM PUBLIC**

Several members of the community addressed the Board.

Rick Houser (Loyalsock Resident), Jeffrey Stroehmann (District Resident), Karen DiSalvo (District Resident), Betty Steinbacher (Muncy Resident) and Kathryn Burns (Muncy Resident) expressed concerns with the student walkout that occurred on April 23.

Carol Johnson (Montoursville Resident) addressed the Board regarding the mask requirements for our students.

It was noted that an executive session for attorney advisement would follow the meeting.

Upon motion made by Dr. Penman, seconded by Mrs. Lake and carried the meeting adjourned at 8:11 p.m.

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Wanda M. Erb, Board Secretary