

January 22, 2019

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 22, 2019, beginning at 6:07 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, Brette C. Confair, Patrick A. Dixon, Jennifer Lake, Jane L. Penman, Barbara D. Reeves, Nancy Somers, Adam C. Welteroth.

ABSENT: Marc D. Schefsky.

OPENING EXERCISES were provided by Mrs. Jennifer Lake

APPROVAL OF MINUTES: Regular Meeting - January 8, 2019

Student Representatives – Alexis Griess and Isaac Ritter provided a summary of activities and events at the high school: Without a Cue performance on Friday, January 25th; Clue will be performed on February 1, 2, and 3; District Chorus will be February 6, 7 and 8; the Winter Formal was a huge success last weekend. Our sports teams are doing well boys swimming 8-2; girls swimming 10-0 and cheerleaders won districts. Indoor track and field is underway.

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

- A. Health/Physical Education Wellness video presentation by Dr. Bernadette Boerckel, Secondary Curriculum Supervisor. Dr. Boerckel pointed the Board to the display of student work around the board room. She discussed the Health and Physical Education classes across the district and how we stress the importance of wellness including physical activity, nutrition and relationships. A video of physical education activities was shared with the board, which included the importance of healthy lifestyles.
- B. Sean McCann, Director of Athletics provided the Board with an overview of the athletic programs in the district. He discussed the participation in our sports indicating that soccer, cross-country, swim and dive teams have increased, while golf and football have decreased, while the others have remained relatively consistent.

The addition of the Volleyball program was well received with 25 participants. We hope to continue to grow the program at WASD and in the area, as several local districts are discussing adding volleyball. Mr. McCann also noted that they are working on ways to increase the number of participants and promoting golf and the football programs. The Athletic website is being used to push information out through Twitter, Facebook, etc. Mr. McCann is actively involved in PIAA activities so our district can stay on top of happenings at PIAA.

Mr. McCann stated that we are very fortunate to have an excellent group of coaches and volunteers who are very dedicated to our schools and our athletic programs. He thanked Dr. Bowers and the Board for their support of our athletic programs.

Dr. Penman made an omnibus motion, Mrs. Confair seconded, to approve the agenda, the January 8 meeting minutes, and the addendum.

The motion carried.

Committee Reports by Board Members

The Finance Committee met prior to the Board meeting. We will be adjusting dates and times to provide more time for the meetings. Our next meeting will be February 26 at 5:00 p.m.

FINANCE REPORT

5.1 Approving the following financial reports:

- A. Treasurer’s Report for the month of December 2018:
- B. Payroll Report for the month of January 2019:

General Fund – Unrestricted	\$2,836,629.16
General Fund – Restricted	190,742.62
Food Service Fund	66,797.78
Earned Income Tax	44,693.75
Student Activities	<u>.00</u>
TOTAL	3,138,863.31

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
01/22/19	\$461,712.15	01/22/19A	94,774.43
01/22/19B	33,491.05	01/22/19C	480.50
01/22/19D	1,665,800.20	01/22/19E	145,531.93
01/22/19F	98,499.74		

5.3 Approve budget transfers for FY19, dated December 5, 2018 to January 22, 2019, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

BOARD POLICY

- A. Approve the first reading of policy 302 “Employment of Superintendent/Assistant Superintendent” of the Williamsport Area School District Board Policy.
- B. Approve the first reading of policy 311 “Reduction of Staff” of the Williamsport Area School District Board Policy.

BOARD POLICY CONT'D:

- C. Approve the first reading of policy 312 “Performance Assessment of Superintendent/Assistant Superintendent” of the Williamsport Area School District Board Policy.
- D. Approve the first reading of policy 806 “Child Abuse” of the Williamsport Area School District Board Policy

CURRICULUM REPORT

- 7.1 Approve the 2018-19 letter of agreement with the Capital Area Intermediate Unit for the educational/monitoring services on behalf of the Derry Township School District for student/s placed at Hershey Medical Center. The estimated rate is \$85.00 per day.
- 7.2 Approve an agreement with the University of Pennsylvania to provide three additional Penn Literacy Network workshop sessions for Grades 4-12 district administrators at a cost of \$9,600.00. Costs will be paid through Title II funds.
- 7.3 Approve a Textile Products Rental Agreement with Paris Uniform Services to provide uniform service for the Career and Technical students in both the Culinary Arts and Health Occupations programs at the High School. The agreement is a five-year agreement (260 months) at a cost per week of \$107.88 during the first year. The annual cost of this agreement for the first year is \$4,315.20 and will be paid through the CTE budget. The agreement is for uniform service in accordance with the board approved school calendar (40 weeks) and includes an annual increase of 5% each year for the duration of the agreement. The agreement for approval provides the flexibility to both increase or decrease the amount of garments according to program enrollment.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Michelle L. Boyles, full-time 2nd Grade teacher at Cochran Primary School, for the purpose of retirement, effective January 3, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Michelle L. Boyles from service in the Williamsport Area Schools and expresses its sincere appreciation for her over 19 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.

