

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, June 20, 2017, 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, Jerene A. Milliken, Jane L. Penman,
Nancy Story Somers, Spencer E. Sweeting, Scott R. Williams.

ABSENT: Patrick A. Dixon, Robin J. Knauth, Jennifer Lake.

OPENING EXERCISES were provided by Dr. Nancy Story Somers.

APPROVAL OF MINUTES: Regular Meeting – June 6, 2017

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

- A. Jeff Richards, Business Administrator, reported that no major changes were made regarding the 2017-18 budget since it was proposed at the May 2nd meeting. Due to an increase in real estate assessed values in a report provided by the county assessor’s office, the Finance and Facilities Planning Committee is recommending that the .41 mill increase proposed in May be reduced to .34 mill which will generate the same amount of additional real estate tax revenue.

FINANCE REPORT

- 5.1 Motion made by Mr. Sweeting, seconded by Dr. Penman to adopt the following tax levies and resolution relative to the Final General Fund Budget for the 2017-2018 fiscal year:

The following is a summary of the proposed General Fund Budget for the fiscal year beginning July 1, 2017:

ESTIMATED BEGINNING UNASSIGNED FUND BALANCE AVAILABLE FOR APPROPRIATION 06/30/17	\$ 8,398,379
FY17-18 UNRESTRICTED REVENUE	83,459,256
FY17-18 RESTRICTED REVENUE	5,528,943
TOTAL ESTIMATED FUND BALANCE AND REVENUE AVAILABLE FOR APPROPRIATION	97,386,578
FY17-18 UNRESTRICTED EXPENDITURES	84,643,814
FY17-18 RESTRICTED EXPENDITURES	5,528,943
TOTAL ESTIMATED EXPENDITURES	90,172,757
ESTIMATED JUNE 30, 2018 UNASSIGNED FUND BALANCE	7,213,821

- 5.1 Adopt the following tax levies and resolution relative to the Final General Fund Budget for the 2017-2018 fiscal year cont'd:

	<u>17/18</u>
Real Property (15.82 mills 16/17)	16.16 mills
Act 511 Taxes	
Earned Income	1.5%
Real Estate Transfer	.5 of 1%

*Real Estate and Earned Income Tax Resolutions

The motion carried by a unanimous roll call.

- 5.2 Motion made by Dr. Story Somers, seconded by Dr. Penman, to approve the following resolution regarding the FY 18 Homestead/Farmstead Exemptions:

RESOLVED, by the Board of School Directors of Williamsport Area School District, that homestead and farmstead exclusion real estate tax assessment reductions are authorized for the school year beginning July 1, 2017, under the provisions of the Homestead Property Exclusion Program Act (part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006), as follows:

1. **Aggregate amount available for homestead and farmstead real estate tax reduction.** The following amounts are available for homestead and farmstead real estate tax reduction for the school year beginning July 1, 2017:

a. **Gambling tax funds.** The Pennsylvania Department of Education (PDE) has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.505(b), as a property tax reduction allocation funded by gambling tax funds, the amount of \$2,436,499.49.

b. **Philadelphia tax credit reimbursement funds.** PDE has notified the School District that PDE will pay to the School District during the school year pursuant to Act 1, 53 P.S. § 6926.324(3), as reimbursement for Philadelphia tax credits claimed against the School District earned income tax by School District resident taxpayers, the amount of \$8,107.43.

c. **Remaining Property Tax Reduction Funds.** Funds will be available during the school year for real estate reduction as a result of undistributed funds from the property tax reduction funds received in 2016-2017. These funds will be added to the allocation for this school year in the amount of \$8,181.73.

d. **Aggregate amount available.** Adding these amounts, the aggregate amount available during the school year for real estate tax reduction is \$2,452,788.65.

