

**Williamsport Area School District
Board of Directors Meeting - Tuesday, December 3, 2024**

1. Meeting Opening – The Organizational 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, December 3, 2024, beginning at 6:07 PM in the Board Room of the District Service Center, 2780 West Fourth Street, Williamsport, Pennsylvania.

This meeting was called to order for the purpose of organization under appropriate sections of Article IV of the School Laws of Pennsylvania, as amended.

The President, Lori A. Baer, called the meeting to order with the following members:

PRESENT: Thomas P. Adams, Lori A. Baer, Cody L. Derr, Michele R. Hazel, Barbara D. Reeves, Jamie L. Sanders, Adam C. Welteroth, Scott R. Williams.

ABSENT: Michelle L. Deavor.

- 1.1 Opening Exercises - provided by Ms. Lori A. Baer
- 1.2 Pledge of Allegiance
- 1.3 Election of Temporary President
 - a. President Baer opened nominations.
 - b. Barbara Reeves nominated Adam Welteroth
 - c. No other nominations. Nominations closed.
 - d. Voice vote – all in favor, Adam Welteroth elected as temporary president.
- 1.4 Election of President
 - a. Adam Welteroth opened nominations.
 - b. Jamie Sanders nominated Ms. Baer
 - c. No other nominations. Nominations closed.
 - d. Roll call vote 8-0 motion carried.
 - e. President Baer took the chair.
- 1.5 Election of Vice President
 - a. President Baer opened nominations.
 - b. Cody Derr nominated Jamie Sanders
 - c. No other nominations. Nominations closed.
 - d. Roll call vote 8-0 motion carried.

1.6 Appointment of Delegates to Boards and Commissions for the ensuing year:

Jamie Sanders asked to be removed from the Education Foundation Board as the meeting times conflict with his work schedule. President Baer replaced Mr. Sanders with Cody Derr.

Motion made by Cody Derr, seconded by Adam Welteroth to approve the appointment of delegates to Board and Committees for the ensuing year:

- a. Athletic Advisory and West End Babe Ruth Partnership
Ms. Lori Baer, Mr. Adam Welteroth and Mr. Jamie Sanders
- b. Board Negotiating Team
Ms. Lori Baer, Mrs. Barbara Reeves, Mr. Adam Welteroth and Mr. Scott Williams
- c. Curriculum and Instruction Committee
All School Directors are ex officio members.
- d. Education Foundation Board Representative
~~Mr. Jamie Sanders~~ Mrs. Cody Derr
- e. Finance and Facilities Planning Committee
Ms. Lori Baer, Mrs. Barbara Reeves, Mr. Jamie Sanders and Mr. Adam Welteroth
- f. Gifted Education Advisory Council
Mrs. Cody Derr, Mr. Scott Williams and Mr. Tom Adams
- g. Intermediate Unit Board Member
Ms. Lori Baer
- h. Wellness Committee
Mrs. Michelle Deavor, Mrs. Cody Derr and Mrs. Michele Hazel
- i. PSBA Liaison
Mr. Adam Welteroth

Voice vote. All were affirmative. Motion carried.

1.7 Consider scheduling Voting Meetings during 2025 to begin at 6:00 PM (unless otherwise noted) in the Board Room of the District Service Center on the following dates: Adoption of Proposed Final Budget is tentatively scheduled for April 8, 2025. Adoption of the Final Budget is tentatively scheduled for June 10, 2025. The annual Organizational Meeting will be held on December 2, 2025 and will be followed by a regular voting meeting.

January 14
March 18

February 11
April 8

December 3, 2024

May 13
July 15
September 9
November 11

June 10
August 12
October 14
December 2

- 1.8 Motion made by Jamie Sanders, seconded by Michele Hazel. Motion carried to adjourn the organizational meeting at 6:17 PM.

Wanda M. Erb, Board Secretary

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, December 3, 2024, following the organizational meeting.

The President, Lori A. Baer, called the meeting to order with the following members:

PRESENT: Thomas P. Adams, Lori A. Baer, Cody L. Derr, Michele R. Hazel, Barbara D. Reeves, Jamie L. Sanders, Adam C. Welteroth, Scott R. Williams.

ABSENT: Michelle L. Deavor.

