

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, March 19, 2019, beginning at 6:11 PM in the Auditorium of the Stevens Primary School, 1150 Louisa 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, Jane L. Penman, Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: None

OPENING EXERCISES were provided by Mr. Adam C. Welteroth.

APPROVAL OF MINUTES: Regular Meeting – March 5, 2019

Student Representatives – Alexis Griess and Isaac Ritter provided an update on music, athletics, and academic activities at the high school. The Board congratulated Alexis on her performance in Mamma Mia.

It was noted that the Board toured Stevens prior to the meeting.

President Baer announced that prior to the Board meeting the Board met in executive session for personnel and attorney advisement, and the Board would be recessing back into an executive session for the same purposes. The Board recessed to executive session at 6:14 PM.

The meeting reconvened at 6:42 PM. Mr. Welteroth did not immediately return to the meeting.

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

- A. Mr. Dale Crans, Supervisor Maintenance/Facilities gave a presentation on the district’s maintenance and facilities operations. He discussed department efficiencies that he has implemented since his arrival about 1½ years ago. Some projects that have been completed from 2017 through the present were reviewed. Each building was highlighted with major projects that need to be completed but cannot be completed with the resources provided within the current budget allocations. Mr. Crans also discussed the building and grounds plan where he has listed potential projects that will need considered over the next eight years.

Mr. Welteroth returned to the meeting at 7:02 PM.

Coleman Gregory, of Larson Design was in attendance to provide an update on the Millionaire Drive Project. Bids are due on March 25th. We had eight potential bidders at the pre-bid meeting. The plan is to open bids on the 25th and bring a recommendation to the Board on April 2nd for consideration. No one had any specific questions for Mr. Gregory.

Mrs. Erb also shared with the Board the concerns with funding the district's share of the project. She mentioned that based on discussion occurring at Finance and Facilities Committee meetings, Jamie Doyle, of Public Financial Management will be providing an update on the bond market and potential borrowings. She will also discuss a Reimbursement Resolution which would allow the Board to award Millionaire Drive in April and reimburse the General Fund with future bond borrowing proceeds. Dr. Penman shared with the Board that the committee has also discussed a bond issue not only to assist with financing Millionaire Drive but also some of the projects and issues mentioned earlier in the meeting. Dr. Bowers noted that a bank qualified borrowing of this nature would also allow the district to prioritize projects to protect our assets.

The need for a feasibility study was briefly discussed, noting that if we go this direction we should also be looking to see if we have other facility related issues that we might be able to solve.

Dr. Bowers thanked Mr. Crans for the presentation and what he has done for the district in a short period of time. Mr. Gregory was also thanked for attending the meeting and being available for questions.

Mrs. Reeves made a motion, seconded by Mr. Weltheroth for an omnibus to include the agenda, addendum, minutes, reports and presentations. Mrs. Reeves abstained from Item 8.3A.

The motion carried.

FINANCE REPORT

Mrs. Erb gave an update on the current budget process focusing on revenue projections and major expenditure increases. She also noted that as of the most recent tax assessment rolls provided to the district in January the overall Real Estate Assessment had declined since last year's budget by over \$3 million dollars.

5.1 Approve the following financial reports:

A. Treasurer's Report for the month of February 2019:

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
03/19/19	\$1,008,134.86	03/19/19A	109,368.99
03/19/19B	7,082.03	03/19/19C	3,458.76
03/19/19D	4,788,543.91	03/19/19E	153,592.99
03/19/19F	2,350.00	03/19/19G	37,458.51

BOARD POLICY

- 6.1 Approve the second reading and Board adoption of policy 113.3 “Screening and Evaluations for Students with Disabilities” of the Williamsport Area School District Board Policy.
- 6.2 Approve the first reading of policy 249 “Bullying” of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

