

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, April 11, 2023, beginning at 6:01 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, Cody L. Derr, Patrick A. Dixon, Jennifer Lake, Scott R. Williams.

ABSENT: Michelle L. Deavor, Barbara D. Reeves, Jamie L. Sanders, Adam C. Welteroth.

**OPENING EXERCISES** were provided by Mr. Scott R. Williams.

**APPROVAL OF MINUTES:** Regular Meeting – March 21, 2023;  
Special Meeting – April 4, 2023

**Student Representatives:** There were no student representatives tonight.

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

A. Outstanding students were recognized from Curtin and Lycoming Valley Intermediate Schools. President Baer congratulated all students, families and the school staff.

- Kamryn Allen, a 6<sup>th</sup> grade student from Curtin Intermediate School – Presented by Mr. David Michaels, Principal.
- Elaina Girton, a 6<sup>th</sup> grade student from Lycoming Valley Intermediate School - Presented by Mr. Tim Fausnaught, Principal.

A motion for an omnibus to include the agenda (without item 5.3 which will be placed on the May agenda), the March 21 and April 4, 2023 minutes, and the student recognitions, was made by Mrs. Lake, seconded by Mrs. Derr.

B. Approve Saxton & Stump Lawyers and Consultants law firm as special counsel for Title IX investigations, labor, and other legal services.

**FINANCE REPORT**

5.1 Approve the following financial reports:

A. Payroll Report for the month of March 2023:

General Fund – Unrestricted	\$2,880,766.30
General Fund – Restricted	235,474.88
Food Service Fund	83,314.26
Earned Income Tax	46,267.60
Student Activities	1,900.00
<b>TOTAL</b>	<b>\$3,247,723.04</b>

**FINANCE REPORT CONT'D:**

- 5.2 Authorize payment of invoices and services rendered by the list submitted from March 22, 2023 to April 11, 2023 and direct the officers of the Board of School Directors to execute the same:

General Fund	\$1,954,752.37
EIT Operating Fund	686.11
Food Service Fund	2,044.01
PLGIT Capital Projects Fund (2019 Bond)	1,750.00
PLGIT Capital Projects Fund (2022 Bond)	0.00
Student Activities Fund	0.00
TOTAL	\$1,959,232.49

- 5.3 **REMOVED BY ADMINISTRATION:** Consider approving budget transfers for FY23, dated March 15, 2023 to April 4, 2023, as presented in accordance with Section 609 of the Public School Code of 1949, as amended.
- 5.4 Approve the purchase of BoardDocs Pro Document Management System at an annual cost of \$10,500 with a \$1,000 one-time start-up fee.

**BOARD POLICY – None**

**CURRICULUM REPORT**

- 7.1 Approve an agreement of affiliation with the Pennsylvania College of Technology from July 2023 through July 2025, 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 to either institution.
- 7.2 Approve a contract between Lauren Marziale, Certified Wilson Reading Instructor, and the Williamsport Area School District to provide Extended School Year (ESY) tutoring services for a special education student. The instructor will provide thirty (30) hours of intensive reading intervention services. Instruction can occur between June 8, 2023 through August 27, 2023 with the amount of the contract not to exceed \$1,959.00, which includes direct instruction, any needed assessment, and any applicable mileage costs. Costs will be paid through the Special Education budget.
- 7.3 Approve a contract with UPMC Pediatric Rehabilitation to provide Occupational and Physical Therapy services for the 2023-24 school year. Screening and therapy services required under the Individuals with Disabilities Education Act and the Americans with Disabilities Act, along with some screening activities, will be covered by this agreement. Costs are budgeted through the ACCESS and 504 Chapter 15 budgets.

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

- 7.4 Approve the Odyssey of the Mind team from Curtin Intermediate School, accompanied by their coaches and parents, to participate in the Odyssey of the Mind World Competition to be held at the University of Michigan from May 24-27, 2023. Costs for hotel, food, and registration of \$6,500 will be paid through district funds to cover costs for student participants, two coaches and the coordinator. Transportation will be provided by the parents. Two teacher substitutes will be required for three days.
- 7.5 Approve an inter-district agreement with Jersey Shore Area School District to provide supplementary Title I services for two educationally disadvantaged children who reside within the Jersey Shore Area School District, but attend St John Neumann Regional Academy located in the Williamsport Area School District. Title I services will be in accordance with the approved Title I equitable nonpublic funding.
- 7.6 Approve a memorandum of understanding with the Commonwealth University of Pennsylvania (Bloomsburg, Lock Haven, Mansfield) which will allow students of the Williamsport Area School District to enroll in Early College Program/Dual Enrollment courses as non-degree students at the University. Early College Program/Dual Enrollment students will be automatically reviewed and conditionally admitted to the University. The University will offer courses to the district's students at a single, reduced rate of \$115 per credit hour of instruction. The term of this agreement will be for three years 2023-2026 school terms.
- 7.7 Approve the purchase of one (1) Miller XMT 350 Field Pro RMD Pulse System complete with an ArcReach SmartFeeder with drive rolls and a Bernard PipeWorx mig gun & one (1) Miller ArcReach suitcase feeder with Bernard Pipeworx mig gun at a total cost of \$20,278. This equipment will be utilized to help students gain a thorough understanding of state mandated industry competencies in the Welding program and enables students to perform tasks that align with industry expectations while replacing dated equipment. The equipment purchase is being funded through the 2022-23 Perkins Grant.

