

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, April 2, 2019, beginning at 6:00 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, Brette C. Confair, Patrick A. Dixon, Jennifer Lake,
Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: Jane L. Penman

OPENING EXERCISES were provided by Mrs. Brette Confair.

APPROVAL OF MINUTES: Regular Meeting – March 19, 2019

Student Representatives – Alexis Griess and Isaac Ritter gave an overview of these events happening at the high school including athletics and music events. The Spring athletic teams have started off strong. April 10th is the high school jazz concert and April 17th is the chorus concert.

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

A. Outstanding Student Recognition

- Sydney Malee, a 3rd grade student from Cochran Primary School – Presented by Cindy Schuyler, Principal.
- Asta Jackson, a 3rd grade student from Stevens Primary School - Presented by Jim Ellis, Principal.
- Eleanor Macdonald, a 6th grade student from Curtin Intermediate School – Presented by David Michaels, Principal.

B. Career and Technical Education presentation by Matt Fisher, Director of Career & Technical Education. – Mr. Fisher provided an overview of the Career and Technical Education in WASD. We currently have 14 approved programs. We are in the process of adding Homeland Security for the 2019-20 school year. The total enrollment in our programs is approximately 640 students. Mr. Fisher reviewed the Chapter 339 Audit results and changes for 2019-20.

Mr. Fisher also spoke about the College and Career Readiness K-12 component of the Future Ready Index. He has been out in our primary schools talking with school staff and John Killian about how we can embed college and career readiness into our current programs. He has been working with middle school students and having them visit the CTE Program and encouraging them to stay the course.

BOARD PRESIDENT'S REPORT CONT'D: – Ms. Lori A. Baer

B. Career and Technical Education presentation by Matt Fisher cont'd:

Mr. Fisher is working with local industries and is developing relationships to provide students with co-op opportunities and apprenticeships. He discussed the successes of students involved with Future Business Leaders of America (FBLA), Skills USA, STEM Competition, as well as Certifications earned in Computer Technology and Electromechanical Engineering and the PA Automotive Association (PAA) competition.

Mr. Fisher also discussed the new Homeland Security and Protective Services (Law enforcement, emergency medical services and firefighting) Program. Advertisement for instructor closes this Friday. Mr. Fisher also shared a graph detailing the Williamsport Students CTE Achievement Data (NOCTI Tests) in comparison to other PA high schools. In all areas we are higher than other schools.

C. Presentation by Jamie Doyle from PFM Financial Advisors LLC on bond issuance and reimbursement resolution. Jamie Doyle presented on the bond market, a reimbursement resolution and potential bonds rates which have moved in the district's favor since her last presentation in December. She reviewed the current municipal market, and historical rates. She explained the reimbursement resolution and the Borrowing Laws – Federal Tax Laws.

- Expenditure Test – Spend 85% of proceeds within 3 years
- Time Test – Incur within 6 months a substantial binding obligation to expend at least 5% of the proceeds
- Due Diligence Tests – Proceed with due diligence to complete the capital project and expend the proceeds for the capital project

Bank qualification benefits include lower interest rates and a shorter call feature.

Dr. Bowers explained why we are discussing the bond issue:

- Millionaire Drive; other projects to protect our assets; issues identified at Stevens and the need for a feasibility study.

Motion made by Dr. Somers, seconded by Mr. Dixon to approve Agenda Items 5.3 and 5.7 including the Wrap Option for Item 5.7 below.

The motion carried by a unanimous voice vote.

Motion was made by Mrs. Confair, seconded by Mr. Schefsky for an omnibus to include minutes, agenda, addendum and reports.

FINANCE REPORT

5.1 Approve the following financial reports:

A. Payroll Report for the month of March 2019:

General Fund – Unrestricted	\$4,211,947.11
General Fund – Restricted	276,021.92
Food Service Fund	132,786.85
Earned Income Tax	66,702.53
Student Activities	<u>1,400.00</u>
TOTAL	\$4,688,858.41

5.2 Authorize payment of invoices and services rendered by the list submitted and direct the officers of the Board of School Directors to execute the same:

Order Number	Amount	Order Number	Amount
04/02/19	\$690,776.24	04/02/19A	2,753.00
04/02/19B	1,543.82	04/02/19C	603.59
04/02/19D	28,577.13	04/02/19E	1,678.87
04/02/19F	472.74	04/02/19G	420.00
04/02/19H	1,495,082.54	04/02/19I	47,701.03
04/02/19J	53.73		

5.3 Approve the Reimbursement Resolution authorizing the reimbursement of a prior expenditure of funds from the proceeds of a tax-exempt bond or bonds to be issued for the financing of certain projects.

