

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, May 1, 2018, beginning at 6:01 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, Brette C. Confair, Patrick A. Dixon, Jennifer Lake, Marc D. Schefsky (arrived 6:30 p.m.) Nancy Story Somers, Spencer E. Sweeting, Adam C. Welteroth.

ABSENT: Jane L. Penman

OPENING EXERCISES were provided by Dr. Nancy Story Somers.

Mrs. Brette Confair was sworn in as a board member by the Honorable Christian D. Frey, on April 26, 2018.

APPROVAL OF MINUTES: Regular Meetings – April 10 and April 17, 2018

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. Outstanding Student Recognition

- Johanna Baker, an 8th grade student from Williamsport Area Middle School – Presented by Justin Ross, Principal.
- Owen Berry, an 8th grade student from Williamsport Area Middle School - Presented by Justin Ross, Principal.

B. Elementary Content Specialists presentation by Dr. Susie Bigger, Assistant Superintendent and John Killian, Elementary Curriculum Supervisor.

C. CTE Clusters presentation by Dr. Randy Zangara, Director of Career and Technical Education and Dr. Susie Bigger, Assistant Superintendent.

D. Brett Leinbach, Director of Finance and Accounting/Treasurer, reviewed the proposed 2018-19 budget with projected expenditures of \$90,555,387 and revenue of \$89,968,530 leaving a deficit of \$586,857. The deficit is proposed to be funded by an increase in real estate millage of .40 mill, which will generate an additional \$626,143 and utilizing \$193,857 of fund balance and \$393,000 from the PSERS Reserve

The board then voted on agenda item 5.3.

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

E. Approve the resolution opposing ESA voucher programs (Senate Bill 2).

Committee Reports by Board Members - None

FINANCE REPORT

5.1 Approve the following financial reports:

A. Payroll Report for the month of April 2018:

General Fund – Unrestricted	\$2,680,120.26
General Fund – Restricted	141,498.14
Food Service Fund	70,496.00
Earned Income Tax	44,721.18
Student Activities	<u>3,000.00</u>
TOTAL	\$2,939,835.58

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
05/01/18	\$532,369.54	05/01/18A	122,073.57
05/01/18B	136.00	05/01/18C	1,325,873.55
05/01/18D	120,585.96	05/01/18E	7,536.00
05/01/18F	33,708.86	05/01/18G	801.99
05/01/18H	106.86		

5.3 Motion made by Dr. Story Somers, seconded by Mr. Sweeting to adopt the following resolution relative to a Proposed Final Budget for the 2018-2019 fiscal year.

RESOLVED: That in accordance with the School Laws of Pennsylvania, 1949 as amended, Section 687 and Act 1 of 2006, the Board of School Directors of the Williamsport Area School District announces a proposed general fund budget in the amount of funds which will be required by the Williamsport Area School District for the fiscal year beginning July 1, 2018, and

RESOLVED FURTHER: That a meeting of the Board of School Directors of the Williamsport Area School District is scheduled to be held at 6:00 p.m. on Tuesday, June 5, 2018, for the purpose of adopting the general fund budget and such other general business as may be brought before the Board, and

5.3 Adopt the following resolution relative to a Proposed Final Budget for the 2018-2019 fiscal year cont'd:

RESOLVED FURTHER: That the Secretary be and is hereby authorized and directed to provide for special notice in a local newspaper that the proposed budget is available for inspection at the Office of the Board Secretary of the Williamsport Area School District, 2780 West Fourth Street, Williamsport, Pennsylvania for all who may be interested:

The following is a summary of the proposed General Fund Budget for the fiscal year beginning July 1, 2018:

ESTIMATED BEGINNING UNASSIGNED FUND BALANCE AVAILABLE FOR APPROPRIATION 06/30/18	\$ 8,348,519
FY18-19 UNRESTRICTED REVENUE	84,518,283
FY18-19 RESTRICTED REVENUE	5,450,247
TOTAL ESTIMATED FUND BALANCE AND REVENUE AVAILABLE FOR APPROPRIATION	98,317,049
FY18-19 UNRESTRICTED EXPENDITURES	85,105,140
FY18-19 RESTRICTED EXPENDITURES	5,450,247
TOTAL ESTIMATED EXPENDITURES	90,555,387
ESTIMATED JUNE 30, 2019 UNASSIGNED FUND BALANCE	7,761,662

Although the Tax levy will not be made until the budget is adopted on June 5, 2018, the preliminary budget anticipates the following taxes:

	<u>18/19</u>
Real Property (16.16 mills 17/18)	16.56 mills
Act 511 Taxes	
Earned Income	1½ %
Real Estate Transfer	½ of 1%

The motion carried unanimously.