- 1.9 Student Representatives: Elijah Nilson, Chloe Pennings and Ella Adkins shared information regarding CTE events, athletic updates noting that the winter sports season is underway, and several events for our musical groups. They were excited to announce that for the first time since COVID, the holiday concert for students will occur during the school day. Upcoming public events - Make-A-Wish Concert on December 19th and the Holiday Concert for the public on December 15th. They wished the Board, Administration, and those present Happy Holidays and reminded everyone that "It's Always a Great Day to Be a Millionaire."
- 1.10 Omnibus – A motion was made by Jamie Sanders, seconded by Adam Welteroth for an omnibus to include the agenda, reports and the minutes from the regular meeting of November 12, 2024 and the special meeting of November 19, 2024.

2. President's Report

- 2.1 Consider approving a motion to update the Williamsport Area School District Health & Safety Plan.
- 2.2 Consider approving a credit change order in the amount of \$23,313.63 with Gordian Group/Lobar Inc. (Contract #2021JOCC-14) for unused contingency for the replacement of heating boilers, domestic hot water boiler and associated circular pumps at Jackson Primary School.
- 2.3 Consider approving the following change orders and/or retroactive change orders for the Lycoming Valley Intermediate School renovation and field projects.

Contractor	Amount	Reason
TurnKey Electric CO #20	\$3,401.46	Provide conduit and 120V power to both chillers and mezzanine air handling units on a time-and-material basis.

3. Finance Report

3.1 Consider approving the Treasurer’s Report for the month of October 2024.

3.2 Consider approving the Payroll Report for the month of November 2024.

General Fund - Unrestricted	\$4,816,706.60
General Fund - Restricted	302,755.09
Food Service Fund	98,444.80
Earned Income Tax	77,835.69
Student Activities Fund	0.00
TOTAL	\$5,295,742.18

3.3 Consider authorizing payment of invoices and services rendered by the list submitted from November 13, 2024, to December 3, 2024 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$2,957,227.47
EIT Operating Fund	3,948.21
Food Service Fund	219,856.89
PLGIT Capital Projects Fund (2023 Bond)	110,122.86
Student Activities Fund	1,054.10
TOTAL	\$3,292,209.53

3.4 Consider approving budget transfers for FY25, dated November 8, 2024 to November 27, 2024, as presented in accordance with Section 609 of the Public School Code of 1949, as amended.

3.5 Consider authorizing an order for the payment of bills for December 19, 2024 with retroactive Board approval to occur on January 14, 2025.

3.6 Consider authorizing the execution of a Lockbox Service Agreement with Citizens & Northern (C&N) Bank documenting the terms and conditions of lockbox tax collection services to begin on July 1, 2025, pending final review by legal counsel.

4. Board Policy

4.1 Consider approving the second reading and Board adoption of policy 226 “Searches” of the Williamsport Area School District Board Policy.

5. Curriculum Report

5.1 Consider approving Dr. Robert P. Olympia, MD, FAAP, specialist in pediatric emergency medicine, to provide professional development to the health services staff on February 17, 2025. Costs for this professional development

will be up to \$250.00 for travel expenses and will be paid through the Student Services budget.

- 5.2 Consider approving the purchase from Imagine Learning for additional seats in the Edgenuity Exceptional Students Course Suite, which provides modified course content in ELA, Math, Science, and History for identified students participating in virtual learning and/or credit recovery. The per student cost is \$165.75 for access to all four core courses. Costs not to exceed \$4,143.84 will be paid through the Special Education budget.
- 5.3 Consider approving the purchase of two Cone Art kilns from All Kiln Services LLC. Kilns will replace existing ones at the Williamsport Area High School. Cost of the kilns and installation will be \$16,592.00 and will be paid through the Art budget.
- 5.4 Consider approving the purchase from Imagine Learning of Edgenuity Instructional Services Course Usage to provide course content for students participating in VLN, credit recovery and Language Lab. The site license cost for grades 6-12 is \$53,019.70. The cost per course accessed is \$275 per semester course. Costs will be paid through the Secondary Curriculum budget.
- 5.5 Consider approving an agreement between the Williamsport Area School District and DJ Chris Leigh to provide DJ services for the Winter Formal. Costs of \$1,000.00 will be paid through Class of 2025 funds.
- 5.6 Consider approving the purchase of 385 licenses from Zoom Video Communications, Inc, San Jose, CA, at a cost of \$15,577.04. Costs will be paid through the General Fund.
- 5.7 Consider approving Bethany Fisher, piano accompanist, to provide services for rehearsals and performances in the district at a total cost of \$500.00. Costs will be paid through the Williamsport Area High School choir budget.
- 5.8 Consider approving Kerri Girton, piano accompanist, to provide services for rehearsals and performances in the district at a total cost of \$400.00. Costs will be paid through the Lycoming Valley Intermediate School choir budget.

