

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 6, 2016, beginning at 6:08 PM 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, Robin J. Knauth, Jennifer Lake, Jerene A. Milliken, Jane L. Penman, Nancy Story Somers, Spencer E. Sweeting, Scott R. Williams.

ABSENT: Patrick A. Dixon.

2. OPENING EXERCISES were provided by Ms. Lori Baer.
3. Election of Temporary President.
 - a. President Baer opened nominations for a Temporary President.
 - b. Mrs. Milliken nominated Mr. Sweeting.
 - c. Dr. Penman moved the nomination be closed and Dr. Story Somers seconded.
 - d. A vote was held to close the nominations and elect Mr. Sweeting as temporary president. The motion carried by a unanimous roll call.
4. Election of President.
 - a. Mr. Sweeting opened nominations.
 - b. Mrs. Milliken nominated Ms. Baer and Dr. Story Somers seconded.
 - c. Dr. Penman moved the nominations be closed and Dr. Story Somers seconded.
 - d. A roll call vote was held unanimously electing Ms. Baer as president.
5. Election of Vice President.
 - a. President Baer opened nominations.
 - b. Dr. Penman nominated Mr. Sweeting and Mrs. Milliken seconded.
 - c. Dr. Story Somers moved that nominations be closed and Mrs. Milliken seconded.
 - d. A roll call vote was held unanimously electing Mr. Sweeting as vice president.
6. Appointment of Delegates to Boards and Committees for the Ensuing Year:

Not receiving any requests for changes, President Baer appointed the Delegates to Boards and Committees as listed:

6. Appointment of Delegates to Boards and Committees for the Ensuing Year cont'd:
 - a. Alternative Education Committee
Dr. Robin Knauth, Dr. Jane Penman, and Mrs. Jennifer Lake
 - b. Athletic Advisory and West End Babe Ruth Partnership
Ms. Lori Baer and Mr. Spencer Sweeting
 - c. Board Negotiating Team
Mr. Spencer Sweeting, Mr. Scott Williams, Mrs. Jerene Milliken, and
Dr. Nancy Story Somers
 - d. Curriculum and Instruction Committee
All School Directors are ex officio members
 - e. Education Foundation Board Representative
Mr. Spencer Sweeting
 - f. Employment Steering Committee
Mrs. Jerene Milliken and Dr. Jane Penman
 - g. Finance and Facilities Planning Committee
Ms. Lori Baer, Dr. Jane Penman, Mr. Pat Dixon, and Dr. Nancy Story
Somers
 - h. Gifted Education Advisory Council
Dr. Robin Knauth and Mrs. Jerene Milliken
 - i. Intermediate Unit Board Member
Ms. Lori Baer
 - j. Employee Safety Committee
Ms. Lori Baer and Mrs. Jennifer Lake
 - k. Williamsport Area Tax Advisory Committee
Mr. Scott Williams
 - l. PSBA Liaison
Ms. Lori Baer
7. Motion was made by Dr. Penman, seconded by Dr. Story Somers to schedule Voting Meetings during 2017 to begin at 6:00 p.m. (unless otherwise noted) in the Baskin Gallery of the District Service Center on the following dates. Adoption of the Proposed Final Budget is tentatively scheduled for *May 2, 2017*. Adoption of the Final Budget is tentatively scheduled for *June 20, 2017*. The annual Organization Meeting will be held on *December 5, 2017* and will be followed by a regular voting meeting.

7. Schedule Voting Meeting during 2017 to being at 6:00 p.m. cont'd

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

The motion carried by a unanimous roll call.

8. Motion made by Mr. Sweeting, seconded by Dr. Penman and carried to adjourn the organizational meeting at 6:14 PM.

Jeffrey L. Richards, 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 6, 2016, following the organizational meeting.

The President, Lori A. Baer, called the meeting to order at 6:14 PM with the following members:

PRESENT: Lori A. Baer, Robin J. Knauth, Jennifer Lake, Jerene A. Milliken, Jane L. Penman, Nancy Story Somers, Spencer E. Sweeting, Scott R. Williams.

ABSENT: Patrick A. Dixon.

