

Williamsport Area  
School District

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*Board of Directors Meeting*

December 6, 2022

6:00 p.m.

**1. CALL TO ORDER:** 2022 Board President, Lori A. Baer

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.

**2. OPENING EXERCISES – Ms. Lori A. Baer**

**SILENT REFLECTION**

**DISTRICT VISION**

Our vision is that we are a community where partnerships in the community expand opportunities and resources, including outreach programs, for our students.

**DISTRICT SHARED VALUES**

As members of the Williamsport Area School District community, we value consistent district curricula across buildings and classrooms (aligned K-12), while recognizing individual needs of all students.

**PSBA EFFECTIVE SCHOOL GOVERNANCE STANDARD 1 (c)**

The Williamsport Area School Board will advocate for a thorough and efficient system of public education by allocating resources in a manner designed to facilitate student achievement consistent with school district goals and plans.

**PSBA CODE OF CONDUCT FOR SCHOOL BOARD MEMBER**

We, as members of our local Board of Education, representing all the residents of our school district; believe that we should recognize that the primary responsibility of the Board is to adopt policies by which the schools are to be administered.

**PLEDGE OF ALLEGIANCE**

**3. Election of a Temporary President**

- a. President Baer opens nominations.
- b. Nominations (Note: Nominations do NOT require a second.)
- c. MOTION that nominations be closed.
- d. Election

4. Election of President
  - a. Temporary President opens nominations.
  - b. Nominations (Note: Nominations do NOT require a second.)
  - c. MOTION that nominations be closed.
  - d. Election. Roll call vote.
  - e. New President takes that chair.
5. Election of Vice President
  - a. President opens nominations.
  - b. Nominations (Note: Nominations do NOT require a second.)
  - c. MOTION that nominations be closed.
  - d. Election. Roll call vote.
6. Consider approving the appointment of Delegates to Boards and Committees for the ensuing year:
  - a. Athletic Advisory and West End Babe Ruth Partnership  
Ms. Lori Baer and Mrs. Jennifer Lake
  - b. Board Negotiating Team  
Ms. Lori Baer, Mrs. Barbara Reeves and Mr. Adam Welteroth
  - c. Curriculum and Instruction Committee  
All School Directors are ex officio members.
  - d. Education Foundation Board Representative  
Mrs. Jennifer Lake
  - e. Finance and Facilities Planning Committee  
Mrs. Lori Baer, Mr. Pat Dixon, Mr. Jamie Sanders and Mr. Adam Welteroth
  - f. Gifted Education Advisory Council  
Mrs. Cody Derr and Mr. Scott Williams
  - g. Intermediate Unit Board Member  
Ms. Lori Baer

6. Consider approving the appointment of Delegates to Boards and Committees for the ensuing year cont'd:

- h. Wellness Committee  
Mrs. Michelle Deavor, Mrs. Cody Derr and Mrs. Barbara Reeves
- i. Williamsport Area Tax Advisory Committee  
Mr. Jamie Sanders
- j. PSBA Liaison  
Mr. Adam Welteroth

7. Consider scheduling Voting Meetings during 2023 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 9, 2023. Adoption of the Final Budget is tentatively scheduled for June 13, 2023. The annual Organization Meeting will be held on December 5, 2023 and will be followed by a regular voting meeting.

January 10	February 14
March 14	April 11
May 9	June 13
July 11	August 8
September 12	October 10
November 14	December 5

8. If no other organizational business, MOTION for adjournment and vote.

# AGENDA

**This agenda will follow organizational business.**

## **1. – 2. OPENING PROCEDURES**

### **3. APPROVAL OF MINUTES:** Regular Meeting – November 15, 2022

#### **3.1 Student Representatives:** Sydney Crews and Michael Harry

## **4. REPORTS TO THE BOARD**

### **4.1 BOARD PRESIDENT’S REPORT –**

- A. Consider approving a motion to review the 2022-2023 Williamsport Area School District Health & Safety Plan.

