

# Williamsport Area School District

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## *Board of Directors Meeting*

May 4, 2021  
6:00 p.m.

**\*\* Meeting will be held in the auditorium of the  
Williamsport Area High School. \*\***

# **AGENDA**

- 1. CALL TO ORDER**
- 2. OPENING EXERCISES – Mrs. Jennifer Lake**

## **SILENT REFLECTION**

### **DISTRICT VISION**

Our vision is that we are a community where partnerships in the community expand opportunities and resources, including outreach programs, for our students.

### **DISTRICT SHARED VALUES**

As members of the Williamsport Area School District community, we value different learning styles, abilities and individual aspirations.

### **PSBA EFFECTIVE SCHOOL GOVERNANCE STANDARD 1 (f)**

The Williamsport Area School Board will advocate for a thorough and efficient system of public education by employing qualified staff to meet student and program needs.

### **PSBA CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS**

We, as members of our local Board of Education, representing all the residents of our school district, believe that School Boards must balance their responsibility to provide educational programs with the need to be effective stewards of public resources.

### **PLEDGE OF ALLEGIANCE**

- 2.1** Mrs. Lisa M. Nible was sworn in as a board member by the Honorable Nancy L. Butts, on April 15, 2021.
- 3. APPROVAL OF MINUTES:** Regular Meeting – April 13, 2021

**4. REPORTS TO THE BOARD**

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

- A. Presentation regarding WASD K-12 Interconnected System Framework for Integration of School and Community Mental Health and Behavioral Services K-12 by Dr. Richard Poole, Director of Student Services.
- B. Presentation of District-wide camera project by Jeremy Loveland, Director of Instructional Technology.
- C. Cochran Primary School Civil Engineering project and WASD Vestibule project presentation by Crabtree & Rohrbaugh Associates.

**5. FINANCE REPORT**

Questions may be directed to Mrs. Erb

5.1 Consider approving the following financial reports:

A. Payroll Report for the month of April 2021:

General Fund – Unrestricted	\$2,830,616.12
General Fund – Restricted	226,114.92
Food Service Fund	65,495.63
Earned Income Tax	42,789.41
Student Activities	0.00
<b>TOTAL</b>	<b>\$3,165,016.18</b>

5.2 Consider authorizing payment of invoices and services rendered by the list submitted from April 14, 2021 to May 4, 2021 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$1,091,686.98
Athletic Fund	5,111.00
EIT Operating Fund	1,583.37
Food Service Fund	526.37
Payroll Fund	546,366.76
PLGIT Capital Projects Fund	
Student Activities Fund	0.00
<b>TOTAL</b>	<b>\$1,645,274.48</b>

**5. FINANCE REPORT – CONT'D:**

- 5.3 Consider adopting the following resolution relative to a Proposed Final Budget for the 2021-2022 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, 2021, 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 15, 2021, 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 and on the district website at [www.wasd.org](http://www.wasd.org) for all who may be interested:

The following is a summary of the proposed General Fund Budget for the fiscal year beginning July 1, 2021:

ESTIMATED BEGINNING UNASSIGNED FUND BALANCE AVAILABLE FOR APPROPRIATION 06/30/21	\$ 9,474,868
FY 21-22 UNRESTRICTED REVENUE	88,671,726
FY 21-22 RESTRICTED REVENUE	5,689,634
TOTAL ESTIMATED FUND BALANCE AND REVENUE AVAILABLE FOR APPROPRIATION	103,836,228
FY 21-22 UNRESTRICTED EXPENDITURES	90,663,793
FY 21-22 RESTRICTED EXPENDITURES	5,689,634
TOTAL ESTIMATED EXPENDITURES	96,353,427
ESTIMATED JUNE 30, 2022 UNASSIGNED FUND BALANCE	7,482,801

**5. FINANCE REPORT – CONT'D:**

21/22

Real Property (16.89 mills 20/21)	17.42 mills
Act 511 Taxes	
Earned Income	1.5%
Real Estate Transfer	.5 of 1%