## **PERSONNEL REPORT**

### **8.1 RESIGNATIONS:**

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

- A. Lori A. Williams, Full-Time Administrative Support II, at the Cochran Primary School, for the purpose of retirement, effective June 9, 2023.

**RESOLVED:** that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Lori A. Williams from service in the Williamsport Area Schools and expresses its sincere appreciation for her 27 years of dedicated service to our school system as an Administrative Support II. It further expresses the hope that her years of retirement will be many and richly rewarding.

8.1 RESIGNATIONS CONT'D:

- B. Ann M. Zerbe, Full-Time Library Aide, at the Cochran Primary School, for the purpose of retirement, effective June 8, 2023.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Ann M. Zerbe from service in the Williamsport Area Schools and expresses its sincere appreciation for her 26 years of dedicated service to our school system as an Aide. It further expresses the hope that her years of retirement will be many and richly rewarding.

- C. Cariea E. Robbins, Full-Time Long-Term Substitute Teacher, at the Intermediate level, for other employment, effective April 4, 2023.
- D. Hamyre E. Cannon, Full-Time Custodian Floater, at the District, for personal reasons, effective March 28, 2023.

8.2\* LEAVE OF ABSENCE

Approve the following leave(s) of absence:

- A. Maureen Dincher, Part-Time Food Service Worker, at the Jackson Primary School, for an unpaid leave, effective March 8, 2023 through April 24, 2023.
- B. Amaris T. Smith, Full-Time Paraprofessional/Intervention Specialist, at the Williamsport Area Middle School, for an unpaid leave, effective March 27, 2023 through May 19, 2023.
- C. Eric S. Weaver, Full-Time Special Education Teacher, at the Lycoming Valley Intermediate School, for an unpaid leave, effective May 1, 2023 through June 8, 2023.
- D. Jessica C. Wiehagen\*, Full-Time Special Education Teacher, at the Lycoming Valley Intermediate School, for an unpaid leave, effective date of March 22, 2023 through May 3, 2023 and an unpaid leave, on an intermittent basis, effective date of May 4, 2023 through June 8, 2023.

8.3 ELECTION OF STAFF:

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

- A. Approve the employment contract of Wanda M. Erb as Business Administrator for the Williamsport Area School District effective July 1, 2023, according to the terms and benefits provided in her employment contract (for a term of 5 years).

8.3 ELECTION OF STAFF CONT'D:

- B. Approve Craig M. Kurtz as an Interim Assistant Principal for the Jackson Primary School, at the rate of \$400 per day, for up to 40 days as needed, effective April 3, 2023.
- C. Ashley E. Baisch, as a Professional Employee, effective with the 2023-2024 school term (tentative effective date of August 23, 2023), to be currently assigned as a Full-Time Orchestra/Strings Music Teacher at the Williamsport Area Middle School, at a salary rate of Step 5, Master's, \$66,391, pending receipt of all approved & eligible clearances, mandated reporter training, as well as all required personnel paperwork. Ms. Baisch will also be scheduled to participate in Induction Program activities before the start of the 2023-2024 school term (replacing Kathleen O. Mondell, retired).
- D. Daniel R. Bulgarelli, as a Professional Employee, effective with the 2023-2024 school term (tentative effective date of August 23, 2023), to be currently assigned as a Full-Time Music Teacher at the Williamsport Area High School, at a salary rate of Step 9, Master's, \$74,889, pending receipt of all approved & eligible clearances, mandated reporter training, as well as all required personnel paperwork. Mr. Bulgarelli will also be scheduled to participate in Induction Program activities before the start of the 2023-2024 school term (replacing Todd L. Kendall, retiring).
- E. Jordyn L. Gehr, as a Temporary Professional Employee, effective with the 2023-2024 school term (tentative effective date of August 23, 2023) to be currently assigned as a Full-Time Mathematics Teacher, at the Williamsport Area Middle School, at a salary of Step 1, Bachelor's, \$54,706 (replacing Brittany T. Naculich, resigned).
- F. Ceili E. Klaus, as a Temporary Professional Employee, effective with the 2023-2024 school term (tentative effective date of August 23, 2023) to be currently assigned as a Full-Time 3<sup>rd</sup> Grade Teacher, at the Jackson Primary School, at a salary rate of Step 1, Bachelor's, \$54,706. Ms. Klaus will also be scheduled to participate in Induction Program activities before the start of the 2023-2024 school term (replacing David D. Duvall, retired).
- G. Channing G. Maneval, as a Temporary Professional Employee, effective with the 2023-2024 school term (tentative effective date of August 23, 2023) to be currently assigned as a Full-Time Special Education Teacher, at the Williamsport Area High School, at a salary of Step 1, Bachelor's, \$54,706 (+\$200), pending receipt of all approved & eligible clearances, mandated reporter training, as well as all required personnel paperwork & PDE certification. Ms. Maneval will also be scheduled to participate in Induction Program activities before the start of the 2023-2024 school term (replacing Amanda J. Wolfe, transferred).