- B. Michael A. Cioffi, full-time 6th Grade teacher at Lycoming Valley Intermediate School, for the purpose of retirement, effective at the completion of the 2018-2019 school year (tentative ending date of June 7, 2019).

8.1 RESIGNATIONS CONT'D:

- B. Michael A. Cioffi, full-time 6th Grade teacher cont'd:

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Michael A. Cioffi from service in the Williamsport Area Schools and expresses its sincere appreciation for his 31 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.

- C. Sondra L. Fisher, full-time Title I Reading Specialist at Cochran Primary School, for the purpose of retirement, effective at the completion of the 2018-2019 school year (tentative ending date of June 7, 2019).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Sondra L. Fisher 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 teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

- D. Ann L. Potter, full-time 1st Grade teacher at Cochran Primary School, for the purpose of retirement, effective at the completion of the 2018-2019 school year (tentative ending date of June 7, 2019).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Ann L. Potter 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 teacher. It further expresses the hope that her years of retirement will be many and richly rewarding.

- E. Lisa C. Swoyer, full-time 4th Grade teacher at Lycoming Valley Intermediate School, for the purpose of retirement, effective tentative date of September 11, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Lisa C. Swoyer 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.

- F. Tim M. Tyson, full-time Science teacher at the middle school, for the purpose of retirement, effective at the completion of the 2018-2019 school year (tentative ending date of June 7, 2019).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Tim M. Tyson from service in the Williamsport Area Schools and expresses its sincere appreciation for his 22 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.

8.1 RESIGNATIONS CONT'D:

- G. Mary Margaret Winton, full-time 3rd Grade teacher at Hepburn-Lycoming Primary School, for the purpose of retirement, effective at the completion of the 2018-2019 school year (tentative ending date of June 7, 2019).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Mary Margaret Winton from service in the Williamsport Area Schools and expresses its sincere appreciation for her 30 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. Lisa W. Zagozewski, full-time 1st Grade teacher at Jackson Primary School, for the purpose of retirement, effective tentative date of August 12, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Lisa W. Zagozewski from service in the Williamsport Area Schools and expresses its sincere appreciation for her 33½ 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. Ariel A. Letcher, full-time Special Education teacher at Cochran Primary School, for personal reasons, effective March 1, 2019.
- J. Taylor L. Donahay, part-time Weekend/Holiday Security at the high school, for other employment, effective February 3, 2019.
- K. Kaitlyn M. Nasdeo, part-time Food Service Worker at Stevens Primary School, for personal reasons, effective January 23, 2019.
- L. James J. Johnston, full-time Head Custodian at Hepburn-Lycoming Primary School, for the purpose of retirement, effective March 1, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of James J. Johnston from service in the Williamsport Area Schools and expresses its sincere appreciation for his 35 years of dedicated service to our school system as a custodian. 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. Ami D. Heller, full-time 1st Grade teacher at Jackson Primary School, for a sabbatical leave effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019) for the purpose of health restoration.

Ms. Heller has been a teacher in the District since August 24, 2000, and has been on a sabbatical leave since November 29, 2018.

8.2 LEAVES OF ABSENCE CONT'D:

- B. Catherine M. Hess, part-time Food Service Worker at the middle school, for an unpaid leave, effective January 2, 2019, through January 18, 2019.
- C. Mary Jane Spangler, part-time Custodian at Jackson Primary School, for an unpaid leave, effective December 6, 2018, through January 8, 2019.
- D. Kimberly A. Brosan, full-time Librarian at the high school and middle school, for a sabbatical leave effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019) for the purpose of health restoration.

Ms. Brosan has been a teacher in the District since August 26, 2004, and has and has not taken a previous sabbatical.

8.3* ELECTION OF STAFF

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

- A. 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:

Heather M. Cherry (effective 01/23/19)
Caren B. Hurley (effective 01/23/19)
Kayla B. Seitzer (effective 01/23/19)

- B. 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 (\$120 per day for first 45 days; \$130 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:

Lynette W. Clements (effective 01/23/19)
Kyle S. Huff (effective 01/23/19)

- C. Alys L. Mingle Blake as a long-term substitute teacher effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019), unless terminated sooner, as a 1st Grade teacher at Jackson Primary School, at a salary rate of Step 1, bachelor's, \$49,700, prorated (replacing Ami Heller, on sabbatical leave).
- D. Tatiana M. Beard as a long-term substitute teacher effective January 23, 2019, through the end of the second semester of the 2018-2019 school year (tentative date of June 7, 2019), unless terminated sooner, as a 2nd Grade teacher at Cochran Primary School, at a salary rate of Step 1, bachelor's, \$49,700, prorated (replacing Michelle Boyles, retired).

8.3* ELECTION OF STAFF CONT'D:

E. Iliana M. Kalamafoni to be currently assigned to a part-time Aide (Special Education; up to 185 days per year, up to 5 hours per day) at Lycoming Valley Intermediate School, with a base wage rate of \$13.46 per hour (without degree rate), effective January 24, 2019, pending receipt of all necessary paperwork (replacing Sharon Segraves, resigned; position briefly filled by Patricia Lewis).