- 7.1 Approve an agreement with Penn Literacy Network (PLN) to provide four workshops (two math and science, and two social studies and English) to district staff during the 2019-20 school year. The total cost of the programs will be \$12,800 and is budgeted through Title II.
- 7.2 Approve a 2018-19 contract with Autism and Behavior Resources (Erin Demcher) to provide a student from the school district with a functional behavioral assessment including work performed in school and off-site work. All itemized services will indicate provider, date, type and length of service billed at \$85.00 per hour. Costs will be paid through Special Education Department.
- 7.3 Approve John P. Czap, DDS, 1303 East Third St, Williamsport, PA as school dentist for the 2018-2019 school year. The cost per dental inspection is \$6.00 per student and is a certified reimbursable cost.
- 7.4 Approve the subscription to the 2019-2024 Pennsylvania Microsoft Enrollment for Education Solutions (ESS) Program sponsored by Lancaster Lebanon Intermediate Unit 13. Enrollment in this program will allow the continuation of services such as Office 365, SharePoint, Microsoft’s Home Use Program (HUP), antivirus software, email archiving, spam filtering, software assurance, advanced threat protection, Minecraft for Education, O365. Cloud app security, unlimited Windows server licensing and PowerSchool integration. The annual cost would be \$64,183.95 and is funded through the technology budget.
- 7.5 Approve the Apple Developer Program License Agreement from Apple Computers, Inc., 1 Apple Park Way, Cupertino, CA 95014. This agreement allows Williamsport Area School District to distribute Apple approved applications to district devices. This also allows Williamsport Area School District to further implement a Mobile Device Management system for District Apple Devices.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Lucina M. Eiswert, part-time Food Service Worker at Cochran Primary School, for the purpose of retirement, effective March 12, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Lucina M. Eiswert from service in the Williamsport Area Schools and expresses its sincere appreciation for her over six (6) 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. Erica Y. McCann, part-time Aide at the middle school, for personal reasons, effective March 6, 2019.
- C. Kevin A. Pletz, part-time Equipment Manager at the high school, for other employment, effective March 6, 2019.
- D. Cole R. Bitner, full-time long-term substitute teacher (8th Grade Mathematics) at the middle school, for other employment, effective March 22, 2019.

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

- A. Emily E. Keener, full-time 6th Grade teacher at Lycoming Valley Intermediate School, for an unpaid child rearing leave, effective March 6, 2019 (½ PM) through June 10, 2019.
- B. Mallory L. Myers*, full-time Guidance Counselor at Lycoming Valley Intermediate School, for an unpaid leave, effective March 21, 2019 (½ PM) through June 5, 2019.
- C. Connie M. Hess, full-time Food Service Production Manager at Stevens Primary School, extension of an unpaid leave, effective March 18, 2019, through April 5, 2019.

8.3* ELECTION OF STAFF

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

- A. Coleen Genovese to be currently assigned as full-time Elementary Special Educational Supervisor (245 day) for the District, effective April 1, 2019, at a salary of \$95,000, prorated, and benefits as provided in the Act 93 Compensation Plan, pending receipt of all required paperwork including clearances (replacing Elizabeth Barnhart, resigned).

8.3* ELECTION OF STAFF CONT'D:

- B. The following spring sports 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

B/G Track & Field

Volunteer:	Bana C. Sidleck	---
Volunteer:	Thomas J. Schramm, Jr.	---

- C. 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:

Kelly S. Grassmyer (effective 03/20/2019)

- D. 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:

Amanda R. Crum (effective 03/20/2019)

- E. The following persons for work on the middle school musical production *Once on this Island* to be held on March 22 & 23, 2019, at the rates listed in accordance with the Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association:

Marisa S. Hickey	\$1,329
Maureen M. Richards	\$1,200
Edward A. Richards	\$1,329

- F. The following persons for work on the high school musical production of *Mamma Mia!* held on March 15 & 16, 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:

Kent C. Weaver	\$3,200
Samuel A. Robinson	\$3,040

8.3* ELECTION OF STAFF CONT'D:

- G. Heather M. Cherry to be currently assigned to part-time Food Service Worker (up to 180 days; 3 hours per day) at Stevens Primary School, with a base wage rate of \$12.57 per hour, effective March 20, 2019 (replacing Kaitlyn Nasdeo, resigned).
- H. Madison E. Myers to be currently assigned to part-time Food Service Worker (up to 180 days; 3 hours per day) at the high school, with a base wage rate of \$12.57 per hour, effective March 20, 2019 (replacing Stephanie Solomon, transferred).

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Jason L. Pick from a part-time Custodian at Curtin Intermediate School (2nd shift), to be currently assigned to a full-time Custodian (2nd shift; 250 days, 8 hours per day) at Stevens Primary School, with a base wage rate of \$37,720, prorated (\$18.86 per hour), effective March 18, 2019 (replacing Sharif Ali, transferred).
- B. Sharon M. Grassmyer, from a part-time Food Service Worker at Cochran Primary School to a part-time Food Service Worker (up to 180 days; 3½ hours per day) at Hepburn-Lycoming Primary School, with a base wage rate of \$13.18 per hour, effective March 20, 2019 (replacing Sandra Schappell, retired).

8.5 WORK SCHEDULES FOR 2019-2020

Approve Employee Work Schedules for administrative, professional staff and support staff employees for fiscal year 2019-2020 as listed below(revised):

<u>Category</u>	<u>Column</u>	<u>Days</u>	<u>Hours</u>
12-month Custodial/Maintenance/Warehouse	A	250	8
12-month Administrators*, Confidential Admin. Support*	B	245	7½*
12-month Technicians, Admin. Support	B	245	7½
11-month Admin. Support Staff & Special Ed. Coordinators	C	225	7-7½
10-month Elem. Assistant Principals*, Selected Administrators, & Selected Admin. Support	D	205	7½
Selected Psychologists	E	200	7½
Teachers	F	188	7
Instructional Aides & Administrative Support	G	185	7
Food Service & Security Officers	H	180	---

*Reflects advertised office hours. These employee schedules are not limited to office hours.