8.3 ELECTION OF STAFF CONT'D:

- H. Beckham B. Sibiski, as a Temporary Professional Employee, effective with the 2023-2024 school term (tentative effective date of August 23, 2023) to be currently assigned as a Full-Time Mathematics Teacher, at the Williamsport Area High School, at a salary of Step 1, Bachelor's, \$54,706 (replacing Ethan S. Lee, resigned).
- I. Hannah M. Werner, as a Temporary Professional Employee, effective with the 2023-2024 school term (tentative effective date of August 23, 2023) to be currently assigned as a Full-Time 4<sup>th</sup> Grade Teacher, at the Lycoming Valley Intermediate School, at a salary of Step 1, Master's, \$57,893. Ms. Werner will also be scheduled to participate in Induction Program activities before the start of the 2023-2024 school term (replacing Dakota L. Gordon, transferred).
- J. Felicia Evicci to be currently assigned to a Part-Time Aide (185-day, up to 5 hours per day) at the Cochran Primary School, with a base wage rate of \$15.06/hr. (without degree), effective date to be determined, pending receipt of all approved & eligible clearances, mandated reporter training, as well as all required personnel paperwork (replacing Polyanna Easterbrook, resigned).
- K. The following person(s) as 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 (\$150 per day, up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked during the 2022-2023 school year:
- Sherri K. Buckwalter                      (Effective: 04/12/2023)
- L. The following person(s) as Non-Certified Substitute Teacher(s), subject to assignment by the Superintendent of Schools, at the salary and/or rates as established by Board policy (\$100 per day, up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked during the 2022-2023 school year:
- Kathryn E. Cassidy                      (Effective: 04/12/2023)
- M. The following person(s) as Substitute Aide(s), subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (\$12.00 per hour; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:
- Jennifer A. Kellers                      (Effective: 04/12/2023)

8.3 ELECTION OF STAFF CONT'D:

- N. The following persons as Acceleration Summer School Teachers, at the Williamsport Area High School, effective dates of June 12, 2023 through August 4, 2023, at the rate established in the Agreement by and between the Board of School Directors and the Williamsport Education Association (\$31.20 per hour).

One-half (.5) credit courses:

Health:	Jeremy S. Steppe
Physical Education:	Eric P. Holz
Career Pathways:	Robert P. Rook

One (1) credit courses:

Mathematics:	Patricia A. Miller
Mathematics:	Nicholas E. Yevics
Social Studies:	Vikki L. Cipriani
Social Studies:	Erika E. Edler

- O. The following person(s) for work on the High School Musical Production of *Little Shop of Horrors* held on March 18<sup>th</sup> & 19<sup>th</sup>, 2023, at the rates in accordance with the Agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association:

**WAHS Musical Co-Directors:**

Samuel A. Robinson (5)	\$3,200
Megan E. Louder (1)	\$2,720

- P. The following Spring Sport Coaches at the respective schools for the 2022-2023 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:

**Williamsport Area High School**

**Baseball**

Volunteer:	Dallas A.W. Griess	---
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**Softball**

Volunteer:	Mara L. Rhodes	---
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- Q. The following person(s) for the position(s) indicated for the 2023-2024 school year at the rates 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\*).

<u>WAHS Position</u>	<u>Teacher</u>	<u>Stipend</u>
Marching Band Director	Daniel R. Bulgarelli (5)	\$8,000

8.3 ELECTION OF STAFF CONT'D:

- R. The following Food Service Workers at their current rate to participate in ServSafe Food Protection Manager Certification Class and Exam, July 26, 2023, at the Holiday Inn Williamsport, from 8:00 am to 2:00 pm.