6. Personnel Report

6.1 Resignations

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

RETIREMENTS					
<i>RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the following retirements from service in the Williamsport Area Schools and expresses its sincere appreciation for their dedicated service to our school system. It further expresses the hope that their years of retirement will be many and richly rewarding.</i>					
Name	Position	Classification	Location	Reason	Effective Date
Montgomery, Theresa L.	FT Elementary Curriculum Supervisor	ACT 93 WASA Employee	DSC	Retirement, after over 3 years of service with the District	December 5, 2024
Cendoma, David A.	PT Custodian	Support	Warehouse Complex	Retirement, after over 5 years of service with the District	December 31, 2024

RESIGNATIONS					
Name	Position	Classification	Location	Reason	Effective Date
Rhodes, Mara L.	FT 4 th Grade Teacher	Professional	Lycoming-Valley	Other Employment	January 10, 2025 or possibly sooner, as the district has determined to hold Ms. Rhodes for up to 60 days per PA School Code.
Beggs, Michelle P.	FT Aide	Support	Hepburn-Lycoming	Other Employment	December 13, 2024
Futhey, Jude S.	FT General Maintenance	Support	Warehouse Complex	Personal Reasons	November 12, 2024

6.2 Leave(s) of Absence

Consider approving the following leave(s) of absence:

LEAVE OF ABSENCE				
Name	Position	School/Location	Type of Leave	Effective Dates

McGee Eiffert*, Taci J.	FT Sign Language Interpreter	WAHS	Unpaid	Intermittently from January 6, 2025 through January 31, 2025
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6.3 Employment: Administrative, Professional & Support Staff

Consider the election of the following staff (pending receipt of all approved & eligible clearances, mandated reporter training, as well as all required personnel paperwork & applicable PDE Certification).

PROFESSIONAL STAFF						
Name	Classification	Position	Location	Compensation	Effective Date	Replacing
Hess, Brielle A.	Temporary Professional Employee	FT Special Education Teacher	Jackson	Bachelor's, Step 1 \$56,703 (+\$400)	TBD (pending receipt of required PDE Certification) & meeting with Superintendent	Becca A. Baier, resigned

SUPPORT STAFF					
Name	Position	Location	Compensation	Effective Date	Replacing
Brockington, Quinese M.	FT Aide (185-day, 7hrs/day)	Jackson	\$23,440 (\$18.10/hr)	January 6, 2025	New position (2024-2025 school year)
Zelewicz, Zachariah J.	FT General Maintenance (1 st shift, 250-day, 8hrs/day)	Warehouse Complex	\$45,800 (\$22.90/hr)	TBD	Thomas E. Fink, retired
Dowling, Mackenzie E.	PT Aide (185-day, up to 5 hrs/day)	Jackson	\$17.44/hr (without degree)	TBD	Madison E. Lilley, resigned
Dunn, Daisha P.	PT Aide (185-day, up to 5hrs/day)	WAHS	\$19.24/hr (w/degree)	December 4, 2024	Krissandra F. Downard, transferred

6.4 Employment: Long Term Substitute Teachers – None at this time

6.5 Employment: Substitute Teachers & Aides

Consider the election of the following person(s) as Substitute Teacher(s), Non-Certified Substitute Teacher(s) & Substitute Aides, subject to the assignment by the Superintendent of Schools, at the hourly rates established by Board

policy (up to a maximum of 180 days per year) & only for the actual number of hours assigned & worked during the 2023-2024 school year (pending receipt of all approved & eligible clearances, mandated reporter training, as well as all required personnel paperwork & applicable PDE Emergency Certification).