5.4 2019-20 Budget Update by Wanda Erb, Business Administrator.

Mrs. Erb provided an overview of the current budget noting we are currently facing a \$1.5 million shortfall. She discussed several factors that are major cost factors including: health insurance benefits, PSERS contribution; charter school costs and student out-of-district placement costs.

Cyber Charter School costs were discussed as well as what we can do to support any legislature to alleviate this section. Dr. Bowers and Mrs. Erb will look at current legislation and develop letters or a resolution for the Board to share with legislators.

5.5 Approve budget transfers for FY19, dated March 6, 2019 to April 2, 2019, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

5.6 Authorize the Administration to solicit Requests for Qualifications (RFQ) from architectural firms to be used for selecting firms to present proposals for a District-Wide Feasibility Study.

FINANCE REPORT CONT'D:

- 5.7 Approve the following resolution regarding issuance of a General Obligation Bond:

RESOLVED: The Board of School Directors of the Williamsport Area School District (the "School District") does hereby authorize the Administration to work with PFM Financial Advisors LLC, as Financial Advisor, and Saul Ewing Arnstein & Lehr, LLP as Bond Counsel and the District Solicitor, in conjunction with the issuance of General Obligation Bonds, Series of 2019, in an amount not to exceed \$9,995,000 as shown in the Wrap Option for the purpose of funding capital projects of the District.

- 5.8 Approve the transfer of carry-over funds from the 2017-2018 school year in the amount of \$611,499.00, from the General Fund to the Capital Reserve Fund. The funds will be used for future facility updates and other capital expenditures.

BOARD POLICY

- 6.1 Approve the second reading and Board adoption of policy 249 "Bullying" of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

- 7.1 Approve payment to Noah Beiter for videography services to the district in the amount of \$1,500.00. Funds will come from the Public Relations Department budget.
- 7.2 Approve the Lock Haven University Course – English Composition ENGL100. This request includes offering 1.0 Williamsport Area High School credit, and including the course on the student's transcript as a 1.4 weight, commensurate with dual enrollment courses. The course will factor into the grade point average, and will contribute to class rank as long as the student's total credits do not exceed eight for the 2019-20 school year. The course description has been reviewed and approved by the high school principal. Cost for the course is the responsibility of the family. The final grade must be reported to the school on an official Lock Haven University Transcript.

In Dr. Bigger's absence, Dr. Poole noted that in the original summer course catalog English 12 was listed as an enrichment course. This should be a credit recovery course. The copy of the catalog distributed tonight reflects this correction.

- 7.3 Approve the following courses and fee schedule for the Williamsport Area High School's 2018 summer courses:

Hybrid Online Courses - Credit Recovery and Acceleration

- Civics & Government
- World History
- Algebra I

- 7.3 Approve the following courses and fee schedule for the Williamsport Area High School's 2018 summer courses cont'd:

Hybrid Online Courses - Credit Recovery and Acceleration

- Algebra II
- Trigonometry
- Statistics
- Career Math

Hybrid Online Courses – Credit Recovery Only

- Introduction to Literature/Composition I
- Introduction to Literature/Composition II
- American Literature
- English 12

Hybrid Online Courses – Acceleration Only

- Algebra II Honors
- Geometry Honors
- Pre-Calculus/Trigonometry Honors
- ~~English 12~~
- Geometry
- Biology I
- United States History
- Global Studies
- Chemistry

Half Credit Courses

- Health 01 (2nd Session – 7/8-7/26/19)
- Physical Education (1st session – 6/11-6/28/19)
- Career Pathways/Financial Literacy (1st session – 6/11-6/28/19)

Summer School Fees:

Regular Tuition	\$135 per semester
Adjusted Tuition	\$100 per semester
Non-Resident On-Campus Tuition	\$180 per semester
Non-Resident Online Tuition	\$225 per semester