5.2 Approve the following resolution regarding the FY 18 Homestead/Farmstead Exemptions cont'd:

2. **Homestead/farmstead numbers.** Pursuant to Act 50, 54 Pa. C.S. § 8584(i), and Act 1, 53 P.S. § 6926.341(g)(3), the County has provided the School District with a certified report listing approved homesteads and approved farmsteads as follows:

a. **Homestead property number.** The number of approved homesteads within the School District is 7,739.

b. **Farmstead property number.** The number of approved farmsteads within the School District is 53.

c. **Homestead/farmstead combined number.** Adding these numbers, the aggregate number of approved homesteads and approved farmsteads is 7,792.

3. **Real estate tax reduction base calculation.** Dividing the amount available during the school year for real estate tax reduction of \$2,452,788.65 by the aggregate number of approved homesteads and approved farmsteads of 7,792 (before considering the assessed value of approved homesteads and approved farmsteads having an assessed value below the preliminary calculation of the maximum real estate assessed value reduction amount to be established as the homestead and farmstead exclusion amount), the preliminary calculation of the maximum real estate tax reduction amount applicable to each approved homestead and to each approved farmstead is \$314.78.

4. **Farmstead exclusion calculation.** The farmstead exclusion amount shall be 50% of the homestead exclusion amount. Therefore the farmstead base tax reduction shall be \$157.39 ($\$314.78/2$). Multiplying the Farmstead Base of \$157.39 by the number of approved farmsteads of 53 provides \$8,341.67 of funds available for farmstead tax reduction. This results in a farmstead assessed value base reduction of \$9,739 ($\$9,739 \times$ millage rate of 16.16 mills = \$157.39)

Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved farmsteads having an assessed value below the base calculation of \$9,739 which shall be distributed to other farmsteads with an assessed value above \$9,739, the adjusted maximum farmstead assessed value reduction shall be \$12,871 which will result in a maximum tax bill reduction of \$207.99 ($\$12,871 \times$ millage rate of 16.16 mills = \$207.99)

5. **Homestead exclusion calculation.** Subtracting the Farmstead allocation of \$8,341.67 from the aggregate amount available of \$2,452,788.65 provides \$2,444,446.98 available for distribution to approved homesteads. Dividing the homestead funds available of \$2,444,446.98 by the total approved homesteads of 7,739 provides a homestead reduction base of \$315.86 and an assessed value base reduction of \$19,546 ($\$19,546 \times$ millage rate of 16.16 mills = \$315.86). Based on calculations provided by the School District Business Office from the best available information and carefully evaluated by the School Board, considering the assessed value of approved homesteads

- 5.2 Approve the following resolution regarding the FY 18 Homestead/Farmstead Exemptions cont'd:

having an assessed value below the base calculation of \$19,546 which shall be distributed to other homesteads with an assessed value above \$19,546, the adjusted maximum homestead assessed value reduction shall be \$19,792 which will result in a maximum tax bill reduction of \$319.84 ($\$19,792 \times \text{millage rate of } 16.16 \text{ mills} = \319.84)

6. **Homestead/farmstead exclusion authorization – July 1 tax bills.** The tax notice issued to the owner of each approved homestead within the School District shall reflect a homestead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the homestead, or (b) the maximum real estate assessed value reduction of \$19,792. The tax notice issued to the owner of each approved farmstead within the School District shall reflect an additional farmstead exclusion real estate assessed value reduction equal to the lesser of: (a) the County-established assessed value of the farmstead, or (b) the maximum real estate assessed value reduction of \$12,871. For purposes of this Resolution, “approved homestead” and “approved farmstead” shall mean homesteads and farmsteads listed in the report referred to in paragraph 2 above and received by the School District from the County Assessment Office on or before May 1 pursuant to Act 1, 53 P.S. § 6926.341(g) (3), based on homestead/farmstead applications filed with the County Assessment Office on or before March 1. This paragraph 6 will apply to tax notices issued based on the initial tax duplicate used in issuing initial real estate tax notices for the school year, which will be issued on or promptly after July 1, and will not apply to interim real estate tax bills.

The motion carried by a unanimous roll call.