F. The following substitute administrative support/aide(s), subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (\$9.00/hr.; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:

LaRhonda N. Young (effective 01/23/19)

G. The following substitute custodian(s) and/or event staff, with a base wage rate of \$9.00 and/or \$10.00 per hour, for the actual number of hours worked, effective date as indicated:

Heather M. Cherry (effective 01/23/19)

H. The following as Coordinating Teachers for the 2018-2019 school year at the rate of \$4,000 each:

Art (K-12)	Andrea M. McDonough Varner
Music (K-12)	Kent C. Weaver
Health/Physical Education (K-12)	Jeremy S. Steppe
English	Michael A. Murafka
Mathematics	Patricia A. Miller
Science	Andrew L. Paulhamus
Social Studies	Thomas W. Rinker

I. The following employees for extra work at their current rate as Event Student Intervention Staff at the high school as needed, effective January 23, 2019:

Rodney Nathaniel Jackson
Selena Lopez

J. The following employees for extra work at their current rate as Event Student Intervention Staff at the middle school as needed, effective January 23, 2019:

Jeremy W. Bouse
Claude R. Brown
Terrill A. Seward

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. Fifty-five (55) Williamsport Area High School special education students, accompanied by their teachers and aides, to travel to Penn College during March 2019 for a transition conference. District transportation is requested. All costs will be paid through the special education budget.
- B. Eleven (11) STEM Club members from the Williamsport Area High School, accompanied by their teacher, to travel to the Montgomery Area High School during February 2019 to participate in the TSA Regional Conference. District transportation is requested and will be paid through the CTE budget.
- C. Approximately 676 choir students from Curtin and Lycoming Valley Intermediate Schools, Williamsport Area Middle School, and the Williamsport Area High School to participate in the annual All District Choir Concert during February 2019. District transportation is requested and will be paid through the music budget. Seven substitutes are required for the day.
- D. Thirty-five (35) Williamsport Area High School Model UN participants, accompanied by two teachers, to travel to Lycoming College during April 2019 to participate in a mock United Nations competition. District transportation is requested and will be paid through the social studies budget. Two substitutes are required for the day.
- E. Eighty (80) music students from the Williamsport Area High School, accompanied by four teachers, to travel to New York City during April 2019 to attend a Broadway music. Transportation will be provided by contract carrier. Costs will be paid by the participating students. Two substitutes will be required for the day.
- F. Nine (9) Curtin Intermediate School students, accompanied by a counselor and administrator, to travel to Hoss's Restaurant during April 2019 as a school-wide positive behavior reward. Transportation will be provided in the district van.

10.2 Approve district transportation to serve as a shuttle between C Lot and the Williamsport Area High School auditorium for the All District Choir Concert on February 11, 2019. Costs will be paid through the music budget.

STUDENT/COMMUNITY ACTIVITIES CONT'D:

10.3 Approve the following request from facility use:

- A. West Branch Drug and Alcohol Abuse Commission/Lycoming County Health Improvement Coalition to use the classrooms and the cafetorium at the Williamsport Area Middle School on Thursdays, beginning February 28, through April 11, 2019 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.

BIDS/CONTRACTS

- 11.1 Approve a 3-year fire alarm testing and inspection agreement, beginning January 1, 2019, with Johnson Controls for the High School at a cost of \$11,358.00 per year.
- 11.2 Approve a 3-year fire alarm testing and inspection agreement, beginning January 1, 2019, with Johnson Controls for the Middle School at a cost of \$6,624.00 per year.
- 11.3 Approve a 3-year fire alarm monitoring agreement, beginning February 1, 2019, with Johnson Controls for Cochran, Hepburn-Lycoming, and Stevens Primary Schools and Lycoming Valley Intermediate Schools at a cost of \$1,600 per year.
- 11.4 Approve a 3-year fire alarm monitoring agreement, beginning January 16, 2019, with Johnson Controls for Curtin Intermediate Schools at a cost of \$400 per year.

TAX ITEMS - None

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

Dr. Bowers congratulated the high school on the success of the Winter Formal - a great event with no incidents.

The Safe2Say Program officially launched. Our staff was trained on January 21 and our students in Grades 7-12 will be trained on January 24 and 25. Dr. Bowers was in a meeting this morning with representatives from the State, including the Attorney General's Office, where this program was discussed. The representatives from the Attorney General shared stories of tips this anonymous tip line has received already sharing how they have been able to provide assistance to students. So far the results appear to be positive. Dr. Poole was recognized for his efforts in getting the program running for our district. We have a team of 5 people (Dr. Poole; Dr. Pardoe; Dr. Ross; Mr. Mumbauer; and Mr. Robbins) that are on call 24/7 to receive calls from the tip line.

Commencement forms and Financial Interest Statements were distributed to the Board.

ITEMS FROM BOARD MEMBERS - None

January 22, 2019

ITEMS FROM PUBLIC – None

President Baer announced that an Executive Session for attorney advisement and personnel will be held after this meeting.

Upon motion made by Dr. Penman, seconded by Mrs. Reeves and carried the meeting adjourned at 6:48 p.m.

Wanda M. Erb, Board Secretary