5.4 Consider authorizing the following action relative to Fiscal Year 2021-2022:

- A. A public official bond in the amount of \$500,000 for the following, for the faithful performance of duties for the period beginning July 1, 2021 and the premium paid in accordance with Sections 431, 436 and 658 of the Public School Code of 1949, as amended:
  - 1. Wanda M. Erb, Board Secretary/Business Administrator (as Board Secretary)
  - 2. Brett A. Leinbach, Director of Finance and Accounting/Treasurer (as Treasurer)
  
- B. A public official bond in the amount of \$3,400,000 for the following, for the faithful performance of duties for the period beginning July 1, 2021 and the premium paid in accordance with Sections 431, 436 and 658 of the Public School Code of 1949, as amended:
  - 1. Dorothy E. Hilliard, Tax Office Manager (as Tax Officer)
  
- C. The Treasurer to invest funds temporarily to surplus the needs of the Williamsport Area School District during fiscal year ending June 30, 2022 in accordance with the provisions of the School Laws of Pennsylvania, 1949 as amended, Section 440.1.
  
- D. The Purchasing Agent to purchase material and supplies, contracted services, furniture, equipment, textbooks and other goods and services for which appropriations are made in the budget for the fiscal year ending June 30, 2022, in accordance with the School Laws of Pennsylvania, 1949 as amended, and School Board Policy.

**5. FINANCE REPORT – CONT'D:**

- E. The payment of salaries for instructional and non-instructional employees as these salaries become due and payable on the following dates:

07/02/21	07/16/21	07/30/21	08/13/21
08/27/21	09/10/21	09/24/21	10/08/21
10/22/21	11/05/21	11/19/21	12/03/21
12/17/21	12/31/21	01/14/22	01/28/22
02/11/22	02/25/22	03/11/22	03/25/22
04/08/22	04/22/22	05/06/22	05/20/22
06/03/22	06/17/22		

- F. The following signatories for all depositories of the funds of the Williamsport Area School District for the fiscal year ending June 30, 2022:

Lori A. Baer	-	Board President
Wanda M. Erb	-	Business Administrator/Board Secretary
Brett A. Leinbach	-	Treasurer

- G. The following depositories of the funds of the Williamsport Area School District be authorized for the fiscal year ending June 30, 2022:

BB&T	Fidelity Investments
First National Bank	FNB Bank
JP Morgan Chase Bank	M & T Bank
Multi-Bank Securities, Inc.	PNC Bank
TD Bank	US Bank
Wells Fargo Bank	
The Bank of New York Mellon	
Pennsylvania Local Government Investment Trust (PLGIT)	
Pennsylvania School District Liquid Asset Funds (PSDLAF)	

- 6. BOARD POLICY** – None at this time  
Questions may be directed to Dr. Bowers.

- 7. CURRICULUM REPORT**  
Questions may be directed to Dr. Bigger.

- 7.1 Consider approving an agreement with the Indiana University of Pennsylvania to place a psychology intern with the Williamsport Area School District during Spring 2021.

**7. CURRICULUM REPORT – CONT'D:**

- 7.2 Consider approving an agreement of affiliation with the Pennsylvania College of Technology from July 2021 through July 2023 which enables Penn College nursing students to accompany Williamsport Area School District school 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.

**8. PERSONNEL REPORT**

Questions may be directed to Mrs. Logue.

**8.1 RESIGNATIONS**

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

- A. Consider revising the effective date of retirement for Nancy J. Colley, part-time Food Service Worker at the high school, from June 10, 2021, to April 20, 2021 (originally approved at the April 13, 2021, School Board meeting).
- B. Dawn M. Staggert, full-time Administrative Support II (245 day) in the Special Education Department at the District Service Center, for the purpose of retirement, effective August 6, 2021.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Dawn M. Staggert from service in the Williamsport Area Schools and expresses its sincere appreciation for her 22 years of dedicated service to our school system as an administrative support and food service worker. It further expresses the hope that her years of retirement will be many and richly rewarding.

