December 4, 2018

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 4, 2018, beginning at 6:00 p.m. in the Board Room of the District Service Center, 2780 West Fourth Street, Williamsport, Pennsylvania.

This meeting is 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: Lori A. Baer, Brette C. Confair, Patrick A. Dixon, Jennifer Lake, Jane L. Penman, Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: None

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

3. Election of a Temporary President

   a. President Baer opened nominations.
   b. Hearing no motion, Ms. Baer made a motion to appoint Dr. Penman as temporary President.
   c. Mr. Welteroth made motion that nominations be closed.
   d. A vote on the motion to make Dr. Penman the temporary President carried.

4. Election of President

   a. Dr. Penman opened nominations.
   b. Dr. Somers made a motion to nominate Ms. Baer, which was seconded by Mrs. Confair.
   c. Mr. Welteroth motioned that nominations be closed.
   d. Voice vote motion carried.
   e. President Baer takes that chair.

5. Election of Vice President
   a. President Baer opened nominations.
   b. Dr. Somers made a motion to nominate Dr. Penman, which was seconded by Mrs. Lake.
   c. Mr. Schefsky motioned that nominations be closed.
   d. All votes were in favor of Dr. Penman as Vice President.

6. Motion made by Dr. Penman, seconded by Mr. Welteroth to approve the appointment of Delegates to Boards and Committees for the Ensuing Year AND to approve meeting dates for 2019:

   a. Athletic Advisory and West End Babe Ruth Partnership
      Ms. Lori Baer and Dr. Jane Penman

6. Approve the appointment of Delegates to Boards and Committees for the Ensuing Year AND to approve meeting dates for 2019:

   b. Curriculum and Instruction Committee
      All School Directors are ex officio members.

   c. Education Foundation Board Representative
      Mrs. Brette Confair

   d. Finance and Facilities Planning Committee
      Ms. Lori Baer, Mr. Pat Dixon, Dr. Jane Penman, and Dr. Nancy Somers

   e. Gifted Education Advisory Council
      Mrs. Jennifer Lake and Mr. Adam Welteroth

   f. Intermediate Unit Board Member
      Ms. Lori Baer

   g. Employee Safety Committee
      Mrs. Barbara Reeves and Dr. Nancy Somers

   h. Williamsport Area Tax Advisory Committee
      Mr. Marc Schefsky

   i. PSBA Liaison
      Mr. Adam Welteroth

7. Schedule Voting Meetings during 2019 to begin at 6:00 p.m. (unless otherwise noted) in the Board Room of the District Service Center on the following dates. Adoption of the Proposed Final Budget is tentatively scheduled for *May 7, 2019.* Adoption of the Final Budget is tentatively scheduled for *June 18, 2019*. The annual Organization Meeting will be held on *December 3, 2019* and will be followed by a regular voting meeting.

January 8, 22	February 5, 19
March 5, 19	April 2, 16
May 7, 21	June 4, 18
July 16	August 6, 20
September 3, 17	October 1, 15
November 12	December 3

   The motion carried.

8. Motion made by Mrs. Confair, seconded by Dr. Penman and carried to adjourn the organizational meeting at 6:05 p.m.

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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 4, 2018, following the organizational meeting.

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, Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: None

APPROVAL OF MINUTES: Regular Meeting – November 13, 2018

Student Representatives' Report – Alexis Griess and Isaac Ritter reported on happenings at the high school: Winter Formal – January 18th, several scholarship opportunities available; the high school Christmas Concert – December 16th, "Without a Cue" – December 21st, Mamma Mia tryouts; Basketball and Wrestling will kick off the season this week and GQ and Les Chanteuses have several holiday performances included a performance at The White House.

BOARD PRESIDENT'S REPORT

A. Jamie Doyle and Melissa Hughes from PFM Financial Advisors, LLC gave the Board an overview of the district's debt portfolio. The presentation included: Current and historical market conditions; review of the district's current debt portfolio noting that it is short term and currently scheduled to be paid off in 2034; Debt Financing 101 overview; Role of Independent Financial Advisors; "What if" scenarios for future borrowing of $5 million or $10 million for projects; and also answered questions regarding PLANCON.

