

Williamsport Area  
School District

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*Board of Directors Meeting*

August 20, 2019  
6:00 p.m.

# **AGENDA**

- 1. CALL TO ORDER**
- 2. OPENING EXERCISES – Dr. Nancy Somers**

## **SILENT REFLECTION**

### **DISTRICT VISION**

Our vision is that we are a community where every stakeholder (e.g., administrators, educators, support staff, parents, students) of the educational delivery system is respected.

### **DISTRICT SHARED VALUES**

As members of the Williamsport Area School District community, we value communication and collaboration between home, school and community.

### **PSBA EFFECTIVE SCHOOL GOVERNANCE STANDARD 2 (b)**

The Williamsport Area School Board will model responsible governance and leadership by interacting with school officials in other districts and using resources provided by organizations and agencies committed to effective governance and management of public schools.

### **PSBA CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS**

We, as members of our local Board of Education, representing all the residents of our school district, believe that individuals have no legal authority outside the meetings of the Board and should conduct their relationships with all stakeholders and media on this basis.

### **PLEDGE OF ALLEGIANCE**

- 3. APPROVAL OF MINUTES: Regular Meeting – August 6, 2019**
- 4. REPORTS TO THE BOARD**
- 4.1 BOARD PRESIDENT’S REPORT – Ms. Lori A. Baer**
  - A. Staffing/Screening Process/Strategic Recruitment presentation by Susie Bigger, Assistant Superintendent and Anne Logue, Director of Human Resources.

**5. FINANCE REPORT**

Questions may be directed to Mrs. Erb.

5.1 Consider approving the following financial reports:

A. Treasurer’s Report for the month of July 2019:

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    |
|--------------|--------------|--------------|-----------|
| 08/20/19     | \$239,433.66 | 08/20/19A    | 18,444.00 |
| 08/20/19B    | 4,308.14     | 08/20/19C    | 1,731.55  |
| 08/20/19D    | 79,830.07    | 08/20/19E    | 21,572.76 |
| 08/20/19F    | 345,707.10   | 08/20/19G    | 14,943.04 |
| 08/20/19H    | 1,442,762.92 |              |           |

**6. BOARD POLICY** – None at this time  
Questions may be directed to Dr. Bowers.

**7. CURRICULUM REPORT**  
Questions may be directed to Dr. Bigger.

7.1 Consider approving an agreement with the Susquehanna Community Health and Dental Clinic to provide dental care services to students in the school district for the 2019-20 school year. Students who participate in the program are provided transportation to the clinic for dental services during the school day. Transportation for the program is funded through the Lycoming County United Way. There is no cost to the district for this program.

7.2 Consider approval of the Lock Haven University Course - Nutrition for Wellness. This request includes offering 1.0 Williamsport Area High School elective credit, and including the course on the student’s transcript as a 1.4 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 1, 2020 on an official Lock Haven University transcript.

7.3 Consider renewing the Veeam Backup Essentials Enterprise 2 at a cost of \$1,128.60 for one year to be paid through the Technology Budget.

7.4 Consider approving the Fall 2019 Sports Schedules.

**8. PERSONNEL REPORT**

Questions may be directed to Mrs. Logue.

**8.1 RESIGNATIONS**

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

- A. Shirley Belle, part-time Food Service Worker at the high school, for the purpose of retirement, effective August 9, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Shirley Belle from service in the Williamsport Area Schools and expresses its sincere appreciation for her 48½ 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. Ipshita Hellberg, full-time Special Education and English teacher at the high school, for personal reasons, effective October 15, 2019.
- C. Valorie L. Singleton, part-time Aide (Special Education) at the middle school, for personal reasons, effective August 8, 2019.
- D. Alaina B. Walters, part-time Food Service Worker at Hepburn-Lycoming Primary School, for personal reasons, effective August 7, 2019.
- E. JoAnn R. Reeves, part-time Aide at Curtin Intermediate School, for other employment, effective August 14, 2019.

**8.2 LEAVES OF ABSENCE**

Consider approving the following leave(s) of absence:

- A. Megan M. DeSanto\*, full-time 3<sup>rd</sup> Grade teacher at Hepburn-Lycoming Primary School, for an unpaid leave, effective September 30, 2019, through October 4, 2019, and for an unpaid leave on an intermittent basis (as needed) effective October 5, 2019, through June 4, 2020.
- B. Kathleen A. Musheno\*, full-time Speech Therapist at Cochran Primary School, for an unpaid leave, effective August 29, 2019, through November 13, 2019, and for an unpaid leave on an intermittent basis (as needed) effective November 14, 2019, through June 4, 2020.