- C. Elijah C. Clary, part-time Equipment Manager at the high school, for personal reasons, effective April 9, 2021.
- D. Hannah M. Werner, part-time Aide (Special Education) at the middle school, for personal reasons, effective April 23, 2021.

**8.2\* LEAVE OF ABSENCE**

Consider approving the following leave(s) of absence:

- A. Christopher P. Anderson\*, full-time Stock Clerk at the Warehouse Complex, for an unpaid leave on an intermittent basis (as needed), effective April 15, 2021, through May 10, 2021.

8.2\* LEAVE OF ABSENCE – CONT'D:

- B. Angela R. Carbajal\*, full-time 1<sup>st</sup> Grade teacher at Stevens Primary School, for an unpaid leave effective June 9, 2021, through June 10, 2021.
- C. Paul S. Carpenter, Jr.\*, full-time Groundskeeper/Custodian at the middle school, for an unpaid leave on an intermittent basis (as needed), effective April 12, 2021, through June 30, 2021.
- D. Cindy L. Ryder, full-time Aide (Special Education) at Jackson Primary School, for an extension of an unpaid leave, effective May 3, 2021, through May 28, 2021.
- E. Tammy L. Sewell, part-time Food Service Worker at the middle school, for an unpaid leave effective May 17, 2021, through June 11, 2021.

8.3\* ELECTION OF STAFF

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

- A. Theresa L. Montgomery to be currently assigned as a full-time Elementary Principal (245 days) at Jackson Primary School, effective July 1, 2021, at a salary rate of \$100,000, and benefits as provided in the Act 93 Meet and Discuss Compensation Plan, pending receipt of updated clearances and all required documentation (replacing Kirk Felix, who was Principal at both Cochran and Jackson Primary Schools during the 2020-2021 school year).
- B. Brianna J. Brungard as a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach 2<sup>nd</sup> Grade at Jackson Primary School, at a salary rate of Step 1, bachelor's, \$52,582 (replacing Veronica Hine, retired). Ms. Brungard has already participated in Induction Program activities before the start of the 2020-2021 school term.
- C. Loren E. Collins as a professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach English/Language Arts at the middle school, at a salary rate of Step 3, master's, \$59,729, pending receipt of updated clearances and all required documentation (replacing Maria Weaver, retired). Ms. Collins will also be scheduled to participate in Induction Program activities before the start of the 2021-2022 school term.
- D. Brittany T. Naculich as a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach Mathematics at the middle school, at a salary rate of Step 1, bachelor's, \$52,582 (replacing Ronald Sahm, retired). Ms. Naculich has already participated in Induction Program activities before the start of the 2020-2021 school term.



8.3\* ELECTION OF STAFF – CONT'D:

- E. Mackenzie C. Ryan as a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach Special Education (ES) at the middle school, at a salary rate of Step 1, bachelor's, \$52,582 (plus \$200), pending receipt of PDE certification, updated clearances and all required documentation (replacing William Cuebas, retired). Ms. Ryan will also be scheduled to participate in Induction Program activities before the start of the 2021-2022 school term.
  
- F. Cara S. Zortman as a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach Biology at the high school, at a salary rate of Step 1, bachelor's \$52,582, pending receipt of PDE certification, updated clearances and all required documentation (replacing Christina Butler, retired). Ms. Zortman will also be scheduled to participate in Induction Program activities before the start of the 2021-2022 school term.
  