Nanette Agnone	High School Café
Laurie Ault	Hepburn Café
Louise Ferguson	Middle School Café
Melissa Kinley	High School Café

8.4 POSITION CHANGES:

Approve the following position change(s):

- A. Vikki L. Cipriani, from a Full-Time Social Studies Teacher, at the Williamsport Area Middle School, to a Full-Time Social Studies Teacher, at the Williamsport Area High School, effective with the 2023-2024 school term (tentative effective date of August 23, 2023), at the 2023-24 school year contract salary rate (replacing David R. Ferry, retiring).
- B. Dakota L. Gordon, from a Full-Time 4<sup>th</sup> Grade Teacher, at the Lycoming Valley Intermediate School, to a Full-Time Special Education Teacher at the Curtin Intermediate School, effective with the 2023-2024 school term (tentative effective date of August 23, 2023), at the 2023-24 school year contract salary rate (+\$200) (replacing Jeanne A. Goodell, retiring).
- C. Melissa M. Yetter, from a Full-Time Health Room Technician, at the Williamsport Area Middle School, to a Full-Time Health Room Technician, at the Williamsport Area High School, effective with the 2023-2024 school term (tentative effective date of August 23, 2023), at the 2023-24 school year contract salary rate (replacing Lori J. Hoyt, retiring).

8.5 CONTRACTS – None

8.6 OTHER – None

**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:

Field trips are being presented for provisional approval in accordance with the District's Health and Safety Plan and may need to change or be canceled. All students must be in compliance with the school's field trip disciplinary requirements in order to participate.

- A. Approximately 150 performing music students from the Williamsport Area Middle School, accompanied by their teachers, to travel to Knoebel's Grove during May 2023 to perform. Transportation will be provided by contract carrier. Two substitutes will be required for the day.
- B. Approximately 275 third grade students from Hepburn-Lycoming and Jackson Primary Schools, accompanied by their teachers, to travel to Lycoming Valley Intermediate School during May 2023 as part of their transition to fourth grade. District transportation is requested and will be paid through the elementary curriculum budget.
- C. Ten (10) Williamsport Area High School CTE students, accompanied by their teacher, to travel to Brandon Park to pour concrete for dugouts on a date to be determined during April or May. The students will transport themselves to the park and home. One substitute will be required for the day.
- D. Twenty-four (24) Williamsport Area High School juniors, accompanied by a principal and a counselor, to travel to Lock Haven University during April 2023 for a college tour. District transportation is requested and will be paid by Lock Haven University.
- E. Twenty-four (24) Williamsport Area High School CTE students, accompanied by their teacher and an aide, to travel to various emergency service facilities in Lycoming County during May 2023. District transportation is requested and will be paid through the CTE budget. One substitute will be required for the day.
- F. Twenty-six (26) Williamsport Area High School band students, accompanied by their teacher, to travel to Knoebel's Grove during May 2023 to perform. District transportation is requested and will be paid through the music department budget.
- G. Twenty-nine (29) Williamsport Area High School CTE students, accompanied by two teachers, to travel to Liberty Arena (Williamsport) during April 2023 to attend the UPMC career fair. District transportation is requested and will be paid through the CTE budget.
- H. Seventeen (17) biotechnology students from the Williamsport Area High School, accompanied by their teacher, to travel to Liberty Arena (Williamsport) during April 2023 to attend the UPMC career fair. District transportation is requested and will be paid through the CTE budget.

10.1 Approve the following student trips cont'd:

- I. Eighty (80) performing music students from the Williamsport Area High School, accompanied by their teachers, to travel to downtown Williamsport during May 2023 to perform at First Friday. The students will be transported by their parents.
- J. Seventy-one (71) Williamsport Area High School science students, accompanied by their teachers, to travel to Milton High School during April 2023 to hear a speech by NASA Nobel Prize Winner Dr. John Mathers. District transportation is requested and will be paid through the science budget. Two substitutes will be required for half a day.
- K. Eight (8) Williamsport Area High School Fishing Club students, accompanied by two teachers and a principal, to travel to Mosquito Valley, South Williamsport, and Pine Creek during April 2023 to stock the trout that the club has raised and do stream clean up. The students will be transported in a district van. Two substitutes will be required for the day.
- L. Fourteen (14) automotive students from the Williamsport Area High School, accompanied by their teacher, to travel to River Valley Transit, Fairfield Ford, STA, and Williamsport City Public Works during May 2023 to visit working garages. District transportation is requested. One substitute will be required for the day.
- M. Approximately 360 eighth grade students from the Williamsport Area Middle School, accompanied by their teachers, to travel to the Williamsport Area High School on two dates during May 2023 for building tours. District transportation is requested and will be paid through the CTE budget.
- N. Thirty (30) members of the Williamsport Area Middle School's student council, accompanied by their advisor and an administrator, to travel to the Williamsport Area High School during May 2023 to tour various programs and have lunch. The students will walk to and from the high school. One substitute will be required for half a day.

