

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 5, 2020, beginning at 6:00 PM. President Baer welcomed everyone to our virtual meeting. President Baer noted the following:

- 1) The meeting is being recorded.
- 2) The microphones are all muted.
- 3) Board members will need to unmute their microphones to speak.
- 4) Under the Open Forum section of the meeting, anyone wishing to address the Board will need to use the raise hand feature to have their microphone unmuted.
- 5) Board members making and seconding motions will need to state their name for the record.
- 6) All votes will be roll call.

Wanda Erb announced that all Board members, except Ms. Star Poole and Mr. Marc Schefsky were in attendance.

**PRESENT:** Lori A. Baer, Patrick A. Dixon, Jennifer Lake, Jane L. Penman, Star Poole (arrived 6:05 p.m.), Barbara D. Reeves, Marc D. Schefsky (arrived 6:20 p.m.), Nancy Somers, Adam C. Welteroth.

**ABSENT:** None

**OPENING EXERCISES** were provided by Mrs. Barbara D. Reeves.

**APPROVAL OF MINUTES:** Regular Meeting – April 21, 2020

An omnibus motion was made by Dr. Penman, seconded by Mrs. Reeves to include the agenda, addendum, and minutes from the April 21, 2020 meeting.

Mrs. Erb provided a brief overview of the Finance Committee meeting last evening. She shared the following overview of the 2020-2021 Budget discussion from the meeting.

<b>2020-21 Budget</b>	
<b>Deficit</b>	<b>(3,904,374)</b>
<b>Updated Staff Changes</b>	<b>17,513</b>
<b>Eliminated Equipment Purchases</b>	<b>71,000</b>
<b>Staffing Eliminations (Through Attrition) – FT Maintenance; PT Custodian; Summer Painters; FT Technology Position</b>	<b>233,747</b>
<b>Remaining Deficit</b>	<b>(3,582,114)</b>

<b>Finance Committee Discussion</b>	
<b>Deficit</b>	<b>(3,582,114)</b>
<b>PSERS Reserve</b>	<b>355,000</b>
<b>Staffing (Not Filling Vacancies)</b>	<b>1,403,028</b>
<b>New Deficit</b>	<b>(1,824,086)</b>

She reminded the Board of the need to adopt a balance budget by June 30<sup>th</sup>.

## **FINANCE REPORT**

### 5.1 Approve the following financial reports:

#### A. Payroll Report for the month of April 2020:

General Fund – Unrestricted	\$2,780,359.63
General Fund – Restricted	181,664.70
Food Service Fund	77,380.96
Earned Income Tax	41,664.35
Student Activities	<u>3,950.00</u>
<b>TOTAL</b>	<b>\$3,085,019.64</b>

### 5.2 Authorize payment of invoices and services rendered by the list submitted from April 18, 2020, to April 30, 2020 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$ 774,064.71
EIT Operating Fund	1,958.99
Food Service Fund	0.00
Payroll Fund	1,444,876.95
PLGIT Capital Projects Fund	0.00
Student Activities Fund	<u>805.00</u>
<b>TOTAL</b>	<b>\$2,221,705.65</b>

### 5.3 Authorize the following action relative to Fiscal Year 2020-2021:

- 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, 2020 and the premium paid in accordance with Sections 431, 436 and 658 of the Public School Code of 1949, as amended:

5.3 Authorize the following action relative to Fiscal Year 2020-2021 cont'd:

- A. A public official bond in the amount of \$500,000 for the following cont'd:
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, 2020 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, 2021 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, 2021, in accordance with the School Laws of Pennsylvania, 1949 as amended, and School Board Policy.
- E. The following signatories for all depositories of the funds of the Williamsport Area School District for the fiscal year ending June 30, 2021:
- |                   |                                          |
|-------------------|------------------------------------------|
| Lori A. Baer      | - Board President                        |
| Wanda M. Erb      | - Business Administrator/Board Secretary |
| Brett A. Leinbach | - Treasurer                              |
- F. The following depositories of the funds of the Williamsport Area School District be authorized for the fiscal year ending June 30, 2021:
- |                                                          |                      |
|----------------------------------------------------------|----------------------|
| BB&T                                                     | Fidelity Investments |
| First National Bank                                      | FNB Bank             |
| JP Morgan Chase Bank                                     | M & T Bank           |
| Multi-Bank Securities, Inc.                              | PNC Bank             |
| Santander 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) |                      |