Motion made by Dr. Penman, seconded by Mr. Welteroth to approve agenda Item 5.8 LERTA. Jonathan Williamson, Williamsport City Council President; Jason Fink the Vice President of the Williamsport/Lycoming Chamber of Commerce; Karen Koch, Center for Independent Living and Teema Cummings, resident discussed LERTA and the plans for the "Smart Housing" project with the Board and answered questions. After discussions concluded, President Baer called for a roll call vote on the motion, noting that it is critical that the County Commissioners conduct a reassessment. Roll call vote all were in favor of the motion.

A motion was made by Dr. Penman, seconded by Mr. Welteroth, for an omnibus motion to include approval of the minutes, agenda and addendum.

All votes were in favor of the motion.

Committee Reports by Board Members – None

FINANCE REPORT

5.1 Approve the following financial reports:

A. Payroll Report for the month of November 2018:

General Fund – Unrestricted	$2,875,345.78
General Fund – Restricted	188,525.65
Food Service Fund	96,946.85
Earned Income Tax	40,630.36
Student Activities	.00
TOTAL	$3,201,448.64

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
12/04/18	$829,595.30	12/04/18A	161,661.51
12/04/18B	8,759.38	12/04/18C	3,295.80
12/04/18D	1,421.00	12/04/18E	61,020.56
12/04/18F	1,458,739.01	12/04/18G	67,332.68
12/04/18H	51,824.61		

5.3 Approve budget transfers for FY19, dated November 7, 2018 to December 4, 2018, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

5.4 Approve the 2019-2020 Budget Development Calendar.

5.5 Authorize an order for the payment of bills for December 20, 2018 with retroactive Board approval to occur on January 8, 2019.

5.6 Appoint Wanda Erb as Primary Voting Delegate, Kurtis Kunze as First Alternate Voting Delegate, and Marc Schefsky as Second Alternate Voting Delegate to the Lycoming County Tax Collection Committee for 2019 as required by Act 32.

5.7 Authorize the Central Susquehanna Intermediate Unit to process all Year 22 E-Rate requirements for a flat fee of $4,200.00, which includes the entire process of filing, from beginning to end.

5.8 APPROVED EARLIER IN MEETING - Approve the Williamsport Area School District LERTA Resolution – 2018. This Resolution authorizes abatement of real estate taxes for the value of improvements to properties in three (3) designated areas of the City of Williamsport. The abatement of taxes is on a 7-year schedule, and abates taxes based upon the value of improvements, but not the assessed value of the property prior to the construction of improvements. Taxes are abated in accordance with a declining schedule with 100% of the tax on improvements abated the first two years after improvements are

5.8 Approve the Williamsport Area School District LERTA Resolution – 2018 cont'd:

constructed, 75% of the tax in the third and fourth years, 50% of the tax in the fifth and sixth year, and 25% of the tax in the seventh year. The resolution will remain in effect through December 31, 2022 unless repealed by the Board earlier. It is also dependent upon both the City and County enacting ordinances providing for abatement of City and County taxes in the same fashion as provided in the resolution.

BOARD POLICY

6.1 Approve the second reading and Board adoption of policy 806 "Child Abuse" of the Williamsport Area School District Board Policy.

6.2. Approve the second reading and Board adoption of policy 251 "Homeless Students" of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

7.1 Approve the purchase of Wonders Close Reading Companion practice books and teacher packages at a cost of $12,385.98. All costs will be paid through Title I.

7.2 Approve Michael Thompson as a presenter for the professional development of secondary teachers on the topic of College and Career Planning and 339 Planning. He will present and engage with staff and counselors on November 19, 2018, February 18, 2019 and March 8, 2019 and/or June 7, 2019 at the cost of approximately $650.00 per day to be paid through the Assistant Superintendent's staff development budget.

7.3 Approve the 2019-2020 Career and Technical Education cluster, Homeland Security, Law Enforcement, Firefighting and Related Protective Services under the PDE Certification Code: 43.9999, an instructional program that prepares individuals to apply technical knowledge and skills required to perform entry-level duties in law enforcement, firefighting, EMT and other safety services. With program approval, the Board authorizes a start-up budget of $85,000 (budgeted 2018-2019) to prepare and update the facility and purchase instructional materials in preparation for the program.

7.4 Approve the 2018-19 tuition agreement with New Story School to provide a student with special education requirements all related services at a rate of $360.00 per day.

