

September 5, 2017

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, September 5, 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 (arrived at 6:12 PM), Nancy Story Somers, Spencer E. Sweeting, Scott R. Williams.

**ABSENT:** None.

**OPENING EXERCISES** were provided by Mr. Spencer Sweeting.

**APPROVAL OF MINUTES:** Regular Meetings – August 1, and August 15, 2017

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

- A. Approve the adjudication of student 17/18-01 resulting from a quasi-judicial hearing held earlier this evening.
- B. Jeremy Loveland, Director of Technology, gave a technology update reviewing the projects that were completed this summer. The projects included: Jackson Primary School wiring; Curtin Intermediate School wiring; Cochran Primary School clock and intercom systems replaced and gymnasium sound system installed; new telephone systems at the District Service Center, Jackson, Cochran, and Hepburn- Lycoming Primary Schools, and Curtin and Lycoming Valley Intermediate Schools; and Office 365 implementation. He also reviewed future technology plans.

Dr. Penman entered the meeting at 6:12 PM.

**Committee Reports by Board Member - None**

Solicitor Holland explained an omnibus motion.

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

Jason Fink from the Lycoming County Visitors Bureau was present to provide information and answer questions regarding the Bureau’s involvement in Agenda Item 11.1, additional seating for the stadium. He stated that the Drum Corps Association awarded their contract for the 2018 and 2019 International Championship competitions to the Bureau based on the current seating capacity at our stadium. He also said that there is no request for naming rights resulting from the Bureau’s contribution and that additional revenue would come to the district from the food trucks that would be on site for the events. Mr. Fink was asked to report back on the economic impact

the competitions have had on the City of Rochester, NY. Dr. Penman stated that the extra seating would be an investment and the district would need to find other uses for the stadium to raise funds.

A motion was made by Dr. Story Somers to table Agenda Item 11.1, additional seating for the stadium, and seconded by Mr. Dixon.

The motion carried by a unanimous roll call.

The original motion was then voted upon and was approved unanimously.

**FINANCE REPORT**

5.1 Approve the following financial reports:

A. Payroll Report for the month of August 2017:

General Fund – Unrestricted	\$2,552,310.90
General Fund – Restricted	138,102.82
Food Service Fund	4,511.95
Earned Income Tax	46,181.92
Student Activities	<u>.00</u>
<b>TOTAL</b>	<b>\$2,741,107.59</b>

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
09/05/17	\$1,326,292.11	09/05/17A	9,423.75
09/05/17B	1,376.06	09/05/17C	123,297.37
09/05/17D	1,689.60	09/05/17E	806,844.97
09/05/17F	40,477.53	09/05/17G	25.71
09/05/17H	1,475,677.74	09/05/17I	145,792.97

5.3 Authorize Randy Williamson to continue to pursue seeking the award in the 2017 Harbor Freight Tools for School Prize for Teaching Excellence. It is understood that, if successful, that a portion of the prize may be awarded to the District and a portion of the prize may be awarded to Mr. Williamson directly by Harbor Freight Tools for School, LLC, Harbor Freight Tools, LLC, and/or the Smidt Foundation.

**BOARD POLICY - None**

## **CURRICULUM REPORT**

- 7.1 Approve an agreement with the Susquehanna Health and Dental Clinic to provide dental care services to students in the school district for the 2017-2018 school year. Students who participate in the program are provided transportation to the clinic for dental services during the school day. Transportation for the program is funded through the Lycoming County United Way. There is no cost to the district for this program.
- 7.2 Approve the 2017-18 Pennsylvania Department of Education Fresh Fruit and Vegetables Program grant for Cochran Primary School, Jackson Primary School, Stevens Primary School, and Curtin Intermediate School. The funding from this PDE grant provides students in these schools the opportunity to taste a fresh fruit or vegetable item three times a week during the school year. There is no cost to the district for this program, and the total grant for the district is \$93,333.59.
- 7.3 Approve four (4) Williamsport Area Middle School teachers for one (1) day at the curriculum rate of \$90.00 per day to work on hybrid learning.
- 7.4 Renew the Student Teacher Agreement between the Williamsport Area School District and Lycoming College. The agreement will be in effect from May 1, 2017 through May 1, 2022.
- 7.5 Renew the agreement with John A. Pellegrino, D.O., Fairfield Family Practice P.C., as school physician and medical director for the school district for the 2017-18 school year at a fee of \$5,000. This represents no increase in costs over the 2016-17 school year. Funds are budgeted in the Student Services budget.
- 7.6 Approve an agreement with STEP Incorporated to host two (2) AmeriCorps participants in the District for the 2017-18 school year. AmeriCorps staff assists in improving attendance, establishing relationships with district families, and student management at the high school level. Each participant is sponsored by the district at a cost of \$8,300, which is included in the Student Services budget. All other costs are paid by the AmeriCorps grant through STEP.
- 7.7 Approve a letter of agreement with the Lycoming-Clinton MH/MR program and Lycoming County Children & Youth Services for the provision of 2017-18 school-based services, including Student Assistance Program liaison and mental health assessment services. The district's costs for the program total \$10,000, and are included in the Student Services budget.
- 7.8 Approve a Hybrid-learning consultant from Central Susquehanna Intermediate Unit to work with math teachers from the Williamsport Area Middle School during August on best 21<sup>st</sup> century teaching techniques. The consultant will remain available to our staff to answer questions throughout the school year. Costs will be paid through Title II.