**BOARD POLICY – None**

**7. CURRICULUM REPORT**

- 7.1 Approve the Lock Haven University Course – Sociology, Anthropology & Geography (SOCI101). This request includes offering 1.0 Williamsport Area High School elective credit, and including the course on the student's transcript as a 1.4 weight, commensurate with dual enrollment courses. 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 2019-20 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 before credit is given or transcribed.
- 7.2 Approve the Johns Hopkins Center for Talented Youth Course – Crafting the Essay. This request includes offering 1.0 Williamsport Area High School elective credit, and including the course on the student's transcript as a 1.4 weight, commensurate with dual enrollment courses. 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 2020-21 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 Johns Hopkins transcript before credit is given or transcribed.
- 7.3 Approve the Pennsylvania College of Technology Course – Introduction to Forensic Science (SCI101). This request includes offering 1.0 Williamsport Area High School elective credit, and including the course on the student's transcript as a 1.4 weight, commensurate with dual enrollment courses. 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 2020-21 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 Pennsylvania College of Technology transcript before credit is given or transcribed.
- 7.4 Approve the Lycoming College Course – Acting I (THEA145). This request includes offering 1.0 Williamsport Area High School elective credit, and including the course on the student's transcript as a 1.4 weight, commensurate with dual enrollment courses. 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 2020-21 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 Lycoming College transcript before credit is given or transcribed.

## **PERSONNEL REPORT**

### **8.1 RESIGNATIONS**

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

- A. Karl P. Ivers, full-time Computer Technician Tier 1 at the Technology Department/IMC Warehouse Complex, for the purpose of retirement, effective June 30, 2020.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Karl P. Ivers from service in the Williamsport Area Schools and expresses its sincere appreciation for his almost 10 years of dedicated service to our school system as a computer technician. It further expresses the hope that his years of retirement will be many and richly rewarding.

- B. Kristopher D. Waldrab, full-time General Maintenance Worker at the middle school, for other employment, effective June 1, 2020.

**PROFESSIONAL DEVELOPMENT – None**

**STUDENT/COMMUNITY ACTIVITIES – None**

**BIDS/CONTRACTS**

- 11.1 Accept the voiding of the guarantee with The Nutrition Group for the 2019-2020 agreement due to COVID-19.

**TAX ITEMS – None**

**TRANSPORTATION – None**

The omnibus motion was considered with a roll call vote. All votes were affirmative.

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

- In honor of National Teacher Appreciation Day, Dr. Bowers took a moment to thank and show appreciation to our teachers.
- The District’s focus over the last few weeks is our Continuity of Education Plan, which can be found on our website.
- Like schools across the state and nation, we are facing some budget adversity requiring us to “tighten our belts.” Dr. Bowers thanked the finance and facilities committee and noted that we made a lot of progress in closing our deficit but we still have a way to go. He stressed that federal CARES monies are one-time funding and we must be very careful on

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

how they are used to not create additional revenue shortfalls in the future. Our hope is that the economic situation quickly improves but this remains to be seen. Currently, our eyes are on the state to see what our state funding for 2020/21 will be. We will be scheduling another finance and facilities committee meeting soon.

**ITEMS FROM BOARD MEMBERS**

In recognition of National Teacher Appreciation Day, President Baer thanked all teachers for everything they do for our students each and every day. She also gave a shout-out to all our nurses, noting that this is also National Nurse Week.

Mr. Welteroth noted that PSBA Advocacy Day is May 11. It is a virtual event.

He also reported that he had had a couple of parents express frustration with the online learning but he hold them to not panic and just do their best.

Mrs. Lake asked about a graduation update.

Dr. Bowers stated that he spoke with Brandon Pardoe. A survey was sent to seniors with questions regarding availability of students in August for the traditional ceremony and a prom. We are also looking at an in person June option, where students will be in cars.

Dr. Bowers noted that the administration team is working on a plan for when students can get back into school to pick up belongings. We will get this worked out and will notify families of the plan.

**ITEMS FROM PUBLIC – No one wished to address the Board.**

Mrs. Lake requested an executive session for attorney advisement to follow the meeting.

President Baer announced that an executive session will follow the meeting for attorney advisement.

Upon motion made by Dr. Penman, seconded by Mrs. Lake, and carried the meeting adjourned at 6:27 PM.

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Wanda M. Erb, Board Secretary