

August 21, 2018

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, August 21, 2018, beginning at 6:04 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, Brette C. Confair, Patrick A. Dixon, Jennifer Lake,
Jane L. Penman, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: None

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

APPROVAL OF MINUTES: Regular Meeting – August 7, 2018

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

- A. Dr. Richard Poole, Director of Student Services, gave a brief overview of Act 44 of 2018. Every school district must appoint an administrator as the District’s Safety and Security Coordinator. Dr. Bowers is recommending Dr. Poole to fill this appointment.

Motion made by Mr. Dixon, seconded by Dr. Penman, to approve Dr. Poole as the District’s Safety and Security Coordinator, to approve the minutes, agenda and both addendums.

The motion carried unanimously.

President Baer and Vice-President Penman would like to recommend Doreen Stafford to fill the board vacancy. Doreen Stafford gave a brief summary of herself and the board asked questions.

Motion made by Dr. Somers, seconded by Mr. Dixon, to appoint Doreen Stafford to fill the vacancy created by Spencer Sweeting’s resignation.

The motion carried unanimously.

Committee Reports by Board Members - None

FINANCE REPORT

5.1 Approve the following financial reports:

- A. Treasurer’s Report for the month of July 2018:

FINANCE REPORT CONT'D:

5.1 Approve the following financial reports cont'd:

B. Payroll Report for the month of July 2018:

General Fund – Unrestricted	\$2,563,511.55
General Fund – Restricted	154,161.18
Food Service Fund	2,764.78
Earned Income Tax	76,750.63
Student Activities	<u>.00</u>
TOTAL	\$2,797,188.14

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
08/21/18	\$1,107,376.53	08/21/18A	53,368.52
08/21/18B	1,804.73	08/21/18C	1,075.77
08/21/18D	1,495,580.70	08/21/18E	51,542.62
08/21/18F	1,350.08	08/21/18G	38,599.09
08/21/18H	883,271.18		

BOARD POLICY

6.1 Approve the second reading and board adoption of policy 204 “Attendance” of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

- 7.1 Approve an agreement with STEP Incorporated to host seven (7) AmeriCorps participants in the District for the 2018-2019 school year. AmeriCorps staff assist in improving attendance, establishing relationships with district families, and student management. Each participant is sponsored by the District at a cost of \$8,925.00, which is included in the Student Services budget. All other costs are paid by the AmeriCorps grant through STEP.
- 7.2 Approve an agreement with the Susquehanna Health and Dental Clinic to provide dental care services to students in the school district for the 2018-2019 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.
- 7.3 Approve the purchase and adoption of Physics (Houghton Mifflin Harcourt) for the Physics I course at the high school level. After departmental discussions and a textbook review of multiple options, the department lead teacher, the physics teacher, and the Supervisor of Secondary Curriculum are recommending the purchase of 40 textbooks. The appropriate funds have already been budgeted in the 2018-19 secondary science budget. The cost will be approximately \$3,200.00.

CURRICULUM REPORT CONT'D:

- 7.4 Approve an agreement with UPMC Susquehanna to provide the district with physician services for the 2018-19 school year. The services shall be provided in accordance with the schedule agreed to by both parties. The services are valued at \$7,000.00 and will be included as part of the SILOT Agreement between the Williamsport Area School District and UPMC Susquehanna. The district's SILOT agreement has been extended through the 2018-19 school year.
- 7.5 Approve the revision of the Williamsport Area School District calendar for the 2018-2019 school year.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Patricia A. Dershem, full-time Library Technician at the high school, for the purpose of retirement, effective August 23, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Patricia A. Dershem from service in the Williamsport Area Schools and expresses its sincere appreciation for her almost 44 years of dedicated service to our school system as a library technician. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Ronald E. Keiser, full-time Mathematics (7th Grade) teacher at the middle school, for the purpose of retirement, effective at the completion of the first semester of the 2018-2019 school year (tentative ending date of January 18, 2019).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Ronald E. Keiser from service in the Williamsport Area Schools and expresses its sincere appreciation for his 33½ years of dedicated service to our school system as a teacher. It further expresses the hope that his years of retirement will be many and richly rewarding.

- C. Elizabeth M. Moore, full-time 6th Grade teacher at Lycoming Valley Intermediate School, for the purpose of retirement, effective at the completion of the first semester of the 2018-2019 school year (tentative ending date of January 18, 2019).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Elizabeth M. Moore from service in the Williamsport Area Schools and expresses its sincere appreciation for her 29½ 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.