BOARD PRESIDENT’S REPORT CONT’D: – Ms. Lori A. Baer

- B. Re-appointing the following individuals to serve on the Williamsport Area School District Education Foundation for a three-year term beginning July 1, 2017 and ending June 30, 2020, as recommended by the Williamsport Area School District Education Foundation Board of Directors:

Elizabeth Barnhart

Carol Bresticker

Stephanie Calder

- C. Approve Mr. Darnell Hayes to serve as a member of the Williamsport Area School District Education Foundation Board of Directors, effective July 1, 2017, through June 30, 2019, as recommended by the Williamsport Area School District Education Foundation. Mr. Hayes will fill and replace a community member seat left vacant by Mr. Robert Fisher, resigned.
- D. Approve Mrs. Audra Mazzante to serve as a member of the Williamsport Area School District Education Foundation Board of Directors, effective July 1, 2017, through June 30, 2020, as recommended by the Williamsport Area School District Education Foundation. Mrs. Mazzante will fill a community member seat left vacant by Mr. Timothy Mahoney, whose term expired.

Committee Reports by Board Members – None

Motion made by Mr. Sweeting, seconded by Dr. Story Somers to approve the minutes, balance of the agenda, and the addendum.

The motion carried by a unanimous roll call.

FINANCE REPORT CONT'D:

5.1 Approved earlier in agenda - Adopt the following tax levies and resolution relative to the Final General Fund Budget for the 2017-2018 fiscal year:

5.2 Approved earlier in agenda - Approve the following resolution regarding the FY 18 Homestead/Farmstead Exemptions:

5.3* 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
06/20/17	\$673,473.79	06/20/17A	138,331.73
06/20/17B	23,326.45	06/20/17C	157.30
06/20/17D	61,853.05	06/20/17E	4,961,983.02
06/20/17F	138,182.20	06/20/17G	8,420.73

5.4 Authorize a June 30, 2017 order for the payment of bills with retroactive Board approval to occur on July 18, 2017.

5.5 Approve budget transfers for FY17, dated May 26, 2017 to June 13, 2017, as presented in accordance with Section 609 of the Public School Code of 1949, as amended.

5.6 Approve a resolution to participate in the Lancaster-Lebanon Public Schools Insurance Pool:

Resolution

WHEREAS, a number of public school districts within Lancaster County, Lebanon County and elsewhere in the Commonwealth of Pennsylvania have determined to voluntarily cooperate with each other to obtain property and liability insurance and to participate in the Lancaster-Lebanon Public Schools Insurance Pool (the "Pool"). The purpose of the Pool is to (i) pool property and liability insurance risks, claims and losses and (ii) provide self-insurance and reinsurance therefor; and

WHEREAS, the Pool has been established pursuant to an Intergovernmental Cooperation Agreement for the Establishment of the Lancaster-Lebanon Public Schools Insurance Pool (the "Agreement"); and

FINANCE REPORT CONT'D:

- 5.6 Approve a resolution to participate in the Lancaster-Lebanon Public Schools Insurance Pool cont'd:

WHEREAS, Williamsport Area School District (the "School District") has received a Proposal dated June 5, 2017, from Arthur J. Gallagher & Co. (the "Proposal"); and

WHEREAS, the effect of the Proposal is that the School District can reasonably expect to realize substantial cost savings by joining in and participating in the Pool.

NOW, THEREFORE, BE IT RESOLVED as follows:

1. The School District hereby approves entering into the Agreement, a copy of which is attached hereto and incorporated herein by reference, with the intent and effect that the School District shall join in, and participate in, the Pool; and
2. The President or Vice-President, together with the Secretary or Assistant Secretary, are hereby authorized and directed on behalf of the School District (a) to execute and deliver the Agreement and (b) to execute and deliver such additional instruments, and to take such further actions, as may be necessary or appropriate to carry forth the Agreement and the transactions to be effected under the Agreement, including payment to the Pool of such amounts as are due by the School District pursuant to the Agreement.

