

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, September 4, 2018, 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, Patrick A. Dixon, Jane L. Penman, Marc D. Schefsky, Adam C. Welteroth.

ABSENT: Brette C. Confair, Jennifer Lake, Nancy Somers.

OPENING EXERCISES were provided by Ms. Lori A. Baer.

APPROVAL OF MINUTES: Regular Meeting – August 21, 2018.

Motion made by Dr. Penman, seconded by Mr. Welteroth to approve the minutes, agenda and addendum.

The motion carried unanimously.

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

Committee Reports by Board Members - None

FINANCE REPORT

5.1 Approve the following financial reports:

A. Payroll Report for the month of August 2018:

General Fund – Unrestricted	\$3,798,502.19
General Fund – Restricted	219,298.91
Food Service Fund	10,412.64
Earned Income Tax	65,215.51
Student Activities	<u>.00</u>
TOTAL	\$4,093,429.25

5.2 Consider authorizing 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
09/04/18	\$686,810.16	09/04/18A	10,308.09
09/04/18B	1,821.45	05/01/018C	1,672.25
09/04/18D	511.18	09/04/18E	1,305,474.82
09/04/18F	21,920.31	09/04/18G	62,751.89
09/04/18H	42.42		

FINANCE REPORT CONT'D:

- 5.3 Approve for submission to the Pennsylvania Department of Education PlanCon Part J: Project Accounting Based on Final Costs reports for Project Number 3686, Williamsport Area High/Vocational School Project, as prepared by the district auditor, Baker Tilly.

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve the formation of the Millionaire Fly Fishing Club at the Williamsport Area High School to take place during the bank period. The advisors will be Jordan Yohn and Kyle Schneider.
- 7.2 Approve an additional 25 days for summer curriculum work for Go Math and Wonders training at a cost of \$150.00 per day to be funded through the Title I budget.
- 7.3 Approve an agreement with the Pennsylvania Family Support Alliance (Approved PDE provider) to provide training to Heather Way, Social Worker, in a train the trainer model for Act 126 Child Abuse Recognition and Reporting. The cost of the training is included in the Student Services budget and will cost \$1000 for the training and materials.
- 7.4 Approve the purchase of a new Cloud-based web content filtering software from Securly for the 2018-19 school year at a cost of \$13,500.00. This will be funded through the Technology Department budget.
- 7.5 Approve a contract with the Western Pennsylvania School for the Deaf to provide off-campus interpreting services for Williamsport Area School District student/s during 2018-19 school year at a cost of \$18,000. The cost of the service is separate from the cost of basic education and will be billed in ten (10) equal installments beginning in September 2018.
- 7.6 Approve an agreement with Nittany Learning Services for the 2018-19 school year. Nittany Learning Services is an a PDE approved AEDY provider, and will provide alternative education services to the Williamsport Area School District for students who are specifically referred by the District. The per diem service rate for the 2018-19 school year is \$120 per day.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Gwenda L. Forker, part-time Aide (Special Education) at Lycoming Valley Intermediate School, for the purpose of retirement, effective August 30, 2018.

8.1 RESIGNATIONS CONT'D:

- A. Gwenda L. Forker, part-time Aide cont'd:

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Gwenda L. Forker from service in the Williamsport Area Schools and expresses its sincere appreciation for her 13½ years of dedicated service to our school system as an aide and food service worker. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Christopher M. Heeman, full-time General Maintenance Worker for the District, for personal reasons, effective August 31, 2018.
- C. Elizabeth J. Segraves, full-time Social Studies teacher at the high school, for other employment, effective September 3, 2018.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Teresa M. Willets, part-time Food Service Worker at the high school, for an unpaid leave, effective August 9, 2018, and August 30, 2018 through October 8, 2018.

