

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, March 20, 2018, 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,
Adam C. Welteroth.

ABSENT: Jerene A. Milliken, Marc D. Schefsky, Nancy Story Somers,
Spencer E. Sweeting.

OPENING EXERCISES were provided by Dr. Jane Penman.

APPROVAL OF MINUTES: None

Student Representatives - Kyle Andrews and Anna Vaughn Stewart were present to report on the news at the High School.

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

- A. Approve the resignation of Jerene A. Milliken as a member of the Williamsport Area School District Board of Education effective March 20, 2018.

Committee Reports by Board Members – Board Negotiating Team – Dr. Penman reported that a tentative agreement was signed with the Williamsport Education Association on February 28th. We are now waiting for the WEA members to ratify the agreement. The board is planning to vote on ratification at the April 10th meeting.

A motion was made by Dr. Penman and seconded by Mrs. Lake to approve the minutes, agenda, and addendum.

The motion carried by a unanimous roll call.

FINANCE REPORT

- 5.1 Approve the following financial reports:

- A. Treasurer’s Report for the month of February 2018:

5.1 Approve the following financial reports:

A. Treasurer's Report for the month of February 2018 cont'd:

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 |
|--------------|--------------|--------------|--------------|
| 03/20/18 | \$297,671.47 | 03/20/18A | 19,833.24 |
| 03/20/18B | 4,050.94 | 03/20/18C | 84.78 |
| 03/20/18D | 426,172.46 | 03/20/18E | 4,445,341.63 |
| 03/20/18F | 24,659.58 | | |

5.3 Approve budget transfers for FY18, dated January 17, 2018 to March 20, 2018, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve the following individuals for work on the high school musical *The Hunchback of Notre Dame* to be held on April 13 & 14, 2018, at the Williamsport Area High School auditorium at the rates listed below:

| | | | |
|------------------|-------|--------------------|-------|
| Judy Burke | \$500 | Kathleen Mondell | \$400 |
| Wendy Griffin | \$500 | Dani Fassnacht | \$400 |
| Douglas LeBlanc | \$400 | Laura Garside | \$400 |
| Christiana Smith | \$450 | Matthew Radspinner | \$500 |
| Reuben McFarlane | \$400 | Jeffrey Smith | \$400 |
| Linda Kanski | \$400 | Donald Fisher | \$400 |
| Beverly Schmidt | \$400 | Todd Kendall | \$500 |
| Anna Radspinner | \$400 | | |

- 7.2 Approve the Lock Haven University Course HIST102 World History 2. This request includes offering 1.0 Williamsport Area High School Credit, and including the course on the student's transcript as a 1.4 weight, commensurate with dual enrollment courses. The course will be considered as meeting a core requirement. 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 2017-18 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 on an official Lock Haven University transcript to be included in GPA and class rank.

- 7.3 Approve the following courses and fee schedule for the Williamsport Area High School's 2018 summer school courses:

Online Credit Recovery Courses

- Introduction to Literature/Composition I
- Introduction to Literature/Composition II
- American Literature
- English 12
- Algebra I
- Algebra II
- Trigonometry
- Geometry
- United States History
- Global Studies
- Civics and Government
- World History
- Biology I
- Chemistry I

| | |
|----------------------|-----------|
| Regular Tuition | \$180 fee |
| Adjusted Tuition | \$130 fee |
| Non-Resident Tuition | \$225 fee |

CURRICULUM REPORT CONT'D:

- 7.3 Approve the following courses and fee schedule for the Williamsport Area High School's 2018 summer school courses cont'd:

Online Acceleration Courses

- Civics & Government
- World History
- Algebra I
- Algebra II
- Algebra II Honors
- Geometry Honors
- Trigonometry
- Pre-Calculus/Trigonometry Honors
- Chemistry I (Additional lab fee: \$325 regular; \$275 adjusted; \$370 non-resident)

| | |
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| Regular Tuition | \$180 fee |
| Adjusted Tuition | \$130 fee |
| Non-Resident Tuition | \$225 fee |

On-Campus Acceleration Honors Courses

- Civics & Government Honors
- World History Honors

| | |
|----------------------|-----------|
| Regular Tuition | \$400 fee |
| Adjusted Tuition | \$375 fee |
| Non-Resident Tuition | \$450 fee |

Half Credit Courses

- Health 01 (2nd Session – 7/9-7/27/18)
- Physical Education (1st session – 6/11-6/27/18)
- Career Pathways/Financial Literacy (1st session – 6/11-6/27-18)

| | |
|----------------------|--------------------|
| Regular Tuition | \$135 per semester |
| Adjusted Tuition | \$100 per semester |
| Non-Resident Tuition | \$180 per semester |

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Acknowledge the termination of employment with the Williamsport Area School District for David A. Cendoma due to his abandonment of his position as part-time Custodian at the high school, effective February 28, 2018.

8.1 RESIGNATIONS CONT'D:

- B. Ashleigh N. Brass, full-time Special Education long-term substitute teacher at Cochran Primary School, for personal reasons, effective March 23, 2018.

