

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 10, 2018, 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, Patrick A. Dixon, Jennifer Lake, Jane L. Penman (arrived 6:43 pm), Marc D. Schefsky, Nancy Story Somers, Spencer E. Sweeting, Adam C. Welteroth (arrived 6:02 pm).

ABSENT: None

OPENING EXERCISES were provided by Mr. Patrick A. Dixon.

APPROVAL OF MINUTES: Special Meeting – April 3, 2018.

Student Representatives - No students were present to report on the news at the high school.

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

A. Outstanding Student Recognition

- Maxwell Fink, a 3rd grade student from Cochran Primary School – Presented by Cindy Schuyler, Principal.
- Jahki Burget, a 3rd grade student from Stevens Primary School - Presented by Jim Ellis, Principal.
- Muireann Tran, a 6th grade student from Curtin Intermediate School – Presented by David Michaels, Principal.

Spring Moore, Odyssey of the Mind Coordinator, provided an update on the Williamsport Area School District Odyssey of the Mind teams that competed at the State competition. She reported that the teams advancing to the World Finals are Curtin Intermediate School, first place, and Williamsport Area Middle School, first place - both teams are State Champions. She requested the board support the teams again this year by paying their registration.

- 7.7 Motion made by Mr. Sweeting, seconded by Mr. Schefsky, to approve Odyssey of the Mind teams from Curtin Intermediate School and the Williamsport Area Middle School, accompanied by their coaches and parents, to participate in the Odyssey of the Mind World Competition at Iowa State University on May 22-28, 2018. Costs for hotel and registration estimated at \$12,495, will be paid through district funds. One teacher substitute will be required for four days, and one custodial substitute for four half days.

The motion carried by a unanimous roll call.

A motion was made by Dr. Story Somers and seconded by Mr. Welteroth to approve the minutes, agenda, and addendum.

The motion carried by a unanimous roll call.

- B. Review of Board of Director position – After discussion among the board members a motion was made by Dr. Story Somers and seconded by Mrs. Lake, to interview all three candidates at the April 17, 2018 board meeting.

The motion carried by a unanimous roll call.

Dr. Penman arrived at 6:43 p.m.

Committee Reports by Board Members - None

FINANCE REPORT

- 5.1 Approve the following financial reports:

- A. Payroll Report for the month of March 2018:

General Fund – Unrestricted	\$4,037,384.57
General Fund – Restricted	211,770.23
Food Service Fund	126,065.96
Earned Income Tax	<u>67,601.42</u>
TOTAL	\$4,442,822.18

- 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
04/10/18	\$658,625.60	04/10/18A	124,677.76
04/10/18B	8,998.70	04/10/18C	4,243.25
04/10/18D	1,406,701.65	04/10/18E	137,405.73
04/10/18F	62.85	04/10/18G	37,780.57
04/10/18H	559.00	04/10/18I	1,744,068.64
04/10/18J	814,667.06		

- 5.3 Appoint Fred A. Holland, from Murphy, Butterfield & Holland, P.C., as school district solicitor, for the period of July 1, 2018 through June 30, 2019, at a retainer of \$20,000 and an hourly rate of \$150 (and increase from \$140.00 per hour from 2017-2018) for matters that fall outside the scope of the retainer.

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve McGraw Hill to provide three Wonders professional development sessions for up to 35 K-3 teachers. The professional development will take place during the 2018-19 school year and will focus on implementing the new core reading program. The cost will be \$7,500 and is budgeted under Title II.
- 7.2 Approve Dr. Peter Montminy to provide three Mindfulness training sessions in three buildings, as well as individualized coaching for three teachers, during April 2018. The cost will be \$1,800 and will be paid through Title IV.
- 7.3 Approve the purchase of the grades 7-12 Edgenuity online curriculum to support our full-time cyber solution, as well as summer remediation and enrichment opportunities for middle and high school students. The cost will be \$35,000 and will be paid for through budgeted cyber funds.
- 7.4 Approve the BLaST Intermediate Unit 17 Technology Services Agreement for the 2018-2019 school year. This agreement provides one network engineer for a minimum of two (2) 7.5 hour days per month or equivalent days per year of contracted service at \$75 per hour. The same rate will be applied to any hours exceeding the contracted minimum hours. Contracted service without this agreement would cost \$88 per hour Monday through Friday, 8 AM to 4 PM and \$108 after hours with a four hour minimum. This agreement will be funded by the Technology Department budget.
- 7.5 Approve a purchase agreement with MojoActive, Inc. for the design and development of a new website for the district for a total of \$69,000. MojoActive, Inc. will provide a newly designed, customized, ADA-compliant website developed to meet the specific needs identified by the District Website Development Committee. Recurring annual subscription costs will be \$1,000 per year (reduced from \$12,000 currently). This purchase will be funded by the Technology Department budget.
- 7.6 Approve BLaST IU 17 to complete a fiber optic cable relocation project for a total of \$32,715. This project will install fiber optic cable directly between the Williamsport Area Middle School and Williamsport Area High School via an underground bore. This will replace existing fiber optic cable currently routed underground alongside Millionaire Drive. This project would be funded by the Technology Department budget.
- 7.7 Approved earlier in the meeting.