8.3* ELECTION OF STAFF

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

- A. The following fall 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

Volleyball:

Head Coach:	Linda L. Radocaj (0)	\$4,480
Assistant Coach:	Stephen M. Radocaj (0)	\$2,240

Williamsport Area Middle School

Cross Country (Boys & Girls)

MS Assistant Coach:	Phyllis J. Sieber (0)	\$1,280
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8.3* ELECTION OF STAFF CONT'D:

- B. 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 45th day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked during the 2018-2019 school year:

Aaron J. Aueter (effective 09/05/18)
Rajah E. Lehr (effective 09/05/18)

- C. 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:

Reginald T. Fatherly (effective 08/31/18)
Alexandria S. Kaluzny (effective 09/05/18)
Sarah Weiss (effective 09/05/18)

- D. Rescind this item that was originally approved at the August 21, 2018 School Board Meeting. Ms. Snyder has declined the position: Theresa E. Snyder to be currently assigned to part-time Custodian (up to 250 days per year, prorated; 5 hours per day) at Hepburn-Lycoming Primary School, with a base wage rate of \$12.88 per hour, effective August 22, 2018 (replacing Clyde Shope, resigned).
- E. Jerry P. Bennett to be currently assigned to part-time Custodian (2nd shift; up to 250 days per year, 5 hours per day) at Lycoming Valley Intermediate School, with a base wage rate of \$12.88 per hour, effective September 5, 2018 (replacing Allen Brickell, retired).

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Victoria L. Harman, from a part-time Food Service Worker at Stevens Primary School to be currently assigned to a part-time Aide (Special Education; up to 185 days, 5 hours per day) at Stevens Primary School, with a base wage rate of \$13.46 per hour (without degree rate), effective September 10, 2018 (replacing Bobbi Jo Kuhns, transferred).
- B. Ruth A. Musser, from a part-time Food Service Worker at the high school to be currently assigned to a part-time Aide (Special Education; up to 185 days, 5 hours per day) at Cochran Primary School, with a base wage rate of \$13.46 per hour (without degree rate), effective date to be determined (replacing Linda Heitsenrether, resigned).

8.5 CONTRACTED SERVICES

- A. Approve a contract with Conrad Siegel Actuaries to complete, file and mail required 2018 IRS employee and employer tax forms to comply with mandated Affordable Care Act regulations. The proposal also includes assistance in the review of tracking employee data, benefit eligibility and employee premium cost-sharing, as well as filing corrections. The cost of for this service is \$7,900.

8.6 OTHER

- A. Approve the re-classification of Kristopher D. Waldrab and Raymond G. Sellard, Jr., from Head Custodian, Class V to General Maintenance at a salary of \$41,240 or \$21.92 per hour, effective September 5, 2018.

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. Seventeen (17) life skills students from the Williamsport Area High School, accompanied by their teachers, to travel to UPMC Susquehanna two days a week from September through May 2019. Transportation will be provided by River Valley Transit. All costs will be paid through the special education budget.
- B. Approximately 70 eighth grade band members from the Williamsport Area Middle School, accompanied by three teachers and three parent volunteers, to travel to the Williamsport Area High School during September 2018. The students will spend time with the Marching Millionaires to help make a decision about joining next year. District transportation is requested and will be paid by the WAHS Band Association or the WAMS PTO.

10.2 Approve the following request from facility use:

- A. West Branch Drug and Alcohol Abuse Commission to use the classrooms and the cafetorium at the Williamsport Area Middle School on Thursdays, beginning October 4, through November 15, 2018 from 4:30 p.m. until 8:30 p.m. to hold a Strengthening Families Program for district students and parents. WBDAAC is requesting relief of the occupancy fee estimated at \$2,450.00. Certificate of Insurance to be received.
- B. Girls on the Run Program to use the gymnasium/playground at Jackson Primary School on Mondays and Wednesdays beginning September 24 through November 28, 2018, from 3:30 p.m. until 5:00 p.m. to hold activities related to the program. Girls on the Run Program is requesting relief of the occupancy fees estimated at \$6,650.00. Certificate of insurance on file.
- C. Lycoming Christian Church to use the gymnasium, and gym hallway (basketballs, volleyballs, hoops and nets), at Williamsport Area Middle School on Saturday, November 10, 2018, from 1:30 p.m. to 5:00 p.m. to hold youth recreation for a youth conference. Lycoming Christian Church is requesting relief from the occupancy fee estimated to be \$750.00. Certificate of Insurance to be received.
- D. Northcentral PA Odyssey of the Mind to use the auditorium, Black Box Theatre, band, choir and orchestra rooms, and three rooms in the culinary arts area at the high school on Saturday, November 10, 2018 from 8:00 a.m. until 2:00 p.m. to hold a training for coaches. Odyssey of the Mind is requesting relief of the occupancy fee estimated at \$800.00. Certificate of insurance to be received.