AND to obtain the following insurance policies for the period of July 1, 2017 to July 1, 2018:

- A. Property, Automobile, Excess Liability Umbrella, Educators Legal Liability, Crime, Inland Marine, General Liability and Cyber/Data Compromise Policies through the Lancaster-Lebanon Public Schools Insurance Pool at a cost of \$228,705 (FY17 Liberty Mutual \$232,372).
 - B. Worker's Compensation through UPMC Health Benefits, Inc. at an estimated cost of \$366,416 (FY17 UPMC Health Benefits, Inc. \$369,828).
- 5.7 Approve the FY18 Interscholastic Athletic and Voluntary Student Accident Insurance with A-G Administrators, Inc. at a cost of \$14,475.00. The voluntary student accident insurance premiums are \$28.00 school time and \$124.00 for 24 hour coverage.

BOARD POLICY

- 6.1 Approve the second reading and board adoption of Policy 823 "Naloxone" of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

- 7.1 Approve the 2017-18 tuition agreement with New Story School to provide a student with special education requirements and all related services at a rate of \$355.00 per day.
- 7.2 Approve an annual IDEA contract in the amount of \$839,504.39 with BLaST Intermediate Unit 17 for the 2017-18 school year. The provisions of the contract stipulate that the Intermediate Unit will release funding to the school district to support the provision of the programs and services to students with disabilities.
- 7.3 Approve an agreement with Meadows Psychiatric Center to provide educational services to Williamsport Area School District students hospitalized there for the 2017-18 school year. The cost of educational service is \$65 a day. The Meadows is one of a limited number of regional inpatient facilities offering adolescent psychiatric services. This is a continuation of the same agreement from the 2016-17 school year with a cost increase of \$5 per day for this school year.
- 7.4 Approve an agreement for services with PA Treatment and Healing for the 2017-2018 school year. PA Treatment and Healing (PATH) provides alternative education services to the Williamsport Area School District for students who are specifically referred by the district. The per diem service rate for 2017-2018 school year will be \$65.00 per day for regular education students and \$70.00 per day for special education students. This is the same agreement and costs as the past 2016-2017 school year.
- 7.5 Approve an agreement with the Williamsport YMCA for the School-Age Child Care Program to use Hepburn-Lycoming Primary School, Cochran Primary School, Jackson Primary School, Curtin Intermediate School and Lycoming Valley Intermediate School for the provision of Before and After School Child Care for the 2017-2018 school year. The program will use the facilities in these schools as defined in the agreement. As the program is a direct advantage to district families, the waiver of fees is requested.
- 7.6 Approve an agreement between the Williamsport School District and EduLink Inc. (“EduLink”) for PAETEP (Pennsylvania Electronic Teacher Evaluation Portal), an electronic teacher evaluation portal to be used to manage the teacher evaluation process for teachers and supervisors. The cost will be \$15,942 and will be paid by Title II.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Dominic O. Barrett, part-time Instructional Support Aide/Behavioral Support at the middle school, for personal reasons, effective June 10, 2017.
- B. Michelle Jones, part-time Instructional Support Aide at the middle school, for other employment, effective June 12, 2017.

8.2 LEAVES OF ABSENCE - Approve the following leave(s) of absence:

- A. Harry R. Boring, Jr., part-time Custodian at the high school, extension of an unpaid leave, effective May 19, 2017, through June 2, 2017.
- B. Harry R. Boring, Jr., part-time Custodian at the high school, extension of an unpaid leave, effective June 12, 2017, through July 6, 2017.

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

- A. Erin F. Brouse, from a full-time 1st Grade teacher at Cochran Primary School to be currently assigned to full-time Title I Reading Specialist & Elementary Instructional Coach at Cochran School, at the 2017-2018 school year contract salary rate, effective at the beginning of the 2017-2018 school year - tentative date of August 24, 2017 (replacing Jackie Whiteman, retired).
- B. Lindsey A. Neuhard, from a full-time Special Education/Math teacher at the middle school to be currently assigned to full-time Special Education teacher at Jackson Primary School, at the 2017-2018 school year contract salary rate, effective at the beginning of the 2017-2018 school year - tentative date of August 24, 2017 (replacing Lisa Walker, retired).

