

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, October 3, 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, Jerene A. Milliken, Nancy Story Somers, Spencer E. Sweeting, Scott R. Williams.

ABSENT: Jennifer Lake, Jane L. Penman

**OPENING EXERCISES** were provided by President Baer.

**APPROVAL OF MINUTES:** Regular Meetings – September 19, 2017

**Student Representatives** - Anna Vaughn Stewart and Kyle Andrews reported on the news at the High School.

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

A. Sheila Shull, Director of Special Education, gave a special education update that included the following: Secondary Supervisor replacement; addition of supplemental classes at the intermediate level-grades 4-6; additional aide support at the building level; Friendship House added to QBS Safety-Care training; and School Psychologist is now under Special Education.

**Committee Reports by Board Members – None**

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

The motion carried by a unanimous roll call.

**FINANCE REPORT**

5.1 Approve the following financial reports:

A. Payroll Report for the month of September 2017:

General Fund – Unrestricted	\$3,972,330.90
General Fund – Restricted	217,746.82
Food Service Fund	88,562.27
Earned Income Tax	<u>68,324.84</u>
TOTAL	\$4,346,964.83

**FINANCE REPORT CONT'D:**

- 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
10/03/17	\$950,247.46	10/03/17A	23,421.19
10/03/17B	5,945.51	10/03/17C	839.53
10/03/17D	27,538.21	10/03/17E	10,000.00
10/03/17F	756,202.51	10/03/17G	83,617.69
10/03/17H	116.25	10/03/17I	1,565,635.75

- 5.3 Approve a resolution to dissolve the Capital Reserve Committed Fund Balance Account that was established in May, 2014 whereby the amount of \$545,132.00 was dedicated for the Old Lycoming Township Improvement Guarantee Agreement for a track complex project. Since the project did not occur, the fund should be dissolved, and transferred to the District’s general capital reserve account.

This resolution is intended to be retroactive to September 16, 2014, being a date by which the Board determined not to undertake the track complex project. The Board hereby ratifies any expenditure of the funds that were so designated, and have since been used for other capital projects.

**BOARD POLICY – None**

**CURRICULUM REPORT**

- 7.1 Approve GoMath professional development for primary teachers on October 9, 2017. The cost of four (4) presenters for a full day is \$11,800 and will be paid from the elementary curriculum budget.
- 7.2 Approve an amended agreement with STEP Inc. to host six (6) AmeriCorps participants (2 were previously approved) in the District for the 2017-18 school year. AmeriCorps staff assists in improving attendance, establishing relationships with district families, and student management. Each participant is sponsored by the district at a cost of \$8,300, which is included in the general budget. All other costs are paid by the AmeriCorps grant through STEP.
- 7.3 Approve an agreement with BLaST Intermediate Unit 17 for educational services at the La Sa Quik residential program located in the Williamsport Area School District for the 2017-18 school year. The costs of these services are paid by the student’s home school district, and are billed through Child Accounting.

## **PERSONNEL REPORT**

### **8.1 RESIGNATIONS**

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

- A. Deborah L. McCollum, full-time Instructional Support Aide/Personal Care Aide at the middle school, for the purpose of retirement, effective September 22, 2017.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Deborah L. McCollum from service in the Williamsport Area Schools and expresses its sincere appreciation for her 21 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.

- B. Rescind the resignation of Erica Y. McCann, part-time Instructional Support Aide/Autistic Support at the middle school, for personal reasons, effective September 29, 2017 (originally approved at the 09/19/09 Board Meeting). Ms. McCann will remain a part-time employee with the District.
- C. Danielle N. Wilson, full-time 5<sup>th</sup> grade teacher at Curtin Intermediate School, for personal reasons, effective October 6, 2017.
- D. Roseann M. Husband, part-time Food Service Worker at Cochran Primary School, for personal reasons, effective September 29, 2017.

### **8.2 LEAVES OF ABSENCE**

Approve the following leave(s) of absence:

- A. Roseann M. Husband, part-time Food Service Worker at Cochran Primary School, for an unpaid leave, effective September 5, 2017, through September 29, 2017.

### **8.3\* ELECTION OF STAFF**

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

- A. Melissa A. Love-Ritchey as a temporary professional employee, effective October 4, 2017, to be currently assigned to teach 1<sup>st</sup> Grade at Stevens Primary School, at a salary rate of Step 1, bachelor's at the 2017-2018 school year contract salary rate (replacing Samantha Moon, resigned).

