

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 4, 2019, beginning at 6:00 PM in the Board Room of the District Service Center, 2780 West Fourth Street, Williamsport, Pennsylvania.

The Vice President, Jane L. Penman, called the meeting to order with the following members:

PRESENT: Patrick A. Dixon, Jennifer Lake, Jane L. Penman, Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: Lori A. Baer, Brette C. Confair.

OPENING EXERCISES were provided by Mrs. Barbara Reeves.

APPROVAL OF MINUTES: Regular Meeting – May 21, 2019.

Student Representatives – There were no students to report this evening.

Motion was made by Dr. Somers, seconded by Mr. Welteroth for an omnibus to include minutes, and addendum.

FINANCE REPORT

Mrs. Erb noted that at the finance meeting the proposed final budget of .45 mills was reviewed and we believe we will be able to present a .39 mill increase for our final budget.

5.1 Approve the following financial reports:

A. Payroll Report for the month of May 2019:

General Fund – Unrestricted	\$2,825,159.52
General Fund – Restricted	182,348.18
Food Service Fund	91,876.69
Earned Income Tax	47,496.17
Student Activities	<u>.00</u>
TOTAL	\$3,146,880.56

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
06/04/19	250,816.55	06/04/19A	4,647.51
06/04/19B	2,154.80	06/04/19C	4,949.55
06/04/19D	493.29	06/04/19E	1,448,622.94

5.2 Authorize payment of invoices and services rendered by the list submitted cont'd:

Order Number	Amount	Order Number	Amount
06/04/19F	113,167.94	06/04/19G	54.71
06/04/19H	2,430.00		

5.3 The Finance Committee recommends to the Board the following firms for the Administration to invite them to respond to a Request for Proposal (RFP) for a District Wide Facilities Study and future consideration for an interview with the full Board:

- 1) Highland Associates, Clarks Summit, PA
- 2) Crabtree, Rohrbaugh & Associates Architects, Mechanicsburg, PA
- 3) EI Associates, Harrisburg, PA
- 4) Marotta/Main Architects, Lancaster, PA

BOARD POLICY

6.1 Approve the second reading and Board adoption of policy 334.1 “Sick Leave Bank” of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

7.1 Approve an agreement of affiliation with the Pennsylvania College of Technology from July 2019 through July 2021, which enables Penn College nursing students to accompany Williamsport Area School District nurses to become familiar with school nursing requirements and expectations. Appropriate clearances are obtained by participants, liability insurance is in place and there is no cost for either institution associated with the process.

7.2 Approve the following summer professional development and curriculum writing days for teachers at the contract rate of \$150.00 per day for the grade levels/buildings listed. The cumulative total is up to 150 days to cover all K-12 summer work days requested by principals and curriculum supervisors. Costs will be funded through the professional development budget.

- High School (grades 9-12): up to and not to exceed 43 days
- Middle School (grades 7-8): up to and not to exceed 25 days
- Intermediate Elementary (grades 4-6): up to and not to exceed 34 days
- Primary (grades K-3): up to and not to exceed 48 days

7.3 Approve an agreement with Meadows Psychiatric Center to provide educational services to WASD students hospitalized there for the 2019-20 school year. The cost of educational service is \$67 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 2018-19 school year with a cost increase of \$2 a day for this school year.

CURRICULUM REPORT CONT'D:

- 7.4 Approve the 2019-20 Cochran Primary School Handbook.
- 7.5 Approve the 2019-20 Hepburn-Lycoming Primary School Handbook.
- 7.6 Approve the 2019-20 Jackson Primary School Handbook.
- 7.7 Approve the 2019-20 Stevens Primary School Handbook.
- 7.8 Approve the 2019-20 Curtin Intermediate School Handbook.
- 7.9 Approve the 2019-20 Lycoming Valley Intermediate School Handbook.
- 7.10 Approve the 2019-20 Williamsport Area Middle School Handbook.
- 7.11 Approve the 2019-20 Williamsport Area High School Handbook.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Aprie L. Brennan, full-time Mathematics (8th Grade) teacher at the middle school, for personal reasons, effective June 10, 2019.
- B. Revise previously approved resignation (on 05/21/19 Agenda): Claudine Griffin, part-time Aide (Special Education) at Curtin Intermediate School, for other employment, effective ~~May 10, 2019~~ May 24, 2019.
- C. Tymir T. James, part-time Aide (Special Education) at Lycoming Valley School, for personal reasons, effective June 10, 2019.
- D. Lindsey D. Ulmer, substitute administrative support/aide for the District, for other employment, May 31, 2019.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Christopher P. Anderson, full-time Stock Clerk at the Warehouse Complex, for an unpaid leave, effective May 24, 2019, through June 26, 2019.
- B. Victoria L. M. Harman, part-time Aide at Stevens Primary School, for an unpaid leave, effective April 23, 2019, through June 10, 2019.

