

August 20, 2019

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, August 20, 2019, beginning at 6:12 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, Brette C. Confair, Patrick A. Dixon, Jennifer Lake, Jane L. Penman, Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Weltheroth.

ABSENT: None

OPENING EXERCISES were provided by Dr. Nancy Somers.

APPROVAL OF MINUTES: Regular Meeting – August 6, 2019

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

- A. Staffing/Screening Process/Strategic Recruitment presentation by Susie Bigger, Assistant Superintendent and Anne Logue, Director of Human Resources. Information regarding teacher shortages across both the state and nation was discussed. Even with these shortages, our district has done okay. Our success is attributed to the fact that the Board allowed us to start filling positions prior to the final budget being adopted.

Our process includes a comprehensive marketing plan, strategic recruitments, screenings, interviews, as well as individual interviews with a final meeting with Dr. Bowers and Mrs. Logue before recommending a candidate to the Board. For 2019-20, all open professional positions were filled with highly qualified candidates with no emergency waivers needed. It doesn't stop with the hiring, we have a very detailed year-long induction support program. We will continue these efforts and will start mid-year to attract applicants for next year. We will continue to stay in close contact with our newest teachers to ensure they feel supported and create supportive networks for all.

A motion was made by Dr. Somers, seconded by Dr. Penman for an omnibus to include the agenda, the minutes from the August 6, 2019 meeting, the reports and the addendum.

FINANCE REPORT

- 5.1 Approve the following financial reports:

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

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
08/20/19	\$239,433.66	08/20/19A	18,444.00
08/20/19B	4,308.14	08/20/19C	1,731.55
08/20/19D	79,830.07	08/20/19E	21,572.76
08/20/19F	345,707.10	08/20/19G	14,943.04
08/20/19H	1,442,762.92	08/20/19I	1,085,277.84

BOARD POLICY – None

CURRICULUM REPORT

- 7.1 Approve an agreement with the Susquehanna Community Health and Dental Clinic to provide dental care services to students in the school district for the 2019-20 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 Lock Haven University Course - Nutrition for Wellness. This request includes offering 1.0 Williamsport Area High School elective credit, and including the course on the student’s transcript as a 1.4 weight, commensurate with dual enrollment courses. The course will factor into the grade point average, and will contribute to class rank as long as the student’s total credits do not exceed eight for the 2019-20 school year. The course description has been reviewed and approved by the high school principal. Cost for the course is the responsibility of the family. The final grade must be reported to the school by June 1, 2020 on an official Lock Haven University transcript.
- 7.3 Renew the Veeam Backup Essentials Enterprise 2 at a cost of \$1,128.60 for one year to be paid through the Technology Budget.
- 7.4 Approve the Fall 2019 Sports Schedules.
- 7.5 Approve a Letter of Agreement with Commonwealth Health to provide educational services to WASD students hospitalized at the First Hospital in Kingston, PA. Inpatient educational services will be provided by the partial hospitalization program at a rate of \$110 per day for the 2019-2020 school year.
- 7.6 Approve a Letter of Agreement with Learn Well to provide educational services to WASD students hospitalized at the Clarion Psychiatric Center. Inpatient educational services will be provided by Learn Well at a rate of \$40 per hour, for up to six hours per week for the 2019-2020 school year.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Shirley Belle, part-time Food Service Worker at the high school, for the purpose of retirement, effective August 9, 2019.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Shirley Belle from service in the Williamsport Area Schools and expresses its sincere appreciation for her 48½ years of dedicated service to our school system as a food service worker. It further expresses the hope that her years of retirement will be many and richly rewarding.