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. Seven (7) Williamsport Area High School STEM Team members, accompanied by their teacher, to travel to Dixon University (Harrisburg) for two days during May 2019 to participate in the PA Governor's STEM Competition. Transportation will be provided in the district van. One substitute will be required for two days.
- B. Thirty-one (31) Williamsport Area High School Big Band students, accompanied by their teacher, to travel to Knoebel's Grove during May 2019 for PMEA Music Performance Day. District transportation is requested and will be paid through the music budget.
- C. Thirty-one (31) Williamsport Area High School Big Band students, accompanied by their teacher, to travel to downtown Williamsport during May 2019 to participate in First Friday. The students will be transported by their parents.
- D. Thirty-one (31) Williamsport Area High School Big Band students, accompanied by their teacher, to travel to Millville High School during April 2019 to perform at the Millville Night of Jazz Festival. District transportation is requested and will be paid through the music budget.
- E. Twenty-two (22) second grade students from Stevens Primary School, accompanied by two teachers, to travel to Leighton Place during April 2019 to perform for the residents. The students will walk to and from Leighton Place.
- F. Ten (10) Williamsport Area High School band students, accompanied by their teacher, to travel to the Genetti Hotel during April 2019 to perform at the Red Cross Regional Awards Breakfast. Transportation will be provided by their teacher and/or parents.

10.1 Approve the following student trips cont'd:

- G. Seventy-six (76) first grade students from Hepburn-Lycoming Primary School, accompanied by their teachers and aides, to travel to T&D's Cats of the World and Lewisburg Park during May 2019. District transportation is requested. All costs will be paid by the Hepburn PTO.
- H. Approximately 150 fifth grade students from Curtin Intermediate School, accompanied by their teachers and aides, to travel to Lake Tobias during May 2019. District transportation is requested. All costs will be paid by the Curtin PTO.
- I. Seventy (70) sixth grade choir students from Curtin Intermediate School, accompanied by their teacher and an administrator, to travel to the Williamsport Area Middle School during March 2019 to see a musical performance. District transportation is requested and will be paid through the music budget. One substitute will be required for half a day.
- J. Approximately 30 students from Cochran Primary School, Curtin Intermediate School, Williamsport Area Middle School, and the Williamsport Area High School, accompanied by their coaches and parents, to travel to Pocono Mountain East Campus during April 2019 to participate in the Odyssey of the Mind competition. The students will be transported by their parents. One substitute will be required for half a day.
- K. Eight (8) members of the Williamsport Area Middle School's career group, accompanied by their advisor, to travel to Impact Advertising (Linden) during March 2019 to learn about careers in advertising. The students will be transported in the district van. There will be no cost to the district.
- L. Two (2) Williamsport Area High School band students, accompanied by their teacher, to travel to Pittsburgh for five days during April 2019 to participate in the PMEA All-State/MENC Eastern Regional Honors Band. Transportation will be provided by the teacher or parents. One substitute is required for three days.

10.2 Approve the following request for facility use:

- A. Special Olympics of Pennsylvania to use the swimming pool, locker rooms and gymnasium at the high school on Sunday, April 7, 2019 from 11:30 a.m. until 3:30 p.m., for couch certification training. The Special Olympics is requesting relief of the occupancy fee estimated at \$1,250.00. Certificate of Insurance to be received.

BIDS/CONTRACTS

- 11.1 Approve a quote from Hustler Turf Equipment, 200 S. Ridge Rd., Hesston, KS State Contract No. H T E 062117, for the purchase of (2) super Z HD Vanguard Big Block EFI (37hp) 60” Grammer lawn mowers one each for the middle school and high school at a cost of \$12,249.40 (ea.) total \$24,498.80. Funds to come from Facilities and Maintenance Budget.
- 11.2 Approve a proposal from Automated Logic, 4501 Chambers Hill Road, Harrisburg, PA, to provide building pressure and temperature/relative humidity sensors for the following District buildings: High School, Middle School, Curtin, Lycoming Valley, Jackson, Cochran, Stevens, and Hepburn-Lycoming at a total cost of \$11,880.00. Funds to come from Facilities and Maintenance Budget.
- 11.3 Approve an estimate from MVT Flooring, Inc. 162 Shikellamy Ave., Sunbury, PA, for new vinyl flooring for room H008A at the high school at a cost of \$7,320.00. Funds will come from the new Homeland Security Classroom Budget (Horticulture).