8.2 LEAVES OF ABSENCE CONT'D:

- C. Kimberly L. Kaiser, full-time Head Custodian at Lycoming Valley Intermediate School, for an unpaid leave, effective May 20, 2019, through June 28, 2019.
- D. Imani T. Reeves, part-time Aide at Cochran Primary School, for an unpaid leave, effective April 18, 2019, through June 6, 2019.
- E. Erin M. Weaver, full-time 5th Grade teacher at Curtin Intermediate School, for an unpaid leave, effective May 20, 2019, through June 10, 2019.
- F. Susan S. Sheffer, part-time Aide at the high school, for an extension of an unpaid leave, effective May 22, 2019, through June 20, 2019.

8.3* ELECTION OF STAFF

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

- A. The following persons as Acceleration and Credit Recovery Summer School teachers (Face-to-Face in classroom) at the high school, effective dates as indicated below, at the rate established in the Agreement by and between the Board of School Directors and the Williamsport Education Association (\$31.20 per hour): One-half (.5) credit courses, 60 hours of student instructional contact time:

Physical Education: Jordan C. Yohn
(effective June 11, 2019 through June 28, 2019)

Health 01: Jeremy S. Steppe
(effective July 8, 2019 through July 26, 2019)

- B. The following persons as Summer School teachers (Face-to-Face in classroom) at the middle school, effective dates of June 11-28, 2019, and July 8-26, 2019, not to exceed three hours daily, at the summer school contract rate of \$31.20 per hour. Teachers are required to log 60 hours in classroom student instructional contact time:

English:	Lisa A. Walter
Mathematics:	Michael B. Lundy, Jr.
Science:	Meldon L. Mitstifer III
Social Studies:	Patrick R. Menges

8.3* ELECTION OF STAFF CONT'D:

- C. The following spring sports coaches at the respective schools for the 2018-2019 school year at the salary rate in accordance with the agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association (pending completion of all appropriate paperwork*):

Williamsport Area Middle School

Girls Track & Field

Volunteer: Emily R. Gardner ---

- D. The following persons as Hybrid Face-to-Face and On-Line Summer School Acceleration and Credit Recovery teachers, effective June 11, 2019, through August 2, 2019, as needed, at the summer school contract rate of \$31.20 per hour at 4.5 hours per student assigned. Face-to-face time is required and determined by the number of students assigned to the teacher, at .5 hours multiplied per student, and this is in addition to orientation and final exam time. Teachers are required to log hours and schedule face-to-face time with students on the WAHS campus, during normal school hours, which will be posted to students as available tutoring hours at the beginning, middle and end of course (1 credit course):

English: Amy R. Mahon
Mathematics: Patricia A. Miller
Mathematics: Amy M. Weaver
Science: Andrew L. Paulhamus
Social Studies: Vikki L. Cipriani

- E. The following persons as Hybrid Face-to-Face and On-Line Summer School Keystone Remediation teachers, effective July 8, 2019 through August 2, 2019, as needed, at the summer school contract rate of \$31.20 per hour. Teachers will be paid for 60 hours of instructional time. Teachers are required to log all 60 hours, of which 20 hours must be face-to-face instructional time (which includes orientation hours) on the WAHS campus, during normal school hours (.5 credit course):

Kevin J. Harris
Patricia A. Miller
Michael A. Murafka
Andrew L. Paulhamus

- F. Amanda M. Mauchet as a temporary professional employee, effective with the 2019-2020 school term (tentative date is August 22, 2019), to be currently assigned to teach 3rd Grade at Cochran Primary School, at a salary rate of Step 1, bachelor's, \$50,500, pending all required documentation (replacing Barbara Adair, transferred). Ms. Mauchet will also be scheduled to participate in Induction Program activities before the start of the 2019-2020 school term.