8.3\* ELECTION OF STAFF

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

- A. Mara L. Rhodes as a temporary professional employee, effective with the 2019-2020 school term (tentative date is August 22, 2019), to be currently assigned to teach 4<sup>th</sup> Grade at Lycoming Valley Intermediate School, at a salary rate of Step 1, bachelor's, \$50,500, pending updated clearances and all other required documentation (replacing Heather Plocinski, resigned). Ms. Rhodes will also be scheduled to participate in Induction Program activities before the start of the 2019-2020 school term.
- B. Jessica Danford to be currently assigned to a part-time Aide (Non-Special Education; up to 185 days per year; up to 5 hours per day) at Lycoming Valley Intermediate School, with a base wage rate of \$13.59 per hour (without degree rate), effective August 23, 2019, pending updated clearances and all other required documentation (replacing Amanda Hassler, resigned).
- C. Deirdre Tran to be currently assigned to a part-time Library Aide (up to 185 days per year, prorated, up to 5 hours per day) at Williamsport Area High School, with a base wage rate of \$14.82 per hour, effective August 23, 2019, pending updated clearances and all other required documentation (replacing Tinamarie Jones, resigned).
- D. Benjamin H. Laurenson III to be currently assigned to part-time Equipment Manager at the high school (up to 250 days; up to 5 hours per day), with a base wage rate of \$13.01 per hour, effective August 21, 2019 (replacing Kevin Pletz, resigned). Mr. Laurenson's schedule will be set weekly with the Athletic Director, in accordance with the events occurring that week for the WASD athletic program.
- E. The following fall sports coaches at the respective schools for the 2019-2020 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 Soccer

Assistant Coach: Philip J. Marrie III (5) \$2,800

Volleyball:

Volunteer: Crystal L. Harker ---

**Williamsport Area Middle School**

Football

MS Co-Assistant – White: Elijah C. Clary (0)\* \$1,120

8.3\* ELECTION OF STAFF CONT'D:

- 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, effective date as indicated:

Danielle L. Milton (effective 08/21/2019)

- G. 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 45<sup>th</sup> day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked during the 2019-2020 school year:

Kathleen M. Carey  
Gretchen P. Carpenter  
Wendy S. Chestnut  
Voncier C. Gammage  
Elizabeth A. Haldeman  
Tyler Z. Henry  
Vance Jackson  
Jenny G. Kerns  
Elizabeth A. Manetta

Kristina J. Miosi  
Judith Quinti  
Danielle L. Rohler  
Michele R. Short-Hazel  
Christina M. Staccone  
Mary D. Sumpter  
Elizabeth J. Vollman  
Cletus G. Waldman

- H. 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:

Heather M. Cherry (effective 08/21/2019)  
Mary Jo McDonough (effective 08/21/2019)

8.4\* POSITION CHANGES

Consider approving the following position change(s):

- A. Margaret A. Kiessling, from a part-time Food Service Worker (up to 180 days, 3 hours per day) at the high school to be currently assigned to a part-time Food Service Worker (up to 180 days; 3 hours per day) at the high school, with a base wage rate of \$13.31 per hour, effective August 22, 2019 (replacing Robyn Andrews, transferred).

8.5 OTHER

- A. Consider approving any newly hired WAESP staff, as provided by Human Resources, to participate in mandatory ALICE intruder training at Curtin Intermediate School from 8:00 am -11:30 am on Tuesday, August 20<sup>th</sup>. Any WAESP employees working outside of their contractual hours will be paid for the 3½ hours at their regular hourly rate.
- B. Consider approving WEA staff, as provided by Human Resources, to participate in mandatory ALICE intruder training at Curtin Intermediate School from 8:00am-11:30am on Tuesday, August 20<sup>th</sup>. WEA employees attending will be paid \$75 for the half day training. WEA teachers attending as part of induction will not be paid for the ½ day as this training is part of their induction.

9. PROFESSIONAL DEVELOPMENT

Questions may be directed to Dr. Bigger.

9.1 RELEASED TIME/TRAINING PROGRAMS

Consider approving 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.

10. STUDENT/COMMUNITY ACTIVITIES

Questions may be directed to Dr. Bigger or Mrs. Erb.

10.1 Consider approving the following student trips:

All students must be in compliance with the school's field trip disciplinary requirements in order to participate.

- A. Seventy (70) Williamsport Area High School band members, accompanied by their teacher, staff, and parent chaperones to travel as follows:

|                      |                                 |                                  |
|----------------------|---------------------------------|----------------------------------|
| Football Game        | Central Mountain HS             | August 2019                      |
| Band Competition     | Shamokin High School            | September 2019                   |
| Band Competition     | Shikellamy High School          | September 2019                   |
| Band Competition     | Painted Post HS (Corning, NY)   | September 2019                   |
| Football Game        | Wilkes-Barre Meyers HS          | October 2019                     |
| Lyc0 Co Exhibition   | Montoursville HS                | October 2019<br>(District trans) |
| Band Competition     | Loyalsock Township HS           | October 2019<br>(District trans) |
| Band Competition     | West Shore SD Stadium           | October 2019                     |
| Parade & Competition | South Williamsport & Berwick HS | October 2019                     |

**10. STUDENT/COMMUNITY ACTIVITIES CONT'D:**

|                  |                      |               |
|------------------|----------------------|---------------|
| Football Game    | Berwick High School  | October 2019  |
| Band Competition | Hershey Park Stadium | November 2019 |

Transportation will be provided by contract carrier unless noted. All costs will be paid through the music budget.