- 7.4 Approve Joe Keppel, Keppel's Magical Reading Programs, to present a "Turn off the TV and Read" program for students and their families during April 2019 at Cochran Primary School. The cost of \$300.00 will be paid through the Title I budget as a Parent Engagement Activity.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Virginia M. Bartron, part-time Food Service Worker at the high school, for the purpose of retirement, effective June 10, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Virginia M. Bartron from service in the Williamsport Area Schools and expresses its sincere appreciation for her 29½ years of dedicated service to our school system as a food service worker. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Claudette Signor, full-time Food Service Worker at the high school, for the purpose of retirement, effective June 10, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Claudette Signor from service in the Williamsport Area Schools and expresses its sincere appreciation for her 18½ years of dedicated service to our school system as a food service worker. It further expresses the hope that her years of retirement will be many and richly rewarding.

- C. Jennifer A. Pick, part-time Aide at the middle school, for other employment, effective April 12, 2019.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Jeremy S. Loveland, Director of Technology for the District, for one day of military leave on March 29, 2019 (as reflected in orders), in accordance with School District's Act 93 Administrative Compensation Plan and Act 174 of 1990.
- B. Kimberly L. Kaiser, full-time Head Custodian at Lycoming Valley Intermediate School, for an unpaid leave, effective April 3, 2019, through May 17, 2019.
- C. Anna M. Myers*, full-time 1st Grade teacher at Hepburn-Lycoming Primary School, for an unpaid leave, effective March 8, 2019 (½ PM) through May 15, 2019.
- D. Susan S. Sheffer, part-time Aide at the high school, for an unpaid leave, effective February 18, 2019, through April 16, 2019.

8.2 LEAVES OF ABSENCE CONT'D:

- E. Anthony L. Caputo III, part-time Security (weekends and holidays) at the high school, for an unpaid leave, effective March 9, 2019, through March 31, 2019.
- F. Rebecca L. Grove*, full-time Kindergarten teacher at Jackson Primary School, for an unpaid leave, effective April 5, 2019, through May 10, 2019, and for an unpaid leave on an intermittent basis (as needed) effective May 13, 2019, through June 10, 2019.
- G. Deanna M. Heck*, full-time Administrative Support at the high school, for an unpaid leave on an intermittent basis (as needed) effective March 22, 2019, through April 30, 2019.

8.3* ELECTION OF STAFF

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

- A. The following person(s) for work on the Williamsport Area High School's Drama production of *Clue* which was held on February 1, 2, and 3, 2019, at the rates in accordance with the Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association:

Marie E. Fox	\$ 1,329
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- B. The following food service workers at their current rate to participate in ServSafe Food Protection Manager Certification Class and Exam on June 13, 2019, at the DSC in the board room, from 8:00 a.m. to 4:30 p.m.:

Suzanne J. Boatman	Hepburn-Lycoming Cafeteria
Heather M. Cherry	Stevens Cafeteria
Mary K. (Kathy) Dulaney	Cochran Cafeteria
Ronda L. Edwards	Jackson Cafeteria
Kathleen S. Flock	Cochran Cafeteria
Teresa S. Gansel	Stevens Cafeteria
Connie M. Hess	Stevens Cafeteria
Mary D. Masden	Lycoming Valley Cafeteria
Debra A. Schomburg	WAMS Cafeteria
Lori A. Snyder	Cochran Cafeteria
Alaina B. Walters	Hepburn-Lycoming Cafeteria

- C. Jennifer J. Glover-Walker as a substitute School Social Worker, 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, effective April 3, 2019.

8.4* POSITION CHANGE

Approve the following position change(s):

