

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, January 16, 2018, beginning at 6:05 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, Jennifer Lake, Jerene A. Milliken, Marc D. Schefsky, Nancy Story Somers, Adam C. Welteroth.

ABSENT: Jane L. Penman, Spencer E. Sweeting.

**OPENING EXERCISES** were provided by Mrs. Jerene A. Milliken

**APPROVAL OF MINUTES:** Regular Meeting – January 2, 2018

**Student Representatives** – No students were present to report on the news at the High School.

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

- A. Cancelled due to weather - school Board Recognition Month – Presentation of Books to Board Members.
- D. John Compton, Joseph O’Neill, Jr., and Scott Boehret of Baker Tilly Virchow Krause, LLP reviewed the 2016-2017 single audit package that their firm prepared for the district. They reported that their firm has issued an unmodified or “clean” opinion on the financial statements and an unmodified opinion on compliance as related to the District’s “major” federal award programs. They also reported that there was one finding and that the General Fund balance remains sound.
- B. Brandon Pardoe, WAHS Principal, introduced Kaitlin Eck, Kate Harris, Susan Hunsinger, and Jamie Yonkin WAHS Career Counselors, who reviewed their updated website and provided information on the Career Counseling services they offer to students.
- C. Dr. Susie Bigger, Assistant Superintendent; Brandon Pardoe, WAHS Principal, presented a recommendation that, starting in the 2018-19 school year, the implementation of the following grade scale for grades 7-12:

A	90 – 100
B	80 – 89
C	70 – 79
D	65 – 69
E	< 64

**Committee Reports by Board Members – None**

A motion was made by Mrs. Milliken and seconded by Mr. Schefsky to approve the minutes, agenda as revised, and addendum. Agenda Item 10.3 B. was revised for dates of usage to be February 11 and March 4, 2018, and the estimated occupancy fee to be \$750.00.

The motion carried by a unanimous roll call.

**FINANCE REPORT**

5.1 Approve the following financial reports:

A. Treasurer’s Report for the month of December 2017:

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
01/16/18	\$635,957.85	01/16/18A	101,088.97
01/16/18B	44,564.67	01/16/18C	4,458.41
01/16/18D	67,341.52	01/16/18E	1,565,566.03
01/16/18F	123,515.08	01/16/18G	3,342.74
01/16/18H	8,000.00		

5.3 Approve budget transfers for FY18, dated October 1, 2017 to January 16, 2018, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

5.4 Approve the Auditors’ Report for the Year Ended June 30, 2017.

**BOARD POLICY**

6.1 Approve the second reading and Board adoption of policy 202 “Eligibility of Nonresident Students” of the Williamsport Area School District Board Policy.

**CURRICULUM REPORT**

7.1 Approve Dr. Peter Montiminy, certified trainer for Mindful Schools, as the Mindfulness presenter for the February 16, 2018 professional development day at Stevens Primary School to include faculty of Stevens as well as K-12 faculty and administrators involved in a Mindfulness course. The cost of training is \$1,200, with all expenses paid through Title II funds.

## **CURRICULUM REPORT**

- 7.2 Approve an addendum to the 2017-18 Agreement for Services with PA Treatment & Healing (PATH) originally board approved on June 20, 2017. The addendum is to authorize additional services of a paraprofessional for a Williamsport student attending the Alternative Educational Program at PATH. Williamsport will be responsible for daily tuition rate of \$70 and an additional \$72 per day for the paraprofessional position.
- 7.3 Approve an amendment to the JusticeWorks agreement for 13 additional guaranteed spots in the Compass Academy Alternative Education Program. These extra spots will be charged at \$75.50 per day for regular education students, and \$83.50 per day for special education students per the current agreement. The costs for Alternative Education programs comes from the student services budget and will be a total of \$70,100 for the extra guaranteed spots for the remainder of the 2017-18 school year.

## **PERSONNEL REPORT**

### **8.1 RESIGNATIONS**

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

- A. Danny R. Marshall, full-time Tax Examiner in the Tax Office, for the purpose of retirement, effective February 16, 2018.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Danny R. Marshall from service in the Williamsport Area Schools and expresses its sincere appreciation for his over 23½ years of dedicated service to our school system as a tax examiner. It further expresses the hope that his years of retirement will be many and richly rewarding.