## **CURRICULUM REPORT CONT'D:**

- 7.9 Approve an agreement with BLaST Intermediate Unit 17 effective from September 2017 to June 2018 to lease a robot at the cost of \$100 per month. The agreement includes all equipment necessary for the student and the school. Costs will be paid through the special education budget.
- 7.10 Approve the renewal of TigTag Science software for Grades K-6 at a cost of \$3,187.50. The funding will be supported by the elementary science budget.
- 7.11 Approve the Pennsylvania College of Technology Course – FIT 207 Health-Wellness for Life. This request includes offering 1.0 Williamsport High School 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 17-18 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 by June 1<sup>st</sup> on an official Pennsylvania College of Technology transcript to be included in GPA and class rank.
- 7.12 Approve Dr. David A. Kilpatrick, author and reading researcher, to work with the Title I staff and instructional coaches on September 18, 2017. The focus of the presentation will be how children learn to read words, why some children struggle and approaches that can yield very large gains. The cost will be \$1,795.00, plus travel expenses (approximately \$287.25), and is budgeted under Title II.
- 7.13 Approve the formation of the Pennsylvania Junior Academy of Science for the Williamsport Area High School. The purpose of the club is for students to complete independent science research projects and submit and present their findings to a panel of judges. The club advisor will be Chase Smith.
- 7.14 Approve an agreement with the City of Williamsport and Williamsport Bureau of Police to provide a School Resource Officer (SRO) for the Williamsport Area School District for the 2017-2018 school year. The district will pay half the salary and benefits for the cost of the School Resource Officer. The SRO position is budgeted through the Student Services Department.

## **PERSONNEL REPORT**

### **8.1 MEMORIAL RESOLUTION – Arnetta L. Twine**

Adopt the following memorial resolution:

WHEREAS, the Board of School Directors of the Williamsport Area School District observes with profound sorrow the untimely passing from this life of Arnetta L. Twine who for ten years was a dedicated Instructional Support Aide for the School District,

**PERSONNEL REPORT CONT'D:**

8.1 MEMORIAL RESOLUTION – Arnetta L. Twine cont'd:

WHEREAS, the Board recognizes with respect and appreciation the devotion and time she gave to her colleagues, students, parents, and family, and the consideration she always showed them,

WHEREAS, the tragic loss of Arnetta will be felt by many for a long time; now, there it be

RESOLVED: that the Board of School Directors of the Williamsport Area School District tenders its deepest sympathy to her family in their bereavement, with the comforting knowledge that her life was well spent for the good of her fellow man

FURTHER RESOLVED: that the members of this School Board direct that this resolution be spread upon the official minutes of this body and that a copy be presented to Ms. Twine's family.

8.2 RESIGNATIONS

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

- A. Samantha A. Moon, full-time 1<sup>st</sup> Grade teacher at Stevens Primary School, for other employment, scheduled last date of September 22, 2017, per Section 1121 of the school code.
- B. CORRECTION: Sabrina L. Montoya, part-time Personal Care Aide/Autistic Support at ~~the middle school~~ Stevens Primary School, for other employment, effective August 24, 2017.
- C. Nichole L. Owens, part-time Instructional Support Aide/Behavioral Support at the middle school, for personal reasons, effective August 21, 2017.
- D. Nicole R. Roupp, part-time Food Service Worker at the middle school, for personal reasons, effective August 23, 2017.
- E. Elizabeth W. Stahlnecker, part-time Food Service Worker at Hepburn-Lycoming Primary School, for personal reasons, effective September 6, 2017.
- F. Ronald V. (Jamal) Nesmith, part-time Instructional Support Aide/Behavioral Support at the middle school, for other employment, effective September 8, 2017.
- G. Kelly S. Sponhouse, part-time Instructional Support Aide at Curtin Intermediate School, for personal reasons, effective September 8, 2017.