7.5 Approve Dr. Susan Bigger, Mrs. Anne Logue and selected members of the Strategic Recruitment Committee to participate in educational career fairs for the purpose of recruitment of teaching applicants at PERC – Pittsburgh Education Recruitment Consortium on March 27, 2019; Penn State Education Career Day on April 1, 2019; and the Greater Philadelphia Job Fair on April 3, 2019. All travel and participation costs will be paid through the Human Resources budget.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

A. Rose M. O'Donnell, part-time Food Service Worker at Stevens Primary School, for the purpose of retirement, effective December 14, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Rose M. O'Donnell from service in the Williamsport Area Schools and expresses its sincere appreciation for her 17 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.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

A. Ami D. Heller, full-time 1st Grade teacher at Jackson Primary School, for a sabbatical leave effective November 29, 2018, through the remainder of the first semester of the 2018-2019 school year (tentative ending date of January 18, 2019) for the purpose of health restoration.

Ms. Heller has been a teacher in the District since August 24, 2000, and has not taken a previous sabbatical.

B. Susan K. Garczynski*, full-time Special Education teacher at Cochran Primary School, for an unpaid leave on an intermittent basis (as needed), effective December 7, 2018, through June 7, 2019.

C. Kimberly E. Robinson, part-time Aide at the high school, for an unpaid leave, effective November 13, 2018, through December 7, 2018.

D. Sandra A. Schappell, part-time Food Service Worker at Hepburn-Lycoming Primary School, for an unpaid leave, effective November 27, 2018, through December 21, 2018.

8.3* ELECTION OF STAFF

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

A. Gina M. Raniero as a professional employee, effective date to be determined, to be currently assigned as a Title I Reading Specialist at Cochran Primary School, at a salary rate of Step 3, bachelor's, $51,450, prorated, pending receipt of updated clearances and all other necessary information (replacing Anne Lesher, retired).

8.3* ELECTION OF STAFF CONT'D:

B. Please revise: Emily R. Armstrong as a long-term substitute teacher ~~effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019)~~, effective December 5, 2018, through the end of the second semester of the 2018-2019 school year (tentative ending date of June 7, 2019) unless terminated sooner, as a Classroom Art teacher at the high school, at a salary rate of Step 1, master's, $53,079, prorated (replacing James Hockenberry, retired).

C. Kerry A. Hall as a long-term substitute teacher effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 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 Therese Molesky, retiring).

D. Rescind this item that was originally approved at the November 13, 2018, School Board Meeting. Ms. Yetter has declined the position: Melissa M. Yetter to be currently assigned to full-time Health Room Technician (up to 185 days, 7 hours per day) for the District, with a base wage rate of $21,886, prorated ($16.90 per hour), effective November 28, 2018 (replacing Jamie Henry, resigned).

E. Angela L. Confer to be currently assigned to part-time Food Service Worker (4 hours per day; 9:00 a.m. – 1:30 p.m.) at the middle school, with a base wage rate of $12.57 per hour, effective December 5, 2018 (replacing Tara Blackburn, resigned).

F. Kaitlyn M. Nasdeo to be currently assigned to part-time Food Service Worker (3 hours per day; 10:30 a.m. – 1:30 p.m.) at Stevens Primary School, with a base wage rate of $12.57 per hour, effective December 5, 2018 (replacing Victoria Harman, transferred).

G. Tammy L. Sewell to be currently assigned to part-time Food Service Worker (3 hours per day; 10:30 a.m. – 1:30 p.m.) at the high school, with a base wage rate of $12.57 per hour, effective December 5, 2018 (replacing Linda Fike, transferred).

H. Yahziah J. Slaughter to be currently assigned to part-time Food Service Worker (4½ hours per day; 8:30 a.m. – 1:30 p.m.) at Curtin Intermediate School, with a base wage rate of $12.57 per hour, effective December 5, 2018 (replacing Kimberly Smith, transferred).

I. Stephen M. Radocaj as a long-term substitute teacher effective start date to be determined through the end of the second semester of the 2018-2019 school year (tentative ending date of June 7, 2019), unless terminated sooner, as a Biology teacher at the high school, at a salary rate of Step 1, bachelor's, $49,700, prorated (replacing Bernard Meyer, retiring).

8.3* ELECTION OF STAFF CONT'D:

J. Deborah A. Parks 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 the middle school, with a base wage rate of $13.46 per hour (without degree rate), effective December 5, 2018 (replacing Darrell Blackman, resigned).