8.2 LEAVES OF ABSENCE – None

8.3* ELECTION OF STAFF

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

- A. Christopher M. Heeman to be currently assigned to full-time General Maintenance Worker (1st shift; 250 days, 8 hours per day) for the District, with a base wage rate of \$38,100 (\$19.05 per hour), prorated, effective March 26, 2018 (replacing Paul Eberhart, retired).
- B. Ann R. Russell to be currently assigned to part-time Aide (Special Education; up to 185 days per year, prorated; 5 hours per day) at the high school, with a base wage rate of \$13.33 per hour (without degree rate), effective March 21, 2018 (replacing Donna Gadson, resigned).
- C. The following spring sports coaches at the respective schools for the 2017-2018 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

| | | |
|-----------------|--|---------|
| Boys MS Soccer: | William C. Kerr (0) | \$1,920 |
| | (replacing Kimberlie S. Palmatier, resigned) | |

Williamsport Area High School

| | | |
|-----------------|----------------|-----|
| <u>Softball</u> | | |
| Volunteer: | Curtis P. Fink | --- |

- D. The following substitute food service workers(s), at the salary rate of \$9.00 per hour, for the actual number of hours worked:

Connie J. Bodle (effective 03/21/18)

- E. 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:

Deborah A. Parks (effective 03/21/18)
Lindsey D. Ulmer (effective 03/21/18)

8.3* ELECTION OF STAFF CONT'D:

- F. 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 (\$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:

Valaquenta S. Anderson (effective 03/21/18)

- G. Appoint Brett A. Leinbach as the Acting Board Secretary for the period of April 9, 2018 through June 30, 2018.

- H. 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 2017-2018 school year:

Jennifer L. Jackson (effective 03/21/18)

- I. Wendy O'Malley to be currently assigned to part-time Administrative Support I (up to 225 days per year, prorated; up to 5 hours per day) in the Student Services Department at the DSC, with a base wage rate of \$13.22 per hour, effective April 3, 2018, pending receipt of clearances and all necessary paperwork (replacing Daphne Brinkerhoff, resigned; position briefly filled by Alyssa Wall).
- J. Melanie C. Schramm as an athletic event worker, effective March 21, 2018, to be paid at a flat rate per event (as determined by the Athletic Director) as scheduled and approved by the Athletic Department. Payment for these services will be forwarded to payroll for processing.

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Staci L. Godfrey from full-time Administrative Support I in the Tax Office to be currently assigned to full-time Administrative Support I (245 day, 7½ hours per day) in the Business Office/Food Service at the District Service Center, with a base wage rate of \$35,317 (\$19.22 per hour), effective April 23, 2018 (replacing Nicole Scocchera, transferred).
- B. Mary D. Masden from a full-time Food Service Production Manager at Curtin Intermediate School to be currently assigned to full-time Food Service Production Manager (180 days, 7¼ hours, 7:00 a.m. – 2:45 p.m.) at Lycoming Valley Intermediate School, with a base wage rate of \$17.74 per hour, effective date to be determined (replacing Debra Umpstead, retired).

8.4* POSITION CHANGES CONT'D:

- C. Christine E. Welliver from a substitute Food Service Worker to be currently assigned to a part-time Food Service Worker (up to 180 days, 3 hours daily, 7:00 a.m. – 10:00 a.m.) at Stevens Primary School, with a base wage rate of \$12.45 per hour, effective March 21, 2018 (replacing Alaina Walters, transferred).

8.5 OTHER

- A. Authorize payment to Wanda Erb for \$2,205 for services rendered, relating contract negotiations. Consider also authorizing payment to Ms. Erb for business administrative services at the rate of \$441 per day, as needed, from April 9, through June 30, 2018.

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. Approximately 20 Jett Friday Club members from the Williamsport Area Middle School, accompanied by their teacher, to travel to Helminiak's Greenhouse during April 2018. Transportation will be provided in the school van (two trips).
- B. Nine (9) members of Helping Hands from the Williamsport Area Middle School, accompanied by the school counselor, to travel to the County Commissioner's Office during April 2018 to meet the Attorney General. Transportation will be provided in the school van.
- C. Approximately 199 third grade students from Hepburn-Lycoming and Jackson Primary Schools, accompanied by their teachers, to travel to Lycoming Valley Intermediate School on two dates during May 2018 as part of their transition to intermediate school. District transportation is requested and will be paid through the elementary curriculum budget.

10.1* Approve the following student trips cont'd:

- D. Nine (9) Williamsport Area Middle School students, accompanied by a teacher, to travel to the Brickyard at a date to be determined in March or April. The trip is a school-wide positive behavior reward. Transportation will be provided in the school van.
- E. Four (4) autistic support students from Curtin Intermediate School, accompanied by their teacher, to travel to Lock Haven University during April 2018 to participate in Kent's Fest. District transportation is requested and will be paid through the special education budget.
- F. Approximately 120 first grade students from Cochran Primary School, accompanied by their teachers and aides, to travel to Clyde Peeling's Reptiland during May 2018. District transportation is requested. All costs will be paid by the Cochran PTO.
- G. Approximately 125 third grade students from Cochran Primary School, accompanied by their teachers and parent volunteers, to travel to Camp Susque during May 2018. District transportation is requested. All costs will be paid by the Cochran PTO.
- H. Eight (8) members of the Williamsport Area Middle School's Stock Market Club, accompanied by two staff members, to travel to Penn College during May 2018 for awards and a luncheon. The students will be transported by the staff members. One substitute will be required for the day.
- I. Twenty-five (25) FBLA members from the Williamsport Area High School, accompanied by their advisor, to travel to Penn College during May 2018 for a tour and awards luncheon for the stock market game. District transportation is requested and will be paid through the CTE budget. One substitute will be required for approximately half a day.
- J. Fifty (50) art students from the Williamsport Area High School, accompanied by two teachers, to travel to the Andy Warhol Museum in Pittsburgh during May 2018. Transportation will be provided by contract carrier. All costs will be paid by the participating students. Two substitutes will be required for the day.
- K. Two (2) band students from the Williamsport Area High School, accompanied by their teacher, to travel to Lancaster for four days during April 2018 to participate in PMEA All State Band. The students will be transported by their teacher. One substitute will be required for three days.
- L. Eight (8) FBLA members from the Williamsport Area High School, accompanied by their advisor, to travel to Bloomsburg University during April 2018 to participate in an entrepreneurship competition and to tour the campus. Transportation will be provided in the school van. One substitute will be required for the day.

10.1* Approve the following student trips cont'd:

- M. Three (3) Williamsport Area High School students, accompanied by their teacher, to travel to Carlisle during May 2018 to participate in the Pennsylvania State Computer Fair. Transportation will be provided in the school van. One substitute will be required for the day.
- N. Approximately 200 fifth grade students from Curtin Intermediate School, accompanied by their teachers and aides, to travel to Lake Tobias Wildlife Park during June 2018. District transportation is requested. All costs will be paid by the Curtin PTO.
- O. Approximately 200 sixth grade students from Lycoming Valley Intermediate School, accompanied by their teachers, to travel to Harrisburg to visit the Museum of Natural History and The Whitaker Center during May 2018. Transportation will be provided by contract carrier. All costs will be paid by the Lycoming Valley PTO.
- P. Twenty-six (26) members of the Williamsport Area Middle School's Community Service Club, accompanied by two teachers, to travel to Jackson Primary during March 2018 to hold an egg hunt for the students. The students will walk to and from Jackson.
- Q. Approximately 100 members of the Curtin Intermediate School's 6th Grade Choir, accompanied by their teacher and an administrator, to travel to the Williamsport Area Middle School during March 2018 to see a performance of the WAMS musical. District transportation is requested and will be paid through the music budget. One substitute will be required for half a day.

BIDS/CONTRACTS

- 11.1 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of athletic supplies to be used at the middle and high schools.

RECOMMENDED AWARDS:

| | |
|--|-----------------|
| BSN Passon's, Jenkintown, PA | \$746.50 |
| Longstreth Sporting Goods LLC, Spring City, PA | 11.80 |
| Pyramid School Products Inc., Tampa, FL | 546.50 |
| Riddell/All American, Chicago, IL | 1,538.40 |
| Sportsman's Inc., Johnstown, PA | <u>7,598.03</u> |

TOTAL RECOMMENDED AWARDS **\$10,441.23**

BIDS/CONTRACTS CONT'D:

- 11.2 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of custodial supplies to replenish warehouse stock.

RECOMMENDED AWARDS:

| | |
|---|------------------|
| Calico Industrial Supply LLC, Annapolis Junction MD | \$37,302.72 |
| Veritiv Operating Company, Mechanicsburg, PA | 387.65 |
| LJC Distributors of Fuller Brush, Scranton, PA | 775.00 |
| Hassinger & Company Inc.-New Cumberland, PA | 1,678.92 |
| Pennsylvania Paper & Supply Co. Inc., Scranton, PA | <u>10,406.75</u> |

TOTAL RECOMMENDED AWARDS **\$50,551.04**

TAX ITEMS – None

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

We are working on the 2018-19 budget and reviewing impact statements. A draft of the budget will be presented to the Finance and Facilities Planning Committee on March 27th.

Wanda Erb spent a transition day in the district today.

A meeting with the county commissioners and superintendents from the county was held on March 13th at the Millionaire Café. A discussion was held on school safety and how the county and local school districts can work together.

ITEMS FROM BOARD MEMBERS

Mr. Dixon suggested investigating the possibility of allowing students to work in a co-op setting during the summer between their sophomore and junior years.

Dr. Penman recommended the board send a letter to PIAA asking them to change their policies to deal with the injustice of public schools competing against private and parochial schools during playoffs. These schools are allowed to recruit athletes and public schools may not.

Mrs. Lake thanked the district for the opportunity to attend ALICE training. She also reported that she was invited to attend Jeremiah Washington's class to discuss racial issues. A panel spoke to students and answered questions.

Ms. Baer thanked the teachers who invited board members into their classrooms to read to their students.

ITEMS FROM PUBLIC – None

March 20, 2018

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

Upon motion made by Dr. Penman, seconded by Mr. Welteroth and carried the meeting adjourned at 6:21 PM.

Jeffrey L. Richards, Board Secretary