A motion was made by Mr. Sweeting and seconded by Dr. Story Somers to approve the minutes, agenda, and addendum.

The motion carried unanimously

BOARD POLICY

- 6.1 Approving the first reading of policy 216 “Student Records” of the Williamsport Area School District Board Policy.

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 2017-2018 school year. The stipend rate is \$1,200 per year, per the stipend schedule. Members are listed by building:

Williamsport Area High School

Elizabeth Dincher
David Ferry
Derek Slaughter
Jennifer Weaver

Kaitlyn Eck
Phyllis Sieber
Jeremy Steppe

Williamsport Area Middle School

Julie Caringi
Patrick Menges
Margie Stopper

Jennie Guffy
Tamra Rook
Christine Wagner

- 7.2 Approve the payment of half year stipends to active members of the Williamsport Area High School and Williamsport Area Middle School Student Assistance Teams for the 2017-2018 school year. The stipend rate is \$600. Members are listed below:

Seth Decker

Donna Callahan

- 7.3 Approve a 2017-18 tuition agreement with New Story School to provide a student with special education requirements and all related services at a rate of \$270.00 per day.

- 7.4 Approve the closing of the Horticulture Program at the end of the 2017-18 school year, and approve the exploration and development of a Homeland Security, Law Enforcement, Firefighting, and Related Protective Services CTE program to start the 2019-20 school year.

- 7.5 Approve the Williamsport Area School District’s Comprehensive Chapter 339 Plan.

- 7.6 Approve an amendment to the Penn College Academic Affiliation Nursing program agreement due to changes in the law on the requirements for clearances in their nursing program. The current agreement runs through July 2019.

- 7.7 Approve an agreement with the University of Pennsylvania to provide three Penn Literacy Network (PLN) Refresher Workshops during September, October, and November 2018 at a cost of \$3,200 per workshop. The total of \$9,600 will be paid through Title II funds.

CURRICULUM REPORT CONT'D:

- 7.8 Approve an agreement with NaviGate Prepared to develop and provide a digital safety software platform for the Williamsport Area School District. The cost for implementation will be \$20,000 for the first year, and then a yearly cost of \$8,000 per year for licensing fees for all schools. The cost of the software will be covered by school safety funds out of the Student Services budget.
- 7.9 Approve, at the recommendation of the Strategic Recruitment Committee, the formation of two club advisory positions for the student club/chapter of Educator's Rising. One advisor would be assigned at the Williamsport Area Middle School, and one at the Williamsport Area High School at a stipend of \$800 per advisor, which is the same as other like advisor rates within the WEA contract. Advisors and students will join the national chapter of Educator's Rising, which "cultivates highly skilled educators by guiding young people on a path to becoming accomplished teachers, beginning in high school and extending through college and into the profession." Costs will be provided by the general fund.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Revise the effective date of retirement for Karen L. Furman, full-time English /Language Arts teacher at the middle school, from June 7, 2018, to June 24, 2018.
- B. Ryan L. Miller, Baseball Head Coach at the high school, for personal reasons, effective April 20, 2018.
- C. Wynn S. Kutz, substitute teacher for the District, for personal reasons, effective May 20, 2018.
- D. Shelley L. Litz, full-time Title I Reading Specialist and Instructional Coach at Stevens Primary School, for other employment, effective June 7, 2018.
- E. Kimberly J. Cillo, full-time Administrative Support II at Curtin Intermediate School, for other employment, effective May 11, 2018.
- F. Quinzell Tribble, part-time Custodian at Jackson Primary School, for personal reasons, effective May 11, 2018.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Jenny R. Canfield, part-time Aide at the high school, for an unpaid leave, effective May 11, 2018, through June 7, 2018.

8.3 ELECTION OF STAFF

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

- A. Crystal R. Hartsock 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 \$13.22 per hour, effective May 2, 2018 (replacing Lindsey Ulmer, resigned).
- B. Patricia A. Cioffi to be currently assigned as a homebound instructor, subject to assignment by the Superintendent of Schools, as the needs of the service require, at the rate of \$31.92 per hour for the actual number of hours worked, effective May 2, 2018.
- C. Revise 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 High School

Baseball

Head Coach (½ season)	Ryan L. Miller (5)	\$2,800	\$5,600
Head Coach (½ season)	Kyle S. Schneider (1)		\$2,380
Varsity Assistant:	Kyle S. Schneider (1) ++	\$1,190	\$2,380
Varsity Assistant:	Joel A. Worthington (4) ++		\$1,330
	(½ season; replace K. Schneider) [++Booster Funded Position]		
Volunteer:	Jordan C. Yohn		---

- D. 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:

Tinamarie Jones (effective 05/02/18)
 Carol H. Myers (effective 05/02/18)

