

The Organizational 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, December 3, 2019, beginning at 6:03 PM in the Board Room of the District Service Center, 2780 West Fourth Street, Williamsport, Pennsylvania.

This meeting is called to order for the purpose of organization under appropriate sections of Article IV of the School Laws of Pennsylvania, as amended.

The President, Lori A. Baer, called the meeting to order with the following members:

PRESENT: Lori A. Baer, Patrick A. Dixon, Jennifer Lake, Jane L. Penman, Star Poole (arrived 6:06 PM), Barbara Reeves, Marc D. Schefsky, Adam C. Welteroth.

ABSENT: Nancy Somers

2. OPENING EXERCISES were provided by Ms. Lori Baer.
 3. Mrs. Erb, Board Secretary certified the election of the following person to a two-year term (2019-21) on the Board of School Directors of the Williamsport Area School District:
 - A. Barbara D. Reeves
 4. Mrs. Erb, Board Secretary certified the election of the following persons to a four-year term (2019-23) on the Board of School Directors of the Williamsport Area School District:
 - A. Lori A. Baer
 - B. Patrick A. Dixon
 - C. Jennifer Lake
- Ms. Poole arrived at 6:06 PM.
- D. Star Poole
 5. Mr. Fred Holland, Board Solicitor, introduced the Honorable Eric R. Linhardt who administered the oaths of office to the newly elected members. The Honorable Linhardt and the newly elected School Directors signed oath-of-office documents provided by the Secretary. Newly-elected School Directors took seats at the Board table.
 6. Election of a Temporary President
 - A. President Baer opens nominations.
 - B. Mr. Schefsky nominated Dr. Penman.
 - C. Mr. Welteroth moved that nominations be closed.
 - D. Dr. Penman elected as temporary president.

7. Election of President

- A. Dr. Penman opens nominations.
- B. Mr. Schefsky nominated Ms. Baer.
- C. Dr. Penman moved that nominations be closed.
- D. Voice vote motion carried.
- E. President Baer takes that chair.

8. Election of Vice President

- A. President Baer opens nominations.
- B. Mr. Schefsky nominated Dr. Penman
- C. Mrs. Lake moved that nominations be closed.
- D. All votes in favor of Dr. Penman as Vice President.

9. Motion made by Dr. Penman, seconded by Mr. Welteroth to approve the appointment of Delegates to Boards and Committees for the Ensuing Year:

- A. Athletic Advisory and West End Babe Ruth Partnership
Ms. Lori Baer and Dr. Jane Penman
- B. Curriculum and Instruction Committee
All School Directors are ex officio members.
- C. Education Foundation Board Representative
Mr. Marc Schefsky
- D. Finance and Facilities Planning Committee
Ms. Lori Baer, Mr. Pat Dixon, Dr. Jane Penman, and Dr. Nancy Somers
- E. Gifted Education Advisory Council
Mrs. Jennifer Lake and Mr. Adam Welteroth
- F. Intermediate Unit Board Member
Ms. Lori Baer
- G. Employee Safety Committee
Mrs. Barbara Reeves and Dr. Nancy Somers
- H. Williamsport Area Tax Advisory Committee
Mr. Marc Schefsky
- I. PSBA Liaison
Mr. Adam Welteroth

The motion carried

10. Motion made by Mr. Welteroth, seconded by Dr. Penman, to approve Voting Meetings during 2020 to begin at 6:00 p.m. (unless otherwise noted) in the Board Room of the District Service Center on the following dates. Adoption of the Proposed Final Budget is tentatively scheduled for May 5, 2020. Adoption of the Final Budget is tentatively scheduled for June 16, 2020. The annual Organization Meeting will be held on December 1, 2020 and will be followed by a regular voting meeting.

January 7, 21	February 4, 18
March 3, 17	April 7, 21
May 5, 19	June 2, 16
July 14	August 4, 18
September 1, 15	October 6, 20
November 10	December 1

The motion carried by a unanimous roll call.

11. Motion made by Dr. Penman, seconded by Mr. Welteroth and carried to adjourn the organizational meeting at 6:13 PM.

Wanda M. Erb, Board Secretary

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 December 3, 2019, following the organizational meeting.

The President, Lori A. Baer, called the meeting to order at 6:13 PM with the following members:

PRESENT: Lori A. Baer, Patrick A. Dixon, Jennifer Lake, Jane L. Penman,
Star Poole, Barbara Reeves, Marc D. Schefsky, Adam C. Welteroth.