8.4* ELECTION OF STAFF

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

- A. Angela R. Armbrust, as a temporary professional employee, effective with the 2017-2018 school term (tentative date is August 24, 2017), to be currently assigned to teach Kindergarten at Stevens Primary School, at a salary rate of Step 1, bachelor's, at the 2017-2018 school year contract salary rate (replacing Rhonda Sue Swisher, retired). Ms. Armbrust will also be scheduled to participate in Induction Program activities before the start of the 2017-2018 school term.
- B. Leah A. Cox, as a temporary professional employee, effective with the 2017-2018 school term (tentative date is August 24, 2017), to be currently assigned to teach 1st Grade at Cochran Primary School, at a salary rate of Step 1, bachelor's at the 2017-2018 school year contract salary rate, pending receipt of all necessary clearances (replacing Erin Brouse, transferred). Ms. Cox will also be scheduled to participate in Induction Program activities before the start of the 2017-2018 school term.
- C. Megan DeSanto, as a temporary professional employee, effective with the 2017-2018 school term (tentative date is August 24, 2017), to be currently assigned to teach 3rd Grade at Hepburn-Lycoming Primary School, at a salary rate of Step 1, bachelor's, at the 2017-2018 school year contract salary rate (replacing Tracy Haupt, retired). Ms. DeSanto will also be scheduled to participate in Induction Program activities before the start of the 2017-2018 school term.

8.4* ELECTION OF STAFF

- D. Taylor A. Kerstetter as a temporary professional employee, effective with the 2017-2018 school term (scheduled date is August 24, 2017), to be currently assigned to teach Speech & Language Support at Stevens Primary School, at a salary rate of Step 1, master's, at the 2017-2018 school year contract salary rate provided Ms. Kerstetter obtains Pennsylvania Department of Education certification and all appropriate documentation by August 18, 2017 (replacing Marie Cummings, retired). Ms. Kerstetter will also be scheduled to participate in Induction Program activities before the start of the 2017-2018 school term.
- E. Dawn R. Reeder, as a temporary professional employee, effective with the 2017-2018 school term (tentative date is August 24, 2017), to be currently assigned to teach Kindergarten at Jackson Primary School, at a salary rate of Step 2, bachelor's, at the 2017-2018 school year contract salary rate, pending receipt of all necessary clearances (replacing Jill Robbins, transferred). Ms. Reeder has already participated in Induction Day activities before the start of the 2016-2017 school term.
- F. Jeffrey P. Smith, as a professional employee, effective with the 2017-2018 school term (tentative date is August 24, 2017), to be currently assigned to teach Instrumental Music/Band at Curtin Intermediate School, at a salary rate of Step 4, master's, at the 2017-2018 school year contract salary rate, pending receipt of all necessary clearances (replacing Kevin Henry, retired). Mr. Smith will also be scheduled to participate in Induction Program activities before the start of the 2017-2018 school term.

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 an Agreement for Participation in Child Nutrition Programs between the Williamsport Area School District and BLaST Intermediate Unit #17. This agreement will allow our district to continue to provide meals for the 2017-18 school year for the Lycoming County Day Treatment and Academy of Integrated Studies operated by BLaST.
- 10.2 Approve the filing of an application for participation in the National School Breakfast and Lunch Program for the fiscal year ending June 30, 2018.

