

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, November 12, 2019, beginning at 6:13 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. She noted an executive session was held prior to the meeting for personnel issues.

PRESENT: Lori A. Baer, Brette C. Confair, Patrick A. Dixon, Jane L. Penman, Barbara D. Reeves, Marc D. Schefsky, Adam C. Welteroth.

ABSENT: Jennifer Lake, Nancy Somers.

OPENING EXERCISES were provided by Mrs. Barbara Reeves.

APPROVAL OF MINUTES: Regular Meeting – October 15, 2019; Special Meeting – November 4, 2019

Student Representatives – Samiyah Little and Mason Nevill provided the Board with an update of happenings at the high school, including community, athletic, and academic events.

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

A. Primary Schools data presentation by Mrs. Cindy Schuyler, Cochran Primary Principal; Mrs. Michele Kunkle, Hepburn-Lycoming Primary Principal; Mr. Kirk Felix, Jackson Primary Principal; Mr. Jim Ellis, Stevens Primary Principal. The presentations included updated PA Future Ready Index, with ELA and Math scores as well as attendance data. The administrators shared the 2019-20 Professional Development Plan along with their building action plans. Each explained various graphs, shared their building specific data and answered questions.

Dr. Bigger recognized the efforts of all the administrators who presented to the Board this fall.

President Baer thanked the administrators for their hard work.

A motion was made by Mr. Schefsky, seconded by Dr. Penman for an omnibus to include the minutes from the October 15 regular meeting and the November 4 special meeting, the reports, and the agenda with the addendum.

FINANCE REPORT

5.1 Approve the following financial reports:

A. Treasurer’s Report for the month of October 2019:

FINANCE REPORT

5.1 Approve the following financial reports cont'd:

B. Payroll Report for the month of October 2019:

General Fund – Unrestricted	\$2,890,782.93
General Fund – Restricted	189,503.28
Food Service Fund	93,653.39
Earned Income Tax	44,702.14
Student Activities	<u>.00</u>
TOTAL	\$3,218,641.74

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
11/12/19	\$1,216,934.71	11/12/19A	17,474.01
11/12/19B	9,489.73	11/12/19C	2,025.54
11/12/19D	348.23	11/12/19E	27.00
11/12/19F	93,309.38	11/12/19G	10,546.14
11/12/19H	99,468.35	11/12/19I	54.27
11/12/19J	43,885.92	11/12/19K	20,287.98
11/12/19L	2,264.38		

5.3 Renew the annual school related organization liability insurance policy with The Cincinnati Insurance Company at a cost of \$895.00. This is the same price as last year.

5.4 Approve budget transfers for FY20, dated October 1, 2019 to November 5, 2019, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

BOARD POLICY – None

CURRICULUM REPORT

7.1 Approve the 2019-20 IDEA Section 619 EI Pass Through Fund Agreement with BLaST IU 17 in the amount of \$11,490.00. The funds will be used toward the provision of special education and related services to 5-year old students with disabilities enrolled in kindergarten.

7.2 Approve an annual software license agreement with BLaST Intermediate Unit 17 for the IEP writing software DARTS for the 2019-20 school year. Costs to be paid from IDEA monies for special education staff at \$150 per employee and a yearly Penn Data fee of \$2,500.

CURRICULUM REPORT CONT'D:

- 7.3 Approve the 95 % Group Inc. to provide onsite professional development for up to 20 K-4 Title I teachers on November 25, 2019. The cost will be \$3,000.00 and is budgeted under Title I.
- 7.4 Approve the purchase of 25 Chromebooks with licenses from Dell for the Williamsport Virtual Academy program at the Costars pricing of \$7,035.25. The purchase will be funded from the 2019-20 Student Services budget.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Cindy T. Schuyler, full-time Principal at Cochran Primary School, 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 Cindy T. Schuyler from service in the Williamsport Area Schools and expresses its sincere appreciation for her 13 years of dedicated service to our school system as an administrator. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Taylor S. Alexander, part-time Aide (Special Education) at the middle school, for personal reasons, effective October 21, 2019.
- C. Billy B. Mahonski, full-time General Maintenance Worker (1st Shift) for the District, for personal reasons, effective October 16, 2019.
- D. Kristie M. Martin, part-time Aide (Special Education) at the high school, for personal reasons, effective November 8, 2019.
- E. ~~Consider terminating employment with the Williamsport Area School District for Edward J. Springman due to job abandonment of his position as a part-time Custodian at Stevens Primary School, effective November 13, 2019.~~
- E. Edward J. Springman, part-time Custodian at Stevens Primary School, for personal reasons, effective November 11, 2019.
- F. Ronda L. Edwards, part-time Food Service Worker at Jackson Primary School, for other employment, effective November 15, 2019.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Susan K. North, part-time Food Service Worker at Curtin Intermediate School, for an unpaid leave, effective October 23, 2019, through February 3, 2020.
- B. Jason L. Pick*, full-time Custodian (2nd shift) at Stevens Primary School, for an unpaid leave, effective September 27, 2019, through October 31, 2019.
- C. Diane M. Socha, part-time Aide at Hepburn-Lycoming Primary School, for an unpaid leave, effective October 31, 2019, through December 10, 2019.
- D. Gerri L. Braggs, full-time Paraprofessional/Intervention Specialist at the high school, for an unpaid leave, effective October 17, 2019, through December 5, 2019.
- E. Mary Jane Spangler, part-time Custodian at the high school, for an extension of an unpaid leave, effective November 1, 2019, through November 27, 2019.

8.3* ELECTION OF STAFF

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

- A. Charles F. Greevy IV to be currently assigned as full-time Director of Secondary Curriculum (245 day) for the District, effective January 2, 2020, at a salary of \$107,000, prorated, and benefits as provided in the Act 93 Compensation Plan, pending receipt of all required documentation including clearances (replacing Bernadette Boerckel, resigned).
- B. James D. DeSantis to be currently assigned as full-time Elementary Special Education Supervisor (245 day) for the District, effective date to be determined, at a salary of \$95,000, prorated, and benefits as provided in the Act 93 Compensation Plan, pending receipt of all required documentation including clearances (replacing Elizabeth Barnhart, resigned).
- C. Ashtynne A. Harden to be currently assigned to a part-time Aide (Non-Special Education; up to 185 days per year, prorated; up to 5 hours per day) at Lycoming Valley Intermediate School, with a base wage rate of \$13.59 per hour (without degree rate), effective November 13, 2019 (replacing Jessica Danford, resigned).
- D. Brittany N. Sullenberger to be currently assigned to a part-time Aide (Special Education; up to 185 days per year, up to 5 hours per day) at Lycoming Valley Intermediate School, with a base wage rate of \$14.82 per hour (with degree rate), effective November 14, 2019 (replacing Iliana M. Kalamafoni, administratively transferred).

8.3* ELECTION OF STAFF CONT'D:

- E. The following winter sport coaches at the respective schools for the 2019-2020 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

Girls Basketball

Volunteer:	Lawrence J. Manikowski	---
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Boys and Girls Swimming & Diving

Assistant Varsity:	Beverly J. Nuttle (0) *	\$1,920
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- F. The following substitute food service worker(s), at the salary rate of \$9.00 per hour, for the actual number of hours worked, effective date as indicated:

Shyanne L. Camacho (effective 11/13/19)
 Danielle L. Gottschall (effective 11/13/19)
 Cheyenne A. Snyder (effective 11/13/19)

- G. 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 per hour; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:

Beverly A. Hunsberger (effective 11/13/19)
 Dawn A. Welch (effective 11/13/19)

- H. The following substitute health room technician(s), subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (LPN--\$20.00 per hour; RN--\$32.00 per hour; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:

Samantha J. Carey (RN) (effective 11/13/19)

- I. The following as an event staff person, with a base wage rate of \$10.00 per hour, for the actual number of hours worked, effective date as indicated:

Danny E. Troxell (effective 11/13/19)

- J. The following substitute custodian(s) and/or event staff, with a base wage rate of \$9.00 and/or \$10.00 per hour, for the actual number of hours worked, effective date as indicated:

Avery L. Gibson (effective 11/13/19)

8.3* ELECTION OF STAFF CONT'D:

- K. 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 45th day, up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked during the 2019-2020 school year:

Abigail C. Burley (effective 11/13/2019)

- L. Carey V. Chisolm to be currently assigned to a part-time Aide (Non-Special Education; up to 185 days per year, prorated; up to 5 hours per day) at the high school, with a base wage rate of \$14.82 per hour (with degree rate), effective November 13, 2019 (replacing Ashtynne Harden, resigned).

