

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, February 6, 2018, beginning at 6:08 PM in the Board Room of the District Service Center, 2780 West Fourth Street, Williamsport, Pennsylvania.

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

PRESENT: Lori A. Baer, Patrick A. Dixon, Jerene A. Milliken, Jane L. Penman, Marc D. Schefsky, Nancy Story Somers, Spencer E. Sweeting, Adam C. Welteroth.

ABSENT: Jennifer Lake.

OPENING EXERCISES were provided by President Baer.

APPROVAL OF MINUTES: Regular Meeting – January 16, 2018

Student Representatives - Kyle Andrews and Anna Vaughn Stewart were present to report on the news at the High School.

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

- A. School Board Recognition Month – Principals from all schools thanked the board members for their dedication to the community and student representatives from their schools presented board members with books in recognition of their service to the district. The books will be dedicated to the board and placed in the school libraries. President Baer also presented a book, which was given to her by BLaST IU, to Dr. Bowers. The book was entitled Fish in a Tree.

President Baer reported that an Executive Session for personnel was held immediately prior to tonight’s meeting.

Anne Logue introduced Brett Leinbach, our new Director of Finance and Accounting/Treasurer, who started on February 1st.

- B. John Killian, Elementary Curriculum Supervisor; Patti Wylie, Federal Programs Supervisor; Primary Principals; and Intermediate Principals gave a Data Presentation that included Performance Measurements, Curriculum Shifts 2017-18, Curriculum Shifts 2018-19, School Improvement Goals, and 2017-18 Actions.

Committee Reports by Board Members – None

A motion was made by Dr. Story Somers and seconded by Mrs. Milliken to approve the minutes, agenda, and addendum.

The motion carried by a unanimous roll call.

FINANCE REPORT

5.1 Approve the following financial reports:

A. Payroll Report for the month of January 2018:

General Fund – Unrestricted	\$2,673,687.86
General Fund – Restricted	147,769.06
Food Service Fund	63,435.49
Earned Income Tax	<u>46,660.50</u>
TOTAL	\$2,931,552.91

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
02/06/18	\$870,033.52	02/06/18A	15,337.81
02/06/18B	4,123.68	02/06/18C	4,062.12
02/06/18D	1,326,959.14	02/06/18E	86,651.74
02/06/18F	37.50	02/06/18G	40,453.92
02/06/18H	1,326,544.74	02/06/18I	136,573.61

5.3 Authorize the following action relative to Fiscal Year 2017-2018:

A. A public official bond in the amount of \$500,000 for the following, for the faithful performance of duties for the period beginning February 1, 2018 and the premium paid in accordance with Sections 431, 436 and 658 of the Public School Code of 1949, as amended:

Brett A. Leinbach, Treasurer

B. The Treasurer to invest funds temporarily to surplus the needs of the Williamsport Area School District during fiscal year ending June 30, 2018 in accordance with the provisions of the School Laws of Pennsylvania, 1949 as amended, Section 440.1.

C. The following signatory for all depositories of the funds of the Williamsport Area School District for the fiscal year ending June 30, 2018:

Brett A. Leinbach, Treasurer

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve the Williamsport Area School District calendar for the 2018-2019 school year.
- 7.2 Approve Andrew Leigey, Automotive Technology teacher at the Williamsport Area High School, to provide emissions testing for adult automotive technicians. Mr. Leigey will offer this during evening hours throughout the year by appointment. The fee charged for the course (\$100.00 for initial certification and \$95.00 for recertification) will cover the expenses of the teacher and materials needed for the course. Mr. Leigey will be paid at the rate established in the WEA Collective Bargaining Agreement (\$31.20 per hour or the contract rate).
- 7.3 Approve the formation of a Ping Pong Club at the Williamsport Area High School to take place during the bank period. The advisor will be Tara Yokitis.
- 7.4 Renew the annual PowerSchool subscription effective November 3, 2017 through November 2, 2018 at a cost of \$28,072.95 to be paid through the asset account.
- 7.5 Approve a 2017-18 tuition agreement with New Story School to provide a student with special education requirements all related services at a rate of \$270.00 per day.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Wanda K. Buck, full-time Librarian at the middle school, for the purpose of retirement, effective June 12, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Wanda K. Buck 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 librarian. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Donna L. Callahan, full-time School Nurse at the middle school, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Donna L. Callahan from service in the Williamsport Area Schools and expresses its sincere appreciation for her 27 years of dedicated service to our school system as a school nurse. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.1 RESIGNATIONS CONT'D:

- C. Marcia A. Cuzzo, full-time 4th Grade teacher at Lycoming Valley Intermediate School, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Marcia A. Cuzzo from service in the Williamsport Area Schools and expresses its sincere appreciation for her 26 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

