

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 21, 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, Patrick A. Dixon, Robin J. Knauth, Jerene A. Milliken,
Jane L. Penman, Nancy Story Somers, Spencer E. Sweeting, Scott R. Williams.

ABSENT: Jennifer Lake.

OPENING EXERCISES were provided by Mrs. Jerene A. Milliken

SECRETARY PRO TEMPORE

A motion was made by Mr. Sweeting, seconded by Mrs. Milliken to appoint Peter D. Chapla as secretary pro tempore for this meeting only, due to the absence of Board Secretary Jeffrey L. Richards.

The motion carried by a unanimous roll call

President Baer announced that an Executive Session for a confidential student matter was held prior to tonight's meeting.

President Baer announced that Agenda Item 11.2 was removed from the agenda.

A motion was made by Mr. Dixon and seconded by Mrs. Milliken to approve the minutes, agenda, and the addendum.

The motion carried by a unanimous roll call.

APPROVAL OF MINUTES: Regular Meeting – March 7, 2017

Student Representatives' Report – Alisha Chen and Jack Holmes addressed the board on recent events at the high school. Miss Chen reported on the recent PMEA regional competition in which five high school students qualified for the state competition. Mr. Holmes reported on the outstanding performance of the high school musical "Hairspray" held last weekend. He also commented on recent Key Club service project activities and the Model UN team.

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

- A. Approve the adjudication of student 16/17-09, resulting from a quasi-judicial hearing held earlier this evening.

Committee Reports by Board Members - None

Construction Projects - None

FINANCE REPORT

5.1* 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
03/21/17	\$543,175.02	03/21/17A	127,881.31
03/21/17B	3,537.87	03/21/17C	243.56
03/21/17D	4,414,315.75	03/21/17E	75,759.48
03/21/17F	5,700.00	03/21/17G	120,602.50
03/21/17H	35,798.72		

5.2 Appoint Fred A. Holland, from Murphy, Butterfield & Holland, P.C., as school district solicitor, for the period of July 1, 2017 through June 30, 2018, at a retainer of \$20,000 and an hourly rate of \$140 for matters that fall outside the scope of the retainer.

5.3 Approve the renewal of a three-year contract with Baker Tilly Virchow Krause, LLP to provide professional audit services for the school district for the fiscal years ending June 30, 2017, 2018, and 2019 at a cost of \$40,975; \$41,800 and \$42,650 respectively.

5.4 Approve the renewal of a three-year contract with Baker Tilly Virchow Krause, LLP to provide professional audit services to the Municipal and School Earned Income Tax Office for the fiscal years ending June 30, 2017, 2018, and 2019 at a cost of \$23,600; \$24,075 and \$24,575 respectively.

BOARD POLICY – None

CURRICULUM REPORT

7.1 Approve the payment of stipends to active members of the Williamsport Area High School and Williamsport Area Middle School Student Assistance Teams for the 2016-2017 school year. The stipend rate is \$1,200 per year, per the stipend schedule. Members are listed by building:

Williamsport Area High School

Kate Skipper Harris
 Jennifer Weaver
 Derek Slaughter
 Carole Heckel

Heather Way
 Jeremy Steppe
 Liz Dincher

- 7.1 Approve the payment of stipends to active members of the Williamsport Area High School and Williamsport Area Middle School Student Assistance Teams cont'd:

Williamsport Area Middle School

Christine Wagner
Donna Callahan
Tamra Rook

Margie Stopper
Patrick Menges
Jennie Wagner-Guffy

- 7.2 Approve the following courses and fee schedule for the Williamsport Area High School's 2017 summer school courses. Classes will run June 12, 2017 through August 4, 2017.

Online Credit Recovery Courses

- Introduction to Literature/Composition I
- Introduction to Literature/Composition II
- American Literature
- English 12
- US History
- Civics & Government
- World History
- Biology I
- Chemistry I
- Algebra I
- Algebra II
- Geometry
- Trigonometry

Regular Tuition	\$200
Adjusted Tuition	\$170
Non-Resident Tuition	\$225

Online Acceleration Courses

- Algebra I
- Algebra II
- Algebra II Honors
- Geometry Honors
- Trigonometry
- Pre-Calculus/Trigonometry Honors
- Civics & Government
- World History
- Chemistry I (*requires an additional lab fee of \$125.00)

