

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 4, 2017, 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, Robin J. Knauth, Jennifer Lake, Jerene A. Milliken, Jane L. Penman, Nancy Story Somers, Spencer E. Sweeting, Scott R. Williams.

ABSENT: None

OPENING EXERCISES were provided by Mr. Spencer E. Sweeting

APPROVAL OF MINUTES: Regular Meeting – March 21, 2017

Student Representatives' Report – Alisha Chen reported on the news at the high school.

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

A. Outstanding Student Recognition

- Colin Nasdeo, a 3rd grade student from Cochran Primary School – Presented by Cindy Schuyler, Principal.
- Ayden Kuns, a 3rd grade student from Stevens Primary School - Presented by Jim Ellis, Principal.
- Carter Weaver, a 6th grade student from Curtin Intermediate School - Presented by David Michaels, Principal.

B. Spring Moore, Odyssey of the Mind Coach, provided an update on Williamsport Area School District Odyssey of the Mind teams that competed at the State competition April 1-2, 2017 in Mars, PA. She reported that seven teams from the district representing Cochran Primary School, Curtin and Lycoming Valley Intermediate Schools, and Williamsport Area High School participated in the state event. Those advancing to the World Finals are Curtin Intermediate School, first place, and Williamsport Area High School, second place. She requested the board support the teams again this year by paying their registration.

A motion was made by Ms. Baer and seconded by Mr. Sweeting to approve the registration fees (fee also covers room and board) for coaches and students to the Odyssey of the Mind World Finals at Michigan State University, May 24-26, 2017. Two Teams have qualified – the Curtin Theatrical team (consisting of 7 students and two coaches); the WAHS Classical team (consisting of 7 students and three coaches).

The motion carried by a unanimous roll call.

Committee Reports by Board Members

Finance and Facilities Planning Committee – Dr. Penman reported that the committee met last week and is continuing to work on the 2017-18 General Fund budget. They are also reviewing the Athletic budget.

Board Negotiating Team – Mr. Sweeting reported that negotiations are continuing with both associations.

A motion was made by Mr. Sweeting and seconded by Dr. Penman to approve the minutes, agenda, and the addendum.

The motion carried by a unanimous roll call.

Construction Projects - None

FINANCE REPORT

5.1 Approve the following financial reports:

A. Payroll Report for the month of March 2017:

General Fund – Unrestricted	\$4,249,485.05
General Fund – Restricted	200,190.34
Food Service Fund	125,584.10
Earned Income Tax	66,707.37
Student Activities	<u>6,041.20</u>
TOTAL	\$4,648,008.06

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
04/04/17	\$229,080.01	04/04/17A	22,481.04
04/04/17B	9,604.09	04/04/17C	5,807.58
04/04/17D	1,472,821.80	04/04/17E	698,318.98
04/04/17F	37,461.79	04/04/17G	39,240.57
04/04/17H	29,336.23		

5.3 2017-18 Budget Update by Jeff Richards, Business Administrator gave an update on the 2017-18 budget. Some adjustments were made since the Preliminary Budget was approved that reduced the deficit to \$1,954,989. Expenditure reductions were as follows: \$280,000 in instructional costs due to the retirements of eleven professional staff; \$300,000 reduction in budgetary reserves; and \$50,000 reduction in transfer to Food Service Fund.

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve a stipend payment in the amount of \$1,200.00 to Julie Caringi for her role as part of the Williamsport Area Middle School Student Assistance Team for the 2016-2017 school year.
- 7.2 Approve the purchase of 16 AED's (Automated External Defibrillators) from Zoll Medical Corporation. The total cost of the units is \$19,228.45, which is at COSTAR rate. The district is required by PDE to have operational AED's in all district school buildings.
- 7.3 Approve two contracts with the Pennsylvania Bureau of Motor Vehicles. These contracts allow us to provide instruction to students and adults on Pennsylvania State Inspection, allows us to give the assessment in order to certify them in state inspection, and identifies us an authorized testing site for Pennsylvania State Emissions testing.
- 7.4 Approve the BLaST Intermediate Unit 17 Technology Services Agreement for the 2017-2018 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.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Cassandra L. Carpenter, part-time Instructional Support Aide/Autistic Support at Stevens Primary School, for personal reasons, effective April 5, 2017.
- B. Amanda J. Weaver, part-time Instructional Support Aide/Personal Care Aide at Jackson Primary School, for other employment, effective March 30, 2017.
- C. Lindsey A. Neuhard, resigning from position as Girls Track & Field Assistant Coach at the middle school, for personal reasons, effective for the 2016-2017 school year (Ms. Neuhard will continue as a Special Education teacher at the middle school).
- D. David L. Foust, full-time Custodian at the high school, for the purpose of retirement, effective May 1, 2017.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of David L. Foust from service in the Williamsport Area Schools and expresses its sincere appreciation for his 34 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.

