

January 8, 2019

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, January 8, 2019, 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, Brette C. Confair, Patrick A. Dixon, Jane L. Penman,
Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: Jennifer Lake

OPENING EXERCISES were provided by Mrs. Barbara Reeves.

APPROVAL OF MINUTES: Organizational and Regular Meeting – December 4, 2018;
Special Meeting – December 19, 2018.

Student Representatives - Alexis Griess and Isaac Ritter provided an update on the high school events.

President Baer announced that an executive session for a student matter was held prior to tonight's meeting.

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

- A. Approve the adjudication of student 18/19-02 resulting from a quasi-judicial hearing held earlier this evening.
- B. John Compton of Baker Tilly Virchow Krause, LLP presented an executive summary of the audit for fiscal year ending June 30, 2018 indicating an “unmodified” opinion (highest level of audit opinion).

Committee Reports by Board Members – None

Dr. Penman made an omnibus motion, which Dr. Somers seconded, to approve the agenda, minutes, addendum, and Board President Report. Mrs. Reeves abstained from Item 8.3K.

The motion carried.

FINANCE REPORT

5.1 Approving the following financial reports:

- A. Treasurer's Report for the month of November 2018:

FINANCE REPORT

5.1 Approving the following financial reports:

B. Payroll Report for the month of December 2018:

General Fund – Unrestricted	\$2,830,019.47
General Fund – Restricted	181,438.99
Food Service Fund	66,582.89
Earned Income Tax	43,919.02
Student Activities	<u>.00</u>
TOTAL	\$3,121,960.37

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
01/08/19	\$256,478.88	01/08/19A	3,120.02
01/08/19B	436.07	01/08/19C	436.07
01/08/19D	20.69	01/08/19E	1,475,310.28
01/08/19F	74,585.64	01/08/19G	1,484,278.36
01/08/19H	122,988.28	01/08/19I	57.32
01/08/19J	584,831.16	01/08/19K	127,078.57
01/08/19L	1,408.00	01/08/19M	814.68
01/08/19N	75,520.36	01/08/19O	4,895,091.44
01/08/19P	84,613.85	01/08/19Q	53.73
01/08/19R	250.00	01/08/19S	1,716,781.39
01/19/19T	1,428.17		

5.3 Approve for submission to the Pennsylvania Department of Education PlanCon Part J: Project Accounting Based on Final Costs reports for Project Number 3628, Williamsport Area Middle School Project, as prepared by the district auditor, Baker Tilly. This project received LEED silver certification for achieving 51 points as established by the U.S. Green Building Council.

5.4 Approve Further as the district’s FSA and Dependent Care Administrator beginning February 1, 2019 for all eligible employees.

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve consulting services with MCM Consulting for professional consulting services for the districts radio system and upgrades. The district will only be billed for services rendered during the course of the one-year agreement. Project management will be billed at \$84.75 an hour, and subject matter expertise for connectivity and grounding will be billed at \$86.75 an hour. Costs for the consulting services are included in the student services safe schools budget.
- 7.2 Approve the Lock Haven University Course – Intro to Psychology. This request includes offering 1.0 Williamsport 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 18-19 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 by June 1st on an official Lock Haven University Transcript.
- 7.3 Approve PowerSchool training for a group of eight district administrators by the Capital Area Intermediate Unit on two dates during January 2019 at a cost of \$2,180.00. Funding will be provided through the Assistant Superintendent's budget.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Scott E. Ferguson, Sr., full-time Custodial Supervisor at the high school, for the purpose of retirement, effective June 28, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Scott E. Ferguson, Sr., from service in the Williamsport Area Schools and expresses its sincere appreciation for his over 35 years of dedicated service to our school system as an administrator and custodian. It further expresses the hope that his years of retirement will be many and richly rewarding.

- B. Narcissa Weimer, part-time Aide at the high school, for the purpose of retirement, effective December 21, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Narcissa Weimer from service in the Williamsport Area Schools and expresses its sincere appreciation for her 18½ 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.

8.1 RESIGNATIONS CONT'D:

- C. Bella M. Guinter, part-time Food Service Worker at the middle school, for personal reasons, effective January 31, 2019.
- D. Nadera F. Hoyt, full-time 6th Grade teacher at Curtin Intermediate School, for other employment, effective January 18, 2019.
- E. Mary Jane Meckley, part-time Administrative Support in the Curriculum and Data Analysis Department at the DSC, for personal reasons, effective January 4, 2019.
- F. Michele M. Peterson, part-time Aide at the high school, for personal reasons, effective December 21, 2018.
- G. Theodore C. Scaife, part-time Custodian at the high school, for personal reasons, effective December 28, 2018.
- H. Jody A. Miller, full-time Supervisor of Pupil Transportation and School Safety/School Police Officer, for other employment, effective January 3, 2019.
- I. Susan E. Gottschall, part-time Food Service Worker at Jackson Primary School, for other employment, effective January 18, 2019.
- J. Natasha L. Marnon, part-time Aide at Jackson Primary School, for other employment, effective January 25, 2019.