10.2 Consider approving the following request from facility use:

- A. Girls on the Run Program to use the gymnasium/playground at Cochran and Jackson Primary Schools on Mondays and Wednesdays beginning September 16 through November 20, 2019, from 3:45 p.m. until 5:15 p.m. to hold activities related to the program. Girls on the Run Program is requesting relief of the occupancy fees estimated at \$13,300.00. Certificate of insurance on file.
- B. Girls on the Run Program to use the gymnasium/playground at Stevens Primary School, Curtin and Lycoming Valley Intermediate Schools on Tuesdays and Thursdays beginning September 17 through November 21, 2019, from 3:30 p.m. (3:45 p.m. for Stevens) 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 \$19,950.00. Certificate of insurance on file.
- C. Lycoming Christian Church to use the gymnasium, and gym lobby (basketballs, volleyballs, hoops and nets, microphone and gym sound system), at Lycoming Valley Intermediate School on Saturday, November 9, 2019, 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 \$350.00. Certificate of Insurance to be received.

**11. BIDS/CONTRACTS**

Questions may be directed to Mrs. Erb.

- 11.1 Consider approving a contract with Sentry Security, P.O. Box 159, Cogan Station, to provide security services on selected school buses, at selected school bus stops, the WAHS parking lot, and special events as needed throughout the District effective September 1, 2019, through August 31, 2020, at the rate of \$17.50 per hour.

**12. TAX ITEMS**

Questions may be directed to Mrs. Erb.

- 12.1 Consider approving the attached tax summaries.

**13. TRANSPORTATION – None at this time**

Questions may be directed to Mrs. Erb.



14. **SUPERINTENDENT’S REPORT – Timothy S. Bowers, Ed.D.**
15. **ITEMS FROM BOARD MEMBERS**
16. **ITEMS FROM PUBLIC**

**Board Policy #903, “Public Participation in Board Meetings”:**

- A. **There will be two public comment sections: one during the first two hours of the meeting at a time to be determined by the presiding officer; and the other at the end of the meeting. This gives the presiding officer some flexibility to fit the first public comment section into the agenda at a convenient time.**
- B. **Persons submitting a formal request to speak during the first public comments section should be present promptly at the beginning of the meeting in the event that they are invited to speak prior to commencement of the scheduled business that is outlined in the agenda. Persons who have submitted a written request will be given an opportunity to make a presentation about an issue that is on the agenda when the issue is scheduled for discussion or about an issue that is not on the agenda during the first two hours of the Board meeting, at a time to be determined by the presiding officer.**
- C. **Each public comment section will be limited to a maximum of 20 minutes. Each speaker will be limited to a maximum of five minutes.**
- D. **Those wishing to speak during the first public comments section must submit a formal request in writing to the business administrator no later than 9:00 a.m. on the day of the Board meeting. This gives people an opportunity to come to the District Service Center on Monday before the Board meeting to read the posted agenda.**

**PROCEDURAL GUIDELINES FOR OBTAINING AUXILIARY AIDES & SERVICES**

The Williamsport Area School District does not discriminate against individuals on the basis of disability. If you are disabled and wish to attend and/or participate in any public meeting of the Williamsport Area School Board of Directors or event of the School District, the District will make reasonable accommodations to allow your full involvement. If you require specific auxiliary aids or services you must notify the Board Secretary (327-5500), 2780 West Fourth Street, Williamsport, PA of your needs at least five (5) working days prior to the event.

## Community Code For a Healthy and Safe Lycoming County

The Board of School Directors pledged its support on May 19, 1998, to the Community Code proposed by the Lycoming County Health Improvement Coalition, Inc. In accordance with that commitment, those who work, study, or participate in events, including interscholastic sports, within the Williamsport Area School District will:

- Do their best to be role models for courteous behavior.
- Respect all people and their property, treating them like guests or friends.
- Appreciate the efforts of others.
- Have the courage to say NO to drugs, belligerent attitudes and actions, weapons, profane language and gestures, and illegal usages of tobacco products and alcohol.
- Speak and act calmly.
- Encourage and support others.

### **Nondiscrimination Policy**

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

For more information regarding civil rights, grievance procedures, or services, activities, and facilities that are accessible to and usable by handicapped individuals, contact: Mrs. Anne Logue, Director of Human Resources, Williamsport Area School District, 2780 West Fourth Street, Williamsport, PA 17701, telephone number (570) 327-5500 extension 40210.