## **5. FINANCE REPORT**

Questions may be directed to Mrs. Erb

### **5.1 Consider approving the following financial reports:**

- A. Payroll Report for the month of November 2022:

General Fund – Unrestricted	\$2,899,344.14
General Fund – Restricted	224,534.18
Food Service Fund	86,048.35
Earned Income Tax	42,350.02
Student Activities	0.00
<b>TOTAL</b>	<b>\$3,252,276.69</b>

### **5.2 Consider authorizing payment of invoices and services rendered by the list submitted from November 16, 2022 to December 2, 2022 and direct the officers of the Board of School Directors to execute the same:**

General Fund	\$2,343,792.90
EIT Operating Fund	767.58
Food Service Fund	7,289.64
PLGIT Capital Projects Fund	378,438.28
Student Activities Fund	110.00
<b>TOTAL</b>	<b>\$2,730,398.40</b>

**5. FINANCE REPORT CONT'D:**

- 5.3 Consider authorizing an order for the payment of bills for December 20, 2022 with retroactive Board approval to occur on January 10, 2023.
- 5.4 Consider approving the Accelerated Budget Opt Out Resolution Certifying Tax Rate Within Inflation Index (and No Need to Comply with Act 1 Accelerated Budget Procedures) 2023-2024 School Year

**RESOLVED**, that the Board of School Directors of Williamsport Area School District, makes the following unconditional certifications:

- 1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2023-2024) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
- 2. The applicable index for the next fiscal year is 5.6%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
- 3. The School Board has to date, and in the future will comply with the rules set forth in School Code §687 for adoption of the school district proposed and final budgets for the next fiscal year.
- 4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.

**ADOPTED** by the School Board \_\_\_\_\_, 20\_\_\_\_.

- 5.5 Consider appointing Wanda Erb as Primary Voting Delegate, Brett Leinbach as First Alternate Voting Delegate, and Jamie Sanders as Second Alternate Voting Delegate to the Lycoming County Tax Collection Committee for 2023 as required by Act 32.
- 5.6 Consider entering into an agreement with HomeTown Ticketing, Inc. to provide a platform to allow for the online purchase of tickets for athletic and other events, as well as the use of credit cards to purchase tickets at the ticket window.
- 5.7 Consider approving the following resolution authorizing the waiver of additional charges for the late payment of real estate taxes in certain circumstances to comply with Act 57 of 2022.

WHEREAS, the Williamsport Area School District (School District") is a taxing district as defined in the Local Tax Collection Law, 53 Pa. C.S. § 8001 *et seq.*;

5.7 Consider approving the following resolution regarding Act 57 of 2022 cont'd:

WHEREAS, the School District adopts its annual budget on or before June 30 of each year, and issue its real estate tax bills thereafter on or about July 1 of each year;

WHEREAS, the real estate tax bills provide for payment by certain dates of either the discount, face and/or penalty amount depending on the date when such payment is made;

WHEREAS, from time to time there may be errors and/or delays with the distribution and/or delivery system of real estate tax bills and property owners may not receive their real estate tax bills and/or do not receive them in a timely fashion; and

WHEREAS, Act 57 of 2022 amended the Local Tax Collection Law to authorize, in limited and certain circumstances, for the waiver of additional charges and other forms of relief for taxpayers' late payment of the face amount of real estate taxes; and

WHEREAS, Act 57 of 2022 requires the School District to adopt a resolution to require its real estate tax collector(s) to waive additional charges for real estate taxes, subject to a taxpayer's compliance with the requirements Act 57 of 2022, beginning July 1, 2023 and each tax year thereafter.

NOW, THEREFORE, BE IT RESOLVED by the Board of School Directors of Williamsport Area School District, as follows:

1. Definitions. In compliance with Act 57 of 2022, the following terms shall be defined as:
  - a. "Additional charge" shall mean any interest, fee, penalty or charge accruing to and in excess of the face amount of the real estate taxes as provided in the real estate tax notice.
  - b. "Tax collector" shall mean an elected or appointed tax collector, delinquent tax collector, tax claim bureau or alternative collector assigned to collect the School District's real estate taxes.
  - c. "Qualifying event" shall mean either the date ownership of real estate is transferred, the date ownership of a mobile/manufactured home is transferred or the date a lease agreement commences for the original location or relocation of a mobile/manufactured home on a parcel of land not owned by the owner of the mobile/manufactured home.
2. Tax Collector Compliance. Each tax collector shall waive additional charges for the late payment of real estate taxes for a particular property, if a taxpayer does all of the following:

- 5.7 Consider approving the following resolution regarding Act 57 of 2022 cont'd:
- a. The taxpayer provides a waiver request of additional charges within twelve (12) months of a qualifying event;
  - b. The taxpayer attests a real estate tax notice was not received and/or not received in a timely manner;
  - c. The taxpayer provides proof of the property transfer within the previous twelve (12) months by means of:
    - i. a copy of the deed showing the date of the real property transfer; or
    - ii. a copy of the title showing the date of acquisition of a mobile/manufactured home or an executed lease agreement for a mobile/manufactured home shown the date on which the lease began; and
  - d. The taxpayer makes full payment of the face amount on real estate tax bill at the time of the waiver request.
3. Taxpayer Waiver and Attestation Form. A taxpayer shall use the standardized form developed by the Pennsylvania Department of Community and Economic Development for purposes of submitting the waiver request and attestation under Paragraph 2.
4. Tax Collector Liability. A tax collector who in good faith accepts a waiver request and full payment of the face amount on real estate tax bill shall not be personally liable for any amount due or arising from the real estate tax that is the subject of the waiver request.
5. Effective Date. This resolution shall become effective beginning July 1, 2023 or the date on which the School District's 2023 real estate tax notices are issued, if earlier.

**DULY ADOPTED**, by the Board of School Directors of Williamsport Area School District, in lawful session duly assembled, this \_\_\_*th* day of \_\_\_\_\_ 2022.

**6. BOARD POLICY**

Questions may be directed to Dr. Bowers.

- 6.1 Consider approving the second reading and Board adoption of policy 805.3 "School Police Officer" of the Williamsport Area School District Board Policy.



**7. CURRICULUM REPORT**

Questions may be directed to Dr. Poole.

- 7.1 Consider approving the Lycoming College course Art 220 A Painting 1. The request includes offering 1.0 Williamsport High School elective credit with a weight of 1.4 and will factor into the grade point average for the student and will appear on their transcript. This course will count towards class rank as long as total credits does not exceed eight (8) course credits for the 2022-23 school year. The course description has been reviewed and approved by the high school principal. Cost for the course is the responsibility of the family. The final grade must be reported to the school by June 1, 2023 on an official Lycoming College transcript to be included in GPA.
- 7.2 Consider approving the Pennsylvania College of Technology course CSC 124: Information, Technology and Society. The request includes offering 1.0 Williamsport Area High School elective credit with a weight of 1.4 and will factor into the grade point average for the student and will appear on their transcript. This course will count towards class rank as long as total credits does not exceed eight course credits for the 2022-23 school year. The course description has been reviewed and approved by the high school principal. Cost for the course is the responsibility of the family. The final grade must be reported to the school by June 1, 2023 on an official Penn College transcript to be included in GPA.
- 7.3 Consider approving the Pennsylvania College of Technology course Bio 115: Anatomy and Physiology with Lab (6.0 college credits). The request includes offering 2.0 Williamsport Area High School science credits with a weight of 1.4 and will factor into the grade point average for the student and will appear on their transcript. This course will count towards class rank as long as total credits does not exceed eight course credits for the 2022-23 school year. The course description has been reviewed and approved by the high school principal. Cost for the course is the responsibility of the family. The final grade must be reported to the school by June 1, 2023 on an official Penn College transcript to be included in GPA.

**8. PERSONNEL REPORT**

Questions may be directed to Mrs. Logue.

**8.1 RESIGNATIONS:**

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

- A. Alexis S. Llewellyn, part-time Aide (185 day, up to 5 hours) at Lycoming Valley Intermediate School, for other employment, effective December 16, 2022.
- B. Kimberly A. Felix, full-time Administrative Support I Access (205 day, 7 hours per day) in Special Education in District Service Center, for other employment, effective December 21, 2022.