- D. Karen L. Furman, full-time English/Language Arts teacher at the middle school, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Karen L. Furman from service in the Williamsport Area Schools and expresses its sincere appreciation for her 27 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

- E. Laura R. Hess, full-time 1st Grade teacher at Jackson Primary School, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Laura R. Hess from service in the Williamsport Area Schools and expresses its sincere appreciation for her 33 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

- F. Phyllis M. McKernan, full-time 7th Grade Social Studies teacher at the middle school, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Phyllis M. McKernan from service in the Williamsport Area Schools and expresses its sincere appreciation for her 27½ years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.1 RESIGNATIONS CONT'D:

- G. Patrice M. Newton, full-time 2nd Grade teacher at Jackson Primary School, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Patrice M. Newton from service in the Williamsport Area Schools and expresses its sincere appreciation for her 28 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

- H. Tina M. Rhinehart, full-time 5th Grade teacher at Lycoming Valley Intermediate School, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Tina M. Rhinehart from service in the Williamsport Area Schools and expresses its sincere appreciation for her 26 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

- I. Bruce C. Sacavage, full-time 3rd Grade teacher at Hepburn-Lycoming Primary School, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Bruce C. Sacavage from service in the Williamsport Area Schools and expresses its sincere appreciation for his 16 years of dedicated service to our school system as a teacher. It further expresses the hope that his years of retirement will be many and richly rewarding.

- J. Ruth L. Schon, full-time Speech and Language Support teacher at Lycoming Valley Intermediate School, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Ruth L. Schon from service in the Williamsport Area Schools and expresses its sincere appreciation for her 25 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.1 RESIGNATIONS CONT'D:

- K. Faith E. Silvagni, full-time Special Education teacher at Lycoming Valley Intermediate School, for the purpose of retirement, effective July 6, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Faith E. Silvagni from service in the Williamsport Area Schools and expresses its sincere appreciation for her 32 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

- L. James M. Hockenberry, full-time Art teacher at the high school, for the purpose of retirement, effective October 25, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of James M. Hockenberry from service in the Williamsport Area Schools and expresses its sincere appreciation for his over 18 years of dedicated service to our school system as a teacher. It further expresses the hope that his years of retirement will be many and richly rewarding.

- M. Anne M. Leshner, full-time Title I Reading Specialist at Cochran Primary School, for the purpose of retirement, effective November 5, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Anne M. Leshner from service in the Williamsport Area Schools and expresses its sincere appreciation for her 15 years of dedicated service to our school system as a reading specialist. It further expresses the hope that her years of retirement will be many and richly rewarding.

- N. Fern Jones, part-time Aide at the middle school, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 6, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Fern Jones from service in the Williamsport Area Schools and expresses its sincere appreciation for her over 13½ years of dedicated service to our school system as an aide. It further expresses the hope that her years of retirement will be many and richly rewarding.

- O. Harry R. Boring, Jr., part-time Custodian at the high school, for personal reasons, effective January 24, 2018.

8.1 RESIGNATIONS CONT'D:

- P. Donna Gadson, part-time Aide at the high school, for personal reasons, effective January 29, 2018.
- Q. Sheri A. Ruffing, full-time Special Education teacher at the middle school, for the purpose of retirement, effective at the completion of the 2017-2018 school year (tentative ending date of June 7, 2018).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Sheri A. Ruffing from service in the Williamsport Area Schools and expresses its sincere appreciation for her 29 years of dedicated service to our school system as a teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Jessica A. Keeler*, full-time English teacher at the high school, for an unpaid leave on an intermittent basis (as needed), effective January 15, 2018, through June 7, 2018.
- B. Suzie L. Marshall, full-time Head Custodian at Stevens Primary School, extension of an unpaid leave, effective February 6, 2018, through March 4, 2018.

8.3* ELECTION OF STAFF

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

- A. Belinda J. Diggs as a long-term substitute teacher effective for the second semester of the 2017-2018 school year (tentative dates of January 22, 2018, through June 7, 2018), unless terminated sooner, as a 6th Grade teacher at Lycoming Valley Intermediate School, at a salary rate of Step 1, master's, at the 2017-2018 school year contract salary rate (replacing Emily Keener, on leave).
- B. Darrell K. Blackman to be currently assigned to part-time Aide (Non-Special Education; up to 185 days per year, prorated; 5 hours per day) at the middle school, with a base wage rate of \$13.33 per hour (without degree rate), effective February 7, 2018 (replacing Gerri Braggs, transferred).
- C. The following person(s) for work on the Williamsport Area High School's Drama production of *Makin' It* which was held on January 12, 13, and 14, 2018, at the rates in accordance with the 2014-2017 Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association:

Marie E. Fox

\$ 1,329

8.3* ELECTION OF STAFF CONT'D:

- D. Approve a revision to the stipend previously approved on September 19, 2017: The following person(s) to the positions indicated for the 2017-2018 school year at the rates in accordance with the current Agreement by and between the Board of School Director of the Williamsport Area School District and the Williamsport Education Association:

<u>POSITION</u>	<u>TEACHER</u>	<u>STIPEND</u>
CHORAL		
<u>Intermediate School - Directors</u>		
Lycoming Valley (currently on sabbatical leave for second semester)	Deborah D. Deck	\$664.50 \$1,329

- E. 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 2017-2018 school year:

Stephanie A. Davies (effective 02/07/18)
Voncier C. Gammage (effective 02/07/18)

- F. 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 (\$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:

Lauren A. Lucas
Olivia N. Lowe (effective 02/07/18)

- G. The following substitute health room technician, subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (LPN—\$20.00/hr.; RN—\$32.00/hr.; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked, effective February 7, 2018:

DeAnna M. Yerger (RN)

- H. The following substitute food service workers(s), at the salary rate of \$9.00 per hour, for the actual number of hours worked, effective date as indicated:

Jeffrey L. Robinson, Jr. (effective 02/07/18)

8.3* ELECTION OF STAFF CONT'D:

I. Mary Jane Meckley to be currently assigned to part-time Administrative Support I (245 days per year, prorated; up to 5 hours per day) in the Curriculum and Data Analysis Departments at the DSC, with a base wage rate of \$13.22 per hour, effective date to be determined pending receipt of clearances and all necessary paperwork (replacing Heather Haigh, resigned; position previously held by Barb Stiber, retired).

J. Tymir T. James to be currently assigned to part-time Aide (Special Education; up to 185 days per year, prorated; 5 hours per day) at Lycoming Valley Intermediate School, with a base wage rate of \$13.33 per hour (without degree rate), effective February 7, 2018 (replacing Carol Carlini, resigned).

K. The following persons for work on the middle school musical production *The Addams Family* to be held on March 23 & 24, 2018, at the rates listed in accordance with the Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association:

Marisa S. Hickey	\$1,329
Maureen M. Richards	\$1,140
Edward A. Richards	\$1,329

L. The following persons for work on the high school musical production of *The Hunchback of Notre Dame* to be held on April 13 & 14, 2018, at the rates in accordance with the Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association:

Kent C. Weaver	\$3,200
Samuel A. Robinson	\$2,720

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

A. Linda A. Zegarski, from full-time Administrative Support I in the Business Office to be currently assigned to full-time Administrative Support I (245 days, 7½ hours per day) in the Title I/Federal Programs Department at the DSC, with a base wage rate of \$35,317 (\$19.22 per hour), effective date to be determined (replacing Marie Welter, transferred).

B. Mr. Laurenson has declined this position which was originally board approved on January 16, 2018: Benjamin H. Laurenson III, from a part-time Equipment Manager at the high school to ~~part-time Weekend/Holiday Security Guard (1st shift; up to 8 hours per day, Saturdays and Sundays during school year and~~

~~holidays) at the high school, with a base wage rate of \$13.33 per hour, effective February 19, 2018 (replacing Austin Reidy, transferred).~~

8.5 OTHER

- A. Approve the following additional category to the 2017-18 Substitute Rates for Substitute Support Staff Employees (previously approved on the May 23, 2017 Agenda):

9. Sign Language Interpreter, \$20.00 per hour

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. Thirty (30) Williamsport Area High School early education students, accompanied by their teacher and an aide, to travel to Mount Pisgah State Park (near Troy) during May 2018 to participate in a workshop. District transportation is requested and will be paid through the CTE budget. One substitute will be required for approximately half a day.
- B. Four (4) FBLA members from the Williamsport Area High School, accompanied by their advisor, to travel to Hershey for three days during April 2018 to participate in state-level competition and events. Transportation will be provided in the district van. Participation costs will be split by the students and FBLA. One substitute will be required for three days.
- C. Seventeen (17) Williamsport Area Middle School students, accompanied by their teachers, aides, etc., to travel to Lock Haven University during April 2018 to attend Kent's Fest. District transportation is requested and will be paid through the special education budget.
- D. Eight (8) Williamsport Area Middle School students, accompanied by two teachers, to travel to McCall Middle School (Montoursville) during February 2018 to participate in the MathCounts competition. The students will be transported by their parents.

