

Williamsport Area
School District

Board of Directors Meeting

January 18, 2022
6:00 p.m.

AGENDA

1. CALL TO ORDER

2. OPENING EXERCISES – Mr. Adam C. Welteroth

SILENT REFLECTION

DISTRICT VISION

Our vision is that we are a community where every child is engaged with a significant mentor or positive role model in addition to family members.

DISTRICT SHARED VALUES

As members of the Williamsport Area School District community, we value the pursuit of excellence.

PSBA EFFECTIVE SCHOOL GOVERNANCE STANDARD 4 (a)

The Williamsport Area School Board will ensure that effective planning occurs by adopting and implementing a collaborative strategic planning process, including regular reviews.

PSBA CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS

We, as members of our local Board of Education, representing all the residents of our school district, believe that individuals have no legal authority outside the meetings of the Board and should conduct their relationships with all stakeholders and media on this basis.

PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES: Regular Meeting – January 4, 2022

4. REPORTS TO THE BOARD

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

- A. Consider ratifying the appointment of Scott R. Williams to the Board seat formerly held by Star Poole which was declared vacant at the meeting that occurred on January 4, 2022.
- B. Feasibility Study presentation by Scott Cousin, Crabtree, Rohrbaugh & Associates.

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

C. ESSER presentation – Dr. Bowers

5. FINANCE REPORT

Questions may be directed to Mrs. Erb

5.1 Consider approving the following financial reports:

A. Treasurer’s Report for the month of December 2021:

B. Payroll Report for the month of December 2021:

General Fund – Unrestricted	\$4,341,232.47
General Fund – Restricted	288,047.80
Food Service Fund	121,419.60
Earned Income Tax	72,379.31
Student Activities	0.00
TOTAL	\$4,823,079.18

5.2 Consider authorizing payment of invoices and services rendered by the list submitted from January 5, 2022 to January 18, 2022 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$1,236,963.81
Athletic Fund	4,768.00
EIT Operating Fund	6,120.02
Food Service Fund	117,043.15
Payroll Fund	901,920.21
PLGIT Capital Projects Fund	5,611.25
Student Activities Fund	0.00
TOTAL	\$2,272,426.44

5.3 Consider approving budget transfers for FY22, dated December 1, 2021 to January 10, 2022, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

5.4 Consider acknowledging the move of Fred A. Holland, district solicitor, from Murphy, Butterfield & Holland, P.C. to McNerney, Page, Vanderlin & Hall, effective February 14, 2022.

6. BOARD POLICY – None at this time

Questions may be directed to Dr. Bowers.

7. CURRICULUM REPORT

Questions may be directed to Dr. Bigger.

- 7.1 Consider renewing a software service agreement with Sourcewell Technology for the 2022-23 Spring Math Licensing. The cost of \$17,425 will be paid through ESSER Funds.

8. PERSONNEL REPORT

Questions may be directed to Mrs. Logue.

- 8.1 MEMORIAL RESOLUTION – Christy L. Phillips

Consider adopting the following memorial resolution:

WHEREAS, the Board of School Directors of the Williamsport Area School District observes with profound sorrow the untimely passing from this life of Christy L. Phillips who for over 6½ years was a dedicated teacher for the School District,

WHEREAS, the Board recognizes with respect and appreciation the devotion and time she gave to the School District,

WHEREAS, the tragic loss of Christy will be felt by many for a long time; now, there it be

RESOLVED: that the Board of School Directors of the Williamsport Area School District tenders its deepest sympathy to her family in their bereavement, with the comforting knowledge that her life was well spent for the good of her fellow man

FURTHER RESOLVED: that the members of this School Board direct that this resolution be spread upon the official minutes of this body and that a copy be presented to Ms. Phillip's family.

