

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 7, 2020, beginning at 6:00 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, Jane L. Penman, Star Poole, Barbara D. Reeves Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: None

OPENING EXERCISES were provided by Dr. Jane Penman.

APPROVAL OF MINUTES: Organizational and Regular Meeting – December 3, 2019

Student Representatives – Mason Nevill reported the following:

- Our wrestlers did really well at the recent wrestling tournament.
- Basketball and indoor track seasons have begun.
- The Winter Formal dance will be held this Friday with the Roaring 20's as the theme.

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

- A. John Compton, CPA of Baker Tilly Virchow Krause, LLP presented the 2018-2019 fiscal audit. The district received an unmodified audit opinion, which is the type of opinion that the district wants. There were no findings. Mr. Compton commended the business office.

ITEMS FROM PUBLIC

Carlos Saldivia of West Fourth Street addressed the Board regarding the alleged incidents that occurred in the Spring of 2018 in Myrtle Beach. He ended his comments by asking the Board to please issue a statement and to not continue to remain silent.

Motion made by Dr. Penman, seconded by Dr. Story for an omnibus approval to include the audit presentation and the audit, student reports, minutes from the December meeting, the agenda and the addendum.

FINANCE REPORT

5.1 Approve the following financial reports:

- A. Treasurer's Report for the month of November 2019:

FINANCE REPORT CONT'D:

B. Payroll Report for the month of December 2019:

General Fund – Unrestricted	\$2,839,420.35
General Fund – Restricted	189,477.03
Food Service Fund	73,698.78
Earned Income Tax	47,074.68
Student Activities	<u>.00</u>
TOTAL	\$3,149,670.84

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
01/07/20	\$976,632.46	01/07/20A	42,253.56
01/07/20B	8,176.90	01/07/20C	4,118.33
01/07/20D	3,364.09	01/07/20E	994.50
01/07/20F	70,343.60	01/07/20G	10,989,237.36
01/07/20H	6,095.60	01/07/20I	1,084.22
01/07/20J	1,002.91	01/07/20K	146,063.03
01/07/20L	240.00	01/07/20M	41.03
01/07/20N	108,425.19	01/07/20O	61,527.03
01/07/20P	2,181.45	01/07/20Q	245.93
01/07/20R	100,003.59	01/07/20S	13.59
01/07/20T	2,406.55	01/07/20U	669.41
01/07/20V	404.48		

5.3 Approve a contract with Baker Tilly Virchow Krause, LLP to provide professional audit services to the Municipal and School Earned Income Tax Office for the calendar year ended December 31, 2019 at a cost of \$25,200.

BOARD POLICY

- 6.1 Approve the second reading and Board adoption of policy 246 “School Wellness” of the Williamsport Area School District Board Policy.
- 6.2 Approve the second reading and Board adoption of policy 808 “Food Services” of the Williamsport Area School District Board Policy.
- 6.3 Approve the second reading and Board adoption of policy 808.1 “School Lunch/Breakfast Program – Charged Meal” of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

- 7.1 Approval of the Lock Haven University Course – Introduction to Literature (ENGL110). This request includes offering 1.0 Williamsport Area High School elective credit, and including the course on the student’s transcript as a 1.4 weight, commensurate with dual enrollment courses. The course will factor into the grade point average, and will contribute to class rank as long as the student’s total credits do not exceed eight for the 2019-20 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, 2020 on an official Lock Haven University transcript.
- 7.2 Approve a 2019-20 tuition agreement with New Story School to provide a student with special education requirements all related services at a rate of \$370.00 per day. Costs will be paid through the special education budget.
- 7.3 Approve payment at their regular hourly rate to aides identified as being required to participate in Highly Qualified Para Assessment Testing scheduled for January 15, 2020. This training/testing is a requirement to comply with PDE guidelines/regulations and will be provided by BLaST IU #17. All costs will be paid through the Human Resources budget.
- 7.4 Approve Edgenuity Inc. to provide onsite professional development for 50-75 Williamsport Area High School teachers on January 20 and February 15, 2020. The cost will be \$2,500 and is budgeted under Title IV.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Caleb E. Getty, full-time Paraprofessional/Intervention Specialist at Lycoming Valley Intermediate School, for personal reasons, effective December 31, 2019.
- B. Stacey L. Shadick, part-time Administrative Support 1 (245 day, 5 hours per day) in the Tax Office, for personal reasons, effective December 16, 2019.
- C. Carol A. Shipman, part-time Administrative Support I (205 days) at Lycoming Valley Intermediate School, for other employment, effective December 31, 2019.
- D. Linda L. Radocaj, Head Coach for Volleyball at the high school, for personal reasons, effective December 12, 2019.