Regular Tuition	\$200*
Adjusted Tuition	\$170*
Non-Resident Tuition	\$225*

7.2 Approve the following courses and fee schedule for WAHS Summer School cont'd:

On-Campus Acceleration Honors Courses

- Civics & Government Honors
- World History Honors

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

Half Credit Courses

- Health 01 (2nd session – 7/10-7/28)
- Physical Education (1st session – 6/12-6/30)
- Career Pathways/Financial Literacy (1st session – 6/12-6/30)

Regular Tuition	\$130 per semester
Adjusted Tuition	\$105 per semester
Non-Resident Tuition	\$180 per semester

7.3 Approve Andrew Leigey, Automotive Technology teacher at the Williamsport Area High School, to provide emissions testing for adult automotive technicians. Mr. Leigey will offer this during evening hours throughout the year by appointment. The fee charged for the course (\$100.00 for initial certification and \$95.00 for recertification) will cover the expenses of the teacher and materials needed for the course. Mr. Leigey will be paid at the rate established in the WEA Collective Bargaining Agreement (\$31.20 per hour).

7.4 Revise Andrew Leigey, Automotive Technology teacher at the Williamsport Area High School, to teach a Pennsylvania Vehicle Safety Inspection update course for adult auto technicians. Mr. Leigey will offer this course during evening hours in May 2017. The fee charged for the course will cover the expenses of the teacher and materials needed for the course. Mr. Leigey will be paid for up to 35 hours at the rate established in the WEA Collective Bargaining Agreement (~~\$30.59~~ \$31.20 per hour) (originally approved on 03/07/17 agenda).

PERSONNEL REPORT

8.1 RESIGNATIONS – None at this time

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Donna Gadson, part-time Instructional Support Aide at the high school, extension of an unpaid leave, effective March 2, 2017, through April 12, 2017.

8.3* ELECTION OF STAFF

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

- A. The following person(s) for work on the middle school musical production of *Shrek, Jr.* to be held on March 24 & 25, 2017, at the rates listed in accordance with the Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association:

Edward A. Richards \$1,329

- B. John P. Czap, DDS, 1303 East Third St., Williamsport, as the school dentist for the 2016-2017 school year. The cost per dental inspection is \$6.00 per student and is a certified reimbursable cost.

8.4* POSITION CHANGES – None at this time

8.5 WORK SCHEDULES FOR 2017-2018

Approve Employee Work Schedules for administrative, professional staff and support staff employees for fiscal year 2017-2018 as listed below:

<u>Category</u>	<u>Column</u>	<u>Days</u>	<u>Hours</u>
12-month Custodial/Maintenance/Warehouse/ Automotive Maintenance	A	250	8
12-month Administrators*, Confidential Admin. Support*	B	245	7½*
12-month Technicians, Admin. Support	B	245	7½
11-month Admin. Support Staff & Special Ed. Coordinators	C	225	7 - 7½
10-month Assistant Principals* & Jackson Admin. Support	D	205	7½
10-month Department Heads*, Selected Administrators* & Selected Administrative Support	E	205	7 - 7½
Selected Psychologists	F	200	7½
Teachers	G	188	7½
Instructional Aides & Administrative Support	H	185	7
Food Service & Security Officers	I	180	---

*Reflects advertised office hours. These employee schedules are not limited to office hours.

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-one (51) third grade students from Stevens Primary School, accompanied by their teachers, to travel to Camp Susque during May 2017 to participate in a variety of science activities. District transportation is requested. All costs will be paid by the Stevens PTA.
- B. Seven (7) Williamsport Area High School students accompanied by their teacher and a parent chaperone, to travel to Seven Springs for three days during April 2017 to participate in the Technology Student Association State Conference. Transportation will be provided in the school van. The trip will be funded by the participating students and the Perkins Grant. One substitute will be required for three days.
- C. Fourteen (14) Williamsport Area High School accounting students, accompanied by their teacher, to travel to Penn College during April 2017 to receive instruction on the use of software and to complete an assignment for their PCT Financial Accounting Course. District transportation is requested and will be paid through the CTE budget. One substitute will be required for the day.
- D. One (1) Williamsport Area High School band student, accompanied by his/her teacher, to travel to Mount Carmel for two days during March/April 2017 to participate in the PMEA District Jazz Festival. Transportation will be provided by the teacher. One substitute will be required for one day.
- E. Twenty-seven (27) early childhood education students from the Williamsport Area High School, accompanied by their teacher and an aide, to travel to R.B. Winter State Park during April 2017 to attend a workshop for early childhood workers. District transportation is requested. All costs will be paid through the CTE budget. One substitute is required for half a day.
- F. Fifty (50) Williamsport Area High School students, accompanied by two teachers, to travel to the Community Arts Center during March 2017 to attend a program about suicide prevention. District transportation is requested and will be paid through the Student Services budget. One substitute will be required for half a day.
- G. Eighty-one (81) second grade students from Hepburn-Lycoming Primary School, accompanied by their teachers, to travel to the Hiawatha during May 2017 to learn more about the history of the Williamsport area. District transportation is requested. All costs will be paid by the Hepburn PTO.