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

- A. Crystal T. Maddy*, full-time Administrative Support in the Student Services Department at the DSC, for an unpaid leave on an intermittent basis (as needed) effective March 27, 2017, through June 13, 2017.
- B. Elizabeth W. Stahlnecker, part-time Food Service Worker at Hepburn-Lycoming Primary School, for an extension of an unpaid leave, effective April 3, 2017, through June 8, 2017.
- C. Vikki L. Cipriani*, full-time Social Studies teacher at the high school, for an unpaid leave, effective March 13, 2017 through June 8, 2017.

8.3* ELECTION OF STAFF

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

- A. The following spring sports coaches at the respective schools for the 2016-2017 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 Middle School

MS Track & Field

Volunteer:	Jennifer A. Pick	---
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Girls Track & Field

MS Assistant:	Kristin N. Duck (0)	\$1,600
	(replacing Lindsey A. Neuhard, unable to coach this spring)	

- B. 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:

Brandi N. Boop	1403 Fox Hollow Rd., Williamsport
Sharon M. Segraves	1144 Towncrest Rd., Williamsport
Megan E. Hayes	741 Diamond St., Williamsport

- C. The following as substitute administrative support only, 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:

Judith L. Shaffer	1122 Isabella St., Williamsport
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8.3* ELECTION OF STAFF CONT'D:

- D. The following spring sports coaches at the respective schools for the 2016-2017 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 Track & Field

Volunteer: David N. Raemore ---

Williamsport Area Middle School

Girls MS Soccer

Volunteer: Danielle N. Wilson ---

8.4 OTHER

- A. Approve an Aide/LPN position, currently appointed at Stevens Primary School. This position will be a full-time support staff position based on student need.

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. Approximately 20 Spanish language students from the Williamsport Area High School, accompanied by a teacher, to travel to New York City during May 2017. Students will have the opportunity to eat in an authentic Cuban restaurant and visit the Metropolitan Museum of Art. Transportation will be provided by contract carrier and will be funded through the foreign language budget. One substitute will be required for the day.

10.1* Approve the following student trips cont'd:

- B. Ten (10) Williamsport Area High School students, accompanied by their advisors, to travel to Hershey for three days during April 2017 to participate in the SkillsUSA Conference and State Championship. Transportation will be provided in the district van and a personal vehicle. Costs will be paid through the CTE budget. Three substitutes will be required for three days.
- C. Nine (9) FBLA members from the Williamsport Area High School, accompanied by their teacher, to travel to Bloomsburg University during April 2017 to compete in a business competition. Transportation will be provided in the district van. One substitute will be required for the day.
- D. Nine (9) FBLA and Young Investors Society members from the Williamsport Area High School, accompanied by their teacher, to travel to Penn College during May 2017 to be recognized for their performance in the stock market simulation. Transportation will be provided in the district van. One substitute will be required for the day.
- E. Eleven (11) early childhood education students from the Williamsport Area High School, accompanied by their teacher, to travel to Penn College during April 2017 to participate in a project for an early childhood course. District transportation is requested and will be paid through the CTE budget. One substitute will be required for two periods.
- F. Thirty-five (35) horticulture students from the Williamsport Area High School, accompanied by two teachers and an aide, to travel to Kennett Square during April 2017 to learn more about careers and the horticulture industry. District transportation is requested and will be paid by the CTE program. Two substitutes will be required for the day.
- G. Fifteen (15) Williamsport Area High School Odyssey of the Mind members, accompanied by their teacher/coach and volunteers, to travel to Pittsburgh on two dates during March/April 2017 to participate in the state competition. One substitute will be required for half a day.
- H. Approximately 180 sixth grade students from Curtin Intermediate School, accompanied by their teachers, to travel in the Curtin neighborhood on a day during April 2017 to give flowers to neighbors and clean up trash for Earth Day. There will be no cost to the district.
- I. Nine (9) Williamsport Area Middle School students, accompanied by a staff member, to travel to Dairy Queen on a date during April-June 2017 as a SWPB reward. Transportation will be provided in the district van.