8.3\* ELECTION OF STAFF CONT'D:

- B. The following fall 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**

Girls Soccer

Assistant Coach:	Kyle J. Bidelspacher (5)	\$2,800
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- C. The following winter sport 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 Middle School**

Girls Basketball - White

7 <sup>th</sup> Grade Head Coach:	Dominique N. Thomas (0)*	\$2,240
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- D. Elissa K. Koontz, Title I Reading Specialist at Curtin Intermediate School, to serve as the Title I Building and Parent Involvement Coordinator at Curtin Intermediate School for the 2017-2018 school term, at a total annual stipend of up to \$2,000, funded through Title I (availability of position and funds to reviewed annually).
- E. Dana M. Null, Title I Reading Specialist at Lycoming Valley Intermediate School, to serve as the Title I Building and Parent Involvement Coordinator at Lycoming Valley Intermediate School for the 2017-2018 school term, at a total annual stipend of up to \$2,000, funded through Title I (availability of position and funds to reviewed annually).
- F. Sondra L. Fisher, Title I Reading Specialist at Cochran Primary School, to serve as the Title I Building and Parent Involvement Coordinator at Cochran Primary School for the 2017-2018 school term, at a total annual stipend of up to \$2,000, funded through Title I (availability of position and funds to reviewed annually).
- G. Joan A. Shaw, Title I Reading Specialist at Hepburn-Lycoming Primary School, to serve as the Title I Building and Parent Involvement Coordinator at Hepburn-Lycoming Primary School for the 2017-2018 school term, at a total annual stipend of up to \$2,000, funded through Title I (availability of position and funds to reviewed annually).

8.3\* ELECTION OF STAFF CONT'D:

- H. Kimberly A. Williamson, Title I Reading Specialist at Jackson Primary School, to serve as the Title I Building and Parent Involvement Coordinator at Jackson Primary School for the 2017-2018 school term, at a total annual stipend of up to \$2,000, funded through Title I (availability of position and funds to reviewed annually).
- I. Tammy L. Snyder, Title I Reading Specialist at Stevens Primary School, to serve as the Title I Building Coordinator at Stevens Primary School for the 2017-2018 school term, at a total annual stipend of up to \$1,000, funded through Title I (availability of position and funds to reviewed annually).
- J. Ashley J. Kalcich, Title I Reading Specialist at Stevens Primary School, to serve as the Title I Parent Involvement Coordinator at Stevens Primary School for the 2017-2018 school term, at a total annual stipend of up to \$1,000, funded through Title I (availability of position and funds to reviewed annually).
- K. Phyllis J. Sieber for the Keystone Coordinator position for the 2017-2018 school year at the Williamsport Area High School. The position will be paid at the current district summer school/adult evening school teacher rate and responsibilities for the position will be completed outside of the contractual day. Based upon both testing windows the maximum number of hours paid during the school year will be 80 hours. The Keystone Coordinator position will be responsible to ensure compliance with all PDE requirements for Keystone Testing.
- L. The following substitute food service workers(s), at the salary rate of \$9.00 per hour, for the actual number of hours worked, effective date as indicated:
  - Patricia A. Lewis (effective October 4, 2017)
- M. 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:
  - James L. Bigelow (effective October 4, 2017)
  - Kiara D. Fry (effective October 9, 2017)
- N. 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 45<sup>th</sup> day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked:
  - Sarah E. Bamford (effective October 4, 2017)

8.3\* ELECTION OF STAFF CONT'D:

- O. 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:

Carol D. Carlini (effective October 4, 2017)  
Terrill A. Seward (effective October 4, 2017)

- P. Caleb E. Getty to be currently assigned to full-time Paraprofessional/Intervention Specialist at Lycoming Valley Intermediate School, with a base wage rate of \$21,821 (\$16.85 per hour), prorated, effective October 4, 2017 (new position).
- Q. John C. Blackwell IV to be currently assigned to full-time Paraprofessional/Intervention Specialist at Curtin Intermediate School, with a base wage rate of \$21,821 (\$16.85 per hour), prorated, effective date to be determined pending receipt of all required paperwork and updated clearances (new position).
- R. Ryan Piselli to be currently assigned to full-time Computer Technician (245 days, 7½ hours per day) at the Technology Department/IMC Warehouse Complex, with a base wage rate of \$35,225 (\$19.17 per hour), prorated, effective date to be determined pending receipt of all required paperwork and updated clearances (new position).
- S. Tyler J. Farabaugh, as a temporary professional employee to be currently assigned to teach Special Education at the high school, at a salary rate of Step 1, master's (+ \$200), at the 2017-2018 school year contract salary rate, effective date to be determined pending receipt of all required paperwork and updated clearances (replacing Danielle Wilson, transferred).
- T. 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 2017-2018 school year:

Caitlyn E. Gray (effective October 4, 2017)

8.4\* POSITION CHANGES - Approve the following position change(s):

- A. Claude R. Brown, from a part-time Instructional Support Aide/Behavioral Support at the high school, to be currently assigned to full-time Paraprofessional/Intervention Specialist at the middle school, with a base wage rate of \$21,821 (\$16.85 per hour), prorated, effective October 4, 2017 (new position).