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Valorie Taylor, from a part-time Aide at the high school to be currently assigned to full-time Aide (Special Education; 185 days, 7 hours per day) at the middle school, with a base wage rate of \$24,955, prorated (\$19.27 per hour, with degree rate), effective November 13, 2019 (new position).

8.5 CONTRACTED SERVICES

- A. Approve a 2-year agreement with Gateway SRC to custom design and provide an online portal service for the collection and review of clearances for all agency employees and volunteers working in the district. The online portal will store FBI, Child Abuse, and State Police Clearances that are required under PA law to be reviewed and updated every 5 years. The cost of the 2-year agreement is \$12,000 and includes the custom development of the software portal. The cost of the software will be paid for out of the 2019 PCCD Competitive Safe Schools grant the district was awarded this past spring.
- B. Approve agreement with Michelle K. Long, qualified interpreter of American Sign Language (ASL) and Pidgin Sign English (PSE), to provide interpreter services (as needed) to eligible clients at the rate of \$40.00 per hour and/or additional stipulations as outlined in her contract for hours worked and travel time (not to exceed two hours each day), effective through June 30, 2020.

8.6 OTHER

- A. Approve Substitute Rates for **Certified** Substitute Professional Employees as follows:

Category I: Casual substitutes for multiple assignments of a short duration, less than forty-five (45) total days in any one (1) school year, shall be paid at the rate of \$120.00 per diem. Substitute teachers in Category I will be paid for the full day when the substitute teacher is assigned for the full day and workday is shortened by weather emergencies, delayed starts or early dismissals. Substitute teachers who are originally assigned for less than a full day will receive payment for the portion of the day worked.

Category II: Category II: Casual substituting for multiple assignments exceeding forty-five (45) total days in any one (1) school year shall be paid at the rate of \$130.00 per diem for days beyond the 45th day. Substitute teachers in Category II will be paid for the full day when the substitute teacher is assigned for a full day and the workday is shortened by weather emergencies, delayed starts or early dismissals. Substitute teachers who are originally assigned for less than a full day will receive payment for the portion of the day worked.

Category III: Casual substituting in one (1) continuous assignment exceeding thirty (30) days in duration shall be paid beginning on the 31st day of this specific assignment at the rate of Step 1 Bachelor's per diem for days beyond the 31st day in continuous assignment. In addition, said substitute will receive the difference between Step 1 Bachelor's per diem and the substitute per diem rate of \$120.00/\$130.00 for the first thirty (30) days service when provided in continuous assignment.

Bonus Payment

Substitute teachers who provide daily substitute services to *the* district in Category I, II or III will be eligible for a bonus payment of \$300.00 following the 30th, 60th, 90th, 120th, and 150th day of substitute service in any of the classifications. Daily substitutes would be eligible for a total bonus for the year up to \$1,500.00 (for 150 days substitute service to the district). Substitute days do not have to be provided in consecutive days to be eligible for bonus payments.

- B. Approve Substitute Rates for **Non-Certified** Substitute Professional Employees as follows:

Category I: Casual substitutes for multiple assignments of a short duration, less than forty-five (45) total days in any one (1) school year, shall be paid at the rate of \$90.00 per diem. Substitute teachers in Category I will be paid for the full day when the substitute teacher is assigned for the full day and workday is shortened by weather emergencies, delayed starts or early dismissals. Substitute teachers who are originally assigned for less than a full day will receive payment for the portion of the day worked.