10.1* Approve the following student trips cont'd:

- J. Retroactive: Two (2) Williamsport Area High School horticulture students, accompanied by their teacher, traveled to Montoursville during March 2017 to represent FFA with the Lycoming County Conservation District. Transportation was provided in the district van.
- K. Eight (8) Williamsport Area High School music students, accepted by competitive audition, to travel to Erie, Pennsylvania for four days during April 2017 to participate in the PMEA All-State Band and Orchestra Festival. The students will be transported by the teachers. Two substitutes will be required for three days.
- L. Approximately 9 Williamsport Area High School students, accompanied by two staff members, to travel to Lock Haven University during April 2017 for a college tour for students with barriers to a college education. Transportation will be provided in the district van.

BIDS/CONTRACTS

- 11.1 Authorize the software lease agreement for the Tax Office with Business Information Group, Inc. (BIG) at a cost of \$22,320.00 for a period of one year beginning April 1, 2017. Costs to be paid out of the tax office budget.
- 11.2 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.
- 11.3 Approve the bid to furnish and install sixteen windows in D Pod of the High School at a cost of \$83,567.00 from HC HoodCo, Inc. of Bellefonte, PA. Bid was obtained through the state COSTARS program. Cost of project is funded by the Capital Reserve Fund.
- 11.4 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of custodial supplies to replenish warehouse stock.

RECOMMENDED AWARDS:

Calico Industrial Supply LLC, Annapolis Junction, MD	\$30,896.80
Pennsylvania Paper & Supply Co. Inc., Scranton, PA	<u>5,369.83</u>
TOTAL RECOMMENDED AWARDS	\$36,266.63

BIDS/CONTRACTS CONT'D:

11.5 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of athletic supplies to be used at the middle and high schools.

RECOMMENDED AWARDS:

BSN Passon's, Jenkinstown, PA	\$462.24
Longstreth Sporting Goods LLC, Spring City, PA	11.80
Pyramid School Products Inc, Tampa, FL	953.38
Sportsman's Inc., Johnstown, PA	<u>7,918.56</u>
TOTAL RECOMMENDED AWARDS	\$9,345.98

TAX ITEMS

12.1 Approve the following tax summaries.

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

As part of his entry plan, he met today with district graduates who are currently attending Lock Haven University. He asked them if our district had prepared them for high education. The students had only good things to say about the district and felt that our district had challenged them and prepared them well.

As another part of his entry plan, he has sent out invitations to thirty-two community members to meet with him on April 26th to discuss our district and what can be done to improve it.

Congratulated Dr. Poole on utilizing online kindergarten registration. Registration was held in the District Service Center and went very well. He is anticipating 260 kindergarten students to be enrolled by spring break.

Tomorrow our district is hosting, in the Millionaire Café, all superintendents from Lycoming County school districts and representatives from local colleges and universities to talk about where we are going with education.

ITEMS FROM BOARD MEMBERS

Dr. Penman reported that she attended a conference today regarding teacher education. Concerns were expressed about the shortage of teachers and they discussed creating a career pathway for education.

Mr. Sweeting announced that this Friday is First Friday in downtown Williamsport and our students will be participating in art and music events.

ITEMS FROM PUBLIC – None

April 4, 2017

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

Upon motion made by Mr. Sweeting, seconded by Dr. Penman and carried, the meeting adjourned at 6:56 PM.

Jeffrey L. Richards, Board Secretary