8.1 RESIGNATIONS CONT'D:

- D. Bruce F. Ellison, part-time Instructional Support Aide at Cochran Primary School, for other employment, effective August 15, 2018.
- E. Linda J. Heitsenrether, part-time Instructional Support Aide at Cochran Primary School, for personal reasons, effective August 24, 2018.
- F. Nicholas H. Hessert, Boys & Girls Swimming & Diving Coach at the high school, for personal reasons, effective August 13, 2018.
- G. Tara J. Blackburn, part-time Food Service Worker at the middle school, for personal reasons, effective August 17, 2018.
- H. Isaac M. Buckle, part-time Custodian at Hepburn-Lycoming Primary School, for other employment, effective August 16, 2018.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Aprie L. Brennan, full-time Mathematics (8th Grade) teacher at the middle school, for a sabbatical leave effective for the first semester of the 2018-2019 school year (tentative dates of August 23, 2018, through January 18, 2019) for the purpose of health restoration.

Ms. Brennan has been a teacher in the District since January 23, 2006, and has not taken a previous sabbatical.
- B. Tonia K. Kuhns, part-time Instructional Support Aide at the high school, for an unpaid leave, effective August 24, 2018, through September 18, 2018.
- C. Nicole L. Gilson*, full-time English teacher at the high school, for an unpaid leave, effective August 30, 2018, through October 31, 2018 (dates to be revised based on new district calendar).
- D. Lindsey A. Hill*, full-time 4th Grade teacher at Lycoming Valley Intermediate School, for an unpaid leave, effective October 29, 2018, through November 29, 2018 (dates to be revised based on new district calendar).
- E. Lindsey A. Hill*, full-time 4th Grade teacher at Lycoming Valley Intermediate School, for child rearing leave, effective November 30, 2018, through the end of the first semester of 2018-2019 school year (tentative date of January 18, 2019) (dates to be revised based on new district calendar).

8.3* ELECTION OF STAFF

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

- A. Xavier T. Browne to be currently assigned to part-time Aide (Special Education; up to 185 days per year, prorated; 5 hours per day) at Cochran Primary School, with a base wage rate of \$13.46 per hour (without degree rate), effective August 24, 2018 (replacing Jennifer Branca, resigned).
- B. Edward J. Springman 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, pending receipt of all necessary information (replacing James Bigelow, resigned).
- C. 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).
- D. 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

Football

Volunteer: Michael C. Martin ---

- E. The entire District teaching staff, substitute teachers, and BLaST teachers assigned to our buildings as homebound instructors for the 2018-2019 school year, subject to assignment by the Superintendent of Schools, as the needs of the service require, at the rate of \$31.92 per hour for the actual number of hours worked.
- F. 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:

Kathleen M. Carey	Kristina J. Miosi
Gretchen P. Carpenter	Tammy L. Pamatier
Amanda R. (Lili) Crum	Danielle L. Rohler
Voncier C. Gammage	Donald E. Smith
Elizabeth A. Haldeman	Christina M. Staccone
Vance Jackson	Mary D. Sumpter
Jenny G. Kerns	Elizabeth J. Vollman
Elizabeth A. Manetta	Mitchell D. Floyd

8.3* ELECTION OF STAFF CONT'D:

- G. 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:
- Alys L. Mingle Blake (effective 08/27/18)
Matthew C. Reinhart (effective 08/27/18)
Wynn S. Kutz (effective 09/04/18)
Geoffrey S. Waltz (effective 09/04/18)
- 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:
- Linda J. Heitsenrether (effective 08/27/18)
Steven C. Wright (effective 08/27/18)
- I. 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:
- Cody R. Hamilton (effective 08/22/18)
- J. Suzanne V. Glass as a professional employee, effective with the start of the 2018-2019 school year, to be currently assigned as an itinerant Gifted Education teacher with home school location at Lycoming Valley Intermediate School, at a salary rate of Step 1, master's, \$53,079 (+ \$200), pending receipt of updated clearances and all other necessary information (replacing Patricia Bower, transferred).
- K. Jillette L. Smith as a professional employee, effective date to be determined, to be currently assigned to teach Art at the Curtin Intermediate School, at a salary rate of Step 3, master's, \$54,829, prorated, pending receipt of updated clearances and all other necessary information (replacing Katey Martin, resigned).
- L. Holley R. Fuller as a part-time (4/7) temporary professional employee, effective with the start of the 2018-2019 school year, to be currently assigned to teach Art at the high school, at a salary rate of Step 1, bachelor's, \$49,700, prorated to 4/7 time, pending receipt of updated clearances and all other necessary information (replacing Mallory Scoppa, resigned).
- M. Cole R. Bitner as a long-term substitute teacher effective for the first semester of the 2018-2019 school year (start of the 2018-2019 school year through January 18, 2019), unless terminated sooner, as Mathematics (8th Grade) teacher at the middle school, at a salary rate of Step 1, master, \$53,079, prorated (replacing Aprie Brennan, on sabbatical leave).