PERSONNEL REPORT

8.1 RESIGNATIONS

- A. Allen M. Brickell, part-time Custodian at Lycoming Valley Intermediate School, for the purpose of retirement, effective April 27, 2018.

8.1 RESIGNATIONS

A. Allen M. Brickell cont'd:

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Allen M. Brickell from service in the Williamsport Area Schools and expresses its sincere appreciation for his 6 years of dedicated service to our school system as a custodian. It further expresses the hope that his years of retirement will be many and richly rewarding.

B. Deborah A. Deck, full-time Classroom Music teacher at Hepburn-Lycoming Primary and Lycoming Valley Intermediate Schools, for the purpose of retirement, effective June 7, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School Service in the Williamsport Area Schools and expresses its sincere appreciation for her almost 27 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

C. Clyde W. Shope III, part-time Custodian at Hepburn-Lycoming Primary School, for personal reasons, effective April 9, 2018.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

A. Ariel A. Letcher, full-time Special Education teacher at Cochran Primary School, was originally approved for an unpaid leave through June 7, 2018. This leave has been modified to an ending date of April 3, 2018. Ms. Letcher will be returning to work on April 4, 2018.

B. Robert T. Zarzyczny, full-time Custodian Class 2 Pool Maintenance/Groundskeeper at the high school, for an unpaid leave, effective April 2, 2018, through April 30, 2018.

8.3* ELECTION OF STAFF

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

A. Sandra L. Bodle to be currently assigned to part-time Aide (Special Education; up to 185 days per year, prorated; 5 hours per day) at the high school, with a base wage rate of \$13.33 per hour (without degree rate), effective April 11, 2018 (replacing Mary Kimble, transferred).

8.3* ELECTION OF STAFF CONT'D:

- B. The following spring sports coaches at the respective schools for the 2017-2018 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 and Girls Track & Field

Volunteers:	Mary Jane Schramm	---
	Thomas J. Schramm, Jr.	---

- C. Kristin L. Whitehead to be currently assigned as coach of the Girls Volleyball intramural program at the high school at the intramural rate of \$16.34 per hour for the actual number of hours worked.
- D. Jarret M. Neece as a paid intern in the Tax Office, effective May 21, 2018, at the rate of \$7.25 per hour (no benefits).
- 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 (\$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:

Megan K. Collins (effective 04/11/18)

- F. 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:

Jerry P. Bennett (effective 04/16/18)
Latoya G. Fogan (effective 04/16/18)
Ann M. Folly (effective 04/11/18)

- G. The following substitute security, with a base wage rate of \$10.00 per hour, for the actual number of hours worked:

Tanayah N. Moore (effective 04/14/18)

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Amanda L. Hockman from a substitute food service worker to be currently assigned to a part-time Food Service Worker (up to 180 days; 3.25 hours daily, 6:30 a.m. - 9:45 a.m.) at the high school, with a base wage rate of \$12.45 per hour, effective April 11, 2018 (replacing Rebecca Laird, retired).

8.5 WORK SCHEDULES FOR 2018-2019

Approve Employee Work Schedules for administrative, professional staff and support staff employees for fiscal year 2018-2019 as listed below:

<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.

8.6 CONTRACTS

- A. Approve an agreement by and between the Williamsport Area School District and the Williamsport Education Association (WEA), effective July 1, 2017, through June 30, 2021.
- B. Approve an agreement between the Williamsport School District and EduLink Inc. ("EduLink") for COMPLY, compliance software to be used to track and manage employee fulfillment of district personnel requisites, including all Tuition Reimbursements, state mandates (Act 48, Act 45 and Paraprofessional PD hours), and other important compliance items. The cost will be \$13,123, which is payment for the remainder of school year 2017-18 and all of school year 2018-19.

