

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 21, 2020, beginning at 6:03 PM. President Baer welcomed everyone to our first virtual meeting. President Baer noted the following:

- 1) The meeting is being recorded.
- 2) The microphones are all muted.
- 3) Board members will need to unmute their microphones to speak.
- 4) Under the Open Forum section of the meeting, anyone wishing to address the Board will need to use the raise hand feature to have their microphone unmuted.
- 5) Board members making and seconding motions will need to state their name for the record.
- 6) All votes will be roll call.

Wanda Erb announced that all Board members, except Ms. Star Poole were in attendance.

PRESENT: Lori A. Baer, Patrick A. Dixon, Jennifer Lake, Jane L. Penman,
Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: Star Poole

OPENING EXERCISES were provided by Mrs. Jennifer Lake.

President Baer announced an executive session for personnel and attorney advisement was held prior to the meeting tonight.

An omnibus motion was made by Dr. Penman, seconded by Mrs. Reeves to include the agenda, addendum, as well as the minutes from March 17, 2020.

Mrs. Erb and Dr. Bowers provided a brief overview of the budget process and the impact that the COVID 19 situation has had on the 2020-21 budget development. Pre-COVID 19 including the Governor's projections for state revenues, the District was facing a \$1.54 million deficit. In order to reduce this deficit, the administration was planning to present to the finance committee a proposal to use \$355,000 of the retirement reserve, a savings of approximately \$611,000 through realignment of staff not filling 6 current opening, and a proposed tax increase well below the Act 1 index level. Now, what she referred to as post-COVID, is an entirely different situation. The state is predicting level funding, at best, so this will increase our original deficit by over \$500,000 and more importantly is the impact that the unemployment rate is expected to have on local revenues such as Earned Income Tax revenue. We are predicting the deficit for 2020-21 to be \$3.9 million, using the retirement reserve and the realignment of staff as originally plan will reduce the deficit to \$2.9 million without a real estate tax increase. Dr. Bowers noted that at the present time the District has 17 professional and administrative positions open and he is recommending a hiring freeze until we can get a plan in place. He reminded everyone that the District must approve a balanced budget by June 30. The administration and the finance committee will be meeting to discuss possible recommendations that will be brought to the full board for consideration.

FINANCE REPORT

5. Approve the following financial reports:

A. Treasurer's Report for the month of March 2020:

B. Payroll Report for the month of March 2020:

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|-----------------------------|-----------------------|
| General Fund – Unrestricted | \$2,856,311.34 |
| General Fund – Restricted | 181,664.70 |
| Food Service Fund | 93,625.44 |
| Earned Income Tax | 44,343.97 |
| Student Activities | <u>.00</u> |
| TOTAL | \$3,175,945.45 |

5.2 Authorize payment of invoices and services rendered by the list submitted from March 18, 2020 to April 17, 2020 and direct the officers of the Board of School Directors to execute the same:

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|-----------------------------|-----------------------|
| General Fund | \$1,136,747.16 |
| EIT Operating Fund | 45,334.50 |
| Food Service Fund | 90,529.48 |
| Payroll Fund | 3,116,709.31 |
| PLGIT Capital Projects Fund | 850.00 |
| Student Activities Fund | <u>46.00</u> |
| TOTAL | \$4,390,216.45 |

5.3 Appoint Fred A. Holland, from Murphy, Butterfield & Holland, P.C., as school district solicitor, for the period of July 1, 2020 through June 30, 2021, at a retainer of \$20,000 and an hourly rate of \$150 (same rate as 2019-2020) for matters that fall outside the scope of the retainer.

BOARD POLICY – None

CURRICULUM REPORT

7.1 Retroactive Approval: Approve Bruce Weaver, ventriloquist, to present an interactive assembly on March 2, 2020 at Cochran Primary School. The cost of \$350 will be paid through the Title I budget as a Parent and Family Engagement Activity.

7.2 Retroactive Approval: Approve the purchase of 1,000 Chromebooks from Firefly Computers of Saint Paul, MN for distribution to students during the COVID 19 pandemic. The total pricing of the Chromebooks is \$204,000 and will be funded from the Technology Reserve. The quotation was obtained through the state COSTARS program.

CURRICULUM REPORT CONT'D:

- 7.3 Approve an Independent Educational Evaluation for Processing Disorder agreement between Maxine L. Young, Au.D., LLC and the Williamsport Area School District, to complete Independent Testing for Auditory Processing Disorder for a special education student.

The audiologist and speech-language pathologist will provide and render services in accordance with the standards directed and established by the district and shall comply with all the state of Pennsylvania's policies, rules and regulations. The amount of the contract is not to exceed \$5,200.00 and will be paid through the Special Education budget.

- 7.4 Approve the purchasing of caps and gowns for the 2020 Senior Class to be paid from the General Fund at an estimated cost of \$8,000.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Ann L. Watson, part-time Food Service Worker at Jackson Primary School, for the purpose of retirement, effective April 20, 2020.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Ann L. Watson from service in the Williamsport Area Schools and expresses its sincere appreciation for her over 8 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. Anthony P. Miele, substitute teacher for the District, for personal reasons, effective May 1, 2020.