ABSENT: Nancy Somers

OPENING PROCEDURES

APPROVAL OF MINUTES: Regular Meeting – November 12, 2019

Student Representatives' Report – There were no students this evening. Dr. Pardoe announced that the students had sports practices this evening and could not attend.

A motion was made by Dr. Penman, seconded by Mr. Welteroth for an omnibus approval to include minutes from the November meeting, the agenda and the addendum.

BOARD PRESIDENT'S REPORT –

- A. Approve the adjudication of student 19/20-03 resulting from a quasi-judicial hearing held Tuesday, November 19, 2019.

FINANCE REPORT

- 5.1 Approve the following financial reports:

- A. Payroll Report for the month of November 2019:

General Fund – Unrestricted	\$2,867,487.83
General Fund – Restricted	177,628.06
Food Service Fund	92,873.85
Earned Income Tax	44,788.51
Student Activities	<u>.00</u>
TOTAL	\$3,182,778.25

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
12/04/19	\$718,589.61	12/04/19A	12,780.20
12/04/19B	7,421.98	12/04/19C	5,372.20
12/04/19D	1,752.00	12/04/19E	138,134.72
12/04/19F	20.50	12/04/19G	140,179.47
12/04/19H	102,041.83	12/04/19I	166,435.55
12/04/19J	101,903.79		

- 5.3 Adopt an accelerated budget opt-out resolution certifying tax rate within inflation index for the 2020-2021 school year.

RESOLVED, that the Board of School Directors of Williamsport Area School District, makes the following unconditional certifications:

1. The school district's various tax levies and other revenue sources will be sufficient to balance the school district final budget for the next fiscal year (2020-21) based on maintaining current tax rates or increasing tax rates by an amount less than or equal to the Act 1 index applicable to the school district as calculated by the Pennsylvania Department of Education. This conclusion is based on the school district preliminary budget or other information available to the School Board.
 2. The applicable index for the next fiscal year is 3.7%, and the School Board will not for the next fiscal year increase the rate of its real estate tax, or any other tax for the support of public education, by an amount that exceeds the applicable index.
 3. The School Board has to date and in the future will comply with the rules set forth in School Code §687 for adoption of the school district proposed and final budgets for the next fiscal year.
 4. The School Board understands that the school district will not be eligible to use Act 1 referendum exceptions for the next fiscal year.
- 5.4 Approve the 2020-2021 Budget Development Calendar.
- 5.5 Authorize an order for the payment of bills for December 19, 2019 with retroactive Board approval to occur on January 7, 2020.

FINANCE REPORT CONT'D:

- 5.6 Approve budget transfers for FY20, dated November 6, 2019 to November 21, 2019, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:
- 5.7 Appoint Wanda Erb as Primary Voting Delegate, Kurtis Kunze as First Alternate Voting Delegate, and Marc Schefsky as Second Alternate Voting Delegate to the Lycoming County Tax Collection Committee for 2020 as required by Act 32.
- 5.8 Authorize the Central Susquehanna Intermediate Unit to process all Year 23 E-Rate requirements for a flat fee of \$4,200.00, which includes the entire process of filing, from beginning to end.

BOARD POLICY

- 6.1 Approve the first reading of policy 246 “School Wellness” of the Williamsport Area School District Board Policy.
- 6.2 Approve the first reading of policy 808 “Food Services” of the Williamsport Area School District Board Policy.
- 6.3 Approve the first reading of policy 808.1 “School Lunch/Breakfast Program – Charged Meal” of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

- 7.1 Approve Dr. Susan Bigger, Mrs. Anne Logue and selected members of the Strategic Recruitment Committee to participate in educational career fairs for the purpose of recruitment of teaching applicants at PERC – Pittsburgh Education Recruitment Consortium on March 25, 2020; Penn State Education Career Day on April 6, 2020; and Greater Philadelphia Job Fair on April 1, 2020. All travel and participation costs will be paid for by the Human Resource budget.
- 7.2 Approve Carmen Rubin, children’s author, to present an interactive assembly for students and families during November 2019 at Jackson Primary School. The cost of \$375.00 will be paid through the Title I budget as a Parent & Family Engagement Activity.
- 7.3 Approve Lindsay Barret George, children’s author, to present an interactive assembly for students and families during November 2019 at Hepburn Lycoming Primary School. The cost of \$300.00 will be paid through the Title I budget as a Parent & Family Engagement Activity.