8.7 ADJUSTMENTS TO SALARY

- A. Approve salary adjustments to the level indicated below, effective for the 2017-2018 term, as stipulated in the Agreement between the Board of School Directors and the Williamsport Education Association, for those having earned a Doctorate, Master's Degree or an Equivalency Certificate prior to the beginning of the 2017-2018 school term:

Kristin C. Tate Cowden	Master's Degree
Blair M. Dincher	Master's Degree
Bobbi Jean Gallagher	Master's Degree
Ipshita Hellberg	Equivalency Certificate
Ethan S. Lee	Master's Degree
Michenzie L. Robinson	Master's Degree
Andrea M. Turner	Master's Degree
Diane E. Welch	Master's Degree
Jennifer L. Wright	Master's Degree

8.7 ADJUSTMENTS TO SALARY

- B. Approve salary adjustments for the following staff members for credits earned beyond the Master’s Degree, prior to the beginning of the 2017-2018 school term:

	TOTAL NEW <u>CREDITS</u>	<u>CREDITS TO DATE</u>
Denay M. Gair	9	9
Megan M. Hunter	9	9
Andrea M. McDonough Varner	9	27
Meldon L. Mitstifer III	9	18
Melissa A. Turner	9	9
Jamie L. Yonkin	9	9

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. Fourteen (14) life skills students from the Williamsport Area High School, accompanied by their teacher and aides, to travel to Giant and McDonald’s during April 2018 to practice various transition skills. Transportation will be provided by River Valley Transit.
- B. Fifty (50) student council and yearbook members from the Williamsport Area Middle School, accompanied by three teachers, to travel to Hershey Park during May 2018 to participate in a business and marketing event. Transportation will be provided by contract carrier. Costs will be paid by student council and yearbook funds. Three substitutes will be required for the day.
- C. Forty-two (42) Williamsport Area High School students, accompanied by a teacher, to travel to Penn College during May 2018 to participate in a computer fair and to tour the campus. District transportation is requested and will be paid through the CTE budget. One substitute will be required for the day.

10.1* Approve the following student trips cont'd:

- D. Eight (8) autistic support students from Stevens Primary School, accompanied by their teacher and aides, to travel to Lock Haven University during April 2018 to attend Kent's Fest. District transportation is requested and will be paid through the special education budget.
- E. Fifty (50) Williamsport Area High School art and graphics students, accompanied by three teachers, to travel to the Cooper Hewitt Smithsonian Design Museum during May 2018 to participate in a workshop and to take a tour. Transportation will be provided by contract carrier. Costs will be paid by the clubs and the participating students. One substitute will be required for half a day.
- F. Approximately 115 third grade students from Cochran Primary School, accompanied by their teachers, to travel to Curtin Intermediate School during May 2018 as part of their transition. The students will walk to and from Curtin.
- G. Approximately 200 fifth grade students from Curtin Intermediate School, accompanied by their teachers, to walk to and from Brandon Park on two dates during April and May 2018 as a school-wide positive behavior reward.
- H. Approximately 365 eighth grade students from the Williamsport Area Middle School, accompanied by their teachers, to travel to the Williamsport Area High School on two dates during May 2018 as part of the ninth grade orientation process. District transportation is requested and will be paid through the CTE budget.
- I. Twenty-four (24) second grade students from Stevens Primary School, accompanied by their teachers, to travel to Leighton Place Assisted Living during April 2018 to perform music related activities. The students will walk to and from Leighton Place.
- J. Eight (8) biotechnology students from the Williamsport Area High School, accompanied by their teacher, to travel to Penn State University during April 2018 to attend a forensic science and criminology symposium. Transportation will be provided in the district van.
- K. Sixty-four (64) members of various music groups from Lycoming Valley Intermediate School, accompanied by three teachers, to travel to Penn State University during April 2018 for a performance and master class, and for a campus tour. Transportation will be provided by contract carrier and will be paid through the music budget. One substitute will be required for the day.
- L. One (1) Williamsport Area High School orchestra student, accompanied by his/her teacher, to travel to Lancaster for four days during April 2018 to participate in the PMEA All State Orchestra festival. Transportation will be provided in the teacher's vehicle. One substitute will be required for two days.