- C. Christina L. Caputo, full-time Special Education teacher at Hepburn-Lycoming Primary School, for the purpose of retirement, effective at the completion of the 2019-2020 school year (tentative ending date of June 4, 2020).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Christina L. Caputo from service in the Williamsport Area Schools and expresses its sincere appreciation for her 29 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.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Mary K. Dulaney, full-time Food Service Production Manager at Cochran Primary School, for an extension of an unpaid leave, effective May 1, 2020, through May 31, 2020.
- B. Kimberly L. Kaiser, full-time Head Custodian at Lycoming Valley Intermediate School, extension of an unpaid leave, effective May 1, 2020, through May 31, 2020.
- C. Terrill A. Seward, part-time Aide (Non-Special Education) at the middle school, for an unpaid leave, effective March 13, 2020, through April 6, 2020.
- D. Mary Jane Spangler, part-time Custodian at the high school, for an extension of an unpaid leave, effective May 1, 2020, through May 31, 2020.
- E. Jordan N. Frantz*, full-time Tax Examiner in the Tax Office at the DSC, for an unpaid leave, effective April 17, 2020, through May 29, 2020.

PROFESSIONAL DEVELOPMENT – None

STUDENT/COMMUNITY ACTIVITIES – None

BIDS/CONTRACTS

- 11.1 Retroactive Approval: Approve a renegotiated agreement also known as the seventh addendum with STA of Pennsylvania, Inc. per Act 13 of 2020 to amend the contract from March 13, 2020 through June 30, 2020.
- 11.2 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of general supplies to replenish warehouse stock.

RECOMMENDED AWARDS:

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|---|--------------------|
| Pyramid School Products Inc., Tampa, FL | \$18,075.12 |
| School Specialty, Inc., Milwaukee, WI | 2,864.90 |
| Kurtz Bros. Inc., Clearfield, PA | 7,703.55 |
| National Art & School Supplies, Rahway, NJ | 14,074.32 |
| Cascade School Supplies Inc., North Adams, MA | <u>1,204.48</u> |
| TOTAL RECOMMENDED AWARDS | \$43,922.37 |

BIDS/CONTRACTS CONT'D:

- 11.3 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of copy paper to replenish warehouse stock.

RECOMMENDED AWARDS:

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| Veritiv Operating Company, Chicago, IL | \$21,285.60 |
| Contract Paper Group, Inc. Chicago, IL | 10,676.00 |
| Lindenmeyr Monroe, Mount Joy, PA | <u>8,405.00</u> |
| TOTAL RECOMMENDED AWARDS | \$40,366.60 |

- 11.4 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of art supplies to replenish warehouse stock.

RECOMMENDED AWARDS:

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| National Art & School Supplies, Rahway, NJ | \$8,328.36 |
| Kurtz Bros. Inc., Clearfield, PA | 362.88 |
| Pyramid School Products Inc., Tampa, FL | 1,175.70 |
| Cascade School Supplies, Inc., North Adams, MA | <u>828.00</u> |
| TOTAL RECOMMENDED AWARDS | \$10,694.94 |

- 11.5 Approve the proposal with Weatherproofing Technologies, Inc. for roof and damaged duct insulation repair at the high school and middle school at a cost not to exceed \$450,000 under the KPN/EAPA Contract IFB#017-F. This project will be funded by the bond proceeds.
- 11.6 Authorize the insurance carrier to contribute \$2,500 to settle the Prowant personal injury lawsuit.
- 11.7 Approve the renewal of the contract with The Nutrition Group to provide Food Services Management services for the 2020-2021 school year. District approval is subject to final approval by the Pennsylvania Department of Education Division of Food and Nutrition.

TAX ITEMS – None

TRANSPORTATION – None

The omnibus motion was considered with a roll call vote. All votes were affirmative.

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

- Although this is our first online virtual Board meeting tonight, the use of Zoom to conduct virtual meetings seems to be the new “norm.” The administration has been holding meetings each week via Zoom. Principals are now holding virtual staff meetings. Dr. Bowers participates in numerous state and local superintendent meetings each week using Zoom.
- Dr. Bowers thanked everyone for their hard work and efforts over the last few weeks. In a short period of time, we have flipped the education system that we know and love from the classroom to a system where education and instruction is being conducted virtually in the homes of our students. A team effort got technology devices into the homes of students without devices. The district was able to use technology reserve funds to purchase an additional 1,000 chromebooks. We are not a one to one district and the community has been great and understands that we are not able to provide each student with a device at this time. We are still working on some issues with internet access for areas of the district without internet connectivity.
- Our Continuity of Education Plan is online. We have over 80% of our students logging in and connecting with our teachers. If parents or students are having problems, we ask that they reach out to us.
- Our teachers are extremely busy and working very hard to change the way they deliver instruction.
- The District recently announced that we will be following our original school calendar.
- Graduation is a process that we are working through, trying to identify various options. The Board approved the purchase of caps and gowns for the 2020 seniors this evening.
- Again, Dr. Bowers thanked everyone for their efforts in getting this Continuity of Education Plan up and running.

ITEMS FROM BOARD MEMBERS

Significant discussion occurred regarding graduation ceremony plans and potential options. Dr. Pardoe explained the discussion he has had with the executive committee of the senior class. He shared some of the concerns that the social distancing protocol places on the different options. Dr. Pardoe indicated that they are working on coming up with a Plan A and a Plan B. The unknown makes this process so difficult to plan. Dr. Bowers concluded the discussion noting that ultimately “Graduation is for the Seniors.” Dr. Bowers indicated that Dr. Pardoe and his team needs to get as much input as possible from the senior class and we need to do everything that we can to make it happen for them, without violating any laws or regulations. Dr. Pardoe will continue to meet virtually with the seniors and come up with a plan that will be shared with everyone.

ITEMS FROM PUBLIC - None

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

April 21, 2020

Upon motion made by Dr. Penman, seconded by Mrs. Lake, and carried the meeting adjourned at 6:54 PM.

Wanda M. Erb, Board Secretary