- B. Ipshita Hellberg, full-time Special Education and English teacher at the high school, for personal reasons, effective October 15, 2019.
- C. Valorie L. Singleton, part-time Aide (Special Education) at the middle school, for personal reasons, effective August 8, 2019.
- D. Alaina B. Walters, part-time Food Service Worker at Hepburn-Lycoming Primary School, for personal reasons, effective August 7, 2019.
- E. JoAnn R. Reeves, part-time Aide at Curtin Intermediate School, for other employment, effective August 14, 2019.
- F. Imani T. Reeves, part-time Aide at Lycoming Valley Intermediate School, for personal reasons, effective August 19, 2019.
- G. Martin W. Williamson, full-time Custodian (2nd shift) at the high school, for personal reasons, effective August 15, 2019.
- H. Amber L. Wright, full-time Administrative Support I (245 days, 7½ hours per day) in the Business Office at the District Service Center, for other employment, effective September 3, 2019.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Megan M. DeSanto*, full-time 3rd Grade teacher at Hepburn-Lycoming Primary School, for an unpaid leave, effective September 30, 2019, through October 4, 2019, and for an unpaid leave on an intermittent basis (as needed) effective October 5, 2019, through June 4, 2020.

8.2 LEAVES OF ABSENCE CONT'D:

- B. Kathleen A. Musheno*, full-time Speech Therapist at Cochran Primary School, for an unpaid leave, effective August 29, 2019, through November 13, 2019, and for an unpaid leave on an intermittent basis (as needed) effective November 14, 2019, through June 4, 2020.
- C. Lisa A. Zerbe Byerly, full-time 3rd Grade teacher at Stevens Primary School, for a sabbatical leave effective for the first semester of the 2019-2020 school year (tentative dates of August 22, 2019, through January 17, 2020) for the purpose of health restoration.

Ms. Zerbe Byerly has been a teacher in the District since August 23, 2001, and has and has not taken a previous sabbatical.

8.3* ELECTION OF STAFF

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

- A. Mara L. Rhodes as a temporary professional employee, effective with the 2019-2020 school term (tentative date is August 22, 2019), to be currently assigned to teach 4th Grade at Lycoming Valley Intermediate School, at a salary rate of Step 1, bachelor's, \$50,500, pending updated clearances and all other required documentation (replacing Heather Plocinski, resigned). Ms. Rhodes will also be scheduled to participate in Induction Program activities before the start of the 2019-2020 school term.
- B. Jessica Danford to be currently assigned to a part-time Aide (Non-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 \$13.59 per hour (without degree rate), ~~effective August 23, 2019~~ effective date to be determined pending updated clearances and all other required documentation (replacing Amanda Hassler, resigned).
- C. Deirdre Tran to be currently assigned to a part-time Library Aide (up to 185 days per year, prorated, up to 5 hours per day) at Williamsport Area High School, with a base wage rate of \$14.82 per hour, effective August 23, 2019, pending updated clearances and all other required documentation (replacing Tinamarie Jones, resigned).
- D. Benjamin H. Laurenson III to be currently assigned to part-time Equipment Manager at the high school (up to 250 days; up to 5 hours per day), with a base wage rate of \$13.01 per hour, effective August 21, 2019 (replacing Kevin Pletz, resigned). Mr. Laurenson's schedule will be set weekly with the Athletic Director, in accordance with the events occurring that week for the WASD athletic program.

8.3* ELECTION OF STAFF CONT'D:

- E. The following fall sports 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

Boys Soccer

Assistant Coach:	Philip J. Marrie III (5)	\$2,800
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Volleyball:

Volunteer:	Crystal L. Harker	---
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Williamsport Area Middle School

Football

MS Co-Assistant – White:	Elijah C. Clary (0)*	\$1,120
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- F. 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:

Danielle L. Milton (effective 08/21/2019)

- G. 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:

Kathleen M. Carey	Kristina J. Miosi
Gretchen P. Carpenter	Judith Quinti
Wendy S. Chestnut	Danielle L. Rohler
Voncier C. Gammage	Michele R. Short-Hazel
Elizabeth A. Haldeman	Christina M. Staccone
Tyler Z. Henry	Mary D. Sumpter
Vance Jackson	Elizabeth J. Vollman
Jenny G. Kerns	Cletus G. Waldman
Elizabeth A. Manetta	

- H. 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:

Heather M. Cherry (eff. 08/21/2019)	Mary Jo McDonough (eff. 08/21/2019)
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8.3* ELECTION OF STAFF CONT'D:

- I. 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 (\$120 per day for first 45 days; \$130 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:

Marcia A. Cuzzo (effective 08/21/19)
Raymond A. Klinger (effective 08/21/19)
Faith E. Silvagni (effective 08/21/19)

- J. Tammi L. Laurenson to be currently assigned to a part-time Aide (Non-Special Education; up to 185 days per year; up to 5 hours per day) at the middle school, with a base wage rate of \$13.59 per hour (without degree rate), effective date to be determined pending updated clearances (replacing Joshua Aarons, transferred).
- K. Nikol E. Meixel to be currently assigned to a part-time Aide (Special Education; up to 185 days per year; up to 5 hours per day) at the middle school, with a base wage rate of \$13.59 per hour (without degree rate), effective date to be determined pending updated clearances and all other required documentation (replacing Valorie Singleton, resigned).
- L. Terrill A. Seward to be currently assigned to a part-time Aide (Non-Special Education; up to 185 days per year; up to 5 hours per day) at the middle school, with a base wage rate of \$13.59 per hour (without degree rate), effective date to be determined pending updated clearances and all other required documentation (Mr. Seward chose to return to this position; he resigned on May 24, 2019).
- M. Quinzell Tribble to be currently assigned to a full-time Custodian (2nd shift; up to 250 days per year, prorated, up to 8 hours per day) at the high school, with a base wage rate of \$36,060, prorated (\$18.03 per hour), effective August 21, 2019 (replacing Martin Williamson, resigned).
- N. Jeffrey W. Moore as an Interim Supervisor of Special Education – Elementary for the District at the rate of \$350 per day, for up to 90 days as needed, effective August 21, 2019.
- O. Elena M. Benavidez as a long-term substitute teacher effective for the first semester of the 2019-2020 school year (tentative dates of August 22, 2019, through January 17, 2020), unless terminated sooner, as a 3rd Grade teacher at Stevens Primary School, at a salary rate of Step 1, bachelor's, \$50,500, prorated (replacing Lisa Zerbe Byerly, on sabbatical leave).

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Margaret A. Kiessling, from a part-time Food Service Worker (up to 180 days, 3 hours per day) at the high school to be currently assigned to a part-time Food Service Worker (up to 180 days; 3 hours per day) at the high school, with a base wage rate of \$13.31 per hour, effective August 22, 2019 (replacing Robyn Andrews, transferred).
- B. Kimberly E. Robinson from a part-time Aide (185 days, 5 hours per day) at the high school to be currently assigned to a full-time Administrative Support I (245 days, 7½ hours per day) in the Tax Office at the DSC, with a base wage rate of \$36,842, prorated (\$20.05 per hour) effective August 19, 2019 (replacing Lynette Aunkst, transferred).

8.5 OTHER

- A. Approve any newly hired WAESP staff, as provided by Human Resources, to participate in mandatory ALICE intruder training at Curtin Intermediate School from 8:00 am -11:30 am on Tuesday, August 20th. Any WAESP employees working outside of their contractual hours will be paid for the 3½ hours at their regular hourly rate.
- B. Approve WEA staff, as provided by Human Resources, to participate in mandatory ALICE intruder training at Curtin Intermediate School from 8:00am-11:30am on Tuesday, August 20th. WEA employees attending will be paid \$75 for the half-day training. WEA teachers attending as part of induction will not be paid for the ½ day as this training is part of their induction.

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.

STUDENT/COMMUNITY ACTIVITIES

10.1 Approve the following student trips cont'd:

- A. Seventy (70) Williamsport Area High School band members, accompanied by their teacher, staff, and parent chaperones to travel as follows:

Football Game	Central Mountain HS	August 2019
Band Competition	Shamokin High School	September 2019
Band Competition	Shikellamy High School	September 2019
Band Competition	Painted Post HS (Corning, NY)	September 2019
Football Game	Wilkes-Barre Meyers HS	October 2019
Lyco Co Exhibition	Montoursville HS	October 2019 (District trans)
Band Competition	Loyalsock Township HS	October 2019 (District trans)
Band Competition	West Shore SD Stadium	October 2019
Parade & Competition	South Williamsport & Berwick HS	October 2019
Football Game	Berwick High School	October 2019
Band Competition	Hershey Park Stadium	November 2019

Transportation will be provided by contract carrier unless noted. All costs will be paid through the music budget.