8.6 OTHER CONT'D:

- B. Approve Substitute Rates for **Non-Certified** Substitute Professional Employees as follows cont'd:

Category II: Category II: Casual substituting for multiple assignments exceeding forty-five (45) total days in any one (1) school year shall be paid at the rate of \$110.00 per diem for days beyond the 45th day. Substitute teachers in Category II will be paid for the full day when the substitute teacher is assigned for a full day and the workday is shortened by weather emergencies, delayed starts or early dismissals. Substitute teachers who are originally assigned for less than a full day will receive payment for the portion of the day worked.

Bonus Payment

Substitute teachers who provide daily substitute services to *the* district in Category I, II or III will be eligible for a bonus payment of \$300.00 following the 30th, 60th, 90th, 120th, and 150th day of substitute service in any of the classifications. Daily substitutes would be eligible for a total bonus for the year up to \$1,500.00 (for 150 days substitute service to the district). Substitute days do not have to be provided in consecutive days to be eligible for bonus payments.

- C. Approve Substitute Rates for Substitute Support Staff Employees as follows:

1. Administrative Support, \$9.00 per hour
2. Instructional/Clerk Aide, \$9.00 per hour
3. Custodian/Stock Clerk, \$9.00 per hour
4. Weekend Security, \$10.00 per hour
5. Food Service, \$9.00 per hour
6. Sign Language Interpreter, \$20.00 per hour
7. Health Technical – LPN, \$20.00 per hour
8. Health Technical – RN, \$32.00 per hour
9. Technical Support, \$11.00 per hour

Substitutes employed in the same assignment more than ten (10) consecutive days shall be paid in accordance with the new hire rate as determined by the appropriate collective bargaining agreement. If the substitute rate is higher than the new hire rate, the substitute shall continue to be paid at the higher substitute rate.

8.6 OTHER CONT'D:

- C. Approve Substitute Rates for Substitute Support Staff Employees as follows cont'd:

Day-to-day substitutes who have provided five (5) years of services to the District as a substitute will be eligible for an increase of \$1.00 in the hourly substitute rate, but will not exceed the starting rate for full time positions (reflected on the contract wage schedule).

Substitute rates referenced above reflect no changes from the prior school year.

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 220 sixth grade students from Lycoming Valley Intermediate School, accompanied by their teachers, to travel to Harrisburg during May 2020 to visit the Museum of Natural History and The Whitaker Center. Transportation will be provided by contract carrier. All costs will be paid by the Lycoming Valley PTO.
- B. Twenty-five (25) members of the Williamsport Area Middle School's Jett Friday Club, accompanied by three staff members, to travel to the Lycoming County SPCA during November 2019. The students will be transported in district vans and the principal's personal vehicle.
- C. Approximately 80 third grade students from Hepburn-Lycoming Primary School, accompanied by their teachers and aides, to travel to Camp Susque during May 2020. District transportation is requested. All costs will be paid by the Hepburn PTO.

10.1 Approve the following student trips cont'd:

- D. Approximately 115 third grade students from Jackson Primary School, accompanied by their teachers and aides, to travel to Camp Susque during May 2020. District transportation is requested. All costs will be paid by the Jackson PTO.
- E. Approximately 66 kindergarten students from Stevens Primary School, accompanied by their teachers, aides, and parent volunteers to travel to the Lewisburg Children's Museum during June 2020. District transportation is requested. All costs will be paid by the Stevens PTA.
- F. Seven (7) members of the Williamsport Area High School's Cherry & White publication team, accompanied by their teacher, to travel to Susquehanna University during November 2019 to participate in a creative writing day. The students will be transported in the district van. One substitute will be required for the day.
- G. Fifty (50) members of the Williamsport Area High School's Strolling Strings and Millionaire Singers, accompanied by three teachers, to travel to Harrisburg during December 2019 to perform at the Capitol. Transportation will be provided by contract carrier and will be paid through choir and WAHS Orchestra Parent funds. One substitute will be required for the day.
- H. Approximately 120 second grade students from Cochran Primary School, accompanied by their teachers, to travel to T&D's Cats of the World and Lewisburg Area Recreation Park during May 2020. District transportation is requested. All costs will be paid by the Cochran PTO.
- I. Seventy (70) Williamsport Area High School band students, accompanied by their teacher and parent chaperones, to travel to Downtown Williamsport during November 2019 to participate in the annual holiday parade. District transportation is requested and will be paid through the music budget.
- J. Seventy (70) Williamsport Area High School band students, accompanied by their teacher and parent chaperones, to travel to Montoursville during November 2019 to participate in the Lycoming County Veterans Day Parade. District transportation is requested and will be paid through the music budget.
- K. Twenty-two (22) third grade students from Stevens Primary School, accompanied by their teachers, to travel to Leighton Place Assisted Living during December 2019 to perform for the residents. The students will walk to and from Leighton Place. There will be no cost to the district.
- L. Approximately 20 Young Men of Promise from the Williamsport Area High School, accompanied by a principal, to travel to The James Restaurant (Williamsport) to meet and have dinner with a donor. Transportation will be provided in the district van and by personal vehicle. There will be no cost to the district.