- A. Joshua J. Good, from a part-time Custodian (3rd shift) at the middle school to be currently assigned to a full-time Custodian Class I (2nd shift; 250 days, 8 hours per day) at the middle school and the DSC, with a base wage rate of \$37,720, prorated (\$18.86 per hour), effective April 8, 2019 (new position approved by the Board on March 5, 2019).
- B. Patricia A. Leonard, from a part-time Custodian (2nd shift) at the high school to be currently assigned to a full-time Custodian Class I (2nd shift; 250 days, 8 hours per day) at Jackson Primary School, with a base wage rate of \$37,720, prorated (\$18.86 per hour), effective April 8, 2019 (new position approved by the Board on March 5, 2019).
- C. Megan M. Myers, from a part-time Custodian (2nd shift) at the middle school to be currently assigned to a full-time Custodian Class I (2nd shift; 250 days, 8 hours per day) at the middle school and the DSC, with a base wage rate of \$37,720, prorated (\$18.86 per hour), effective April 8, 2019 (new position approved by the Board on March 5, 2019).
- D. Austin W. Reidy, from a part-time Custodian (2nd shift) at the high school to be currently assigned to a full-time Custodian Class I (2nd shift; 250 days, 8 hours per day) at the high school, with a base wage rate of \$35,180, prorated (\$17.59 per hour), effective April 8, 2019 (new position approved by the Board on March 5, 2019).
- E. Rose M. Williamson, from a part-time Custodian (2nd shift) at Stevens Primary School to be currently assigned to a full-time Custodian Class I (2nd shift; 250 days, 8 hours per day) at the high school, with a base wage rate of \$37,720, prorated (\$18.86 per hour), effective April 8, 2019 (new position approved by the Board on March 5, 2019).
- F. Lori A. Snyder, from a part-time Food Service Worker at Cochran Primary School to a part-time Food Service Worker (up to 180 days; 4.75 hours per day) at Cochran Primary School, with a base wage rate of \$13.18 per hour, effective April 3, 2019 (replacing Lucina Eiswert, retired).

8.5 OTHER

- A. Approve a part-time, temporary college intern or administrative support position in the Human Resources Office to assist with the increased volume of support office functions during the months of May and June. The increased volume is a direct result of the Screener Interview process to include interview scheduling and follow-up, screening applications for proper PDE certification and Instructional Levels,

8.5 OTHER CONT'D:

and preliminary work and set-up required to conduct the screener interviews. The part-time temporary position is from April 29th through June 30th only, 5 hours per day, Monday-Friday, at a total approximate cost of \$2,800. Funding for this temporary position is provided and available through the current 2018-19 Human Resources budget.

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:

All students must be in compliance with the school's field trip disciplinary requirements in order to participate.

- A. Two (2) Williamsport Area High School CTE students, accompanied by their teacher, to travel to Carlisle, PA during May 2019 to participate in the Pennsylvania High School Media and Design Competition. Transportation will be provided in the district van. One substitute will be required for the day.
- B. Twenty (20) Williamsport Area High School CTE students, accompanied by their teacher, to travel to Penn College during May 2019 to participate in a media and design competition. District transportation is requested and will be paid through the CTE budget. One substitute will be required for the day.
- C. Five (5) Williamsport Area High School CTE students, accompanied by a teacher, to travel to Hershey for three days during April 2019 to participate in the SkillsUSA state competition. Transportation will be provided in the district van. One substitute will be required for three days.
- D. Fifteen (15) Spanish language students from the Williamsport Area High School, accompanied by their teacher and parent volunteers, to travel to New York City during May 2019 to learn about Spanish artists and to eat at an authentic Spanish restaurant. Transportation will be provided by contract carrier and will be paid through the foreign language budget. One substitute will be required for the day.

10.1 Approve the following student trips cont'd:

- E. Thirty-five (35) special education students, accompanied by their teacher, to travel to the Genetti Hotel during May 2019 to participate in the annual School to Work awards breakfast. District transportation is requested and will be paid through the special education budget.
- F. Two (2) Williamsport Area High School orchestra students, accompanied by their teacher, to travel to Pittsburgh for three days during April 2019 to participate in the PMEA State Orchestra Festival. Transportation will be provided in the district van.
- G. Approximately 18 Williamsport Area High School CTE students, accompanied by two teachers, to travel to various area businesses during April and May 2019 to learn more about careers in precision machining. Transportation will be provided in the district van. There will be no cost to the district.
- H. Eight (8) Williamsport Area High School students, accompanied by a staff member, to travel to Penn College during April 2019 to learn more about opportunities in the construction field. Transportation will be provided in the district van.