APPROVAL OF MINUTES: Regular Meeting – November 15, 2016

Student Representatives' Report – Alisha Chen was present to report on the news at the High School.

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

- A. Approve the adjudication of student 16/17-03 resulting from a quasi-judicial hearing held earlier this evening.
- B. Congratulations to the following students who have been selected to participate in the PMEA District 8 Chorus at the Berwick Area School District.

Kyle Andrews	Tyler Boyles	Ethan Fisher
Nathan Gibson	Alexis Griess	Kristopher Harper
Kara Hershey	William Knauth	Hailey Robbins
Mercedes Rothrock	Anna Vaughn Stewart	

Committee Reports by Board Members – None

Dr. Knauth made a motion to approve the minutes, the agenda, and the two addendums and Mrs. Milliken seconded. Mr. Sweeting abstained from Agenda Item 8.3D.

The motion carried by a unanimous roll call.

President Baer announced that an Executive Session for a confidential student matter, attorney advisement, and personnel was held prior to tonight's meeting.

Construction Projects

- A. Approve the modification to Amendment No. 8 from McClure Company to add additional glycol and inhibitor to the geothermal loop system at Hepburn-Lycoming Primary School at an increase in cost of \$12,325.00. Cost of the change will be funded by the Capital Reserve Fund.

Construction Projects Cont'd:

- B. Approve the modification to Amendment No. 10 from McClure Company to cover additional cost of sewer line repairs at the Williamsport Area High School at an increase in cost of \$16,569.18. Cost of the change will be funded by the Capital Reserve Fund.

FINANCE REPORT

- 5.1 Approve the following financial reports:

- A. Payroll Report for the month of November 2016:

General Fund – Unrestricted	\$2,864,103.21
General Fund – Restricted	146,700.00
Food Service Fund	104,132.94
Earned Income Tax	42,885.86
Student Activities	<u>4,349.80</u>
TOTAL	\$3,162,171.81

- 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
12/06/16	\$600,137.84	12/06/16A	146,832.21
12/06/16B	5,608.17	12/06/16C	2,010.94
12/06/16D	31,629.33	12/06/16E	452.69
12/06/16F	1,432,259.17	12/06/16G	102,899.96
12/06/16H	31,394.13	12/06/16I	1,736.34
12/06/16J	27,901.89	12/06/16K	8,000.00

- 5.3 Authorize the Central Susquehanna Intermediate Unit to process all Year 20 E-Rate requirements for a flat fee of \$3,800.00 which includes the entire process of filing, from beginning to end.
- 5.4 Approve an E-Rate Category 2 Consortium Letter of Agency for Funding Year 2016 (July 1, 2017 – June 30, 2018) with BLaST IU 17 for the procurement of eligible Category 2 technology equipment and/or services.
- 5.5 Appoint Jeffrey Richards as Primary Voting Delegate, Kurtis Kunze as First Alternate Voting Delegate, and Scott Williams as Second Alternate Voting Delegate to the Lycoming County Tax Collection Committee for 2017 as required by Act 32.
- 5.6 Renew our contract with Education Finance Decisions to utilize their 2017-18 Budget Planning Model for next fiscal year’s budget at a fee of \$2,200.00. This includes data collection, preparation of the model for the district, a fully operational electronic copy of the Budget Planning Model for our use, a User Guide on how to use the model, and electronic support to answer questions and resolve any problems.

5. FINANCE REPORT CONT'D:

- 5.7 Approve the HSA and HRA Service Agreements with SelectAccount subject to review by the solicitor.
- 5.8 Authorize an order for the payment of bills for December 20, 2016 with retroactive Board approval to occur on January 3, 2017.
- 5.9 Approve a resolution requesting a Multimodal Transportation Fund Grant from the Pennsylvania Department of Transportation to be used for reconstruction of the roadway system to the Williamsport Area High School and to install a pedestrian and bicycle path and to authorize the Superintendent and Business Administrator to determine the amount of the grant based on cost estimates to be received from Larson Design Group.

BE IT RESOLVED, that the WILLIAMSPORT AREA SCHOOL DISTRICT, of LYCOMING COUNTY hereby requests a Multimodal Transportation Fund grant of \$1,172,971 from the Pennsylvania Department of Transportation to be used for reconstruction of the roadway system and installation of a pedestrian/bicycle path to the Williamsport Area High School and stadium.