### **8.2 LEAVES OF ABSENCE**

Approve the following leave(s) of absence:

- A. Please revise previously approved dates as indicated: Marissa K. Weidensaul, full-time CTE Horticulture Instructor at the high school, for multiple dates of military leave (listed below) during the 2017-2018 school year (as reflected in orders), in accordance with School District Policy Manual and Act 174 of 1990:

~~January 18-20, 2018~~ January 25-27, 2018  
February 8-10, 2018  
April 27, 2018 – May 26, 2018

- B. Catherine M. Hess, part-time Food Service Worker at the middle school, for an unpaid leave, effective January 18, 2018, through February 6, 2018.

8.2 LEAVES OF ABSENCE CONT'D:

- C. Emily E. Keener\*, full-time 6<sup>th</sup> Grade teacher at Lycoming Valley Intermediate School, for an unpaid leave, effective February 1, 2018 (¼ PM) through April 26, 2018 (¾ AM).
- D. Emily E. Keener, full-time 6<sup>th</sup> Grade teacher at Lycoming Valley Intermediate School, for an unpaid child rearing leave, effective April 26, 2018 (¼ PM) through June 7, 2018.
- E. Ariel A. Letcher\*, full-time Special Education teacher at Cochran Primary School, for an unpaid leave, effective February 26, 2018 (¼ PM) through May 21, 2018 (¾ AM).
- F. Ariel A. Letcher, full-time Special Education teacher at Cochran Primary School, for an unpaid child rearing leave, effective May 21, 2018 (¼ PM) through June 7, 2018.
- G. Suzie L. Marshall, full-time Head Custodian at Stevens Primary School, extension of an unpaid leave, effective January 3, 2018, through February 5, 2018.

8.3\* ELECTION OF STAFF

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

- A. Tyler Barth as full-time Assistant Principal at Jackson Primary School, at a salary of \$81,600, prorated, and benefits as provided in the Act 93 Compensation Plan, effective date to be determined pending receipt of clearances (replacing Roger Freed, transferred).
- B. Brett Leinbach as full-time Director of Finance and Accounting/Treasurer for the District, at a salary of \$64,750, prorated, and benefits as provided in the Act 93 Compensation Plan, effective February 1, 2018, pending receipt of clearances (replacing Michael Reeder, resigned).
- C. Erica J. Bolden to be currently assigned to part-time Aide (Special Education; up to 185 days per year, prorated; 5 hours per day) at Cochran Primary School, with a base wage rate of \$14.52 per hour (with degree rate), effective with a retroactive start date of January 15, 2018, due to Ms. Bolden's required participation in QBS training (replacing Ronald Tucker, resigned).
- D. Joanne Hecknauer 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 (replacing Heather Haigh, transferred).

8.3\* ELECTION OF STAFF CONT'D:

- E. Jennifer J. Glover-Walker as a long-term substitute teacher extended through the second semester of the 2017-2018 school term (tentative dates of January 22, 2018, through June 7, 2018), unless terminated sooner, as a School Social Worker/Home and School Visitor at the high school, at a prorated salary rate of Step 1, master's, at the 2017-2018 school year contract salary rate (replacing Heather Way, on leave).
- F. Mallory L. Whitford as a part-time 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 part-time (4/7 time) Art teacher at the high school, at a prorated salary rate of Step 1, bachelor's, at the 2017-2018 school year contract salary rate (replacing Mallory Scoppa, on leave).
- G. 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 45<sup>th</sup> 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:
- Todd A. Mertz (effective 01/17/18)  
Ryan M. Mondell (effective 01/17/18)  
Carol A. Handler (effective 01/17/18)
- H. 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 45<sup>th</sup> day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked:
- Sierra R. Aichner (effective 01/17/18)
- I. The following substitute food service worker(s), at the salary rate of \$9.00 per hour, for the actual number of hours worked, effective date as indicated:
- Christine E. Welliver (effective 01/17/18)
- J. Ashleigh N. Brass 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 Special Education teacher at Cochran Primary School, at a salary rate of Step 1, bachelor's (+ \$200), at the 2017-2018 school year contract salary rate (replacing Ariel Letcher, on leave).