8.1 RESIGNATIONS:

- C. Michael A. Laudenslager, full-time Custodian I (2<sup>nd</sup> Shift) for the District, for other employment, effective December 2, 2022.

8.2 ELECTION OF STAFF:

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

- A. Brian D. Stanley to be currently assigned to a part-time Aide (185 day, up to 5 hours per day) at the Curtin Intermediate School, at the hourly rate and/or annualized salary per the expired WAESPA contract (i.e. 2021-2022 wage/salary scales) until such time as a successor contract is reached, effective with the 2022-2023 school year, effective December 8, 2022 (replacing Kyle Weaver, transferred.)
- B. *Correction to previously approved item;* Hannah Werner as a long-term substitute teacher effective with the 2022-2023 school year only (tentative ending date of June 8, 2023), unless terminated sooner, to be currently assigned primarily at the primary level but may be used at any level where there is need and to support a remote platform if needed, at a salary rate of ~~Step 1, Bachelor's, \$53,633~~ Step 1, Master's, \$56,757, pending receipt of PDE certification, effective date to be determined (approved long-term substitute teacher position for 2022-2023 school year).
- C. Matthew D. Buraczeski to be currently assigned to a full-time Paraprofessional/ Intervention Specialist (185 day, up to 7 hours per day) at the Williamsport Area High School, at the hourly rate and/or annualized salary per the expired WAESPA contract (i.e. 2021-2022 wage/salary scales) until such time as a successor contract is reached, effective with the 2022-2023 school year, effective December 7, 2022 (replacing Sean Walker, retired.)
- D. The following teachers as After School Tutors—Regular Education and Special Education for High School Students, effective through May 24, 2023 and as needed. Program instructors will staff the program, as needed, at the end of the Williamsport Area High School teacher day at the rate of \$31.20 per hour, plus appropriate benefits for the actual number of hours worked:

Charles Crews	Social Studies
Patricia Miller	Math
Tyler Farabaugh	Special Education

- E. The following substitute administrative support/aide(s), subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (\$12.00 per hour; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:

Kelsey L. Bower	(effective 12/07/2022)
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8.2 ELECTION OF STAFF CONT'D:

- F. The District teaching staff, substitute teachers, and BLaST teachers assigned to our buildings as homebound instructors for the remainder of the 2022-2023 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.
- G. The following winter sport coaches at the respective schools for the 2022-2023 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 Basketball

Volunteer: Jeremiah Washington

8.3 POSITION CHANGES: - Consider approving the following position change(s):

- A. Jaime L. Reed from part-time Custodian Floater (2<sup>nd</sup> shift; 250 day, 5 hours per day) at the Jackson Primary School to a full-time Custodian Floater (2<sup>nd</sup> shift; 250 day, 8 hours per day) at the Williamsport Area High School, at the hourly rate and/or annualized salary per the expired WAESPA contract (i.e. 2021-2022 wage/salary scales) until such time as a successor contract is reached, effective with the 2022-2023 school year, effective December 7, 2022 (replacing Stephen Gibson, terminated).

8.4 OTHER

- A. Consider approving Dr. Richard Poole, Mrs. Anne Logue, selected members of the Strategic Recruitment Committee and Curriculum Administrative staff to participate in educational career fairs for the purpose of recruitment of teaching applicants during Spring 2023. The current list includes the following events but is subject to change: Pittsburgh Education Recruitment Consortium, Penn State Education Career Day, Greater Philadelphia Job Fair, Millersville University Job Fair, Bloomsburg University Job Fair and Lock Haven University Education Career events. All travel and participation costs will be paid for by the Human Resources budget.
- B. Consider approving the Employment Substitute Compensation for Event Staff Employees, effective December 7, 2022, as follows:

The following are the classifications for which substitute rate are established:

1. Event Staff, \$12.00 per hour

**9. PROFESSIONAL DEVELOPMENT**

Questions may be directed to Dr. Poole.