BE IT FURTHER RESOLVED, that the Applicant does hereby designate Timothy S. Bowers, Superintendent, and Jeffrey L. Richards, Business Administrator and Board Secretary, as the officials to execute all documents and agreements between WILLIAMSPORT AREA SCHOOL DISTRICT and the Pennsylvania Department of Transportation to facilitate and assist in obtaining the requested grant.

I, Jeffrey L. Richards, duly qualified Secretary of the Williamsport Area School District, Lycoming County, PA, hereby certify that the forgoing is a true and correct copy of a Resolution duly adopted by a majority vote of the Williamsport Area School District School Board at a regular meeting held December 6, 2016 and said Resolution has been recorded in the Minutes of the Williamsport Area School District and remains in effect as of this date.

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve the Williamsport YMCA School-Age Child Care Program to use Stevens Primary School for the provision of Before and After School Child Care starting on January 3, 2017 through the end of the school year. The program will use an empty classroom for the program along with the gymnasium when it is available. Since the program is a direct advantage to District families, the waiver of fees is requested.
- 7.2 Approve the formation of a Human Powered Submarine Team at the Williamsport Area High School. The purpose of the team is to encourage enrollment in school's Precision Machining program. Participation will be limited to students who are enrolled in this program. The team will apply what they learn in the classroom by designing, engineering, building, and finally racing a submarine at an international competition held every two years.

CURRICULUM REPORT CONT'D:

- 7.3 Renew the annual PowerSchool subscription effective November 3, 2016 through November 2, 2017 at a cost of \$27,239.10 to be paid through assets.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Sarah J. Lenig, full-time Title I Reading Specialist at Curtin Intermediate School, for other employment, tentative scheduled last date of January 20, 2017, per Section 1121 of the school code.
- B. Angie L. Hall, part-time Food Service Worker at Lycoming Valley Intermediate School, for personal reasons, effective December 2, 2016.
- C. Torey A. VanSickle, part-time Instructional Support Aide at Lycoming Valley Intermediate School, for other employment, effective December 9, 2016.
- D. Marisha J. Cruz, full-time Supervisor of Special Education for the District, for other employment, effective January 20, 2017.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Rebecca L. Grove*, full-time Kindergarten teacher at Jackson Primary School, for an unpaid leave, effective December 12, 2016, through December 22, 2016.
- B. Harry R. Boring, Jr., part-time Custodian at the high school, extension of an unpaid leave, effective December 2, 2016, through February 24, 2017.
- C. Mary A. Kimble, part-time Instructional Support Aide at the high school, extension of an unpaid leave, effective November 15, 2016, through December 5, 2016.
- D. Linda M. Ross, full-time Instructional Support Aide at Jackson Primary School, for an unpaid leave, effective October 31, 2016, through January 31, 2017.
- E. Elizabeth W. Stahlnecker, part-time Food Service Worker at Hepburn-Lycoming Primary School, extension of an unpaid leave, effective December 1, 2016, through December 22, 2016.

8.2 LEAVES OF ABSENCE CONT'D:

- F. Natasha L. Marnon, part-time Instructional Support Aide at Jackson Primary School, for an unpaid leave, effective December 12, 2016, through February 1, 2017.
- G. Kristopher D. Waldrab*, full-time Custodian/Utility Maintenance Technician at the middle school, for an unpaid leave on an intermittent basis (as needed), effective December 1, 2016, through June 30, 2017.

8.3* ELECTION OF STAFF

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

- A. The following winter sport 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 and Girls Swimming & Diving

Head Coach:	William D. Keiser (5)	\$4,800
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Williamsport Area Middle School

Boys Basketball-Cherry

7 th Grade Head Coach:	Megan K. Collins (5)	\$2,800
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- B. The following as an event staff person, with a base wage rate of \$10.00 per hour, for the actual number of hours worked, effective December 7, 2016:

Shane M. Engel	2213 Mill Lane, Williamsport
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- C. 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 2016-2017 school year:

Stephanie L. Justice	706 Arch St., Williamsport
Adam C. Laird	201 Hillside Drive, Williamsport