8.3\* ELECTION OF STAFF CONT'D:

- K. Michelle M. Taylor 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 full-time Classroom Music teacher at Hepburn-Lycoming Primary and Lycoming Valley Intermediate Schools, at a salary rate of Step 1, bachelor's, at the 2017-2018 school year contract salary rate (replacing Deborah Deck, on sabbatical leave).
- L. Alyssa Wall to be currently assigned to part-time Administrative Support I (up to 225 days per year, prorated; up to 5 hours per day) in the Student Services Department at the DSC, with a base wage rate of \$13.22 per hour, effective date to be determined pending receipt of clearances (replacing Daphne Brinkerhoff, resigned).

8.4\* POSITION CHANGES

Approve the following position change(s):

- A. Jody A. Butters from a substitute food service worker to be currently assigned to a part-time Food Service Worker (up to 180 days; 3.5 hours daily; 7:00 am – 10:30 am) at the high school, with a base wage rate of \$12.45 per hour, effective January 17, 2018 (replacing Elizabeth Dincher, transferred).
- B. Benjamin H. Laurenson, III, from a part-time Equipment Manager at the high school to part-time Weekend/Holiday Security Guard (1<sup>st</sup> 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).

**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.

10.1\* Approve the following student trips cont'd:

- A. Fifty-seven (57) Sinfonietta Orchestra students from the Williamsport Area High School, accompanied by their teacher, to travel to Susquehanna University during February 2018 for an orchestra workshop. Transportation will be provided by contract carrier, with the cost being split between the WAHS Orchestra Association and Susquehanna University. One substitute will be required for the day.
- B. Approximately 162 band members from Curtin and Lycoming Valley Intermediate Schools, accompanied by their teachers, to travel to the Williamsport Area High School on two dates during January and February 2018 to rehearse for the annual All District Band Concert. District transportation is requested and will be paid through the music budget.
- C. Four (4) students from the Williamsport Area Middle School, accompanied by two teachers, to travel to Penn College during March 2018 for the K'Nex STEM Design Challenge. Transportation will be provided in the district van. One substitute will be required for the day.
- D. Six (6) members of the Williamsport Area High School's STEM Club, accompanied by their teacher, to travel to Montgomery Area High School during February 2018 to participate in a regional competition. Transportation will be provided in the district van.
- E. Sixteen (16) Williamsport Area High School students, accompanied by two teachers, to travel to Penn College during January 2018 to participate in a SkillsUSA competition. District transportation is requested and will be paid through the CTE budget. Two substitutes will be required for the day.
- F. Retroactive Approval: Approximately eight (8) Williamsport Area Middle School students, accompanied by their teacher, traveled to Overhead Door on January 10, 2018, as part of a manufacturing competition (notified of location the week of the event). District transportation was utilized. One substitute was needed for part of the day.

10.2 Approve the use of district transportation to provide a shuttle service on February 12, 2018, from C-Lot to the Commons for the Harlem Wizards basketball game. The cost will be paid by the Education Foundation.

10.3 Approve the following request from facility use:

- A. West Branch Drug and Alcohol Abuse Commission to use the classrooms and the cafetorium at the Williamsport Area Middle School on Thursdays, beginning February 1, through March 15, 2018 from 4:30 p.m. until 8:30 p.m. to hold a Strengthening Families Program for district students and parents. WBDAAC is requesting relief of the occupancy fee estimated at \$2,450.00. Certificate of Insurance to be received.

10.3 Approve the following request from facility use cont'd:

- B. Old Lycoming Township Fire Department to use the pool at the high school on the following Sundays, ~~January 21, February 18, and March 18~~, February 11, and March 4, 2018, from 9:00 a.m. to 12:00 p.m. to conduct scuba diving rescue and recovery training. The fire department is requesting relief of the occupancy fee estimated at ~~\$1,125.00~~ \$750.00 and labor fees estimated at \$337.50.

### **BIDS/CONTRACTS**

11.1 Approve a purchase agreement with SupplySource, Inc. for the purchase and installation of office furniture for the Instructional Media Center. Total cost of the purchase is \$24,214.72 and will be funded by the Technology Department budget. The bid was obtained through the state COSTARS program.

**TAX ITEMS** – None

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

Welcomed Tyler Barth and Brett Leinbach who were present at tonight's meeting.

Announced that January is Board Recognition Month and thanked our board members for their support of the district and our students.

**ITEMS FROM BOARD MEMBERS** - None

**ITEMS FROM PUBLIC** – None

Upon motion made by Mr. Schefsky, seconded by Mrs. Lake and carried the meeting adjourned at 7:18 PM.

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Jeffrey L. Richards, Board Secretary