8.2 RESIGNATIONS CONT'D:

- H. Acknowledge the termination of employment with the Williamsport Area School District for Thomas Garnett Burk, Jr., due to his abandonment of his position as part-time Instructional Support Aide/ES at Lycoming Valley Intermediate School, effective September 5, 2017.

8.3 LEAVES OF ABSENCE - Approve the following leave(s) of absence:

- A. REVISION: Donna Gadson, part-time Instructional Support Aide at the high school, extension of an unpaid leave, effective ~~August 25, 2017~~, September 7, 2017, through September 15, 2017.
- B. Nicole M. Scocchera\*, full-time Administrative Support I in the Business Office, for an unpaid leave, effective September 14, 2017, through October 17, 2017, and for an unpaid leave on an intermittent basis (as needed) effective October 18, 2017, through June 30, 2018.
- C. REVISION (previously approved on 8/15/17 Addendum): Heather E. Way\*, full-time School Social Worker at the high school, for an unpaid leave, effective ~~August 31, 2017, through November 22, 2017~~ September 27, 2017, through December 19, 2017.
- D. Heather E. Way, full-time School Social Worker at the high school, for child rearing leave effective December 20, 2017, through January 19, 2018, and extended for the second semester of 2017-2018 school year (effective dates of January 22, 2018, through June 7, 2018).
- E. Michelle L. Boyles, full-time 2<sup>nd</sup> Grade teacher at Cochran Primary School, for an extension of an unpaid leave, effective August 24, 2017, through November 14, 2017.

8.4\* ELECTION OF STAFF

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

- A. Tabatha P. Almond as a temporary professional employee, effective August 24, 2017, to be currently assigned to teach 1<sup>st</sup> Grade at Jackson Primary School, at a salary rate of Step 1, bachelor's, at the 2017-2018 school year contract salary rate (new position due to enrollment). Ms. Almond was also scheduled to participate in Induction Program activities before the start of the 2017-2018 school term.
- B. Angela M. Rhone as a professional employee, effective August 24, 2017, to be currently assigned to teach Kindergarten at Jackson Primary School, at a salary rate of Step 1, master's, at the 2017-2018 school year contract salary rate (new position due to enrollment). Ms. Rhone was also scheduled to participate in Induction Program activities before the start of the 2017-2018 school term.

8.4\* ELECTION OF STAFF CONT'D:

C. Lauren A. Lucas as a long-term substitute teacher effective September 6, 2017 through then end of the first semester of the 2017-2018 school year (tentative date of January 19, 2018) unless terminated sooner, to teach Health & Physical Education at Hepburn-Lycoming Primary and Lycoming Valley Intermediate Schools, at a prorated salary rate of Step 1, bachelor's, at the 2017-2018 school year contract salary rate (replacing Megan Pryor, on leave).

D. The following teachers as After School Tutors—Regular Education and Special Education for High School Students, effective September 11, 2017, through May 11, 2018 (35 weeks) as needed. Program instructors will staff the program for up to three days per week for one instructional hour per day at the end of the WAHS teacher day at the rate of \$31.20 per hour plus appropriate benefits, for the actual number of hours worked:

English:	Jessica J. Gee
Mathematics:	Nichole R. Burns
Science:	Meldon L. Mitstifer III
Social Studies:	Michelle L. Pulizzi
Special Education:	Deanna E. Conklin

E. The following as substitute teachers for the After School Tutors for High School Students, effective September 11, 2017, through May 11, 2018 (35 weeks) as needed. Program instructors will staff the program for up to three days per week for one instructional hour per day at the end of the WAHS teacher day at the rate of \$31.20 per hour plus appropriate benefits, for the actual number of hours worked:

Jessica A. Keeler  
Ipshita Hellberg  
Gemma M. Campana-Bragalone

F. The following employees for extra work at their current rate as Event Student Intervention Staff at the high school as needed:

Michelle M. Derrick  
Michele M. Peterson  
Rodney N. Jackson  
Sean P. Walker  
Claude R. Brown  
Caleb E. Getty (substitute employee; alternate when necessary)

G. Kimberly J. Shultz as temporary part-time Administrative Support to assist with all required paperwork related to student athletic physicals for the Athletic Program at the middle school during the fall, spring and summer sessions (after school hours; approximately 4 sessions throughout the year) beginning with the 2016-2017 school year.