SUBSTITUTE POSITIONS 2024-2025 School Year			
Name	Position	Compensation	Effective Date
Hornberger, Katie L.	Certified Substitute Teacher Pending receipt from Ms. Hornberger of verification of completion of all Science Teacher graduation requirements as provided via letter of attestation from Lycoming College with an anticipated graduation date of December 14, 2024, and may be considered as a Certified Substitute Teacher.	\$150/day	TBD
Renninger, Jessica J.	Certified Substitute Teacher	\$150/day	December 4, 2024
McCann, Tyler E.	Non-Certified Substitute	\$125/day	December 4, 2024
Brown, Maurice A.	Substitute Aide	\$15.25/hr	December 4, 2024
Duddy, Owen T.	Substitute Aide	\$15.25/hr	December 4, 2024
Loomis, Jerrin J.	Substitute Aide/Administrative Support	\$15.25/hr	December 4, 2024

6.6 Position Changes

Consider approving the following position changes:

POSITION CHANGES					
Name	Current Position/Location	New Position/Location	Salary	Effective Date	Replacing
Kunkle, Michele L.	FT Head Principal (245-day) /Hepburn-Lycoming	FT Elementary Curriculum Supervisor (245-day)/DSC	N/A	December 4, 2024	Theresa L. Montgomery, retiring
Loomis, Michele A.	FT Assistant Principal (205-day)/Hepburn-Lycoming	FT Head Principal (245-day)/Hepburn-Lycoming	\$112,350 (and benefits as provided in the Act 93 compensation Plan)	December 4, 2024	Michele L. Kunkle, transferred

Daldo, Cody A.	FT Tax Examiner/School & Municipal Tax Office	FT Administrative Support I (245-day, 7.5hrs/day) /Business Office	Tier C, \$42,483 (\$23.12/hr)	February 3, 2025	Chyanne N. Mattern, resigning
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6.7 Coaches/Volunteers/Extra Curricular Assignments

Consider the following 2023-2024 Coaches, Volunteers, Extra Curricular Assignments, at the respective schools, and 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 receipt of all approve & eligible clearances, mandated reporter training, as well as all required personnel paperwork).

2024-2025 WINTER SPORT COACHES & VOLUNTEERS (++ Booster Funded Positions)					
Activity	School	Position	Name	Years	Stipend
Boys Basketball	WAMS	8 th Grade Head Coach	Thomas, Kalob R.	0	\$2,520
		Volunteer	Alston, Jr. Michael A.	---	---
Swimming/Diving	WAHS	Volunteer	Smith, Susan A.	---	---

6.8 Contracts & Other

OTHER	
New Position: Specialized Program Support Coordinator	<p>Consider approving the new position of Specialized Program Support Coordinator (WASA) to be filled using the criteria and required credentials highlighted in the applicable job description. This position will be supervised by the Director of Special Education.</p> <p>Consider approving the hiring of the following individual:</p> <ul style="list-style-type: none"> • Jeffrey Pelly, as a Full-Time Specialized Program Support Coordinator (205-day) at the District Service Center, effective date to be determined, at a salary of \$93,000 and benefits as provided in the Act 93 Compensation Plan (pending receipt of all approved & eligible clearances, as well as all required personnel paperwork).
E-Sports Club	<p>Consider approving the following person as the E-Sports Club High School Advisor for the 2024-2025 school year:</p> <ul style="list-style-type: none"> • Steven C. Lingle

7. Professional Development

7.1 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.

A.	NAME/ SCHOOL	CONFERENCE NAME LOCATION	AMOUNT STRING #
	Jamie Bower 6 th /Lyco	PETE&C Hershey	10-2271-581-000-00-000-000-031-0000 (\$701.00) 10-2271-360-000-00-000-000-031-0000 (\$325.00) 10-1110-122-000-20-650-180-007-0000 (\$450.00) Total: \$1,476.00
	Dustin Brouse Supervisor of Instructional Technology	PETE&C Hershey	10-2836-360-000-00-000-623-007-0000 (\$345.00) 10-2836-581-000-00-000-623-007-0000 (\$800.00) Total: \$1,145.00
	Dustin Brouse/ Supervisor of Instructional Technology	Classroom Management Simulator Training Golden, CO	10-2836-581-000-00-000-623-007-0000 Total: \$1,150.00
	Greg Hayes PR/Foundation	Classroom Management Simulator Training Golden, CO	10-2836-581-000-00-000-655-007-0000 Total: \$686.81
	Michele Kunkle Principal - Hepburn	SAS Institute Hershey	10-2834-360-000-00-000-606-007-0000 (\$150.00) 10-2834-581-000-00-000-606-007-0000 (\$474.00) Total: \$624.00

8. Student/Community Activities

8.1 Consider approving the following student trips

Field trips are being presented for provisional approval in accordance with the District's Health and Safety Plan and may need to change or be canceled. All students must be in compliance with the school's field trip disciplinary requirements in order to participate.