8.1 RESIGNATIONS CONT'D:

- E. Gregory L. Pick, part-time Custodian at the Warehouse Complex, for the purpose of retirement, effective January 17, 2020.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Gregory L. Pick from service in the Williamsport Area Schools and expresses its sincere appreciation for his over 6 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. Lisa A. Zerbe Byerly, full-time 3rd Grade teacher at Stevens Primary School, for a sabbatical leave effective for the second semester of the 2019-2020 school year (tentative dates of January 20, 2020, through June 4, 2020) for the purpose of health restoration.

Ms. Zerbe Byerly has been a teacher in the District since August 23, 2001, and has been on sabbatical for the first semester of the 2019-2020 school year.

- B. Gary L. Baer, full-time Maintenance Specialist-HVAC for the District, extension of an unpaid leave, effective December 17, 2019, through January 13, 2020.
- C. Gerri L. Braggs, full-time Paraprofessional/Intervention Specialist at the high school, extension of an unpaid leave, effective December 6, 2019, through January 9, 2020.
- D. Mary K. Dulaney, full-time Food Service Production Manager at Cochran Primary School, for an unpaid leave, effective December 19, 2019, through January 31, 2020.
- E. Kimberly L. Kaiser, full-time Head Custodian at Lycoming Valley Intermediate School, extension of an unpaid leave, effective December 3, 2019, through February 28, 2020.
- F. Megan J. Pryor*, full-time Physical Education teacher at Hepburn-Lycoming Primary and Lycoming Valley Intermediate Schools, for an unpaid leave, effective December 17, 2019, through March 11, 2020.
- G. Megan J. Pryor, full-time Health and Physical Education teacher at Hepburn-Lycoming and Lycoming Valley Schools, for an unpaid child rearing leave, effective March 12, 2020, through June 4, 2020.

8.2 LEAVES OF ABSENCE CONT'D:

- H. Michelle M. Fair*, full-time Head Custodian at Jackson Primary School, for an unpaid leave on an intermittent basis (as needed), effective December 9, 2019, through June 30, 2020.
- I. Mary Jane Spangler, part-time Custodian at the high school, for an extension of an unpaid leave, effective January 2, 2020, through January 31, 2020.

8.3* ELECTION OF STAFF

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

- A. Elena M. Benavidez extended as a long-term substitute teacher effective for the second semester of the 2019-2020 school year (tentative dates of January 20, 2020, through June 4, 2020), unless terminated sooner, as a 3rd Grade teacher at Stevens Primary School, at a salary rate of Step 1, bachelor's, \$50,500, prorated (replacing Lisa Zerbe Byerly, on sabbatical leave).
- B. Olivia R. Pierce as a long-term substitute teacher effective for the second semester of the 2019-2020 school year (tentative dates of January 20, 2020, through June 4, 2020), unless terminated sooner, as an English teacher at the high school, at a salary rate of Step 1, bachelor's, \$50,500, prorated, pending updated clearances and all other required documentation (replacing Ipshita Hellberg, resigned).
- C. Michael J. Schaeffer to be currently assigned to full-time Groundskeeper/Custodian Class 2 (250 day, 8 hours per day, 1st Shift) at the high school, with a base wage rate of \$36,700, prorated (\$18.35 per hour), effective ~~January 8, 2020~~ January 13, 2020 (replacing Jennifer Douglass, resigned).
- D. Marshall J. Nork as after school supervision of the Fitness Center at the high school, at the intramural rate of \$16.34 per hour for the actual number of hours worked, effective January 8, 2020.
- E. The following employees for extra work at their current rate as Event Student Intervention Staff at the high school as needed for the 2019-2020 school year:

Carey V. Chisolm
- F. 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 2019-2020 school year:

8.3* ELECTION OF STAFF CONT'D:

F. The following person(s) as non-certified substitute teacher(s) cont'd:

James M. Gardner (effective 01/08/2020)
Kathy R. Eggerton (effective 01/08/2020)

G. 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:

Kendra L. Billman (effective 01/08/2020)
Jennifer K. M. Day (effective 01/08/2020)
Keith R. McCabe (effective 01/08/2020)
Robert L. Schanbacher (effective 01/08/2020)
Deborah L. Worthington (effective 01/08/2020)

H. 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:

Diana DeVaughn (effective 01/08/2020)
Tyler E. McCann (effective 01/08/2020)

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

- A. Robert P. Rook, temporarily transferred from a full-time Science Technology Engineering and Mathematics (STEM) Coach Teacher at the middle school to be currently assigned to 8th Grade Mathematics teacher at the at the middle school, effective January 2, 2020, through the end of the second semester (tentative ending date of June 4, 2020), at his current salary rate (replacing Derek Slaughter, on leave; funding will be from general fund).
- B. Bobbi Jo Kuhns has requested to return to her part-time Aide position at Lycoming Valley Intermediate School effective December 16, 2019. Ms. Kuhns was recently approved for a position change to a part-time Custodian (2nd shift; up to 250 days, 5 hours per day) at Stevens Primary School, which was effective December 9, 2019 (originally approved on the December 3, 2019 Addendum).
- C. Michelle Lee Dutton, from a general food service worker (5 hours daily) at Jackson Primary School to be currently assigned to part-time Administrative Support I/Library K-6 (up to 185 days, up to 5 hours per day) at Jackson Primary School Library, with a base wage rate of \$13.48 per hour, effective date to be determined (replacing Crystal Hartsock, resigned).