- D. 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 December 7, 2016:

Autumn G. Sweeting	501 Vallamont Dr., Williamsport
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8.4* POSITION CHANGES

Approve the following position change(s):

- A. Michael A. Alston, Jr., 625 Green St., Williamsport, from a full-time Secondary Paraprofessional—Intervention Specialist at the middle school to a full-time Custodian (3rd shift; up to 250 days, 8 hours per day) at the high school, with a base wage rate of \$39,000, prorated (\$19.50 per hour), effective date to be determined (replacing Jacqueline Morgan, transferred).
- B. Valerie L. Blass, 104 Church St., S. Williamsport, from a substitute food service worker to a part-time Food Service Worker (up to 180 days; 4 hours per day, 9:30 a.m. – 1:30 p.m.) at Curtin Intermediate School, with a base wage rate of \$12.33 per hour, effective December 7, 2016 (replacing Janice Johnson, retired).

8.5 OTHER

- A. Approve a part-time personal care aide position with current assignment at Jackson Primary School. This position is necessary as a result of a special education need identified via a student functional behavior assessment analysis. The position will be a part-time position with a maximum number of hours paid of 25 hours per week.

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. Retroactive: Four (4) members of the Williamsport Area High School's Top Hat String Quartet, accompanied by their teacher, traveled to the Williamsport Country Club during November 2016 to perform. The students were transported by their parents. There was no cost to the district.
- B. Retroactive: Four (4) members of the Williamsport Area High School's Top Hat String Quartet, accompanied by their teacher, traveled to Hudock Wealth Management during November 2016 to perform. The students were transported by their parents. There was no cost to the district.

10.1* Approve the following student trips cont'd:

- C. Retroactive Approval: Twenty-two (22) band students from the Williamsport Area High School, accompanied by their teacher, traveled to Montgomery High School for two days during December 2016 to participate in the Lycoming County High School Honors Band. Transportation was provided by the teacher and parents. One substitute was required for the day.
- D. Fifty (50) members of the Williamsport Area High School's Strolling Strings and GQ, accompanied by their teachers, to travel to the Shepard Hills Country Club (Waverly, NY) during December 2016 for a performance. Transportation will be provided by contract carrier and will be paid by Hudock Wealth Management. One substitute will be required for the day.
- E. Fifty (50) members of the Williamsport Area High School's Strolling Strings and GQ, accompanied by their teachers, to travel to the Williamsport Country Club on two dates during December 2016 to perform. District transportation is requested and will be paid by Hudock Wealth Management. One substitute will be required for part of the day.
- F. Thirty-six (36) members of the Williamsport Area High School's Millionaire Singers, accompanied by their teachers and parent chaperones, to travel to Washington, DC for two days during December 2016. Transportation will be provided by contract carrier. Costs will be paid through the WAHS choral activity account. Two substitutes will be required for one day.
- G. Thirty (30) members of the Williamsport Area High School's Strolling Strings, accompanied by their teacher and a principal, to travel to Harrisburg during December 2016 to perform at the Pennsylvania Department of Education. Transportation will be provided by contract carrier and paid by the WAHS Orchestra Parents Association. One substitute will be required for the day.
- H. Eleven (11) Williamsport Area High School choral students, accepted by competitive audition, to travel to Berwick High School for three days during January 2017 to participate in the PMEA District Choir Festival. District transportation is requested to the festival. All costs will be paid through the music budget. One substitute will be required for two days.
- I. Thirty (30) members of the Williamsport Area High School's Strolling Strings, accompanied by their teacher and chaperones, to travel to Gettysburg during May 2017 to perform at the Rotary State Convention. Transportation will be provided by contract carrier and paid by the WAHS Orchestra Parents Association.
- J. Thirty (30) members of the Williamsport Area High School's Strolling Strings, accompanied by their teacher and chaperones, to travel to Baltimore for two days during May 2017 to perform at an Orioles game and tour the Inner Harbor area. Transportation will be provided by contract carrier and paid by the WAHS Orchestra Parents Association.