- E. Liam R. McGarvey as an athletic event worker, effective May 2, 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. Jennifer L. Youmans Weaver, from a full-time CTE Business teacher at the middle school to be currently assigned to full-time CTE Business, Communications & Information Technology (BCIT) teacher at the high school, at the 2018-2019 school year contract salary rate, effective at the beginning of the 2018-2019 school year - tentative date of August 23, 2018 (replacing Doris Lynn Getz, retired).
- B. Approve payment of shift differential from 3:00 p.m. to 6:30 p.m., as per the WAESP contract, for the WAMS and WAHS Groundskeeper positions during the Spring/Summer Season, as a result of a change in the work schedule hours to 10:00 a.m. to 6:30 p.m. The Spring/Summer Season will run from May 1st to November 1st of each school year.

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 \$25.48 per employee for Employee Assistance Program (EAP) Services effective July 1, 2018 through June 30, 2019.

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 155 fourth grade students from Curtin Intermediate School, accompanied by their teachers, to travel to the Pioneer Coal Mine (Ashland) during May 2018. District transportation is requested. All costs will be paid by the Curtin PTO.
- B. Approximately 200 third grade students from Cochran, Jackson, and Stevens Primary Schools, accompanied by their teachers, to travel to Curtin Intermediate School during May 2018 for a tour as part of their transition. District transportation is required for students from Jackson and Stevens. Cochran students will walk. Transportation will be paid through the curriculum budget.

10.1 Consider approving the following student trips cont'd:

- C. Approximately 150 fourth grade students from Curtin Intermediate School, accompanied by their teachers, to travel to Brandon Park during June 2018 as a class activity. The students will walk to and from the park.
- D. Ten (10) Williamsport Area Middle School students, accompanied by a staff member, to travel to the Sun-Gazette, Otto's Bookstore, and Hoss's during June 2018 as a reward for being the top 10 AR readers of the year. The students will be transported by River Valley Transit. All costs will be paid by the WAMS PTO.
- E. Fifteen (15) Without a Cue members from the Williamsport Area High School, accompanied by their teacher, to travel to Montoursville Area High School during May 2018 to attend an educational workshop and participate in a combined show. District transportation is not required.
- F. Fourteen (14) tenth grade students from the Williamsport Area High School, accompanied by two teachers, to travel to Penn College during May 2018 to attend a student government seminar with Senator Yaw. District transportation is requested and will be paid through the social studies budget. Two substitutes will be required for the day.

BIDS/CONTRACTS

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

RECOMMENDED AWARDS:

National Art & School Supplies, Rahway, NJ	\$4,778.36
Nasco, Fort Atkinson, WI	358.50
Pyramid School Products, Tampa, FL	725.76
School Specialty Inc., Milwaukee, WI	<u>190.08</u>

TOTAL RECOMMENDED AWARDS **\$6,052.70**

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

RECOMMENDED AWARDS:

Contract Paper Group Inc., Chicago, IL	\$9,888.00
Veritiv Operating Company, Chicago, IL	<u>29,629.20</u>

TOTAL RECOMMENDED AWARDS **\$39,517.20**

BIDS/CONTRACTS CONT'D:

11.3 Authorize the District’s participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of general supplies to replenish warehouse stock.

RECOMMENDED AWARDS:

Pyramid School Products Inc., Tampa, FL	\$18,279.96
Cascade School Supplies Inc., North Adams, MA	477.88
Kurtz Bros. Inc., Clearfield, PA	5,611.60
Phillips Supply Company, Plymouth, PA	1,494.10
National Art & School Supplies, Rahway, NJ	8,208.28
School Specialty, Milwaukee, WI	1,450.00
Scott Electric Paper Discount, Greensburg, PA	<u>425.20</u>
TOTAL RECOMMENDED AWARDS	\$35,947.02

TAX ITEMS

12.1 Approve the following tax summaries:

12.2 Waive the penalty of \$4,638.08 and interest of \$2,166.82 for 2017 real estate taxes for Parcel No. 71-0030-0200 located in the City of Williamsport. The taxpayer had filed for bankruptcy on May 18, 2016. The county applied to payments made for 2017 taxes to prior year taxes in error.

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

Dr. Bowers commented on Mr. Killian’s presentation and thanked John for all of his time and effort he put into the presentation.

Dr. Bowers also thanked Mr. Leinbach and Mrs. Erb for all of their time and effort on the budget.

ITEMS FROM BOARD MEMBERS - None

ITEMS FROM PUBLIC

Chris Waldrab, a district employee asked for clarification on shift differential on an employee.

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

Upon motion made by Mr. Sweeting, seconded by Dr. Story Somers and carried the meeting adjourned at 8:10 PM.

Brett A. Leinbach, Acting Board Secretary