8.4* POSITION CHANGES CONT'D:

- D. Linda M. Fike, from a part-time Food Service Worker (4 hours) at the high school to be currently assigned to a part-time Food Service Worker (up to 180 days, 4 hours per day) at Jackson Primary School, with a base wage rate of \$12.70 per hour, effective January 8, 2020 (replacing Ronda Edwards, resigned).
- E. Joshua M. King, from a part-time food service worker (3 hours) at the middle school to a part-time food service worker (up to 180 days, 4 hours per day) at the high school, with a base wage rate of \$13.90 per hour, effective January 8, 2020 (replacing Linda Fike, 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.

- A. Fifteen (15) Williamsport Area High School orchestra students, accompanied by their teacher, to travel to Lewisburg Area High School for three days during January 2020 to participate in PMEA District Orchestra. District transportation is requested one way and will be paid through the music budget. One substitute will be required for two days.
- B. Retroactive approval for eight (8) Williamsport Area High School seniors, accompanied by a counselor and principal, traveled to Penn College during December 2019 to a leadership speaker. Transportation will be provided in the district van.
- C. Thirty-five (35) culinary students from the Williamsport Area High School, accompanied by their teacher, to travel to Penn College during January 2020 to take a tour and a hands-on class. District transportation is requested and will be paid through the CTE budget. One substitute will be required for the day.

10.1 Approve the following student trips cont'd:

- D. Twenty-nine (29) FBLA members from the Williamsport Area High School, accompanied by their teacher, to travel to Penn College during January 2020 to participate in a regional competition. District transportation is requested and will be paid through student dues. One substitute will be required for the day.
- E. Seven (7) Williamsport Area High School band students, accompanied by their teacher, to travel to Danville High School for three days during February 2020 to participate in the PMEA District 8 Band Festival. Transportation will be provided in the district van. All costs will be paid through the music budget. One substitute will be required for one day.
- F. Two (2) Williamsport Area High School students, accompanied by their teacher, to travel to Towanda during January 2020 to attend a Poetry Out Loud competition. Transportation will be provided in the district van. One substitute will be required for the day.
- G. Twenty (20) Williamsport Area High School biotechnology students, accompanied by their teacher, to travel to Harrisburg during January 2020 to attend the Pennsylvania Farm Show. District transportation is requested and will be paid through the CTE budget. One substitute will be required for the day.

10.2 Approve 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 Tuesdays, beginning March 3 through May 26, 2020 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 \$3,250.00. Certificate of Insurance to be received.

BIDS/CONTRACTS – None

TAX ITEMS - None

TRANSPORTATION – None

The motion carried.

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

Dr. Bowers congratulated the Business Office and the Administrative Staff for the unmodified audit opinion and thanked everyone involved.

SUPERINTENDENT'S REPORT CONT'D:

He discussed the annual report, which is the district 1st report. He thanked Greg Hayes and the team that put this together. The printed version of the report has been shared with the Board. He discussed this as a best practice to share with the public. To accomplish this Dr. Bowers is recommending that 1,500 copies be distributed in local businesses, real estate offices, hospitals and our schools.

A motion was made by Dr. Story, seconded by Mr. Welteroth to print and distribute the report as Dr. Bowers suggested.

The motion carried.

Dr. Bowers stated that on December 12th the area superintendents met with local legislators in Canton to discuss legislation and educational issues.

He is happy to announce that Chad Greevy and Jim DeSantis both started on January 2nd. We are excited to have them.

The first Facilities Steering Committee was held last evening. It went really well. We are working towards establishing belief statements for the district. Crabtree, Rohrbaugh and Associates were here today to meet with the ILT team to go over building space needs. Starting with the January 21st Board meeting Crabtree will be periodically attending the meetings to report on the status of the study to the Board and public.

Dr. Bowers congratulated Barbara Reeves on achieving her degree.

ITEMS FROM BOARD MEMBERS

Ms. Lake stated that she is in a reflective time in her life with her daughter in her senior year. She recognizes the influence that teachers and principals have had on her daughter. She wanted to thank them and stated the care and dedication they give to the students does not go unnoticed.

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

Upon motion made by Dr. Penman, seconded by Mr. Schefsky and carried the meeting adjourned at 7:00 p.m.

Wanda M. Erb, Board Secretary