8.5 ATTAINMENT OF TENURE STATUS

- A. Acknowledge the attainment of tenure status of the following teachers, who have successfully completed a three-year probationary period as temporary professional employees with a satisfactory sixth rating, and extending professional employee contracts to them (\*resigned during the summer 2017):

Earned February 2017:	Jody J. Schefsky	
Earned June 2017:	Samantha E. Buffington	Julie A. Caringi
	Wendy M. Fowler	Rebecca L. Grove
	Laura K. Haldeman	Amber L. Heggenstaller
	Emily E. Keener	Lauren L. Klopp
	Katey R. Martin	Anna M. Myers
	Brian J. Nasdeo	Tanya M. Swink
	Kelly M. Titus	Marianne J. Wimer
	Kristy L. Etzler*	Jenna C. Morgan*

8.6 ADJUSTMENTS TO SALARY – ITEMS TO BE PULLED AT THIS TIME

- A. PULLED BY ADMINISTRATION: Consider approving salary adjustments to the level indicated below, effective for the 2017-2018 term, as stipulated in the Agreement between the Board of School Directors and the Williamsport Education Association, for those having earned a Doctorate, Master’s Degree or an Equivalency Certificate prior to the beginning of the 2017-2018 school term:

Kristin C. Tate Cowden	Master’s Degree
Blair M. Dincher	Master’s Degree
Bobbi Jean Gallagher	Master’s Degree
Ipshita Hellberg	Equivalency Certificate
Ethan S. Lee	Master’s Degree
Michenzie L. Robinson	Master’s Degree
Andrea M. Turner	Master’s Degree
Diane E. Welch	Master’s Degree
Jennifer L. Wright	Master’s Degree

- B. PULLED BY ADMINISTRATION: Consider approving salary adjustments for the following staff members for credits earned beyond the Master’s Degree, prior to the beginning of the 2017-2018 school term:

	TOTAL NEW <u>CREDITS</u>	<u>CREDITS TO DATE</u>
Denay M. Gair	9	9
Megan M. Hunter	9	9
Andrea M. McDonough Varner	9	27
Meldon L. Mitstifer III	9	18
Melissa A. Turner	9	9
Jamie L. Yonkin	9	9

8.7 OTHER

- A. Approve Craig Kurtz as a Middle School Consultant, at the rate of \$350 per day, not to exceed 50 days, beginning October 4, 2017 (funded through Title II).

**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. Thirty (30) early childhood education students from the Williamsport Area High School, accompanied by their teacher and an aide, to travel to Lock Haven University during November 2017 to participate in an education program. District transportation is requested and will be paid through the CTE budget. One substitute will be required for half a day.
- B. Twenty (20) art students from the Williamsport Area High School, accompanied by two teachers, to travel to North Central Sight Services during October 2017 receive sensitivity training in preparation for a collaborative project. District transportation is requested and will be paid through the art department budget. Two half day substitutes will be required.
- C. Fifty-eight (58) Williamsport Area Middle School band students, accompanied by their teacher and several parent chaperones, to travel to the Williamsport Area High School during October 2017 to learn more about joining the Marching Millionaires. District transportation is requested and will be paid by the WAMS PTO/WAHS Band Parent Association.
- D. Thirty-five (35) members of the Williamsport Area High School’s Strolling Strings and Millionaire Singers for the following performances during November and December 2017. Where district transportation is required, it will be paid from the music department budget.

<u>Location/Reason</u>	<u>Transportation</u>	<u>Substitute</u>
Williamsport Country Club for Hudock Wealth Management Luncheon	Yes	Yes (1/2 day)

10.1\* Approve the following student trips cont'd:

- D. Thirty-five (35) members of the Williamsport Area High School's Strolling Strings and Millionaire Singers for the following performances cont'd:

<u>Location/Reason</u>	<u>Transportation</u>	<u>Substitute</u>
Williamsport Country Club Brunch	No	N/A
Jersey Shore Elks Club (Jersey Shore Lions Club holiday gathering)	No	N/A
Williamsport Country Club Holiday Lunch	No	N/A
Genetti Hotel (Adelphi Village Holiday Party)	No	N/A
Penn Stater Hotel (Integrated Learning Conf.)	No	N/A
Hershey Lodge (Regional Rotary event)	No	N/A
Holiday Inn Grantville (conference performance)	No	N/A
Shepard Hills Country Club (Waverly, NY – Holiday performance)	No	Yes

- E. Eighty (80) kindergarten students from Hepburn-Lycoming Primary School, accompanied by their teachers, to travel to Rohrbach's Farm (Elysburg) during October 2017 to learn more about growing and harvesting. District transportation is requested. All costs will be paid by the Hepburn PTO.
- F. Approximately 110 kindergarten students from Cochran Primary School, accompanied by their teachers, to travel to Rohrbach's Farm (Elysburg) during October 2017 to learn about growing and harvesting. District transportation is requested. All costs will be paid by the Cochran School Association.
- G. Nine (9) Williamsport Area High School student athletes, accompanied by the athletic director and a principal, to travel to Loyalsock Township High School during October 2017 to participate in a leadership workshop. Transportation will be provided in the district van. All costs will be paid through the athletic budget.
- H. Six (6) FFA members from the Williamsport Area High School, accompanied by their teacher, to travel to Indianapolis, IN for five days during October 2017 to attend the National FFA Convention. The students will be receiving an award and taking part in educational activities. Transportation will be provided in a rental van. The trip will be funded by the participating students and through FFA funds. One substitute will be required for four days.

