

May 7, 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, May 7, 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, Jane L. Penman
Nancy Somers, Adam C. Welteroth.

ABSENT: Jennifer Lake, Barbara D. Reeves, Marc D. Schefsky.

OPENING EXERCISES were provided by Ms. Lori Baer.

APPROVAL OF MINUTES: Regular Meeting – April 16, 2019

Student Representatives – Alexis Griess provided the Board with an update on happenings at the high school. Prom was last weekend. Seniors completed Top Hat card with post graduate plans. Yearbooks were distributed this week. The April 26 mock crash video is available on Facebook. Advance Placement and Keystone testing are going on the next two weeks. Without a Cue performance is May 17th. The Boys Tennis team won districts today. Tonight is the last track meet of the season.

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

A. The following two students were recognized as Outstanding Students:

- Caleb Fausnaught, an 8th grade student from Williamsport Area Middle School – Presented by Justin Ross, Principal.
- Benjamin Manetta, an 8th grade student from Williamsport Area Middle School – Presented by Justin Ross, Principal.

C. Presentations by Melissa Hughes with PFM Financial Advisors LLC, and Timothy Frey and Morgan Haas of Saul Ewing Arnstein & Lehr LLP on the proposed funding and legal requirements of the proposed bond issue.

Melissa Hughes of PFM spoke about Bond Parameter Resolution and gave overview of bond market. The bonds will be bank qualified meaning they will be less than \$10 Million. The resolution is considered a maximum parameters resolution. Internet sale of bonds will take place tomorrow, with closing on June 13, 2019.

Tim Frey and Morgan Haas, Saul Ewing Bond Counsel were in attendance. Morgan Haas gave overview of bond resolution with parameters. At this, time Agenda Item 5.4 was considered.

- 5.4 Motion made by Dr. Penman, seconded by Mr. Welteroth to authorize the incurrence of nonelectoral debt of the Williamsport Area School District (the “**school district**”) by the issuance of \$12,000,000 aggregate principal amount general obligation bonds, series of 2019 for the purpose of financing a capital improvement program and to pay the costs of issuing the bonds; authorizing the preparation and filing of a debt statement and other documentation; covenanting to create a sinking fund and to budget, appropriate and pay debt service on the bonds; pledging the full faith, credit and taxing power of the school district for the prompt and full payment of the bonds; setting forth the substantial form of the bonds; setting forth the stated principal maturity dates and amounts, interest rates and interest payment dates, place of payment, sinking fund provisions and other details of the bonds; authorizing the execution of a continuing disclosure agreement; finding that a private negotiated sale of the bonds is in the best financial interest of the school district; accepting a proposal for the purchase of the bonds; appointing a paying agent and sinking fund depository; and authorizing other necessary action.

Roll Call: Yeas: Ms. Baer, Mrs. Confair, Mr. Dixon, Dr. Penman, Dr. Somers,
Mr. Welteroth

Nays: None

Absent: Mrs. Lake, Mrs. Reeves, Mr. Schefsky

The motion carried 6-0.

President Baer at this time opened the board meeting to the public:

Richard Staiman, a district resident spoke about classroom issues at Cochran and the need for additional support in the classroom. Mr. Staiman will contact Dr. Bowers’ office to set-up a meeting.

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

- B. Jeremy Loveland, Director of Technology, Clay Weaver and Joshua Klinger gave an update on the Technology Department. He reviewed the Technology Department Climate Survey findings comparing the survey results in 2017 with the 2019 survey results. Mr. Loveland also covered what they have done in each area of the survey.

Mrs. Erb and Mr. Leinbach gave an overview of the 2019/20 Proposed Final Budget.

- 5.3 Motion made by Dr. Penman, seconded by Mrs. Confair, to adopt the following resolution relative to a Proposed Final Budget for the 2019-2020 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

5.3 Adopt the following resolution relative to a Proposed Final Budget for the 2019-2020 fiscal year cont'd:

amount of funds which will be required by the Williamsport Area School District for the fiscal year beginning July 1, 2019, 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 18, 2019, 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 at the Office of the Board Secretary of the Williamsport Area School District, 2780 West Fourth Street, Williamsport, Pennsylvania for all who may be interested:

The following is a summary of the proposed General Fund Budget for the fiscal year beginning July 1, 2019:

ESTIMATED BEGINNING UNASSIGNED FUND BALANCE AVAILABLE FOR APPROPRIATION 06/30/19	\$ 8,123,474
FY19-20 UNRESTRICTED REVENUE	87,352,195
FY19-20 RESTRICTED REVENUE	4,777,700
TOTAL ESTIMATED FUND BALANCE AND REVENUE AVAILABLE FOR APPROPRIATION	100,253,369
FY19-20 UNRESTRICTED EXPENDITURES	87,955,778
FY19-20 RESTRICTED EXPENDITURES	4,777,700
TOTAL ESTIMATED EXPENDITURES	92,733,478
ESTIMATED JUNE 30, 2020 UNASSIGNED FUND BALANCE	7,519,891
	<u>19/20</u>
Real Property (16.50 mills 18/19)	16.95 mills
Act 511 Taxes	
Earned Income	1.5%
Real Estate Transfer	.5 of 1%

5.3 Adopt the following resolution relative to a Proposed Final Budget for the 2019-2020 fiscal year cont'd:

Roll Call: Yeas: Ms. Baer, Mrs. Confair, Mr. Dixon, Dr. Penman, Dr. Somers, Mr. Welteroth

Nays: None

Absent: Mrs. Lake, Mrs. Reeves, Mr. Schefsky

The motion carried 6-0.

Dr. Penman made a motion, seconded by Mrs. Confair for an omnibus to include the agenda, minutes, addendum and reports.

Dr. Bowers reviewed the change order for Millionaire Drive and the reasons behind the need to replace all existing asphalt on Millionaire Drive from West Fourth Street to Fox Hollow Road in the amount of \$241,103. The millings will be recycled, by the contractor, so the district is unable to get millings to patch C-Lot.

FINANCE REPORT

5.1 Approve the following financial reports:

A. Payroll Report for the month of April 2019:

General Fund – Unrestricted	\$2,841,899.22
General Fund – Restricted	179,630.97
Food Service Fund	94,466.70
Earned Income Tax	47,033.42
Student Activities	<u>.00</u>
TOTAL	\$3,163,030.31

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
05/07/19	1,106,133.89	05/07/19A	136,063.05
05/07/19B	9,803.17	05/07/19C	7,251.44
05/07/19D	4,513.08	05/07/19E	200.00
05/07/19F	1,453,438.40	05/07/19G	81,301.84
05/07/19H	70.00	05/07/19I	56,638.44
05/07/19J	53.74	05/07/19K	6,542.06

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve the agreement with the Williamsport YMCA for the School-Age Child Care Program to use Hepburn Primary School, Cochran Primary School, Jackson Primary School, Stevens Primary School, Curtin Intermediate School and Lycoming Valley Intermediate schools for the provision of Before and After School Child Care for the 2019-20 school year. The program will use the facilities in these schools as defined in the agreement. As the program is a direct advantage to district families, the waiver of fees is requested.
- 7.2 Approve the Keystone School course French 2. This request includes offering 1.0 Williamsport Area High School elective credit, and including the course on the student's transcript as a 1.2 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 by June 1st on an official Keystone School transcript.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Cynthia A. Black, full-time Computer Technician in the Instructional Media Center, 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 Cynthia A. Black from service in the Williamsport Area Schools and expresses its sincere appreciation for her over 32 years of dedicated service to our school system as a computer technician. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Michelle E. Winter, full-time Payroll Officer for the District, 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 Michelle E. Winter from service in the Williamsport Area Schools and expresses its sincere appreciation for her almost 31 years of dedicated service to our school system as a payroll officer. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.1 RESIGNATIONS CONT'D:

- C. Julie A. Caringi, full-time School Social Worker (Home and School Visitor) at Curtin, Lycoming Valley and the middle school, for other employment, effective August 2, 2019.
- D. Julia A. Edler, full-time Kindergarten teacher at Hepburn-Lycoming Primary School, for other employment, effective August 5, 2019.
- E. Tinamarie Jones, part-time Aide/Library at the high school, for personal reasons, effective May 3, 2019.
- F. Patricia A. Lewis, part-time Food Service Worker at Hepburn-Lycoming Primary School, for personal reasons, effective May 15, 2019.
- G. Mallory L. Myers, full-time Guidance Counselor at Lycoming Valley Intermediate School, for other employment, effective June 11, 2019.
- H. Amanda M. Raborn, part-time Aide at the high school, for other employment, effective April 24, 2019.
- I. Steffen J. Yaskoweak, part-time Aide at Lycoming Valley Intermediate School, for other employment, effective June 10, 2019.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Jeremy S. Loveland, Director of Technology for the District, for military leave on June 3, 2019, through June 14, 2019 (as reflected in orders), in accordance with School District's Act 93 Administrative Compensation Plan and Act 174 of 1990.
- B. Erin M. Weaver, full-time 5th Grade teacher at Curtin Intermediate School, for an unpaid leave, effective March 19, 2019, through May 17, 2019.
- C. Susan S. Sheffer, part-time Aide at the high school, for an unpaid leave, effective April 17, 2019, through May 21, 2019.
- D. Donna R. Rundio, full-time Custodian at the middle school, for an unpaid leave, effective March 20, 2019, through April 30, 2019.
- E. Martin W. Williamson, full-time Custodian at the high school, for an unpaid leave, effective April 16, 2019, through April 30, 2019.
- F. Christopher P. Anderson, full-time Stock Clerk at the Warehouse Complex, for an unpaid leave, effective April 26, 2019, through May 23, 2019.