10.1* Approve the following student trips cont'd:

- E. Eighty-five (85) first grade students from Hepburn-Lycoming Primary School, accompanied by their teachers, aide, and parent volunteers, to travel to T&D's Cats of the World (Penn's Creek) during May 2018. District transportation is requested. All costs will be paid by the Hepburn PTO.
- F. Approximately 225 fourth grade students from Lycoming Valley Intermediate School, accompanied by their teachers, to travel to Penn's Cave during June 2018. District transportation is requested. All costs will be paid by the Lycoming Valley PTO.
- G. Five (5) Williamsport Area High School band students, accompanied by their teacher, to travel to Wyoming Area High School for three days during February 2018 to participate in the PMEA Regional Band Festival. The students will be transported in the school van. One substitute will be required for two days.
- H. Fifteen (15) early childhood education students from the Williamsport Area High School, accompanied by their teacher, to travel to Penn College during April 2018 to visit the Children's Learning Center as a course requirement. District transportation is requested and will be paid through the CTE budget. One substitute will be required for approximately half a day.
- I. Two (2) Williamsport Area High School automotive students, accompanied by their teacher, to travel to Hershey during February 2018 to participate in the Pennsylvania Automotive Association Competition. The students will be transported by their teacher. One substitute will be required for the day.

10.2 Approve the following request for facility use:

- A. Girls on the Run Program to use the gymnasium/playground at Stevens Primary School on Tuesdays and Thursdays beginning March 6 through May 3, 2018, from 3:30 p.m. until 5:00 p.m. to hold activities related to the program. Girls on the Run Program is requesting relief of the occupancy fees estimated at \$3,150.00. Certificate of insurance to be received.
- B. West Branch Susquehanna Builders Association/Randy Williamson to use the Millionaire Café at the Williamsport Area High School, on Monday, March 5, 2018, from 3:00 p.m. until 6:00 p.m. to a Silica Exposure Plan Seminar. The West Branch Susquehanna Builders Association is requesting relief of the occupancy fee of \$50.00. Certificate of Insurance to be received.

10.3 Approve the WAHS building, facilities, and STA stadium to be used for a mass casualty drill on Sunday, April 29, 2018, from 8:00 am until 2:00 pm. The drill will involve emergency providers in the county, along with local hospitals and local law enforcement. The district's Emergency Operations Committee will also be participating in the drill to

help plan and develop its own emergency protocols. During the time of the drill both entrances to the high school will be blocked off for safety.

BIDS/CONTRACTS

- 11.1 Approve a contract with Klock Entertainment, to provide DJ services for the 2018 WAHS Prom in May, 2018 at a total cost of \$3,000. A retainer fee of \$900 is required.
- 11.2 Approve a Master Equity Lease Agreement, Maintenance Agreement, and Maintenance Management and Fleet Rental Agreement between Enterprise Fleet Management and the Williamsport Area School District upon review and approval by our solicitor.
- 11.3 Approve the proposal to provide design and bidding services for UV addition to the Wastewater Treatment Plant at Hepburn-Lycoming Primary School from Gannett Fleming of State College, PA at a fee of \$41,600.00. The UV system is being added to comply with the new National Pollution Discharge Elimination System (NPDES) total residual chlorine limits. Cost of the project is funded by the Capital Reserve Fund.
- 11.4 Authorize contracts with Stadium Solutions, Inc. and the Williamsport-Lycoming Chamber of Commerce for installation of bleachers at the athletic complex in accordance with the plans as submitted. The contracts will call for the District to transfer or allocate funds for the installation, which will then be reimbursed by the Williamsport-Lycoming Chamber of Commerce under the terms of a reimbursement agreement and promissory note to be developed and approved by the administration and solicitor and the other parties. The essential terms of the reimbursement agreement and promissory note will provide for reimbursement to the District of the full cost of the project, including any change orders. No interest shall be charged by the District, and reimbursement will take place over a ten-year period, but with a provision that allows the District to demand payment in full if the District determines that it is necessary to do so based upon the District's financial circumstances.

TAX ITEMS

- 12.1 Approve the following tax summaries.
- 12.2 Authorize the Solicitor to enter into a Stipulation to settle the Assessment Appeals described below:
 - A. Appeal filed on behalf of Benjamin Stopper which will reduce the assessed value on Lycoming County Tax Parcel 71-004-232 (known as 163 Catawissa Avenue, Williamsport, PA). The settlement will be based upon a 2017 Market Value of \$1,450,000.00 for the property. When the appropriate common level ratio of .746 is applied, the Assessed Value for the property shall be \$1,081,700.00.
 - B. Appeal filed on behalf of Casey and Bradi Stopper which will reduce the assessed value on Lycoming County Tax Parcel 71-012-862 (known as 2406 Reach Road, Williamsport, PA). The settlement will be based upon a 2017 Market Value of

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\$1,700,000.00 for the property. When the appropriate common level ratio of .746 is applied, the Assessed Value for the property shall be \$1,268,200.00.

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

Dr. Bowers stated that it was important to get the Data Presentation information to the board and to explain how we are using the data to move the district forward. He thanked the curriculum team who presented tonight.

ITEMS FROM BOARD MEMBERS

President Baer stated that she recently sat on a PSBA panel on being a board president. She reported that our district is way ahead of other districts.

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 7:55 PM.

Jeffrey L. Richards, Board Secretary