- 8.2 RESIGNATIONS

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

- A. Karen A. Buchheit, full-time Health Room Technician at Jackson Primary School, for the purpose of retirement, effective at the completion of the 2021-2022 school year (tentative ending date of June 9, 2022).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Karen A. Buchheit from service in the Williamsport Area Schools and expresses its sincere appreciation for her 22 years of dedicated service to our school system as a health room technician. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.2 RESIGNATIONS CONT'D:

- B. Sarah R. Driscoll, full-time 4th Grade teacher at Curtin Intermediate School, for other employment, effective March 11, 2022, or possibly sooner, as administration has determined to hold Ms. Driscoll for up to 60 days per PA School Code.
- C. Jillette L. Smith, full-time Art teacher at Curtin Intermediate School, for other employment, effective March 3, 2022, or possibly sooner, as administration has determined to hold Ms. Smith for up to 60 days per PA School Code.
- D. Ashley N. Arriaga, part-time Aide (Special Education) at Curtin Intermediate School, for personal reasons, effective January 21, 2022.
- E. Gregory A. Brown, part-time Aide (Special Education) at the high school, for personal reasons, effective January 20, 2022.
- F. Shyanne L. Camacho, part-time Food Service Worker at Cochran Primary School, for personal reasons, effective January 5, 2022.

8.3* LEAVE OF ABSENCE

Consider approving the following leave(s) of absence:

- A. Grace M. Chandler*, full-time 1st Grade teacher at Cochran Primary School, for an unpaid leave on an intermittent basis (as needed) effective December 10, 2021, through June 9, 2022.

8.4* ELECTION OF STAFF

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

- A. Jeremy B. Church as a long-term substitute teacher effective January 19, 2022, through the remainder of the 2021-2022 school year only (tentative ending date of June 9, 2022), unless terminated sooner, to be currently assigned primarily at the intermediate schools 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, master's, \$55,645, prorated (replacing long-term substitute teacher William Doeblner transferred to 5th Grade at Curtin Intermediate School replacing Christy Phillips).
- B. Jordyn L. Gehr as a long-term substitute teacher effective January 19, 2022, through the remainder of the 2021-2022 school year only (tentative ending date of June 9, 2022), unless terminated sooner, to be currently assigned primarily at the secondary 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, \$52,582, prorated (replacing long-term substitute teacher Kirsten Winner, resigned).

8.4* ELECTION OF STAFF CONT'D:

- C. Caylin M. Hartley as a long-term substitute teacher effective January 19, 2022, through the remainder of the 2021-2022 school year only (tentative ending date of June 9, 2022), unless terminated sooner, to be currently assigned to teach 4th Grade at Curtin Intermediate School, at a salary rate of Step 1, bachelor's, \$52,582, prorated (replacing Emily Murray, resigned).
- D. Kerron R. Dicks to be currently assigned to a part-time Aide (Special Education; 185 days per year; up to 5 hours per day) at Cochran Primary School, with a base wage rate of \$13.87 per hour (without degree rate), effective January 19, 2022 (replacing Zoie Cipriani, resigned).
- E. Jessica M. Hollingsworth to be currently assigned to a part-time Aide (Special Education; 185 days per year; up to 5 hours per day) at the high school, with a base wage rate of \$15.12 per hour (with degree rate), effective January 19, 2022 (replacing Lisa Peacock, transferred).
- F. Caleb A. Wertz to be currently assigned to a part-time Aide (Non-Special Education; 185 days per year; up to 5 hours per day) at the middle school, with a base wage rate of \$13.87 per hour (without degree rate), effective January 19, 2022 (replacing Booker Riddick, resigned).
- G. The following substitute food service worker(s), at the salary rate of \$12.00 per hour, for the actual number of hours worked, effective date as indicated:
 - Shyanne L. Camacho (effective 01/06/22)
- H. 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:
 - Gregory A. Brown (effective 01/24/22)
- I. 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 2021-2022 school year:
 - Edward E. Wood (effective date to be determined)

8.4* ELECTION OF STAFF CONT'D:

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

Karen A. Buchheit (LPN) (effective 06/10/22)

8.5* POSITION CHANGES

Consider approving the following position change(s):

- A. Ashley L. Hickok has requested to return to her part-time Aide (Non-Special Education) position at Cochran Primary School, effective return date to be determined. Ms. Hickok was recently approved for a position change to full-time Aide (Special Education; 185 days, 7 hours per day) at the middle school, which was effective January 7, 2022 (originally approved on the January 4, 2022 Agenda).