10.1* Approve the following student trips cont'd:

- K. Twenty-one (21) Williamsport Area High School orchestra students, accepted by competitive audition, to travel to Loyalsock High School for three days during January 2017 to participate in the PMEA District Orchestra Festival. District transportation is requested for one day. The students will be transported by their parents for the remainder. One substitute will be needed for two days.
- L. Sixteen (16) eighth grade students from the Williamsport Area Middle School, accompanied by two teachers, to travel to Jackson Primary School on four dates during December 2016 to teach students how to make snowflakes. The students will walk to and from Jackson. There will be no cost to the district.
- M. Fifty-three (53) third grade students from Stevens Primary School, accompanied by their teachers, to travel to Leighton Assisted Living during December 2016 to give a holiday concert for the residents. The students will walk to and from Leighton. There will be no cost to the district.
- N. Ninety (90) orchestra students from Curtin Intermediate School, accompanied by their teacher, to travel to the Williamsport Area High School during January 2017 to rehearse for the All-District Orchestra Concert. District transportation is requested and will be paid through the music budget.
- O. Approximately 155 orchestra students from Curtin Intermediate School, accompanied by their teacher, to travel to the Williamsport Area High School during February 2017 to rehearse for the All-District Orchestra Concert. District transportation is requested and will be paid through the music budget.
- P. Eighty-one (81) orchestra students from Lycoming Valley Intermediate School, accompanied by their teacher, to travel to the Williamsport Area High School during January 2017 to rehearse for the All-District Orchestra Concert. District transportation is requested and will be paid through the music budget.
- Q. Approximately 150 orchestra students from Lycoming Valley Intermediate School, accompanied by their teacher, to travel to the Williamsport Area High School during February 2017 to rehearse for the All-District Orchestra Concert. District transportation is requested and will be paid through the music budget.
- R. Nine (9) Williamsport Area Middle School students, accompanied by a teacher, to travel to Buffalo Wild Wings on a date to be determined in January or February 2017 as a SWPB reward.

The students will be transported in the school van.

BIDS/CONTRACTS

- 11.1 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 AWARDS:

Contract Paper Group Inc., Chicago, IL	\$2,972.00
Veritiv Operating Company, Chicago, IL	<u>28,792.40</u>
TOTAL RECOMMENDED AWARDS	\$31,764.40

- 11.2 Approve a two year preventative maintenance program with McClure Company in the amount of \$15,890.00 per year for the High School building automated controls. This will be an attachment to the original 5 year agreement which began on November 1, 2013 and ends October 31, 2018. It will replace the former existing contract with Automated Logic for the Mechanical Room.

TAX ITEMS

- 12.1 Authorize the solicitor to execute a stipulation to resolve the tax assessment appeal filed by the David R. Webb Company, which will establish the assessed value of the property at 240 North Reach Road, Williamsport, PA (Tax Parcel No. 71-005-300) as \$1,805,287.00.

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

Our district had a great fall sports season. Dr. Bowers congratulated all who participated. Our winter sports have started and they also need our support. There are also a lot of concerts this month and he encouraged the board members to attend.

We have some very strong applicants for our Director of Instructional/Administrative Technology position.

Now that our Special Education Supervisor has resigned, we will review our needs and report back to the board.

Regarding his entry plan, the superintendent reported that he has finished meeting with all board members and has completed most site visits. His next step is to prepare some surveys for staff and community members.

ITEMS FROM BOARD MEMBERS

Ms. Baer said that she was proud of our district and staff with their response to the recent loss of three students.

Mr. Sweeting reported that, as a member of our foundation, he had a chance to read the Holiday essays and enjoyed them very much.

ITEMS FROM BOARD MEMBERS CONT'D:

Dr. Knauth announced that on December 13th at the Community Arts Center the Williamsport Symphony Orchestra will hold its Holiday Concert. They will feature the young artist competition winner and a side-by-side performance with the symphony's youth orchestra which includes students from our district. She also reported that a recent article in the New York Times said that student performance is a result of the wealth of a school district. Our district was listed at the top of our economic bracket.

ITEMS FROM PUBLIC - None

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

Upon motion made by Mr. Sweeting, seconded by Dr. Penman and carried, the meeting adjourned at 6:30 PM.

Jeffrey L. Richards, Board Secretary