8.3* ELECTION OF STAFF CONT'D:

- G. Nicole S. McGinn as a temporary professional employee, effective with the 2019-2020 school term (tentative date is August 22, 2019), to be currently assigned as Intermediate School Counselor at Curtin and Lycoming Valley Intermediate Schools, at a salary rate of Step 1, master's, \$53,500, pending updated clearances and all other required documentation (replacing Cordell Faltz, voluntarily transferred to replace Mallory Myers, resigned). Ms. McGinn will also be scheduled to participate in Induction Program activities before the start of the 2019-2020 school term.
- H. Melanie L. Stump as a temporary professional employee, effective with the 2019-2020 school term (tentative date is August 22, 2019), to be currently assigned to teach CTE Homeland Security & Protective Services at the high school, at a salary rate of Step 1, bachelor's, \$50,500, provided Ms. Stump obtains an Emergency Permit from the Pennsylvania Department of Education and all appropriate documentation by August 16, 2019, and pending updated clearances and all other required documentation (new position). Ms. Stump will also be scheduled to participate in Induction Program activities before the start of the 2019-2020 school term.

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

- A. Barbara J. Adair from a full-time 3rd Grade teacher at Cochran Primary School to be currently assigned to a full-time 3rd Grade teacher at Hepburn-Lycoming Primary School, at the 2019-2020 school year contract salary rate, effective August 22, 2019 (replacing Mary Margaret Winton, retired).
- B. Cordell A. Faltz voluntarily transferred from a full-time School Counselor at Curtin and Lycoming Valley Intermediate Schools to be currently assigned to a full-time School Counselor at Lycoming Valley Intermediate School, at the 2019-2020 school year contract salary rate, effective August 22, 2019 (replacing Mallory Myers, resigned).
- C. Derek J. Slaughter voluntarily transferred from a full-time Mathematics (9th Grade) teacher at the high school to be currently assigned to a full-time Mathematics teacher at the middle school, at the 2019-2020 school year contract salary rate, effective August 22, 2019 (replacing Ronald Keiser, retired).

8.5 CONTRACTED SERVICES

- A. Authorize the Board President to sign an agreement with ESI Employee Assistance Group, 55 Chamberlain St., Wellsville, New York 14895, reflecting a rate of \$25.73 per employee for Employee Assistance Program (EAP) Services effective July 1, 2019 through June 30, 2020.

8.6 OTHER

- A. Authorize Kimberly A. Whittington, full-time Instructional Support Aide – Water Safety Aide at the high school, to be paid at her regular contract rate for one hour per day as a Temporary Lifeguard for the summer school health/physical educational class, effective for one week only during the summer of 2019.
- B. Approve Nichole R. Burns to provide up to 20 hours of Extended School Year services to a special education student at the rate of \$31.20 per hour.

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 request for facility use:

- A. American Red Cross to use the commons (15 tables and 50-60 chairs) at the high school on October 30, 2019; February 18, 2020 and April 30, 2020, from 8:00 am until 4:00 pm, to hold blood drives for students and faculty. American Red Cross is requesting relief of the occupancy fee estimated at \$600.00. Certificate of Insurance to be received.

BIDS/CONTRACTS

11.1 Continue for another five years (2019-2024) the Maintenance and Operation Agreement by and between the Housing Authority of the County of Lycoming, the Williamsport Area School District, and the West End Babe Ruth League for the Robert B. Logue Memorial Field.

11.2 Approve the purchase of the following food service equipment:

Cochran Primary School

Two Tier Display with Glass Shelves \$1,272.96

Stevens Primary School

Frost Top Counter with Enclosed Base \$8,859.80

Curtin Intermediate School

Serving Line \$41,230.96

11.2 Approve the purchase of the following food service equipment cont'd:

Lycoming Valley Intermediate School

Electric Combi Oven \$13,390.66

WAMS

Gas Boiler-Less Convection Steamer \$19,738.40

WAHS

Electric Convection Oven \$14,139.42

Warehouse-Overflow & Emergency

Reach IN Refrigerator \$3,452.63

Reach IN Freezer \$4,542.51

These items will be purchased from Singer Equipment Company through the State Bid Contract and paid through the food service fund.

TAX ITEMS – None

TRANSPORTATION – None

The motion carried.

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

Dr. Bowers reported that the district’s current focus is getting our personnel in place. He welcomed one of our new employees Ms. Nicole McGinn who was in the audience.

The district’s other obvious push is our budget. We are working with the finance committee to reduce our proposed millage increase as Mrs. Erb mentioned earlier.

Our most exciting event is graduation on Thursday night.

We are hoping you will all be able to join us to celebrate!

ITEMS FROM BOARD MEMBERS - None

ITEMS FROM PUBLIC - None

Upon motion made by Mr. Welteroth, seconded by Mr. Schefsky and carried, the meeting adjourned at 6:08 PM.

Wanda M. Erb, Board Secretary