

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 2, 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, Jennifer Lake, Jerene A. Milliken, Jane L. Penman, Nancy Story Somers, Spencer E. Sweeting, Scott R. Williams.

ABSENT: None

OPENING EXERCISES were provided by Ms. Lori A. Baer

APPROVAL OF MINUTES: Regular Meeting – April 18, 2017

Student Representatives' Report – Alisha Chen reported on the news at the high school.

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

A. Outstanding Student Recognition

- Margaret Fausnaught, an 8th grade student from Williamsport Area Middle School – Presented by Reggie Fatherly, Principal.
- Michael Fisher, an 8th grade student from Williamsport Area Middle School – Presented by Reggie Fatherly, Principal.
- William Knauth, a 12th grade student from Williamsport Area High School – Presented by Brandon Pardoe, Principal.

B. Congratulations to Matt Radspinner, Orchestra Teacher and Conductor at the High School, for being recognized as this year's Outstanding String/Orchestra Teacher Award through the Pennsylvania Chapter of the American String Teacher Association. He was presented this distinguished award at the Pennsylvania Music Educator Association's conference in Erie on April 20th. The high School's Sinfonietta was also selected to perform at this event under Matt's direction.

C. Jeff Richards, Business Administrator, reviewed the proposed 2017-18 budget with projected expenditures of \$90,204,208 and revenue of \$88,436,169 leaving a deficit of \$1,768,039. The deficit is proposed to be funded by an increase in real estate millage of .41 mill, which will generate an additional \$638,925 and utilizing \$800,000 of fund balance and \$329,114 from the PSERS Reserve.

The board then voted on agenda item 5.3.

Committee Reports by Board Members - None

Construction Projects - None

FINANCE REPORT

5.1 Approve the following financial reports:

A. Payroll Report for the month of April 2017:

General Fund – Unrestricted	\$2,852,124.41
General Fund – Restricted	132,543.30
Food Service Fund	83,607.44
Earned Income Tax	44,969.17
Student Activities	<u>.00</u>
TOTAL	\$3,113,244.32

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
05/02/17	\$557,277.15	05/02/17A	9,799.57
05/02/17B	7,409.99	05/02/17C	2,512.74
05/02/17D	1,395,222.33	05/02/17E	694,776.84
05/02/17F	107,022.35	05/02/17G	5,020.00
05/02/17H	621.34	05/02/17I	45.11
05/02/17J	49,533.25	05/02/17K	45.00
05/02/17L	1,807,763.64	05/02/17M	8,568.81

5.3 Motion made by Dr. Penman, seconded by Mrs. Milliken to adopt the following resolution relative to a Proposed Final Budget for the 2017-2018 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, 2017, 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 20, 2017, for the purpose of adopting the general fund budget and such other general business as may be brought before the Board, and

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:

FINANCE REPORT CONT'D:

5.3 Adopt the following resolution relative to the Proposed Final Budget for the 2017-2018 fiscal year cont'd:

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	\$ 8,036,809
FY17-18 UNRESTRICTED REVENUE	83,546,151
FY17-18 RESTRICTED REVENUE	5,528,943
TOTAL ESTIMATED FUND BALANCE AND REVENUE AVAILABLE FOR APPROPRIATION	97,111,903
FY17-18 UNRESTRICTED EXPENDITURES	84,675,265
FY17-18 RESTRICTED EXPENDITURES	5,528,943
TOTAL ESTIMATED EXPENDITURES	90,204,208
ESTIMATED JUNE 30, 2018 UNASSIGNED FUND BALANCE	6,907,695

Although the Tax levy will not be made until the budget is adopted on June 20, 2017, the preliminary budget anticipates the following taxes:

	<u>17/18</u>
Real Property (15.82 mills 16/17)	16.23 mills
Act 511 Taxes	
Earned Income	1½ %
Real Estate Transfer	½ of 1%

The motion carried by a unanimous roll call.

The board then voted on agenda item 11.1.

A motion was made by Mr. Sweeting and seconded by Mrs. Lake to approve the minutes, balance of the agenda, and the addendum.

The motion carried by a unanimous roll call.