8.2 LEAVES OF ABSENCE CONT'D:

- G. Jennifer A. Douglass*, full-time Custodian/Groundskeeper at the high school, for an unpaid leave, effective May 7, 2019, through May 17, 2019.
- H. Deanna M. Heck*, full-time Administrative Support at the high school, for an unpaid leave, effective May 1, 2019, through June 12, 2019.

8.3* ELECTION OF STAFF

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

- A. Angela K. Harman 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 May 8, 2019 (replacing Rose O'Donnell, retired).
- 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 Boardroom, from 8:00 a.m. to 4:30 p.m.:

Robyn L. Andrews	WAHS Cafeteria
Open	Open

- C. Approve the payment of stipends to active members of the Williamsport Area High School and Williamsport Area Middle School Student Assistance Teams for the 2018-2019 school year. The stipend rate is \$1,200 per year per the stipend schedule. Members are listed by building:

Williamsport Area High School

Seth H. Decker	Kaitlin L. Eck
David R. Ferry	Phyllis J. Sieber
Derek J. Slaughter	Jeremy S. Steppe
Heather E. Way	Jennifer J. Weaver

Williamsport Area Middle School

Julie A. Caringi	Christine R. Krajnyak
Emily B. Linn	Patrick R. Menges
Tamra L. Rook	Marjorie F. Stopper
Jennie M. Wagner-Guffy	

- D. 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:

Charles E. Davis (effective 05/08/19)

8.3* ELECTION OF STAFF CONT'D:

- E. 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:

Rajah E. Lehr (effective 05/08/19)
Alexandra M. Condie (effective 05/15/19)

- F. 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:

Danielle J. Hollingsworth (effective 05/08/19)

- G. The following Career and Technical Education teachers at the high school as production printers, effective June 11, 2019, at the rate established in the Agreement by and between the Board of Directors of the Williamsport Area School District and the Williamsport Education Association (\$26.21 per hour or contract rate):

Timothy A. Miller
David E. Gephart

- H. The following as part-time printer's helpers, at the salary rates indicated, for the actual number of hours worked, effective June 11, 2019 (*pending receipt of all clearances and other necessary paperwork):

Noah Joy* \$7.25 per hour

8.4* POSITION CHANGES -- None at this time

8.5 OTHER

- A. Approve the dissolution of the Williamsport Area School Administrators' Association (WASA) Sick Leave Bank and the return of sick days contributed to the bank by current Administrators. The WASA Sick Leave Bank, since its inception, has never have been utilized as outlined in Policy 334.1.

8.5 OTHER CONT'D:

- B. Approve the following two-tier level employee classification structure for the district's Instructional Technology Staff, effective July 1, 2019:

Tier 1 - Computer Technician - Classification to replace current Computer Technician classification. The same annual hours and salaries as the current Computer Technician classification would apply.

The following employees are Tier 1 - Computer Technicians:
Cyndi Black, Karl Ivers, Suzanne Manuel and Svetlana Rathjen

Tier 2 - Computer Technician - New Classification with annual hours of 1,837.50 (245 day / 7.5 hours per day) and same salaries as the current AV Technician classification.

The following employees are Tier 2 - Computer Technicians:
Jason Morgan, Ryan Piselli and Terry Moore

A memo of understanding will be completed with the Support Staff Association confirming the above changes.

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. Thirty-one (31) members of the Williamsport Area High School's Big Band, accompanied by their teacher, to travel to Camp Susque during May 2019 to perform dance music. District transportation is requested and will be paid through the music budget.
- B. Thirty-one (31) members of the Williamsport Area High School's Big Band, accompanied by their teacher, to travel to Central Columbia High School during May 2019 to participate in a jazz festival. District transportation is requested and will be paid through the music budget.