K. 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:

Tyler E. McCann (effective date to be determined)

L. 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:

Tristan D. Sponseller (effective 12/19/18)

M. 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:

John E. Hernandez (effective 12/05/18)

8.4* POSITION CHANGES - Approve the following position change(s):

A. Austin W. Reidy has been administratively returned to a part-time custodian position at the high school effective November 29, 2018. Mr. Reidy was recently approved for a position change to full-time Administrative Support II at Jackson Primary School, which was effective October 10, 2018 (originally approved on 10/09/18 Agenda).

B. Teresa M. Snook, from part-time Administrative Support/Office (205 days, 5 hours per day) at Jackson to be currently assigned to a full-time Administrative Support II, (up to 225 days per year, prorated, up to 7 hours per day) at Jackson Primary School, with a base wage rate of $27,421, prorated, ($17.41 per hour), effective December 5, 2018 (replacing Brenda Corter, retired).

C. Patricia A. Lewis, from part-time Food Service Worker at Hepburn-Lycoming Primary School, to be currently assigned to a part-time Aide (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 $13.46 per hour (without degree rate), effective date to be determined (replacing Sharon Segraves, resigned).

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 676 choral students from the Williamsport Area High School, Williamsport Area Middle School, Curtin Intermediate School, and Lycoming Valley Intermediate School, accompanied by their teachers and other music staff, to participate in the All District Choral Festival during February 2019. The students will be transported to the high school by district transportation, which will be paid through the music budget. Seven substitutes will be required for the day.

B. Approximately 32 students from the Williamsport Area High School, accompanied by three teachers, to travel to Penn College during January 2019 to participate in the Skills USA district competition. District transportation is requested and will be paid through the CTE budget. Three substitutes will be required for the day.

C. Six (6) Williamsport Area High School culinary students, to take place in healthy cooking workshops at the Central Pennsylvania Food Bank during December 2018, January 2019, February 2019, April 2019, and May 2019. Six selected students will participate in each workshop. District transportation will transport the students on already established bus routes.

D. Approximately 400 second grade students from Cochran, Hepburn-Lycoming, Jackson, and Stevens Primary Schools, accompanied by their teachers and aides, to travel to the Community Arts Center to attend a performance of the Diary of a Worm, a Spider and a Fly. District transportation is requested and will be paid by the First Community Foundation.

E. Approximately 17 members of the Williamsport Area Middle School's Jett Friday Club, accompanied by their advisor and other staff members, to travel to Leighton Place Assisted Living during December 2018 to visit with the residents. Transportation will be provided in the district van and staff member vehicles.

10.1 Approve the following student trips cont'd:

F. Twenty-five (25) members of the Williamsport Area Middle School's Positivity Club, accompanied by two teachers, to travel to Newberry Estates during December 2018 to perform community outreach by delivering hats, mittens, etc. to the mitten tree. The students will walk. There will be no cost to the district.

G. Eleven (11) Williamsport Area High School band members, accompanied by their teacher, to travel to the Montoursville Area High School for three days during January 2019 to participate in the PMEA District Band Festival. The students will be transported by their parents. Participation costs will be paid through the music budget. One substitute will be required for two days.

BIDS/CONTRACTS

11.1 Authorize the purchase of a flexible manufacturing system for the career and technology department at the high school in accordance with our specifications and the following award. All recommended awards are based on the lowest bid meeting our specifications. Only one (1) bid was received.

The bid was received by 1:30 p.m. and opened publicly in the District Service Center at 2:00 p.m. on Tuesday, November 20, 2018.

This purchase is being made with Perkins Grant funds.

RECOMMENDED AWARD:

Educational Solutions Enterprises
P.O. Box 700
Effort, PA 18330 $47,807.00

11.2 Authorize 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 $36,226.40

TAX ITEMS

12.1 Approve the following tax summaries.

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

Dr. Bowers extended an invitation to the Holiday Concert at 3:00 p.m. on Sunday, December 16th to everyone, noting that this is always a phenomenal event.

He also congratulated and presented Lori Baer with a certificate from PSBA recognizing her for 12 years of Board Service.

ITEMS FROM BOARD MEMBERS

On behalf of the John Bower Basketball Board, Ms. Baer thanked the district for opening up Curtin Intermediate School for the program and specifically thanked David Michaels and Dale Crans for their assistance.

ITEMS FROM PUBLIC – None

Upon motion made by Dr. Penman, seconded by Mrs. Reeves and carried the meeting adjourned at 7:18 p.m.

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Wanda M. Erb, Board Secretary