8.6 WORK SCHEDULES FOR 2021-2022

- A. Consider approving a revision to the Employee Work Schedule, as outlined in the Memo of Understanding between the District and the Williamsport Area Education Support Professional Association (WAESP) dated January 14, 2022, which states that the first remote learning day due to inclement weather that occurs now through the end of the 2021-22 school year, will be a paid non-work day for all food service support staff employees falling within the following classification: 180-day.

9. PROFESSIONAL DEVELOPMENT

Questions may be directed to Dr. Bigger.

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.

10. STUDENT/COMMUNITY ACTIVITIES

Questions may be directed to Dr. Bigger or Mrs. Erb.

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.

10.1 Consider approving the following student trips:

- A. Nine (9) Williamsport Area High School band students, accompanied by their teacher, to travel to the Community Arts Center during January 2022 to participate in the PMEA District Band Festival.

The students will be transported by their parents. One substitute will be required for the day.

- B. Six (6) welding students from the Williamsport Area High School, accompanied by their teacher, to travel to Penn College during February 2022 to participate in a welding competition.

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

- C. Nine (9) Williamsport Area High School choral students, accompanied by their teacher, to travel to the Community Arts Center during February 2022 to participate in the PMEA District Choir Festival.

Students will be transported by their parents, or will be transported in the teacher's personal vehicle. One substitute will be required for the day.

- D. Thirty-five (35) members of the Lycoming Valley Intermediate School's Theatre Club, accompanied by several staff members, to be transported with District transportation to the Williamsport Area Middle School on a date during February 2022 for a last rehearsal before their show. Costs will be paid through the music budget.

- E. Eighteen (18) Williamsport Area High School SkillsUSA students, accompanied by two advisors, to travel to Penn College on one day during February 2022 to participate in a competition.

District transportation is requested and will be paid through the CTE budget. Two substitutes will be needed for the day.

- F. Nine (9) Williamsport Area High School construction trades students, accompanied by their teacher, to travel to Penn College for two days during February 2022 to participate in a SkillsUSA competition.

Transportation will be provided in a district van. One substitute will be required for two days.

10.2 Consider approving the following request for facility use:

- A. Special Olympics of Lycoming County to use the swimming pool and locker rooms at the high school on Mondays, beginning February 28 through May 23, 2022 from 6:30 p.m. until 8:30 p.m., for aquatics practice. The Special Olympics is requesting relief of the occupancy fee estimated at \$2,100.00. Certificate of Insurance to be received.

11. BIDS/CONTRACTS

Questions may be directed to Mrs. Erb.

- 11.1 Consider authorizing the software lease agreement for the Tax Office with Business Information Group, INC. (BIG) at a cost of \$26,784.00 for a period of one year beginning April 1, 2022. Costs to be paid out of the tax office budget.
- 11.2 Consider authorizing an agreement for services for the Tax Office with Business Information Group, INC. (BIG) for support of software operation at a cost of \$190.00 per hour. Costs to be paid out of the tax office budget.

12. TAX ITEMS

Questions may be directed to Mrs. Erb.

- 12.1 Consider approving the attached tax summaries:

- 12.2 Consider approving an agreement between Jessica S. Williams elected Tax Collector for Old Lycoming Township and the Williamsport Area School District, for Ms. Williams to deputize the District to collect real estate taxes levied by the District. As the tax collector will not have any responsibilities, she will not receive any compensation.

13. TRANSPORTATION – None at this time

Questions may be directed to Mrs. Erb.

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) 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), Director of Human Resources, for issues related to staff, or Dr. Richard Poole (rpoole@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. Poole.