BIDS/CONTRACTS

- 11.1 Approve change order 2 from HRI, Inc., Eastern Region, 3576 W Fourth St. Williamsport, PA, for using Old Dutchman railing instead of the welded schedule 40 steel railings per the original bid. This is an increase from the original contract, in the amount of \$733.00, also the increase cost of state wages from 2017 to 2018. This is an increase from the original contract, in the amount of \$2,500.00, for a total increase of \$3,233.00. The total amount on change order 2 is \$5,733.00 which includes sidewalk work already completed and approved on July 17, 2018. Funds will come from the Capital Reserve Fund.
- 11.2 Approve a 60-month lease with Phillips Capital for 12 Kyocera Multi-Function Printer/Copiers (to replace older models) at a lease amount of \$1,137.17 per month and a one-time document fee of \$39. The 12 new copiers and the 35 current copiers would fall under the district's maintenance contract with Phillips Office Solutions at a discounted rate. The total monthly cost for the lease and the maintenance contract for 1M black & white copies per month is \$6,955.80. Overages will be billed at \$0.00795/copy. The district is currently paying a monthly maintenance cost of \$8,250. This would be an annual savings of \$15,530.40. This pricing is based on the COSTARS Contract #001-035.

BIDS/CONTRACTS CONT'D:

- 11.3 Approve Amendment No. 1 to the agreement with Gannett Fleming, to complete the Inspection as required by DEP and if constructed as designed to sign the certificate of completion in an amount not to exceed \$900 for the UV addition to the Wastewater Treatment Plant at Hepburn-Lycoming Primary School. Cost of the project is funded by the Capital Reserve Fund.
- 11.4 Approve a quote from Nelson Installations LLC, 6142 Route 287, Jersey Shore, PA to replace entrance doors #10 and #11 at Lycoming Valley Intermediate school at a cost of \$14,950.00. Quote was obtained through CoStars and will be paid out of the Maintenance and Plant Operations Budget.

TAX ITEMS

- 12.1 Approve the following tax summaries.

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

Students started back today. Everything went well with only a few normal minor transportation glitches.

Dr. Bowers publically wanted to thank everyone involved in dealing with the moisture and mold situation, especially Dale Crans.

This past weekend the district partnered with the City (Lycoming County Visitors Bureau) and hosted the DCA World Finals at the high school stadium. Everyone was very pleased with the event and how the district stepped up. Dr. Bowers thanked everyone who helped to make the event a success, specifically recognizing Dale Crans and Jeff Robbins.

ITEMS FROM BOARD MEMBERS

President Baer brought up the appointment of Doreen Stafford as a board member replacing Spencer Sweeting. After the appointment the district did their due diligence prior to Ms. Stafford taking the oath of office and discovered that Ms. Stafford resides outside of the district boundaries. She asked our solicitor for guidance.

Mr. Holland proposed the following motion: Consider rescinding the appointment of Doreen Stafford, who was previously appointed to replace Spencer Sweeting on the Board of School Directors. Upon investigation, it was determined that she is ineligible to serve on the School Board because she does not reside in the District. Motion made by Dr. Penman, seconded by Mr. Welteroth to rescind the appointment of Doreen Stafford.

The motion carried.

September 4, 2018

ITEMS FROM BOARD MEMBERS CONT'D:

Discussion occurred regarding how to fill the position. The consensus is to advertise the opening with a deadline to allow for applications to be received in time to send to Board members on the Friday prior to the next meeting.

Due to conflicts with board members' schedules, a motion was made by Dr. Penman, seconded by Mr. Weltheroth, to move the board meeting scheduled for October 2nd at 6:00 p.m. to Tuesday, October 9th at 5:00 p.m.

The motion carried.

ITEMS FROM PUBLIC – None

President Baer announced that an executive session for personnel and attorney advisement will follow the meeting.

Upon motion made by Dr. Penman, seconded by Mr. Schefsky and carried the meeting adjourned at 6:21 p.m.

Wanda M. Erb, Board Secretary