10.2 Approve CTE related field trips for the months of April, May and June 2023 that are related to onsite authentic job experiences and/or job interview opportunities for CTE students at local companies and industries. The CTE Director will ensure that all Williamsport Area School District field trip procedures are followed, and that Assistant Superintendent approval is provided before any trips occur.

**BIDS/CONTRACTS**

11.1 Approve the purchase of a 2024 Freightliner M2-106 Chassis from Eck's Garage Inc., Muncy, PA, and a 16 foot, Morgan Dry Freight "Fast Track" Van Body with a lift gate for a total cost of \$108,033.00. This purchase is made under the COSTARS Contract #025-E22-387 and will be funded through the General Fund.

**BIDS/CONTRACTS CONT'D:**

- 11.2 Authorize the District’s participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of art supplies to replenish warehouse stock.

**RECOMMENDED AWARDS:**

Pyramid School Products Inc., Tampa, FL	\$ 6,014.88
Kurtz Bros. Inc., Clearfield, PA	972.93
National Art & School Supplies, Rahway, NJ	750.72
School Specialty, Lancaster, PA	<u>433.35</u>
<b>TOTAL RECOMMENDED AWARDS</b>	<b>\$ 8,171.88</b>

- 11.3 Authorize the District’s participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of general supplies to replenish warehouse stock.

**RECOMMENDED AWARDS:**

Pyramid School Products Inc., Tampa, FL	\$ 15,842.66
School Specialty, Inc., Milwaukee, WI	336.90
Kurtz Bros. Inc., Clearfield, PA	3,445.00
National Art & School Supplies, Rahway, NJ	2,916.96
Staples, Rochester, NY	<u>9,909.72</u>
<b>TOTAL RECOMMENDED AWARDS</b>	<b>\$ 32,451.24</b>

- 11.4 Approve Ainsworth, Inc., Mechanicsburg, PA to install air conditioning in the Robotics classroom (T-19) at the Williamsport Area High School, at a cost up to \$21,000. This project is made under the COSTARS contract #008-E22-829 and will be funded through the general fund.

**TAX ITEMS**

- 12.1 Authorize the Solicitor to enter into a Stipulation to settle the Assessment Appeal described below:
- A. Appeal filed on behalf of CS Hospitality LLC. which will reduce the assessed value on Lycoming County Tax Parcel 65,013.0-0399.00-000 (known as 104 Maynard Street, Williamsport, PA). The settlement will be based upon a 2022 Market Value of \$4,610,000 for the property. When the appropriate common level ratio of .56 is applied, the Assessed Value for the property shall be \$2,581,600 for the 2022 tax year only. The specially appointed solicitor for this matter is Stephen Sholder, Esq.

**TAX ITEMS CONT'D:**

- 12.2 Waive the penalty of \$220.89 for 2022 real estate taxes for parcel 60-3470-019103-000 located in Woodward Township. The property was sold on June 1, 2022 and the new owner did not receive the original tax bill or the delinquent notice.

**TRANSPORTATION – None**

All votes were affirmative. The motion carried.

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

- As you read on tonight's Board agenda we are very busy in the hiring season for the 23-24 school year. Thank you to the principals, curriculum administrators, Dr. Poole and Anne Logue for their hard work and diligence vetting our new hires.
- Congratulations to the Odyssey of the Mind team from Andrew G. Curtin Intermediate for earning second place at the state finals. They will now compete at the World Finals in Michigan. Good Luck to the team!
- Hepburn-Lycoming's Blue Ribbon Celebration will be held on Thursday, April 20 from 6:00 – 8:00 p.m. at Hepburn-Lycoming Primary School. Please try to attend.

**ITEMS FROM BOARD MEMBERS - None**

**ITEMS FROM PUBLIC**

Tom Adams, district resident, referenced Jeremiah 5:25 and addressed the need to work together as a community. He also spoke about a meeting held at Lycoming College and the human trafficking issue that is occurring along the Route 15 corridor.

A motion was made for adjournment by Mrs. Lake, seconded by Mr. Williams. The meeting adjourned at 6:29 p.m.

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Wanda M. Erb, Board Secretary