CURRICULUM REPORT CONT'D:

- 7.4 Approve the purchase of a TRAK 1630 CNC Lathe at a cost of \$42,495.30, under the Costars contract. This equipment will be utilized to help students gain a thorough understanding of state mandated industry competencies in the Precision Machining program and enables students to perform more CNC tasks that align with industry expectations. The equipment purchase has been approved by the Precision Machining Occupational Advisory Committee as well as the Perkins Planning Committee and will be funded through the 2019-2020 Perkins grant.
- 7.5 Approve an Independent Educational Evaluation agreement between Dr. Kara S Schmidt and the Williamsport Area School District, to conduct an independent comprehensive neuropsychological evaluation of a special education student. The amount of the contract is not to exceed \$5,100.00 and will be paid through the Special Education budget.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Crystal R. Hartsock, part-time Administrative Support I/Library at Jackson Primary School, for personal reasons, effective November 27, 2019.
- B. Christine E. Welliver, part-time Food Service Worker at Stevens Primary School, for personal reasons, effective November 21, 2019.

8.2 LEAVES OF ABSENCE

Approve the following leave(s) of absence:

- A. Derek J. Slaughter, full-time Mathematics (8th Grade) teacher at the middle school, for an unpaid leave due to assuming duties as Mayor of Williamsport, effective January 1, 2020, through January 2024.
- B. Tracie M. Anderson*, full-time English/Language Arts (7th grade) teacher at the middle school, for an unpaid leave on an intermittent basis (as needed), effective October 10, 2019, through June 4, 2020.
- C. Gary L. Baer, full-time Maintenance Specialist-HVAC for the District, for an unpaid leave, effective November 18, 2019, through December 16, 2019.
- D. Susan K. Garczynski*, full-time Special Education teacher at Cochran Primary School, for an unpaid leave on an intermittent basis (as needed), effective December 3, 2019, through January 17, 2020.

8.2 LEAVES OF ABSENCE CONT'D:

- E. Catherine M. Hess, part-time Food Service Worker at the middle school, for an unpaid leave, effective November 19, 2019, through December 20, 2019.
- F. Mary A. Kimble*, full-time Aide at the high school, for an unpaid leave on an intermittent basis (as needed), effective November 18, 2019, through June 4, 2020.
- G. Mary Jane Spangler, part-time Custodian at the high school, for an extension of an unpaid leave, effective December 3, 2019, through December 30, 2019.

8.3* ELECTION OF STAFF

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

- A. Kyle C. Weaver 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 Curtin Intermediate School, with a base wage rate of \$14.82 per hour (with degree rate), effective December 4, 2019 (new position).
- B. Shyanne L. Camacho to be currently assigned to part-time Food Service Worker (up to 180 days; 4.25 hours per day) at Cochran Primary School, with a base wage rate of \$12.70 per hour, effective December 4, 2019 (replacing Lori Snyder, transferred).
- C. Danielle L. Gottschall to be currently assigned to part-time Food Service Worker (up to 180 days; 4.50 hours per day) at ~~Cochran Primary School~~ Curtin Intermediate School, with a base wage rate of \$12.70 per hour, effective December 4, 2019 (replacing Yahziah Slaughter, resigned).
- D. The following winter sport coaches at the respective schools for the 2019-2020 school year at the salary rate in accordance with the agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association (pending completion of all appropriate paperwork*):

<u>Williamsport Area Middle School</u>			
<u>Boys Basketball</u>			
Volunteer:	Corbett H. Henrickson		---
<u>Williamsport Area Middle School</u>			
<u>Girls Basketball</u>			
7 th Grade Head Coach:	Joshua D. Aarons (0)	\$1,120	\$2,240
Replace for ½ season:	Michael A. Alston, Jr. (4)		\$1,330

8.3* ELECTION OF STAFF CONT'D:

- E. The following staff for after school supervision of the Fitness Center at the high school, at the intramural rate of \$16.34 per hour for the actual number of hours worked:

Charles D. Crews (effective 12/04/19)

- F. 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:

Susan J. Anan (effective 12/04/19)

Sarah M. Sprague (effective 12/04/19)

Alexander M. Peluso (effective 12/04/19)

- G. The following substitute administrative support/aide(s), subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (\$9.00/hr.; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:

Susan J. Anan (effective 12/04/19)

Crystal R. Hartsock (effective 12/04/19)

- H. 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:

Samuel J. Weaver (effective 12/04/2019)

- I. Earl Goode to be currently assigned to a part-time Aide (Special Education; up to 185 days per year, up to 5 hours per day) at Curtin Intermediate School, with a base wage rate of \$13.59 per hour (without degree rate), effective December 4, 2019 (replacing Robin Bingham, resigned).