8.2 LEAVES OF ABSENCE - Approve the following leave(s) of absence:

- A. Aprie L. Brennan, full-time Mathematics (8th Grade) teacher at the middle school, for a sabbatical leave effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019) for the purpose of health restoration.

Ms. Brennan has been a teacher in the District since January 23, 2006, and has been on a sabbatical leave for the first semester of the 2018-2019 school year.
- B. Connie M. Hess, full-time Food Service Production Manager at Stevens Primary School, for an unpaid leave, effective October 29, 2018, through January 20, 2019.
- C. Sandra A. Schappell, part-time Food Service Worker at Hepburn-Lycoming Primary School, for an extension of an unpaid leave, effective January 2, 2019, through February 2, 2019.
- D. Diane L. Snyder*, full-time Library Aide at Curtin Intermediate School, for an extension of an unpaid leave, effective November 27, 2018, through December 21, 2018, and for an unpaid leave on an intermittent basis (as needed) effective January 2, 2019, through June 7, 2019.

8.2 LEAVES OF ABSENCE CONT'D:

- E. Teresa M. Willets, part-time Food Service Worker at the high school, for an unpaid leave, effective December 10, 2018, through February 25, 2019.
- F. Lisa L. Lucas, part-time Food Service Worker at Curtin Intermediate School, for an extension of her unpaid leave, effective January 7, 2019, through January 29, 2019.

8.3* ELECTION OF STAFF

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

- A. Joella M. Harvey as a long-term substitute teacher effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019), unless terminated sooner, as a Mathematics (7th Grade) teacher at the middle school, at a salary rate of Step 1, bachelor's, \$49,700, prorated (replacing Ronald Keiser, retired).
- B. Stefanie L. Kriner as a long-term substitute teacher effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019), unless terminated sooner, as a 2nd Grade teacher at Stevens Primary School, at a salary rate of Step 1, master's, \$53,079, prorated (replacing Morgan Williams, on sabbatical leave).
- C. The following winter sport coaches at the respective schools for the 2018-2019 school year at the salary rate in accordance with the agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association (pending completion of all appropriate paperwork*):

Williamsport Area High School

Boys Basketball

Varsity Assistant:	Demarr S. Wright (5)	\$4,000
Volunteer:	Megan K. Collins	---

Boys and Girls Swimming & Diving

Assistant Varsity:	Hunter L. Krum (0) *	\$1,920
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- D. Owen L. Covert as a paid intern in the Tax Office, effective January 14, 2019, at the rate of \$7.25 per hour (no benefits).
- E. The following employees for extra work at their current rate as Event Student Intervention Staff at the middle school during December 2018:

Deborah A. Parks
Terrill A. Seward

8.3* ELECTION OF STAFF CONT'D:

- F. The following substitute food service workers(s), at the salary rate of \$9.00 per hour, for the actual number of hours worked, effective date as indicated:

Sarah R. Caffas (effective 01/09/19)
Tammi M. Logue (effective 01/09/19)
Madison E. Myers (effective 01/09/19)

- G. 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:

Elena M. Benavidez (effective 01/09/19)
Shawn A. Washington (effective 01/09/19)

- H. The following substitute administrative support/aide(s), subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (\$9.00/hr.; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:

Charles M. Goodmond, Jr. (effective 01/09/19)
Sadie L. Umstead (effective 01/09/19)

- I. The following substitute custodian(s) and/or event staff, with a base wage rate of \$9.00 and/or \$10.00 per hour, for the actual number of hours worked, effective date as indicated:

Shawn E. Brister (effective date to be determined)

- J. Olivia K. Erb to be currently assigned to a part-time Aide (Non-Special Education; up to 185 days per year, up to 5 hours per day) at Curtin Intermediate School, with a base wage rate of \$14.67 per hour (with degree rate), effective January 9, 2019 (replacing Kayla Ham, resigned).

- K. Imani T. Reeves to be currently assigned to a part-time Aide (Special Education; up to 185 days per year, up to 5 hours per day) at Cochran Primary School, with a base wage rate of \$13.46 per hour (without degree rate), effective January 9, 2019 (replacing Erica Bolden, resigned).

- L. Cole R. Bitner extended as a long-term substitute teacher effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019), unless terminated sooner, as Mathematics (8th Grade) teacher at the middle school, at a salary rate of Step 1, master, \$53,079, prorated (replacing Aprie Brennan, on sabbatical leave).