8.3* ELECTION OF STAFF CONT'D:

- N. Lynnette W. Clements as a long-term substitute teacher effective for the first semester of the 2018-2019 school year (start of the 2018-2019 school year through January 18, 2019), unless terminated sooner, as a Special Education teacher with starting location at Lycoming Valley Intermediate School, at a salary rate of Step 1, master's, \$53,079 (+ \$200), prorated (replacing multiple special education teachers on leaves during the first semester).
- O. Kerry A. Hall as a long-term substitute teacher effective for the first semester of the 2018-2019 school year (start of the 2018-2019 school year through January 18, 2019), unless terminated sooner, as a 4th Grade teacher at Lycoming Valley Intermediate School, at a salary rate of Step 1, bachelor's, \$49,700, prorated (replacing Lindsey Hill, on leave).
- P. Katie S. Wert as a long-term substitute teacher effective for the first semester of the 2018-2019 school year (start of the 2018-2019 school year through January 18, 2019), unless terminated sooner, as a 5th Grade teacher at Curtin Intermediate School, at a salary rate of Step 1, master's, \$53,079, prorated (replacing Carey Taddeo, on sabbatical leave).
- Q. Beth A. Sinclair to be currently assigned to part-time Aide (Special Education; up to 185 days per year, prorated; 5 hours per day) at the middle school, with a base wage rate of \$14.67 per hour (with degree rate), effective with the start of the 2018-2019 school year, pending receipt of all necessary information (replacing Christina Beiter, resigned).
- R. Karen M. VanKuren 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 \$13.46 per hour (without degree rate), effective with the start of the 2018-2019 school year, pending receipt of updated clearance (replacing Cynthia Ward, transferred).
- S. The following employees for extra work at their current rate as Event Student Intervention Staff at the high school as needed:
 - Gerri L. Braggs
 - Michele M. Peterson
 - Michelle M. Derrick
 - Sean P. Walker
- T. The following teachers as After School Tutors—Regular Education and Special Education for High School Students, effective September 11, 2018, through May 23, 2019, as needed. Program instructors will staff the program for up to three days per week for one instructional hour per day at the end of the WAHS teacher day at the rate of \$31.20 per hour plus appropriate benefits, for the actual number of hours worked:
 - English: Jessica J. Gee
 - Mathematics: Tyler J. Farabaugh

8.3* ELECTION OF STAFF CONT'D:

T. The following teachers as After School Tutors—Regular Education and Special Education for High School Students cont'd:

Science: Meldon L. Mitstifer III
 Social Studies: Carol W. Porter
 Special Education: Amanda J. Wolfe

U. The following as substitute teachers for the After School Tutors for High School Students, effective September 11, 2018, through May 23, 2019, as needed. Program instructors will staff the program for up to three days per week for one instructional hour per day at the end of the WAHS teacher day at the rate of \$31.20 per hour plus appropriate benefits, for the actual number of hours worked:

Gemma M. Campana-Bragalone
 Seth H. Decker

V. The following persons to the positions indicated for the 2018-2019 school year at the rates in accordance with the Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association (all stipends at contracted rates) [pending completion of all appropriate paperwork*]:

<u>WAHS Position</u>	<u>Teacher</u>	<u>Stipend</u>
Marching Band Director	Todd L. Kendall	\$8,858
Marching Band Assistant Director	Laura C. Garside	\$4,429
Percussion Coordinator	Marc R. Garside	\$3,200
Color Guard Coordinator	Jill D. Reamsnyder	\$2,400
Visual Coordinator	Donna Snyder	\$2,280
Wind Coordinator	Jeffrey P. Smith	\$2,040
++Color Guard Technician	Theresa T. Kendall	\$ 800
++Battery Percussion Instructor	Devin T. Welker	\$ 800
++Front Ensemble Percussion Instructor	Zachary A. Nash	\$ 800
++Percussion Technician	Brittany T. Naculich	\$ 800
Strolling Strings	Matthew A. Radspinner	\$3,600
++Booster Funded Positions		

W. The following food service workers to prepare football meals at the high school at their current contract rate for the dates and hours indicated:

August 13-17, 2018 (10:00 a.m. – 3:00 p.m.):
 Elizabeth A. Dincher
 Nancy J. Colley