BIDS/CONTRACTS

- 11.1 Approve the bid for a new Tennant T7 Ride-On 32” Disk Scrubber and a demo Tennant T1B 15” Cylindrical Scrubber for Williamsport Area High School from Clarkson Chemical Company, Inc. of South Williamsport, PA at a total cost of \$22,705.60. Bid was obtained through the state COSTARS program.
- 11.2 Approve the bid for twenty Biofit cafeteria tables for Lycoming Valley Intermediate School from Kurtz Bros. of Clearfield, PA at a total cost of \$30,088.00. Bid was obtained through the state COSTARS program.
- 11.3 Approve the quotation to replace the fire alarm panel located in the Tech Wing of the High School from SimplesGrinnell of Mechanicsburg, PA at a total cost of \$14,771.00. Bid was obtained through the PA State Contract.
- 11.4 Approve Amendment No. 11 for additional work under the Performance Based Energy Savings Agreement with McClure Company to repair the sewer line at the Service Complex at a cost not to exceed \$15,230.00. Cost of the additional work will be funded by the Capital Reserve Fund.
- 11.5 Approve the bid from MVT Flooring, Inc. from Sunbury, PA to furnish and install Mondo rubber flooring tiles in the computer lab, ramp, and steps of Lycoming Valley Intermediate School at a cost of \$27,000.00. Bid was obtained through the National Joint Powers Alliance (NJPA) cooperative purchasing program.
- 11.6 Approve the bids to furnish and install carpet tile at a cost of \$23,291.31 in Rooms 103, 104, 127, 205, and 227 of Cochran Primary School and \$21,390.82 in Rooms 201, 228, and 229 of Stevens Primary School from Shaw Industries Group Inc. of Dalton, GA. Bids were obtained through the Keystone Purchasing Network.
- 11.7 Authorize the purchase of art supplies to replenish inventoried warehouse stock in accordance with our specifications and the following recommended awards. All recommended awards are based on the lowest bid meeting our specifications.

A schedule of items to be awarded has been provided in lieu of a complete tabulation. Due to the extensive number of items and participating vendors for this bid, it is impractical to provide a complete tabulation. A complete tabulation is available in the Business Office for viewing by any interested parties.

All bids were received and opened at 2:00 p.m., on Tuesday, June 6, 2017 in the District Service Center.

RECOMMENDED AWARDS:

Blick Art Materials, Galesburg, IL	\$412.44
Kurtz Bros Inc., Clearfield, PA	1,182.60
Nasco, Fort Atkinson, WI	80.90
Pyramid School Products, Tampa, FL	2,023.42

11.7 Authorize the purchase of art supplies to replenish inventoried warehouse stock cont'd:

RECOMMENDED AWARDS CONT'D:

School Specialty, Milwaukee, WI	3,143.92
Standard Stationery Supply, Wheeling, IL	8,160.00
W.B. Mason Company, Allentown, PA	<u>244.80</u>
TOTAL RECOMMENDED AWARDS	\$15,248.08

11.8 Award a bid to C H Waltz Sons, Inc. of Cogan Station, PA in the amount of \$17,060.80 for one new Kubota tractor, Model BX2380RV60, with snow blower, rotary sweeper, and mower for Cochran Primary School. Bid was obtained using the state COSTARS contracts.

11.9 Approve a bid to Graybar of Williamsport, PA in the amount of \$12,648.56 for parts needed for wiring projects at Jackson Primary School and Curtin Intermediate School. Bid was obtained using the U.S. Communities Government Purchasing Alliance contract.

TAX ITEMS - None

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

Thanked those who participated in graduation.

We are already preparing for the 2017-18 school year.

ITEMS FROM BOARD MEMBERS

President Baer thanked everyone who worked on the 2017-18 budget, especially the Business Office staff and the members of the Finance and Facilities Planning Committee.

President Baer announced that there is cake to celebrate Peter Chapla's next venture. She thanked him for his service to the district as Assistant Superintendent.

ITEMS FROM PUBLIC - None

President Baer announced that an Executive Session for personnel and attorney advisement would be held after the board meeting.

Upon motion made by Mr. Sweeting, seconded by Dr. Penman and carried, the meeting adjourned at 6:10 PM.

Jeffrey L. Richards, Board Secretary