BOARD POLICY - None

CURRICULUM REPORT

- 7.1 Approve the adoption of the GoMath! core math program for Grades K-3 for the 2017-18 school year. The cost of \$215,000 for the materials and anticipated professional development will be partially funded by the elementary math budget and Title I. Included in the price are technology and re-order of consumables for six (6) years.
- 7.2 Approve the adoption of the Engineering is Elementary units to be companions to the FOSS science units in grades 1 and 2 for the 2017-18 school year. The cost of the materials kit and teacher manuals will be \$8,206.90, and will be paid out of the elementary science budget. The units will be shared across teachers just as the science units are shared. The units are being implemented as we begin to vertically align STEM education K-12.
- 7.3 Approve the Lycoming College course ECON 343 International Trade. This request includes offering 1.0 Williamsport High School credit, and including the course on the student's transcript at a 1.4 weight, commensurate with dual enrollment courses. The course will factor into the grade point average and class rank if it meets the requirements of the student credit limit. 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 by June 1st on an official Lycoming College transcript to be included in GPA and class rank.
- 7.4 Approve the Lycoming College course German 112 Intermediate German 2. This request includes offering 1.0 Williamsport High School credit, and including the course on the student's transcript at a 1.4 weight, commensurate with dual enrollment courses. The course will factor into the grade point average and class rank if it meets the requirements of the student credit limit. 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 by June 1st on an official Lycoming College transcript to be included in GPA and class rank.
- 7.5 Approve the Lycoming College course Math 450 Partial Differential Equations. This request includes offering 1.0 Williamsport High School credit, and including the course on the student's transcript at a 1.4 weight, commensurate with dual enrollment courses. The course will factor into the grade point average and class rank if it meets the requirements of the student credit limit. 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 by June 1st on an official Lycoming College transcript to be included in GPA and class rank.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

8.1 RESIGNATIONS CONT'D:

- A. Donna R. Cardene, full-time Purchasing Agent in the Business Office, for the purpose of retirement, effective July 3, 2017.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Donna R. Cardene from service in the Williamsport Area Schools and expresses its sincere appreciation for her 33 years of dedicated service to our school system as purchasing agent and administrative support. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Kevin D. Henry, full-time Instrumental Music (Band) teacher at Curtin Intermediate School, for the purpose of retirement, effective at the completion of the 2016-2017 school year (tentative ending date of June 8, 2017).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Kevin D. Henry from service in the Williamsport Area Schools and expresses its sincere appreciation for his 13 years of dedicated service to our school system as a teacher. It further expresses the hope that his years of retirement will be many and richly rewarding.

- C. Karen J. Morrison, part-time Instructional Support Aide at Stevens Primary School, for the purpose of retirement, effective at the completion of the 2016-2017 school year (tentative ending date of June 7, 2017).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Karen J. Morrison from service in the Williamsport Area Schools and expresses its sincere appreciation for her over 11 years of dedicated service to our school system as an aide and food service worker. It further expresses the hope that her years of retirement will be many and richly rewarding.

- D. Sandra L. Johnson, part-time Food Service Worker at Lycoming Valley Intermediate School, for the purpose of retirement, effective at the completion of the 2016-2017 school year (tentative ending date of June 8, 2017).

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Sandra L. Johnson from service in the Williamsport Area Schools and expresses its sincere appreciation for her 13 years of dedicated service to our school system as a food service worker. It further expresses the hope that her years of retirement will be many and richly rewarding.

- E. Sylvia E. Shumbat, part-time Instructional Support Aide at the high school, for other employment, effective May 12, 2017.

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 April 12, 2017, through June 7, 2017.
- B. Carole S. Heckel*, full-time Guidance Counselor at the high school, for an unpaid leave, effective May 15, 2017, through June 8, 2017.

8.3* ELECTION OF STAFF

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

- A. The following substitute food service workers(s), at the salary rate of \$9.00 per hour, for the actual number of hours worked, effective May 3, 2017:

Linda M. Vaughn

- B. 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:

Melissa R. Karichner

- C. 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:

Anthony P. Miele

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Athena G. Leathers, from full-time Food Service Production Manager at the high school to be currently assigned to full-time Custodian Class I at the high school (1st shift; 250 days, 8 hours per day), at the base wage rate of \$39,000 (\$19.50 per hour), prorated effective May 2, 2017 (replacing David Foust, resigned). Ms. Leathers has been receiving training for this position from April 25, 2017 through May 1, 2017.