10.1* Approve the following student trips cont'd:

- H. Twenty-three (23) first grade students from Stevens Primary School, accompanied by their teacher, to travel to Leighton Place Personal Care Facility during April 2017 to perform a music program for the residents. The students will walk to and from the home. There will be no cost to the district.
- I. Twenty-five (25) ninth grade students from the Williamsport Area High School, accompanied by a teacher, to travel to the Federal Courthouse during April 2017 to learn about career options. District transportation is requested. One substitute will be required for the day. All costs will be paid by the Middle District of PA Federal Bar Association.
- J. Approximately 200 fifth grade students from Lycoming Valley Intermediate School, accompanied by their teachers and chaperones, to travel to Little Pine State Park on two dates during May 2017 to participate in a variety of science activities. District transportation is requested. All costs will be paid by the Lycoming Valley PTO.
- K. Nine (9) members of the Williamsport Area Middle School's musical cast, accompanied by their teacher, to travel to Stevens Primary School during March 2017 to perform segments of their musical "Shrek." District transportation is requested, or the district van will be used. One substitute will be required for half the day.
- L. Approximately 157 orchestra students from Curtin and Lycoming Valley Intermediate Schools and the Williamsport Area Middle School, accompanied by their teachers, to travel to the Williamsport Area High School during April 2017 to meet the members of Barrage 8, watch them rehearse, and to prepare a performance piece. District transportation is requested and will be paid through the high school budget.

10.2 Approve the following request from facility use:

- A. Old Lycoming Township Fire Department used the pool at the high school on Sundays, January 22 and February 19, 2017, from 8:00 a.m. to 12:00 p.m. to conduct scuba diving rescue and recovery training. The fire department is requesting relief of the labor charges of \$337.50.

BIDS/CONTRACTS

- 11.1 Approve the renewal of a three-year inspection agreement with Davis-Ulmer Sprinkler Company, Inc., to provide annual sprinkler inspections at Cochran Primary School, Williamsport Area High School, Jackson Primary School, and Williamsport Area Middle School at a cost of \$975.00 per year.

11. BIDS/CONTRACTS CONT'D:

- 11.2 REMOVED BY ADMINISTRATION. Consider approving an agreement with Environmental Treatment Services LLC for operation and supervision of water and wastewater treatment plant facilities at Hepburn-Lycoming Primary School and Lycoming Valley Intermediate School at a cost of \$950.00 per month beginning July 1, 2017.

TAX ITEMS – None

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

Dr. Bowers commented that the Finance Committee will be meeting next week and that the administrative team is working diligently on preparing the budget for board approval.

Dr. Bowers described the administrative team's recent efforts in conducting a budget impact review of all district budget proposals from the building principal and central office key personnel. Dr. Bowers commented on the efforts of Jeremy Loveland, Director of Technology in using technology in the review process.

He also informed the board that the administrative team was carefully vetting any vacant positions created by retirement or positions that may be recommended based on the needs of students. Dr. Bowers commented on the depth of understanding with the budget impact process within the administrative team and that our efforts will remain focused on maintaining the financial health and well-being of the district.

ITEMS FROM BOARD MEMBERS

Mr. Sweeting commented on the YAMJam festival coming on March 23, 2017 to Lycoming Valley Intermediate School. He also mentioned the positive impact of the WASDEF's teacher mini-grants which in the past year funded a ukulele band for LVIS students which will be featured at the YAMJam on March 23rd.

Mr. Holland thanked the board for renewing his service for the next year as the district solicitor.

Mrs. Milliken wished Mr. Sweeting a happy birthday.

Dr. Knauth commented on the WAHS musical "Hairspray" and how talented the student performers were in the show. Dr. Knauth also commented on the fact that (5) WAHS students qualified for PMEA state competition.

ITEMS FROM PUBLIC - None

March 21, 2017

President Baer announced that there would be an executive session immediately following the meeting for attorney advisement.

Upon motion made by Mr. Sweeting, seconded by Mrs. Milliken and carried, the meeting adjourned at 6:11 PM.

Peter D. Chapla, Secretary Pro Tempore