10.1\* Approve the following student trips cont'd:

- I. Nine (9) FBLA members from the Williamsport Area High School, accompanied by their teacher, to travel to Kalahari Resort (Pocono Manor, PA) on two dates during November 2017 to attend a leadership conference. Transportation will be provided in the district van. One substitute will be required for one day.
- J. Approximately 130 music students from the Williamsport Area High School, accompanied by their teachers, to travel to New York City during April 2018 to see the Broadway show "Hello Dolly." Transportation will be provided by contract carrier. The trip will be funded by the participating students. Two substitutes will be required for the day.
- K. Approximately 18 members of the Williamsport Area Middle School's Jett Friday Club, accompanied by their teacher and principal, to travel to the SPCA during October 2017 to learn more about volunteering, pet care, etc. Transportation will be provided in the district van.
- L. Approximately 100 drama students from the Williamsport Area High School, accompanied by their teacher and parent volunteers, to travel to the Community Theater League during October 2017 to participate in a drama workshop. District transportation is requested and will be paid through the music budget. One substitute will be required for the day.
- M. Twenty-six (26) health professions students from the Williamsport Area High School, accompanied by their teachers, to travel to Penn College during October 2017 to attend a health professions career day. District transportation is requested and will be paid through the CTE budget. Two substitutes will be required for the day.
- N. Eighteen (18) life skills support students from the Williamsport Area High School, accompanied by two teachers, to travel to the UPMC Regional Medical Center during October 2017 to attend worksite orientation. Transportation will be aboard a River Valley Transit Bus and will be paid through the special education budget. Two substitutes will be required for the day.
- O. Approximately 15 life skills support students from the Williamsport Area High School, accompanied by two teachers and their aides, to travel to UPMC Regional Medical Center two days per week beginning October 2017 and ending in June 2018 for their work experience. Transportation will be aboard a River Valley Transit Bus and will be paid through the special education budget.

10.2 Approve the Williamsport Area High School baseball team's participation in the Mingo Bay Classic Baseball Tournament in Myrtle Beach, South Carolina beginning on Monday, March 26, 2018. There will be approximately 32 students representing Williamsport Area High School. The junior varsity team will play three games and the varsity team will play five games during the trip. The team will be accompanied by the

## **STUDENT/COMMUNITY ACTIVITIES**

- 10.2 Approve the Williamsport Area High School baseball team's participation in the Mingo Bay Classic Baseball Tournament cont'd:

coaches, Ryan Miller, Kyle Schneider, Joel Worthington, Tariq Moore and Nick Caringi. The team will take a charter bus to Myrtle Beach, SC, leaving tentatively on Saturday, March 24<sup>th</sup> and returning on Saturday, March 31<sup>st</sup>.

The only costs to the school district would be the \$500 entry fee and the two-day cost of a substitute teacher for assistant coach, Kyle Schneider. The baseball booster club and the individual student-athletes will cover all other costs.

- 10.3 Approve the installation of a mural on the façade of the Fine & Performing Arts entrance of the Williamsport Area High School. The mural will be student-produced in collaboration with the WAHS Visual Arts Department and Australian pop artist and educator-in-residence Johnny Romeo in November. All costs associated with the project will be funded by Educational Improvement Tax Credit dollars by way of the First Community Foundation Partnership of Pennsylvania.

## **BIDS/CONTRACTS:**

- 11.1 Approve an agreement with PA Environmental Solutions, Inc. to provide contract operations and maintenance services for the water facilities at Hepburn-Lycoming Primary School, Lycoming Valley Intermediate School, and Balls Mills Soccer Complex at a cost of \$300.00 per month plus travel expenses beginning immediately.

## **TAX ITEMS**

- 12.1 Approve the following tax summaries:

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

It's good to have high school students reporting again.

Thanked Mrs. Shull for her presentation tonight.

## **ITEMS FROM BOARD MEMBERS - None**

## **ITEMS FROM PUBLIC - None**

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

Upon motion made by Dr. Story Somers, seconded by Mrs. Milliken and carried the meeting adjourned at 6:28 PM.

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Jeffrey L. Richards, Board Secretary