BIDS/CONTRACTS

- 11.1 Award the Millionaire Drive Project to the low bidder, HRI, Inc. in the amount of \$2,994,497.40. The Multi-Modal Grant received by the District will cover \$1,172,971.00. This Project will be funded by future bond proceeds.
- 11.2 Approve a motion to hire a person/firm (Clerk of the Works) to oversee the Millionaire Drive Project. The Administration will solicit potential persons and/or firms to interview and make a recommendation to the Board at a later date.
- 11.3 Approve a proposal from Weatherproofing Technologies (WTI), Subsidiary of Tremco Inc., 3735 Green Road, Beachwood, OH, to do the repairs to a small portion of the masonry and an overlap of the coping stone to help protect the building from water infiltration, Base Proposal 1 and Base Proposal 2 on Stevens' roof. The proposed limited masonry repairs are essential to help protect the district building asset and will be at a cost of \$63,200. Funds will come from bond proceeds. This bid is part of the KPN contract, (Contract #KPN/AFPA IFN #017-F).
- 11.4 Approve a proposal from Weatherproofing Technologies (WTI), Subsidiary of Tremco Inc., 3735 Green Road, Beachwood, OH, the Base Proposal and the Alternate 1 Proposal for the replacement of the roof on the High School Auditorium and over the High School science classrooms. These repairs are essential to help protect the district building asset and will be at a cost of \$740,650.00. Funds will come from bond proceeds. This bid is part of the KPN contract, (Contract #KPN/AFPA IFN #017-F).

BIDS/CONTRACTS CONT'D

- 11.5 Approve an agreement with AssetWorks, LLC to provide asset tracking software for the 2019-2020 school year. The total cost of the support agreement will be \$2,400.00 and will be paid through the Business Office Department.
- 11.6 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of athletic supplies to be used at the middle and high schools.

RECOMMENDED AWARDS:

BSN Passon's, Jenkintown, PA	\$3,202.39
Pyramid School Products Inc., Tampa, FL	3,264.55
Henry Schein Inc., Pittsburgh, PA	75.96
Sportsman's Inc., Johnstown, PA	<u>3,304.92</u>

TOTAL RECOMMENDED AWARDS **\$9,847.82**

- 11.7 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of custodial supplies to replenish warehouse stock.

RECOMMENDED AWARDS:

Pennsylvania Paper and Supply Co., Scranton, PA	\$47,600.48
Veritiv Operating Co., Mechanicsburg, PA	993.00
LJC Distributors, Scranton, PA	958.00
Hassinger & Company, New Cumberland, PA	<u>8,339.61</u>

TOTAL RECOMMENDED AWARDS **\$57,891.09**

- 11.8 Authorize the software lease agreement for the Tax Office with Business Information Group, Inc. (BIG) at a cost of \$26,784.00 for a period of one year beginning April 1, 2019. Costs to be paid out of the tax office budget.
- 11.9 Authorize an agreement for services for the Tax Office with Business Information Group, Inc. (BIG) for support of software operation at a cost of \$140.00 per hour. Costs to be paid out of the tax office budget.

TAX ITEMS – None

TRANSPORTATION – None

The omnibus motion carried.

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

Dr. Bowers thanked the Board. He recognized that the meeting was a little longer than normal, however, there were several very important decisions made this evening. He also thanked Matt Fisher for all he has done since joining the district regarding CTE and curriculum.

In other good news Brandon Coleman and Coleen Genovese joined the district on April 1st. We welcome them and look forward to having them on our team. Dr. Bowers thanked Butch McCusker for coming out of retirement and helping us in the Transportation Department.

Thirty-one (31) students of the Millionaire Strolling Strings will be representing Williamsport Area High School at the National Association for Music Education Eastern Conference in Pittsburgh. They will perform for the opening ceremonies attended by nearly 1,000 teachers from 14 different states.

Dr. Poole shared that our current kindergarten enrollment for next year is at 286 which is on target with last year's numbers at this time.

ITEMS FROM BOARD MEMBERS

Mrs. Lake questioned how a teacher or administrator goes to the board with an issue. Dr. Bowers explained the chain of command.

Mr. Welteroth commended and congratulated those involved in the middle school musical "Once Upon an Island."

ITEMS FROM PUBLIC

Kandi Weader, a district resident spoke about an incident occurring at a bus stop and gave suggestions on how to improve communications within the district and increase safety.

Chad Grey spoke about the leadership program at the high school and the need for better pairing of students. He also wanted to make the Board aware of other personnel issues.

President Baer announced that there would be a brief executive session following the meeting for personnel and attorney advisement.

Upon motion made by Mr. Welteroth, seconded by Dr. Somers and carried, the meeting adjourned at 8:34 PM.

Wanda M. Erb, Board Secretary