TAX ITEMS

- 12.1 Approve the attached tax summaries.
- 12.2 Authorize the Solicitor to enter into a Stipulation to settle the Assessment Appeal filed on behalf of Weis Markets, Inc., which will reduce the assessed value on Lycoming County Tax Parcel 65-002-320 (known as 636 West Third Street, Williamsport, PA). The settlement will be based upon a 2018 Market Value of \$1,300,000.00 for the property. When the appropriate common level ratio of .759 is applied, the Assessed Value for the property shall be \$986,700.00 for 2018, and thereafter, the Assessed Value shall be the agreed amount of \$972,400.

TRANSPORTATION

- 13.1 Approve the following drivers/monitors/mechanics for STA, Inc. for the 2018-19 school year:

Peggy	Applegate	CDL Driver
Robert	Bower	CDL Driver
Ruth	Brink-Robinson	CDL Driver
Vicky	Brown	CDL Driver
Karen	Caputo	CDL Driver
James	Carpenter	CDL Driver
Sheila	Chaapel	CDL Driver
Stella	Clark	Van Driver/Monitor
Donald	Confer	Mechanic
Amber	Creasy	CDL Driver
Maryalice	Crist	Van Driver
James	Dawes	CDL Driver

13.1 Approve the following drivers/monitors/mechanics for STA, Inc. for the 2018-19 school year cont'd:

Larry	Deremer	CDL Driver
Nicole	Dimassimo	Van Driver
Robert	D'ottavio	Monitor
Jason	Ebert	CDL Driver
Monika	Eisley	Monitor
Kim	Englert	Van Driver
Stephanie	Evelhair	CDL Driver
Louise	Ferguson	Van Driver
Beverly	Fishel	Monitor
Cody	Heintzelman	CDL Driver
Mindy	Hill	Monitor
Curley	Jett	Van Driver
Dianna	Jett	Monitor
Clayton	Keefer	CDL Driver
Terry	Kennedy	Van Driver/Monitor
Lester	Kline	Monitor
Holly	Koch	CDL Driver
Joyce	Krause	CDL Driver
Ronald	Laielli	PT CDL Driver
Dale	Levan	CDL Driver
Levi	Lilley	PT CDL Driver
Richard	McDonald/WASD	PT CDL Driver
Stephanie	McKee	Monitor
Brenna	McKinley	CDL Driver
Robert	McQuillan	Dispatch
Angela	Medo	CDL Driver
Nikol	Meixel	CDL Driver
Darlene	Melfi	CDL Driver
Lathan	Meredith	CDL Driver
Monica	Metzger	CDL Driver
Nathan	Michaels	CDL Driver
William	Miller	CDL Driver
Penney	Miller	TM
Connie	Mills	CDL Driver
Brandy	Mills	CDL Driver
Andrew	Morse	CDL Driver
Michael	Morse	CDL Driver
John	Otto	CDL Driver
Vivian	Pena	CDL Driver
Patricia	Reeser	CDL Driver
Rebekah	Reynolds	Monitor
Tracy	Rooker	CDL Driver
Tiffany	Schaefer	Monitor
Frank	Sherman	CDL Driver

13.1 Approve the following drivers/monitors/mechanics for STA, Inc. for the 2018-19 school year cont'd:

Luke	Sherman/WASD	PT CDL Driver
Nathan	Shipman	CDL Driver
Ronald	Solomon	CDL Driver
Latifah	Temple-Henderson	Monitor/Van Driver
Bonnie	Van Allen	CDL Driver
Sue	Villia	CDL Driver
Joshua	Walker	CDL Driver
Anne	Walters	CDL Driver
Betsy	Yost	Van Driver
Ellen	Yost	CDL Driver
Katelyn	Yost	PT CDL Driver
Kevin	Zechman	Mechanic

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

Dr. Bowers thanked Mr. Ellis for hosting the meeting at Stevens and thanked the facilities and technology department for setting up for the meeting.

Dr. Bowers congratulated Dr. Pardoe and everyone involved in the Mamma Mia musical this past weekend. It was a great event and the students are unbelievably talented.

This is a very busy time of year. We are focusing on budgeting and screening potential applicants for positions.

Dr. Bowers welcomed Coleen Genovese and thanked her for attending the meeting.

ITEMS FROM BOARD MEMBERS

President Baer mentioned that the WAMS student musical will be held this Friday and Saturday at 7:00 PM.

ITEMS FROM PUBLIC – None

President Baer noted that following the meeting the Board would be holding a brief executive session for personnel and attorney advisement.

Upon motion made by Dr. Penman, seconded by Mr. Welteroth and carried the meeting adjourned at 7:31 PM.

Wanda M. Erb, Board Secretary