10.1 Approve the following student trips cont'd:

- C. Eight (8) members of the Williamsport Area Middle School's Helping Hands Club, accompanied by their teacher, to travel to Hershey Park during May 2019 to participate in a health and wellness day. Transportation will be provided in the district van.
- D. Thirty-one (31) chamber orchestra members from Curtin Intermediate School, accompanied by their teacher and parents, to travel to Robert M. Sides during May 2019 to perform at a recital. Transportation will be provided by the parents.
- E. Approximately 250 eighth grade students from the Williamsport Area Middle School, accompanied by their teachers and parent chaperones, to travel to Dorney Park during May 2019. Transportation will be provided by contract carrier.
- F. Nine (9) Williamsport Area High School students, accompanied by a staff member, to travel to Knoebel's Amusement Park during May 2019 to meet PSU administrators and alumni. Transportation will be provided in the district van. All costs will be paid by Penn State.
- G. Retroactive Approval: Eight (8) Williamsport Area Middle School Stock Market Club students, accompanied by their teacher, traveled to Penn College during May 2019 to participate in an awards ceremony. Transportation was provided in the district van. One substitute was required for half a day.
- H. Retroactive Approval: Nine (9) Williamsport Area High School Stock Market Club students, accompanied by their teacher, traveled to Penn College during May 2019 to participate in an awards ceremony. Transportation was provided in the district van. One substitute was required for half a day.
- I. Approximately 50 Williamsport Area High School art students, accompanied by three teachers, to travel to The Highline in New York City during May 2019 to participate in various art experiences. Transportation will be provided by contract carrier. All costs will be paid by the participating students. One substitute will be required for the day.
- J. Fifteen (15) welding students from the Williamsport Area High School, accompanied by their teacher, to travel to High Steel Structures and M&M Sheet Metal to learn more about industry welding. District transportation is requested. One substitute will be required for half the day.
- K. Nine (9) members of the Williamsport Area Middle School's TV Studio Club, accompanied by their teacher, to travel to Hershey Park during May 2019 to participate in a health and wellness day. Transportation will be provided in the district van. One substitute will be required for the day.

10.1 Approving the following student trips cont'd:

- L. Fourteen (14) Williamsport Area Middle School students, accompanied by two teachers, to travel to the Little League Complex (South Williamsport) during May 2019 to participate in a kickball tournament designed by promote positive relationships with law enforcement. District transportation is requested and will be paid through the WAMS PBIS account. Two substitutes are required for the day.
- M. Approximately 404 eighth grade students from the Williamsport Area Middle School, accompanied by their teachers, to travel to the Williamsport Area High School during May 2019 to participate in transition activities. District transportation is requested and will be paid through the CTE budget.
- N. Eighteen (18) Williamsport Area High School students, accompanied by their teachers and aides, to travel to UPMC Susquehanna during May 2019 to participate in a worksite appreciate breakfast. Transportation will be provided by City Bus. All costs will be paid by UPMC. One substitute will be required for the day.

BIDS/CONTRACTS

- 11.1 Approve the proposal for construction management services from McTish-Kunkel and Associates, 1500 Sycamore Road, Suite 320, Montoursville, PA to supply engineering consulting services to manage the reconstruction of Millionaire Drive. Estimated expenses not to exceed \$68,750.00, funds to come from Bond Proceeds.
- 11.2 Approve change order H-1 from HRI, Inc. to replace all existing asphalt on Millionaire Drive from West Fourth Street to Fox Hollow Road. The pavement thickness on Millionaire Drive would be 6.0" of 25mm, 1/2" scratch and 1.5" of 9.5mm from curb to curb. The estimated increase in cost to the project will be 241,103.00. This project will be funded by bond proceeds.

TAX ITEMS – None

TRANSPORTATION

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

Erica L. Morse	Monitor
Ronald Lee Poorman Jr.	Bus Driver
Charmaine M. Burgett	Bus Driver- As needed
Tonya L. Green	Van Driver

The motion carried by a unanimous roll call.

May 7, 2019

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

Dr. Bowers thanked Mr. Crans and the Millionaire Drive team members that were here tonight to answer questions.

He thanked Mr. Loveland and his department for the technology update.

Mrs. Logue and Dr. Bigger were thanked for their efforts on the screening interviews. We did about 110 interviews. It is a huge process but gives us a great pool of candidates to choose from to fill vacancies.

Mr. Pardoe and his staff were also recognized for the Prom and the leadership it takes to get this event executed.

The Leadership Team is focused on year-end activities.

June 10 – District day of giving back to the community. Teachers and administrators will be going out into the community at various sites to give back and help any way they can for 2 to 2 ½ hours. Then go back to the high school for lunch, and a recognition program for retirees and a year in review.

ITEMS FROM BOARD MEMBERS - None

Upon motion made by Dr. Penman, seconded by Mr. Welteroth and carried the meeting adjourned at 7:48 PM.

Wanda M. Erb, Board Secretary