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. Fifteen (15) engineering and robotics students from the Williamsport Area High School, accompanied by their teacher, to travel to Lonza during May 2017 to tour the plant to learn more about the engineering process. District transportation is requested and will be paid through the CTE budget. One substitute will be required for half the day.
- B. Approximately 200 eighth grade students from the Williamsport Area Middle School, accompanied by school staff, to travel to Dorney Park during May 2017 for their class trip. Transportation will be provided by contract carrier. The cost of the trip will be paid by the participating students.
- C. Twenty-five (25) students from the Williamsport Area Middle School, accompanied by staff members, to travel to the Hiawatha during May 2017 as a SWPB reward. Transportation will be provided in the district van. All costs will be paid with SWPB funds.
- D. Three (3) horticulture students from the Williamsport Area High School, supervised by middle school staff, to travel to the Williamsport Area Middle School during May 2017 to work with life skills students on creating a floral arrangement for Mother's Day. There will be no cost to the district. The students will be transported to the middle school by their parents.
- E. Approximately 100 music students from the Williamsport Area High School, accompanied by teachers and other adult chaperones, to travel to Hershey Park during May 2017 as a reward. Transportation will be provided by contract carrier. All costs will be paid by funds raised by participating students.

10.1* Approve the following student trips cont'd:

- F. Nine (9) members of the Williamsport Area Middle School's Helping Hands Club, accompanied by their advisor, to travel within the Williamsport area on three dates between now and the end of the school year to provide community service. Transportation will be provided by personal vehicle. There will be no cost to the district.
- G. Thirty-seven (37) horticulture students from the Williamsport Area High School, accompanied by their teacher, to travel to the community garden (near YMCA) on two dates during May 2017 to perform community service for field work experience. District transportation is requested and will be paid through the CTE budget.
- H. Approximately 213 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 2017 as part of the transition process. District transportation is requested and will be paid through the elementary curriculum budget.
- I. Thirty (30) Williamsport Area High School students, accompanied by three teachers, to travel to Penn College during May 2017 to complete in a computer fair. District transportation is requested and will be paid through the CTE budget. Three substitutes will be required for the day.
- J. Ten (10) Brass Band members from Curtin Intermediate School, accompanied by their teacher, to travel to Cochran and Stevens Primary Schools during May 2017 to perform. District transportation is requested utilizing established runs.
- K. Fifty-two (52) third grade students from Stevens Primary School, accompanied by their teachers, to travel to Curtin Intermediate School as part of their transition. District transportation is requested and will be paid through the elementary curriculum budget.
- L. Three (30) third grade students from Stevens Primary School, accompanied by their principal, to travel to Lycoming Valley Intermediate School as part of their transition. Transportation will be provided by the principal.
- M. Approximately 122 music students from the Williamsport Area Middle School, accompanied by their teachers and adult chaperones, to travel to Knoebel's Grove during May 2017 to perform. Transportation will be provided by contract carrier. All costs will be paid through the music budget.

10.1* Approve the following student trips cont'd:

- N. Four (4) early childhood education dual enrollment students from the Williamsport Area High School, accompanied by their teacher, to travel to Penn College on two days during May 2017 to participate in a course required activity/observation project. The students will be transported by their teacher. One substitute will be required for both days.
- O. Nine (9) Williamsport Area High School SADD members, accompanied by their teacher and a social worker, to travel to the Lycoming County Courthouse during May 2017 to observe a court case regarding heroin. Transportation will be provided by the social worker. One substitute will be required for the day.
- P. Six (6) Williamsport Area High School horticulture students, accompanied by their teacher, to travel to Ebenezer Baptist Church during May 2017 to complete a community service project of design and installation of landscaping. District transportation is requested. One substitute will be required for the day.
- Q. Five (5) Williamsport Area High School welding students, accompanied their teacher, to travel to Penn College during May 2017 to participate in a welding competition. Transportation will be provided in the district van. One substitute will be required for the day.
- R. Fifteen (15) students from government classes at the Williamsport Area High School, accompanied by two teachers, to travel to Penn College during May 2017 to participate in the annual student government seminar. District transportation is requested and will be paid through the social studies budget.
- S. Twenty-five (25) biotechnology students from the Williamsport Area High School, accompanied by their teacher, to travel to Johns Hopkins University during May 2017 to learn about STEM projects and careers in the applied physics laboratory. District transportation is requested and will be paid through the CTE budget. One substitute will be required for the day.
- T. Twenty-two (22) third grade students from Jackson Primary School, accompanied by their teacher, to travel to the Williamsport Area Middle School on a date to be determined during May or June 2017 to work on coding projects. There will be no cost to the district. The students will walk to and from WAMS.

10.2 Approve the following request from facility use:

- A. Susquehanna Greenway Partnership used the cafeteria/gymnasium at Cochran Primary School on Wednesday, April 26, 2017, from 4:00 p.m. to 9:00 p.m., to hold a public forum to discuss community values. The Susquehanna Greenway Partnership is requesting relief of the occupancy fee of \$250.00.

BIDS/CONTRACTS

- 11.1 Motion was made by Mr. Dixon and seconded by Mr. Sweeting to approve. A motion was then made by Dr. Penman to table this item. The motion to TABLE was approved unanimously. Approve a five year oil and gas lease with a “No Surface Activity” clause of the Hepburn-Lycoming Primary School site to Inflection Energy (PA) LLC. The Lessee may extend the primary term for an additional five year period.
- 11.2 Approve the Second Amendment to the PowerSupply Coordination Service Agreement with Direct Energy through PENCON (Pennsylvania Energy Consortium) to purchase electricity from June 2017 through May 2020 utilizing a pooled purchasing program at a cost of 0.447 cents per kilowatt-hour purchased.
- 11.3 Approve the bid for a convection steamer at the High School from Singer Equipment Company of Elverson, PA at a cost of \$16,100.64. Bid was obtained through the state COSTARS program. Cost of equipment is funded by the U.S. Department of Agriculture Food Service Equipment Grant.
- 11.4 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:

Cascade School Supplies Inc., North Adams, MA	\$9,143.60
Kurtz Bros. Inc., Clearfield, PA	465.36
Nasco, Fort Atkinson, WI	132.50
National Art & School Supplies, Rahway, NJ	8,540.72
Pyramid School Products Inc., Tampa, FL	3,380.06
School Specialty, Milwaukee, WI	<u>5,709.13</u>
TOTAL RECOMMENDED AWARDS	\$27,371.37

- 11.5 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	\$ 5,120.00
Veritiv Operating Company, Chicago, IL	<u>28,114.00</u>
TOTAL RECOMMENDED AWARDS	\$33,234.00

BIDS/CONTRACTS CONT'D:

11.6 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:

Nasco, Fort Atkinson, WI	\$1,471.68
National Art & School Supplies, Rahway, NJ	3,322.62
Pyramid School Products, Tampa, FL	<u>108.96</u>
TOTAL RECOMMENDED AWARDS	\$4,903.26

TAX ITEMS – None

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

Traveled to Erie in April to be present when Matt Radspinner received this year's Outstanding String/Orchestra Teacher Award and to hear the High School's Sinfonietta performance.

Thanked Brandon Pardoe, Richard Poole, and Scott Ferguson for making sure the orchestra concert could take place at the High School last night after the storm.

Thanked the Finance and Facilities Planning Committee and district staff for their work on preparing the 2017-18 budget.

ITEMS FROM BOARD MEMBERS

Mrs. Lake thanked whoever organized having our student athletes speak to the students in our Intermediate Schools. The athletes stressed the importance of academics and being a student first before they are an athlete.

ITEMS FROM PUBLIC

Dallas Miller, representing the Heart of Williamsport Project requested confirmation that Agenda Item 10.2 A was approved. Confirmation was given.

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. Story Somers and carried, the meeting adjourned at 6:58 PM.

Jeffrey L. Richards, Board Secretary