8.4* POSITION CHANGE

Approve the following position change(s):

- A. Patricia A. Lewis has requested to return to her part-time Food Service Worker position at Hepburn-Lycoming Primary School effective December 17, 2018. Ms. Lewis was recently approved for a position change to a part-time Aide (Special Education; 185 days per year, 5 hours per day) at Lycoming Valley Intermediate School which was effective December 10, 2018 (originally approved on the December 4, 2018 Addendum).
- B. Ronda L. Edwards, from a part-time Food Service Worker at Jackson Primary School, to be currently assigned to part-time Administrative Support I (205 days, 5 hours per day) at Jackson Primary School, with a base wage rate of \$13.35 per hour, effective January 14, 2019 (replacing Teresa Snook, transferred).

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. Approximately 132 first grade students from Jackson Primary School, accompanied by their teachers and aides, to travel to T&D's Cats of the World (Penns Creek) and Lewisburg Park during May 2019. District transportation is requested. All costs will be paid by the Jackson PTO.
- B. Approximately 43 FBLA members from the Williamsport Area High School, accompanied by their advisor, to travel to Penn College during January 2019 to compete in various events at the Regional FBLA Meeting. District transportation is requested. All costs will be paid through the FBLA activity account. One substitute will be required for the day.
- C. Seven (7) Williamsport Area Middle School students, accompanied by a counselor, to travel to the Lycoming County Joinder offices once a month from January through May 2019 to participate on the Youth Development Task Force. Transportation will be provided by the counselor.

10.1 Approve the following student trips cont'd:

- D. Approximately 220 fifth grade students from Lycoming Valley Intermediate School, accompanied by their teachers, to travel to Lake Tobias Wildlife Park during June 2019. District transportation is requested. All costs will be paid by the Lycoming Valley PTO.
- E. Nine (9) Williamsport Area Middle School students, accompanied by a counselor, to travel to Hoopla's during January 2019 as a SWPB reward. The students will be transported in the district van. There will be no cost to the district.
- F. Five (5) seventh grade study group students from the Williamsport Area Middle School, accompanied by a counselor, to travel to the Williamsport Area High School during January 2019 to tour the Career & Technology program. The students will be transported in the district van. There will be no cost to the district.
- G. Seven (7) members of the Williamsport Area High School's STEM competition team, accompanied by their advisor, to travel to Penn College during February 2019 to participate in the Pennsylvania Governor's STEM Competition. The students will be transported in the district van. One substitute will be required for the day.
- H. Twelve (12) Williamsport Area Middle School band members, accompanied by their teachers, to travel to the Montoursville Area High School on four dates during January, February, and March 2019 to participate in the Junior County Band festival. The students will be transported by their parents.

10.2 Retroactive Approval: Approve district transportation to be provided to serve as a shuttle from C Lot to the high school auditorium for the annual holiday concert on December 16, 2018. Costs will be paid through the music budget.

10.3 Approve the following request for facility use:

- A. Special Olympics of Lycoming County to use the swimming pool and locker rooms at the high school on Wednesdays, beginning March 6 through May 29, 2019 from 6:30 p.m. until 8:30 p.m., for aquatics practice. The Special Olympics is requesting relief of the occupancy fee estimated at \$3,250.00. Certificate of Insurance to be received.
- B. PA District 12 Little League to use the sub-gym; training area (pitching machine) at the Williamsport Area High School on Saturday, February 16, 2019 from 9:00 a.m. until 3:00 p.m. to hold a Little League Umpire training clinic. The District 12 Umpire-in-Chief is requesting relief of the occupancy fee of \$50.00. Certificate of insurance on file.

BIDS/CONTRACTS

- 11.1 Authorize the purchase and installation of machine shop benches (3) for the career and technology department at the high school in accordance with our specifications and the following award. All recommended awards are based on the lowest bid meeting our specifications. Only one (1) bid was received.

The bid was received by 1:30 p.m. and opened publicly in the District Service Center at 2:00 p.m. on Tuesday, December 18, 2018.

This purchase is being made with Perkins Grant funds.

RECOMMENDED AWARD:

Allegheny Educational Systems, Inc. 320 East 3 rd Avenue Tarentum, PA 15084	\$16,636.00
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TAX ITEMS

- 12.1 Approve the following tax summaries:

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

Dr. Bowers thanked Wanda Erb and Brett Leinbach and the business department for their efforts and hardwork on this audit. Kurt Kunze was also recognized for his efforts to make this audit successful.

Safe2Say launches on January 14th at the state level. This is an anonymous tip line. We will be having staff and students in grades 7-12 trained on this process. This is a huge undertaking. Dr. Bowers thanked Dr. Poole for getting the district to the point where we are able to launch.

Dale Crans, Wanda Erb and I will be starting our building tours to review the building needs for the future specifically with the budget. This information will be shared with the finance committee to prioritize these items.

ITEMS FROM BOARD MEMBERS - None

ITEMS FROM PUBLIC – None

President Baer announced that an Executive Session for attorney advisement and personnel will follow the meeting.

Upon motion made by Dr. Penman, seconded by Mr. Welteroth and carried the meeting adjourned at 6:38 p.m.

Wanda M. Erb, Board Secretary