8.4\* ELECTION OF STAFF CONT'D:

- H. 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**

Football

Ninth Grade Assistant:	Jeremy J. Sennett (5)*	\$3,200
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**Williamsport Area Middle School**

Football

MS Assistants – White:	Jesse D. Rowland (0)	\$2,240
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- I. 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:

Deborah A. Godfrey (effective 09/06/17)

- J. 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:

Tatiana M. Beard  
 Grace E. Dingler  
 Megan L. Fox  
 Zachary J. Minnier  
 Tiara R. Todd  
 Zachary J. Welter

- K. 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:

Kelly S. Sponhouse (effective 09/11/17)

- L. Ethan T. Robbins as a substitute as needed for after school supervision of the Fitness Center at the high school, at the intramural rate of \$16.34 per hour or contract rate for the actual number of hours worked, effective September 6, 2017.
- M. Ethan T. Robbins as a volunteer strength and conditioning trainer for the athletic program, effective September 6, 2017.



8.5\* POSITION CHANGES

Approve the following position change(s):

- A. Deneen J. Vaughn, from a part-time custodian (2<sup>nd</sup> shift) at Hepburn-Lycoming Primary School to be currently assigned to a part-time custodian (2<sup>nd</sup> shift; 5 hours per day) at the middle school, with a base wage rate of \$12.75 per hour, effective September 5, 2017 (replacing Robert Keeler, resigned).
- B. Steve J. Bennett, from a full-time Head Custodian Class IV at Jackson Primary School to be currently assigned to a full-time Head Custodian Class V (1<sup>st</sup> shift; 250 days, 8 hours per day) at the middle school, with a base wage rate of \$42,960, prorated (\$21.48 per hour), effective date to be determined (replacing Steven Detrick, retired).
- C. Debora J. Clarkson, from a part-time Food Service Worker at Lycoming Valley Intermediate School to be currently assigned to part-time Food Service Worker (up to 180 days; 3½ hours per day, 7:00 a.m. – 10:30 a.m.) at the high school, with a base wage rate of \$13.62 per hour or contract rate, effective September 11, 2017 (replacing Elizabeth Dincher, transferred).
- D. Nancy J. Colley, from a part-time Food Service Worker at the high school to be currently assigned to a part-time Food Service Worker (up to 180 days; 4 hours per day, 9:00 a.m. – 1:30 p.m.) at the high school, with a base wage rate of \$13.05 per hour or contract rate, effective September 6, 2017 (replacing Linda Williams, retired).
- E. Alaina B. Kiessling, from a part-time Food Service Worker at Stevens Primary School to be currently assigned to a part-time Food Service Worker (up to 180 days; 4 hours per day, 9:15 a.m. – 1:45 p.m.) at Hepburn-Lycoming Primary School, with a base wage rate of \$12.45 per hour or contract rate, effective September 11, 2017 (replacing Dora Marcusky, resigned).

8.6 CONTRACTED SERVICES

- A. Authorize Bayada Home Health Care, Inc., 209 East Third St., Williamsport, to provide RN/LPN Nursing services as needed at the rate of \$50.00 per hour for hours worked for the Williamsport Area School District, effective August 30, 2017, through August 30, 2018.
- B. Approve Cindi L. Brown, qualified interpreter of American Sign Language (ASL) and Pidgin Sign English (PSE) to provide day-to-day substitute interpreter services (as needed) to eligible students at the rate of \$40.00 per hour (\$10.00 for each quarter hour) for hours worked and travel time (not to exceed two hour each day), effective August 28, 2017, through June 6, 2018.

8.6 CONTRACTED SERVICES CONT'D:

- C. Approve an Independent Contractor Agreement with Michael G. Strunk (Strunk Digital Video Productions) requiring his services as a production technician for evening and weekend performances at the rate of \$25.00 per hour as needed.
- D. Approve a contract with Sentry Security, P.O. Box 159, Cogan Station, to provide security services on selected school buses, at selected school bus stops, the WAHS parking lot, and special events as needed throughout the District effective September 1, 2017, through August 31, 2018, at the rate of \$16.80 per hour.

8.7 COMPENSATION PLANS

- A. REVISION: Adopt a Memorandum of Understanding and a revised Collective Bargaining Agreement with the Williamsport Area Education Support ~~Personnel~~ Professionals Association effective July 1, 2017, through June 30, 2022.