10.1* Approve the following student trips cont'd:

- M. Three (3) Williamsport Area High School choir students, accompanied by their teacher, to travel to Lancaster for four days during April 2018 to participate in the PMEA All State Choir festival. Transportation will be provided in the teacher's vehicle. One substitute will be required for two days.
- N. Twenty-eight (28) Spanish language students from the Williamsport Area High School, accompanied by their teacher and parent chaperones, to travel to New York City during May 2018. The students will visit the Metropolitan Museum of Modern Art and eat at an authentic Spanish restaurant. Transportation will be provided by contract carrier. Costs will be paid by the participating students. One substitute will be required for the day.
- O. Seven (7) percussion students from Lycoming Valley Intermediate School, accompanied by two teachers, to travel to the Williamsport Area High School during April 2018. The students will have an opportunity to see a Broadway-style percussion set-up and learn how it works. Transportation will be provided by the teachers.

BIDS/CONTRACTS

- 11.1 Approve the proposal from The Nutrition Group of Irwin, PA for the management and operation of the Food Service Program for the district for the 2018-19 school year. District approval is subject to final approval by the Pennsylvania Department of Education Division of Food and Nutrition.
- 11.2 Approve Design Change Order No. 3 from Larson Design Group for additional engineering services required to incorporate the bike/pedestrian lane, grading, revisions to lot A, lighting improvements, permitting and updating the bidding documentation for the Millionaire Drive Reconstruction Project at a cost of \$16,000.00. Cost of the change order will be funded by the Capital Reserve Fund.
- 11.3 Approve a 5-year preventative maintenance service agreement, beginning May 1, 2018, with Otis Elevator Company of Williamsport, PA for six (6) district elevators at a cost of \$1,340.6 per month, payable annually. The contract price will be adjusted on the effective date of any labor rate adjustment under Otis's contract with the International Union of Elevator Constructors (IUEC Contract) to reflect increases or decreases in material and labor costs.
- 11.4 Approve Amendment No. 13 for additional work under Performance Based Energy Savings Agreement with McClure Company to furnish and install sixteen windows in C Pod of the High School at a cost of \$77,327.00. Cost of project is funded by the Capital Reserve Fund.

BIDS/CONTRACTS CONT'D:

- 11.5 Approve the bid from Weatherproofing Technologies, Inc., a subsidiary of Tremco Inc., from Beachwood, OH for roof replacement over D-Pod at the Williamsport Area High School at a total cost of \$587,074.20. Scope of work includes: replacement of built-up roof and insulation with new insulation, gypsum-fiber roof cover board, and fully adhered polyester fleece backed 80 mil White Tri-Polymer Alloy roof membrane with a 30 year warranty and installation of wall panels at rising wall to penthouse roof area. Bid was obtained through the Keystone Purchasing Network. Cost of the project is funded by the Capital Reserve Fund.
- 11.6 Approve the bid for a lawn aerator at a cost of \$3,047.05 from Land Pride Wholegoods. Bid was obtained through the state COSTARS program.
- 11.7 Approve the bid for a Hustler, Super Z lawn mower, 37 hp with a 72 inch deck at a cost of \$12,082.23 from Best Line Equipment in Pennsdale, PA. Bid was obtained through the PA State Contract.
- 11.8 Approve the bid for a Brimar T16-14 trailer at a cost of \$7,477.00 from Best Line Equipment in Pennsdale, PA. Bid was obtained through the PA State Contract.
- 11.9 Approve the quotation for the purchase of a filtering system for the water supply at Hepburn-Lycoming Primary School at a cost of \$12,588.00 from Orchard Pump & Supply Co., Inc. of Lewisburg, PA. The quotation was obtained through the state COSTARS program.
- 11.10 Approve an agreement for the renewal of AssetMaxx fixed asset software for the period of June 1, 2018 through June 30, 2019 at a cost of \$2,600.00 to be funded through the business office budget.
- 11.11 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, 2018. Costs to be paid out of the tax office budget.
- 11.12 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

- 12.1 Approve the following tax summaries.
- 12.2 Waive the penalty of \$776.50 and interest of \$918.84 for 2016 real estate taxes for Parcel No. 15-3090-0105 located in Hepburn Township. The property was sold on June 15, 2016 and the new owner did not receive the original tax bill or the delinquent notice.

April 10, 2018

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

Dr. Bowers made the Board aware that they have copies of the impact statement results showing the top 23 that garnered a significant amount of votes from the administrators. If they would like any clarification or more information on any impact statement to let Dr. Bowers know and he will get them that information.

He asked the Board to think about which impact statements we can afford to do in the 18-19 school year.

ITEMS FROM BOARD MEMBERS - None

ITEMS FROM PUBLIC - None

President Baer announced that an Executive Session for attorney advisement and personnel would be held after the board meeting.

Upon motion made by Dr. Penman, seconded by Mr. Sweeting and carried the meeting adjourned at 6:52 PM.

Brett A. Leinbach, Acting Board Secretary