December 3, 2024

	School Building	Grade/ Group	# of Students	Date	Location/ Reason for Trip	Type of Transportation	Funding Source
1.	WAHS	Band Students	9	January 2025	Berwick HS – District Band	District Bus	Music Budget
2.	WAHS	Orchestra Students	20	January 2025	Montoursville HS – District Orchestra	District Bus	Music Budget
3.	Hepburn	First Grade	100	May 2025	T&D’s Cats of the World	District Bus	Hepburn PTO
4.	WAHS	Horizon FCU Student Employees	3	December 2024	Horizon Federal Credit Union	District Van	N/A
5.	WAHS	Without a Cue Members	12	January 2025	Cochran – 4B’s Performance	District Van	N/A
6.	WAHS	Choir Students	10	February 2025	Bloomsburg HS – District Choir	District Van	Music Budget
7.	WAHS	Model UN Members	50	March 2025	Bloomsburg University – Model UN Convention	District Bus	Social Studies Budget
8.	WAHS	Strolling Strings, Millionaires Singers & Big Band Students	35	December 2024	Lyc0 Valley – PBIS Assembly Performance	District Bus	Music Budget
9.	WAHS	FBLA Members	35	January 2025	Penn College – FBLA Regional Competition	District Bus	CTE Budget
10.	WAHS	Biotechnology Students	33	January 2025	Harrisburg – PA Farm Show	District Bus	CTE Budget
11.	WAHS	CTE Students	47	January 2025	Penn College – SkillsUSA Competition	District Bus	CTE Budget
12.	WAHS	CTE Students	15	January 2025	First Quality – Tour	District Bus	CTE Budget

9. Bids/Contracts

9.1 Consider authorizing the District’s participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of copy paper (February delivery) to replenish general supplies warehouse stock.

RECOMMENDED AWARD:

Veritiv Operating Company, Chicago, IL \$ 2,866.00

Staples, Inc., Framingham, MA 28,747.60

TOTAL RECOMMENDED AWARDS \$31,613.60

10. Tax Items – None at this time

11. Transportation – None at this time

12. Food Service

12.1 Consider approving the following Aramark employee(s) to be assigned to the WASD:

Last Name	First Name
Baier	Karen

Voice vote. All affirmative. Motion carried.

13. Superintendent's Report

Dr. Bowers congratulated and thanked Lori Baer and Jamie Sanders for their willingness to serve in the board leadership roles. He congratulated Michele Kunkle and Michelle Loomis on their new administrative roles. Dr. Bowers welcomed Jeff Pelly, noting how valuable Mr. Pelly’s experience will be to our special education department. We will work with the IU to transition him to the district.

Dr. Bowers noted that this time of the year is a great time to get out to our music events.

The Finance and Facilities Committee met before tonight’s meeting to review current and potential projects. The welding project bid specifications will be released later in the week with an expected recommendation to be considered at the January 2025 meeting. The district is currently working with Crabtree Rohrbaugh and Associates (CRA) on reviewing projects for the high school stadium, tennis courts, and hard surfaces at several schools. We did not cover all the material. There is still much that needs to be worked through.

Dr. Bowers wished everyone a great holiday season and shared his hope that everyone will be able to spend time with family and friends and take time to recharge over the break.

14. Items from Board Members

Tom Adams noted that he regrets not being able to attend more functions at the schools. He also shared that he is thankful for this country and for the community outreach that he observed during the Thanksgiving season.

Scott Williams shared a message from his girls to Mr. Ellis. They have noted that Curtin always has an updated message board, and they believe Mr. Ellis needs to "step up his game." Mr. Williams noted that his children attended Stevens Primary when Mr. Ellis was principal there.

Lori Baer thanked the district, Tim Fausnaught, David Michaels, John Fetterman, and the custodians for opening the doors for the John Bower Basketball League to once again use district facilities. Our custodial staff does a great job. This is appreciated.

15. Items from Public - None

16. Adjournment

A motion to adjourn was made by Jamie Sanders, seconded by Cody Derr. The meeting adjourned at 6:41 p.m.

Wanda M. Erb, Board Secretary