10.1 Approve the following student trips cont'd:

M. Approximately 16 CTE students from the Williamsport Area High School, accompanied by three teachers, to travel to PneuDart (Barbours) for a tour during December 2019. The students will be transported in the district vans. Three half days subs will be required.

N. Approximately six (6) Williamsport Area High School culinary students to travel to the Central PA Food Bank approximately six times from January through April 2020 to attend workshops. The students will be transported using existing transportation.

10.2 Approve the Jersey Shore Area School District to use the Williamsport Area High School pool for swim team practices starting November 2019 through March 2020. The Jersey Shore Area School District will contribute \$200 per month toward pool maintenance for their use of the pool. Practices will be scheduled during the week around the WAHS Swimming schedule.

BIDS/CONTRACTS – None

TAX ITEMS – None

TRANSPORTATION

13.1 Approve the following drivers/monitors/mechanics for STA, Inc. for the 2019-20 school year:

Scott L. Brown	CDL Driver
James D. Dancer	CDL Driver
Curley J. Jett	Van Driver

The motion carried.

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

Dr. Bowers reported on the following:

- Chad Greevy was welcomed to the district and the administrative team.
- The primary principals and their staff were thanked for the presentation this evening.
- Dr. Bowers highlighted some of the recent meetings he attended including:
 - The PSBA/PASA Conference which he attended with President Baer and Mr. Welteroth on October 16-18.
 - The Legislative Breakfast on October 25.

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

- A K-16 meeting on November 5 at Mansfield University. The new president at Mansfield is working to resurrect the K-16 Council.
- Minutes from the Facility Study Core Group meeting were distributed. Crabtree, Rohrbaugh and Associates (CRA) have been in the district touring our facilities. As the process continues, the Board will need to let Dr. Bowers know how often they would like CRA to present to the Board. The next Core Group meeting will be held on November 20.
- Dr. Bowers congratulated Lori Baer, Pat Dixon, Jennifer Lake and Barbara Reeves for their elections to continue to serve on the Board and Star Poole for her election to the Board.
- Dr. Bowers recognized and congratulated the Girls Soccer Team for their fourth consecutive championship. He also congratulated Jane Penman on her daughter's outstanding contributions to the team.
- Dr. Bowers reminded everyone of the WAMS production of *Elf the Musical* on December 6 & 7 at 7:00 p.m.

ITEMS FROM BOARD MEMBERS

President Baer announced that this is Brette Confair's last meeting as director. She announced that Brette will be recognized with a brick at STA Stadium with her name and her years of service on the Board (2009-2013 and 2018-19). President Baer thanked Mrs. Confair for her service.

Dr. Penman noted that the West End Community Center needs coats and asked that everyone please consider donating coats for both adults and children.

An Executive Session for personnel and attorney advisement will follow the meeting.

ITEMS FROM PUBLIC – None

Upon motion made by Dr. Penman, seconded by Mrs. Reeves and carried, the meeting adjourned at 7:02 PM.

Wanda M. Erb, Board Secretary