10.2 Approve the following request from facility use:

- A. Girls on the Run Program to use the gymnasium/playground at Cochran and Jackson Primary Schools on Mondays and Wednesdays beginning September 16 through November 20, 2019, from 3:45 p.m. until 5:15 p.m. to hold activities related to the program. Girls on the Run Program is requesting relief of the occupancy fees estimated at \$13,300.00. Certificate of insurance on file.
- B. Girls on the Run Program to use the gymnasium/playground at Stevens Primary School, Curtin and Lycoming Valley Intermediate Schools on Tuesdays and Thursdays beginning September 17 through November 21, 2019, from 3:30 p.m. (3:45 p.m. for Stevens) until 5:00 p.m. to hold activities related to the program. Girls on the Run Program is requesting relief of the occupancy fees estimated at \$19,950.00. Certificate of insurance on file.
- C. Lycoming Christian Church to use the gymnasium, and gym lobby (basketballs, volleyballs, hoops and nets, microphone and gym sound system), at Lycoming Valley Intermediate School on Saturday, November 9, 2019, from 1:30 p.m. to 5:00 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 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, 2019, through August 31, 2020, at the rate of \$17.50 per hour.

TAX ITEMS

- 12.1 Approve the following tax summaries.

TRANSPORTATION – None

All in favor the motion carried.

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

Dr. Bowers reported on the following:

- Enrollment reports were distributed. It was noted that we continue to receive new enrollments daily.
- Open House scheduled were noted.
- New teacher induction was held over the past couple of days. We are very fortunate to have an excellent group of new teachers. Everyone involved in the program was thanked.
- The Administrative Retreat was held on August 14th. This day was spent reflecting on 2018-19 and the district goals, preparing for the upcoming Board Retreat on August 27 and looking ahead to 2019-20.
- Millionaire Drive – At the last Board meeting it was reported that it was on schedule for a timely completion. We were surprised when last week HRI Inc. reported to us that they were not going to complete on time. However, Millionaire Drive will still be open for traffic on the 1st day of school. A curbing issue was discovered today and Mr. Crans has discussed this with HRI and they will be replacing the curbing that they damaged. Dr. Penman expressed concerns about the narrowing of the intersection of Hillside Avenue and Millionaire Drive caused by the addition of curbs. Mr. Crans will look into this.
- An update on the Fourth Street project was given. Mr. Coleman was just informed earlier today that once finished in front of the middle school the project will not continue West as was originally discussed. The rest of the project will begin next Spring.
- Everyone involved in preparing our buildings and grounds for the new year were recognized and thanked. Our teachers have been back in the buildings and are re-energized for a great school year!
- The responses to the Request for Proposals for the District-Wide Facility Study from the four architectural firms were distributed. Presentations from the firms will be held at the September 17th Board meeting.

ITEMS FROM BOARD MEMBERS

President Baer noted that she appreciated the opportunity to meet with our new teachers inductees. She commended and thanked everyone involved in the induction process for making sure these individuals have resources and support systems in place.

Mr. Welteroth asked about the PSBA Survey. Dr. Bowers suggested that a timeline for the survey be discussed at the retreat.

ITEMS FROM PUBLIC

Dr. Poole discussed the Grass Roots Campaign to improve attendance. He shared statistics that one in six WASD students missed nearly a month of school last year. We are working with the community to encourage parents to get our students to school. Be Present – Attend Today – Achieve Tomorrow.

President Baer announced that an executive session for personnel and attorney advisement would be held at the conclusion of this meeting.

Upon motion made by Dr. Penman, seconded by Mrs. Confair and carried, the meeting adjourned at 7:24 PM.

Wanda M. Erb, Board Secretary