**9.1 RELEASED TIME/TRAINING PROGRAMS**

Consider approving released time for staff members to participate in professional development activities in accordance with the Professional Development Plan of the Williamsport Area School District and consider approving training programs. All expenditures proposed are within local, state and federal budget categories approved as noted. (See attachment)

**10. STUDENT/COMMUNITY ACTIVITIES**

Questions may be directed to Dr. Poole.

**10.1 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.

- A. Twenty (20) members of the Williamsport Area High School's Les Chanteuses, accompanied by their teacher, to travel to the Genetti Hotel during December 2022 to perform at a Rotary Club meeting.

District transportation is requested and will be paid through the music budget.

- B. Five (5) Williamsport Area High School students, accompanied by two teachers, to travel to Penn College during January 2023 to participate in various FBLA regional events.

Transportation will be provided in a district van. Two substitutes will be required for the day.

- C. Six (6) Williamsport Area High School students, accompanied by at least one staff member, to travel to Cochran Primary School during December 2022 as part of the NME project.

The students will be transported in a district van.

- D. Thirty (30) Williamsport Area High School, accompanied by several staff members, to travel to the Community Arts Center during December 2022 for a Williamsport Symphony Orchestra performance as part of the PBIS incentive program.

Transportation will be provided by the Herdic Trolley. Tickets and transportation will be paid by the Williamsport Symphony Orchestra.

10.1 Consider approving the following student trips cont'd:

- E. Thirty-six (36) Williamsport Area High School biotechnology students, accompanied by their teacher and other staff members, to travel to Harrisburg during January 2023 to attend the PA Farm Show to learn more about the agricultural industry.

District transportation is requested and will be paid through the CTE budget. One substitute is required for the day.

- F. Forty-two (42) world language students from the Williamsport Area High School, accompanied by their teachers, to travel to the Williamsport Area Middle School during December 2022 to sing for and teach carols to students.

Transportation will be provided in district vans.

**11. BIDS/CONTRACTS**

Questions may be directed to Mrs. Erb.

- 11.1 Consider approving a five (5) year warranty renewal proposal from Weatherproofing Technologies (WTI), Subsidiary of Tremco Inc., Beachwood, OH, for 72,386 square feet of the Williamsport Area High School roof at a cost of \$54,030.41. This includes the repairs identified during the scan to evaluate the roof for the five (5) year extension. The roof areas included in the warranty extension are located above the pool, gym, commons, library, sign-in entrance, A-section and C-pod penthouse. Upon completion of necessary repairs, the warranty extension will be provided. This project will be funded through Capital Reserve Funds. This agreement is part of the Keystone Purchasing Network (KPN) contract.
- 11.2 Consider approving the bid received from Hepco Construction, Inc., Selinsgrove, PA for the window replacement and related masonry repairs at Cochran Primary School in the amount of \$1,352,600. This includes the acceptance of alternate bid #2 for the windows to reflect the style of current façade.
- 11.3 Consider approving the bid received from Lobar, Inc., Dillsburg, PA for window replacement at Curtin Intermediate School in the amount of \$1,835,000. This includes the acceptance of alternate bid #1 for the doors and frames. This project will be funded through ESSER II grant funds with the alternate add of \$85,500 being funded through bond proceeds.

**12. TAX ITEMS**

Questions may be directed to Mrs. Erb.

- 12.1 Consider approving the attached tax summaries:

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

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

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

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

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

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

## Community Code For a Healthy and Safe Lycoming County

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

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

### **Nondiscrimination Policy**

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 2020, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

For information regarding civil rights ([www2.ed.gov](http://www2.ed.gov)) or grievance procedures, services, training materials, activities, and facilities that are accessible to and usable by handicapped individuals, contact the Title IX coordinator, Mrs. Anne Logue ([alogue@wasd.org](mailto:alogue@wasd.org)), Director of Human Resources, for issues related to staff, or Dr. Brandon Pardoe ([bpardoe@wasd.org](mailto:bpardoe@wasd.org)), Director of Student Services, for issues related to students. Both are located at the Williamsport Area School District, 2780 West Fourth Street, Williamsport, PA 17701. Telephone number (570) 327-5500, ext. 40210 for Mrs. Logue and ext. 40310 for Dr. Pardoe.