- G. Consider approval of the payment of stipends to active members of the Williamsport Area High School and Williamsport Area Middle School Student Assistance Teams for the 2020-2021 school year. The stipend rate is \$1,200 per year per the stipend schedule. Members are listed by building:

Williamsport Area High School

Jessica A. Becker	Kaitlin L. Eck
David R. Ferry	Susan E. McGehean
Matthew A. Radspinner (½ year)	Jeremy S. Steppe
Heather E. Way	Jennifer J. Weaver
Jennifer Y. Weaver	

Williamsport Area Middle School

Emily B. Linn	Michael B. Lundy, Jr.
Patrick R. Menges	Marcia L. McCann
Christie M. Peck	Tamra L. Rook

- H. 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 (\$120 per day for first 45 days; \$130 per day for days beyond the 45<sup>th</sup> day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked:

Destini-Sierra A. Kelch (effective 05/10/21)

8.3\* ELECTION OF STAFF – CONT'D:

- I. 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 45<sup>th</sup> day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked during the 2020-2021 school year:

Christina M. Boughton (effective 04/19/21)

8.4\* POSITION CHANGES

Consider approving the following position change(s):

- A. Stephanie M. Pardoe from a full-time Virtual School Coordinator (205 day) for the District to a temporary professional employee, effective with the 2021-2022 school term (tentative date is August 26, 2021), to be currently assigned to teach Health & Physical Education at Cochran Primary School, at a salary rate of Step 1, bachelor's, \$52,582 (replacing Jesse Simcox, resigned). Ms. Pardoe will also be scheduled to participate in Induction Program activities before the start of the 2021-2022 school term.
- B. Elizabeth A. Sauers from a full-time 3<sup>rd</sup> Grade teacher at Cochran Primary School to be currently assigned to Elementary Mathematics Instructional Coach (K-6) for the District, effective with the 2021-2022 school term (tentative date is August 26, 2021), at the 2021-2022 school year contract salary rate, provided Ms. Sauers obtains PDE Mathematics Coach PK-12 Endorsement in accordance with the accredited institution's academic timeline (replacing Trevor Enderle, retired).
- C. Wendy L. Hinkal from full-time Administrative Support II (225 days, 7 hours per day) at Cochran Primary School to be currently assigned to full-time Administrative Support I (245 days, 7½ hours per day) for Maintenance/Facility Operations at the Service Complex, with a base wage rate of \$35,574, prorated (\$19.36 per hour), effective May 3, 2021 (replacing Lisa Miosi, resigned).
- D. Lori A. Williams from full-time Administrative Support II (225 days, 7 hours per day) at Stevens Primary School to be currently assigned to full-time Administrative Support II (225 days, 7 hours per day) at Cochran Primary School, with a base wage rate of \$33,437, prorated (\$21.23 per hour), effective date to be determined (replacing Wendy Hinkal, transferred).

## 8.5 OTHER

- A. Consider approving the two new Coordinator of Trauma and Mental Health Services positions (WEA) to be posted and filled for the start of the 2021-2022 school year using the criteria and required certifications highlighted in the job description. These are both new positions within the school district and will be supervised by the Director of Student Services.
- B. Consider approving the three new part time Attendance Compliance Specialist positions (WAESP) to be posted and filled for the start of the 2021-2022 school year using the criteria and qualifications highlighted in the job description. These are new positions within the school district and will be supervised by the Director of Student Services.
- C. Consider eliminating the current nine (9) vacant part-time custodial positions.
- D. Consider approving the addition of three (3) full-time Class I Custodial positions.

## 9. PROFESSIONAL DEVELOPMENT

Questions may be directed to Dr. Bigger.

### 9.1 RELEASED TIME/TRAINING PROGRAMS

Consider approving 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. (See attachment)

## 10. STUDENT/COMMUNITY ACTIVITIES – None at this time

Questions may be directed to Dr. Bigger.

## 11. BIDS/CONTRACTS

Questions may be directed to Mrs. Erb.