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Bobbi Jo Kuhns, from a part-time Aide at Stevens Primary School to be currently assigned to a part-time Aide (Special Education; up to 185 days, 5 hours per day) at Lycoming Valley Intermediate School, with a base wage rate of \$13.46 per hour (without degree rate), effective August 24, 2018 (replacing Karen Wilson, resigned).
- B. Nicole L. Kulka, from a part-time Aide at Lycoming Valley Intermediate 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 August 24, 2018 (replacing Mary Jo Walker, transferred).
- C. Tina M. Mertes, 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 Lycoming Valley Intermediate School, with a base wage rate of \$13.46 per hour (without degree rate), effective August 24, 2018 (replacing Carol Shipman, transferred).
- D. Kimberly L. Kaiser, from a full-time Custodian at the middle school to be currently assigned to a full-time Head Custodian Class IV (250 days, 8 hours per day) at Lycoming Valley Intermediate School, with a base wage rate of \$42,660, prorated (\$21.33 per hour), effective August 22, 2018 (replacing Gary Litz, retired).

8.5 OTHER

- A. Approve a Memorandum of Understanding pertaining to the employment of Matthew Fisher, newly hired CTE Director at the high school.
- B. Approve Janee N. Smith, new school nurse for the Williamsport Area School District, for approval for up to three (3) orientation days at the rate of \$150 per day. The orientation days will be used to review nursing polices and trainings required by PDE of school nurses.
- C. Approve two qualified interpreters of American Sign Language (ASL) and Pidgin Sign English (PSE) to provide interpreter services during the Williamsport Area Middle School Open House on August 28, 2018. Interpreters will be paid an hourly rate based on their negotiated contract for the 2018-2019 school year or contracted rate.

8.6 CONTRACTED SERVICES

- A. Approve Cori Gresh-Horikoshi, qualified interpreter of American Sign Language (ASL) and Pidgin Sign English (PSE) to provide day-to-day substitute interpreter services (as needed) to eligible students at the rate of \$40.00 per hour for hours worked and travel time (not to exceed two hours each day), effective August 23, 2018, through June 30, 2019.

8.7 WORK SCHEDULES FOR 2018-2019

- A. Approve the revised Employee Work Schedules for administrative, professional staff and support staff employees for fiscal year 2018-2019.

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 request for facility use:

- A. Girls on the Run Program to use the gymnasium/playground at Cochran 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.
- B. Girls on the Run Program to use the gymnasium/playground at Stevens Primary School on Tuesdays and Thursdays beginning September 25 through November 29, 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 to be received.
- C. Girls on the Run Program to use the gymnasium/playground at Curtin Intermediate School on Tuesdays and Thursdays beginning September 25 through November 29, 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.
- D. Girls on the Run Program to use the gymnasium/playground at Lycoming Valley Intermediate 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.
- E. Lycoming County Visitors Bureau on behalf of Drum Corps Associates to use the STA Stadium at Williamsport Area High School beginning September 1 through September 2 from 4:00 pm – 11:00 pm to hold Drum Corps Associates World Championships. Visitors Bureau has paid \$4,000 to use the facility. Certificate of insurance has been requested.

BIDS/CONTRACTS

- 11.1 Approve a one-year extension to the SILOT Agreement with UPMC Susquehanna formerly known as Susquehanna Health System, beginning July 1, 2016 and ending on June 30, 2019.

TAX ITEMS

- 12.1 Approving the following tax summaries:
- 12.2 Authorize the Solicitor to enter into a Stipulation to settle the Assessment Appeal filed on behalf of Williamsport Elderly Housing Associates, L.P. which will reduce the assessed value on Lycoming County Tax Parcel 643-003-100 (known as 798 West Edwin Street, Williamsport, PA). The settlement will be based upon a 2018 Market Value of \$2,600,000.00 for the property. When the appropriate common level ratio of .759 is applied, the Assessed Value for the property shall be \$1,973,400.00.

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

Dr. Bowers thanked numerous people and groups including the Board, the community, Dale Crans and his crew, John Gossner and WEA, and the administrators. We want to make sure the public is aware that we want to ensure for our students and staff that we have a clean and safe environment. A lot of people are working to make this happen.

We still have a few positions open, including a high school principal but we are working diligently to get these filled.

We are looking forward to a great school year!

ITEMS FROM BOARD MEMBERS - None

ITEMS FROM PUBLIC

Scott Miller a district resident had some concerns that he wanted to address with the board.

1. He feels the medical disbursement form to dispense medicine needs to be available to parents prior to the beginning of the year.
2. Concerns regarding procedures and also regarding his daughter’s ability to get the classes that she wants and needs.
3. He would like his phone numbers removed from the call list. He does not need multiple calls for delays or snow days, etc.
4. Concerns regarding the EIT office charging \$20 for not filing a tax return even when there is no tax due.

August 21, 2018

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

Upon motion made by Dr. Penman, seconded by Mrs. Lake and carried the meeting adjourned at 6:30 p.m.

Wanda M. Erb, Board Secretary