8.8 OTHER

- A. Approve a Memorandum of Understanding pertaining to the employment of Dale Crans, newly hired Supervisor of Maintenance and Facilities.

**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. Eighty (80) members of the Williamsport Area High School's Marching Millionaires, accompanied by their teacher, staff, and parent chaperones to travel as follows:

<u>Date</u>	<u>Location/Reason</u>	<u>Transportation</u>
August 2017	Williamsport/Parade	Parents & district
August 2017	Central Mountain HS/Football	Contract carrier
September 2017	Hazleton HS/Football	Contract carrier
September 2017	Shamokin HS/Competition	Contract carrier
September 2017	Muncy HS/Lyco Co Band Exhibit	District transportation

**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. Eighty (80) members of the Williamsport Area High School's Marching Millionaires cont'd:

<u>Date</u>	<u>Location/Reason</u>	<u>Transportation</u>
September 2017	Loyalsock HS/Competition	District transportation
October 2017	West Shore HS/Competition	Contract carrier
October 2017	Scranton HS/Football	Contract carrier
October 2017	Shamokin HS/Competition & S. Williamsport/Parade	Contract carrier
October 2017	Pittston HS/Competition	Contract carrier
November 2017	Hershey Park/Competition	Contract carrier
November 2017	Hershey Park/Competition	Contract carrier
November 2017	Williamsport/Parade	Parents

Transportation will be funded by the music department.

- B. Forty-five (45) culinary students from the Williamsport Area High School, accompanied by two teachers, to travel to the Penn College during September 2017 for a tour and hands on experience. District transportation is requested and will be paid through the CTE budget. One substitute will be required for half a day.

## 10.2 Approve the following request from facility use:

- A. West Branch Drug and Alcohol Abuse Commission to use the classrooms and the cafetorium at the Williamsport Area Middle School on Thursdays, beginning October 5, through November 16, 2017 from 4:30 p.m. until 8:30 p.m. to hold a Strengthening Families Program for district students and parents. WBDAAC is requesting relief of the occupancy fee estimated at \$2,450.00. Certificate of Insurance to be received.
- B. Kent Weaver/PMEA to use the ground floors of G and H, at the Williamsport Area High School on Sunday, October 22, 2017, from 11:00 a.m. until 6:00 p.m. to hold choral acceptance auditions. Occupancy fees are waived as we are the hosting district. Kent Weaver is requesting relief of the labor fees estimated minimum amount to be \$344.25 for one person.

10.2 Approve the following request from facility use cont'd:

- C. Kent Weaver/PMEA to use C, D, E pods and G and H ground floor and auditorium at the Williamsport Area High School on Sunday, November 19, 2017 from 11:00 a.m. until 9:00 p.m. to hold band and orchestra acceptance auditions. Occupancy fees are waived as we are the hosting district. Kent Weaver is requesting relief of the labor fees estimated minimum amount to be \$918.00 for three people.
- D. Lycoming Christian Church to use the gymnasium, lobby area, restrooms (basketballs, volleyballs, hoops and nets), at Lycoming Valley Intermediate School on Saturday, November 11, 2017, from 1:30 p.m. to 4:30 p.m. to hold youth recreation for a youth conference. Lycoming Christian Church is requesting relief from the occupancy fee estimated to be \$350.00. Certificate of Insurance to be received.

### **BIDS/CONTRACTS**

11.1 Approve the bid to furnish and install additional seating on the home side of the Williamsport Area High School stadium at a cost of \$548,632.00 from Stadium Solutions, Inc. of Butler, PA. This will provide approximately 1,996 total net seats. Bids were obtained through the Keystone Purchasing Network. The district will be reimbursed \$250,000.00 from the Lycoming County Visitors Bureau at \$50,000.00 per year for the next five years.

### **TAX ITEMS**

12.1 Approve the following tax summaries:

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

The opening of school went very well.

Thanked the board members who attended the opening inservice at the High School.

### **ITEMS FROM BOARD MEMBERS**

President Baer reminded board members to complete their PSBA 2018 Slate of Candidates ballot and return them to Jeff Richards so official action can take place at the September 19<sup>th</sup> meeting and to complete their evaluations of the Superintendent and return them to her.

### **ITEMS FROM PUBLIC – None**

President Baer announced that an Executive Session for confidential student information was held immediately prior to tonight's meeting.

September 5, 2017

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

Upon motion made by Mr. Sweeting, seconded by Dr. Penman and carried the meeting adjourned at 6:51 PM.

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Jeffrey L. Richards, Board Secretary

September 5, 2017