- 11.1 Consider approving a proposal from Johnson Controls, Inc. 195 Limekiln Rd. New Cumberland, PA, for planned (3) year service agreement for the mechanical and control systems for the High School and Jackson Primary chillers. Service agreement to start July 1, 2021 and ending June 30, 2024. First year \$32,575.00, second year \$25,821.00 and third year \$26,655.00. Costs are budgeted in the Plant Operations budget.
- 11.2 Consider approving the purchase of a district wide security camera system from GovConnection, Inc. PO Box 536477 Pittsburgh, PA in the amount of \$1,132,880.95 per the PEPPM contract. This project will be funded through an ESSER grant.

**11. BIDS/CONTRACTS CONT'D:**

- 11.3 Consider the purchase of bus cameras upgrades from AngelTrax 119 South Woodburn Dr. Dothan, AL in the amount of \$26,182.40 per the PEPPM contract. This project will be funded through an ESSER grant.
- 11.4 Consider approving a proposal from Barry Isett & Associates, 2 Market Plaza Way, Mechanicsburg, PA to provide civil engineering services for renovations and improvements at Cochran Primary School at a base cost of \$21,000 and with additional service fees not to exceed \$10,000.

**12. TAX ITEMS** – None at this time  
Questions may be directed to Mrs. Erb.

**13. TRANSPORTATION** – None at this time  
Questions may be directed to Mrs. Erb.

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

**15. ITEMS FROM BOARD MEMBERS**

A. Board of Director Interviews

**16. ITEMS FROM PUBLIC**

**Board Policy #903, “Public Participation in Board Meetings”:**

- A. There will be two public comment sections: one during the first two hours of the meeting at a time to be determined by the presiding officer; and the other at the end of the meeting. This gives the presiding officer some flexibility to fit the first public comment section into the agenda at a convenient time.**
- B. Persons submitting a formal request to speak during the first public comments section should be present promptly at the beginning of the meeting in the event that they are invited to speak prior to commencement of the scheduled business that is outlined in the agenda. Persons who have submitted a written request will be given an opportunity to make a presentation about an issue that is on the agenda when the issue is scheduled for discussion or about an issue that is not on the agenda during the first two hours of the Board meeting, at a time to be determined by the presiding officer.**
- C. Each public comment section will be limited to a maximum of 20 minutes. Each speaker will be limited to a maximum of five minutes.**
- D. Those wishing to speak during the first public comments section must submit a formal request in writing to the business administrator no later than 9:00 a.m. on the day of the Board meeting. This gives people an opportunity to come to the District Service Center on Monday before the Board meeting to read the posted agenda.**

**PROCEDURAL GUIDELINES FOR OBTAINING AUXILIARY AIDES & SERVICES**

The Williamsport Area School District does not discriminate against individuals on the basis of disability. If you are disabled and wish to attend and/or participate in any public meeting of the Williamsport Area School Board of Directors or event of the School District, the District will make reasonable accommodations to allow your full involvement. If you require specific auxiliary aids or services you must notify the Board Secretary (327-5500), 2780 West Fourth Street, Williamsport, PA of your needs at least five (5) working days prior to the event.

## Community Code For a Healthy and Safe Lycoming County

The Board of School Directors pledged its support on May 19, 1998, to the Community Code proposed by the Lycoming County Health Improvement Coalition, Inc. In accordance with that commitment, those who work, study, or participate in events, including interscholastic sports, within the Williamsport Area School District will:

- Do their best to be role models for courteous behavior.
- Respect all people and their property, treating them like guests or friends.
- Appreciate the efforts of others.
- Have the courage to say NO to drugs, belligerent attitudes and actions, weapons, profane language and gestures, and illegal usages of tobacco products and alcohol.
- Speak and act calmly.
- Encourage and support others.

### **Nondiscrimination Policy**

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

For more information regarding civil rights, grievance procedures, or services, activities, and facilities that are accessible to and usable by handicapped individuals, contact: Mrs. Anne Logue, Director of Human Resources, Williamsport Area School District, 2780 West Fourth Street, Williamsport, PA 17701, telephone number (570) 327-5500 extension 40210.