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

- A. Bobbi Jo Kuhns, from a part-time Aide at Lycoming Valley Intermediate School to be currently assigned to a part-time Custodian (2nd shift; up to 250 days, 5 hours per day) at Stevens Primary School, with a base wage rate of \$13.01 per hour, effective December 9, 2019 (replacing Edward Springman, resigned).

8.5 OTHER

- A. Approve Lawrence J. Flint for the 2019-2020 school year to be reimbursed up to a maximum of 8 hours to be paid at the district tutoring rate of \$31.20 per hour for assisting with class rank computation at the high school for each marking period and for final graduation ranking. The work will be completed outside of the contractual day.

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. Twenty-three (23) members of the Williamsport Area Middle School's Jett Friday Club, accompanied by their teachers and principals, to travel to Leighton Personal Care during December 2019 to visit with the residents. The students will be transported in the district vans and by principals.
- B. Sixty (60) members of the Williamsport Area High School's Strolling Strings and Millionaire Singers, accompanied by their teachers, to travel to the Williamsport Country Club during December 2019 to perform at the country club's holiday brunch. The students will be transported by their parents. There will be no cost to the district.
- C. Thirty (30) members of the Williamsport Area High School's Strolling Strings, accompanied by their teacher, to travel to the Jersey Shore Elks Club to perform at a holiday party. The students will be transported by their parents.
- D. Forty-five (45) members of the Williamsport Area High School's Strolling Strings and GQ, accompanied by their teachers, to travel to the Williamsport Country Club on two dates during December 2019 to perform at holiday luncheons. Transportation will be provided by the students' parents one trip, and by district transportation the other. District transportation will be paid by the WAHS Orchestra Association.

10.1 Approve the following student trips cont'd:

- E. Thirty (30) members of the Williamsport Area High School's Strolling Strings, accompanied by their teachers, to travel to the Genetti Hotel during December 2019 to perform at the Kiwanis holiday luncheon. District transportation is requested and will be paid by the WAHS Orchestra Association.
- F. Forty-five (45) members of the Williamsport Area High School's Strolling Strings and GQ, accompanied by their teachers to travel to Waverly, NY during December 2019 to perform at a Hudock Wealth Management holiday party. Transportation will be provided by contract carrier and will be paid by the WAHS Orchestra Association.
- G. Thirty-two members of the Williamsport Area High School's Millionaire Singers, accompanied by two teachers, to travel to Williamsport City Hall during January 2020 to perform at the mayoral inauguration. District transportation is requested and will be paid through the music budget. One substitute is required for half a day.
- H. Six (6) Williamsport Area High School choir students, accompanied by their teacher, to travel to Midd-West High School (Middleburg) for three days during January 2020 to participate in the PMEA District Choir Festival. Transportation will be provided in the district van. One substitute will be required for two days.
- I. Seventy-six (76) Lycoming Valley Intermediate School orchestra students, accompanied by their teacher to travel to the Williamsport Area High School on two dates during January and February 2020 for the All-District Orchestra concert. District transportation is requested and will be paid through the music budget.
- J. Seventy-five (75) members of the Williamsport Area High School's Big Band, Strolling Strings, and Millionaire Singers, accompanied by their directors, to travel to the Williamsport Area Middle School during December 2019 to perform at an assembly. District transportation is requested and will be paid by through the music budget and the WAHS band parents. One substitute will be required for half a day.
- K. Thirty (30) Williamsport Area High Schools SkillsUSA team members, accompanied by three teachers, to travel to Penn College during January 2020 to participate in a regional competition. District transportation is requested and will be paid through the CTE budget. Three substitutes will be required for the day.

10.2 Approve the following request from facility use:

- A. Northcentral PA Odyssey of the Mind to use the red cafeteria at the high school on Sunday, January 5, 2020, from 1:00 p.m. until 5:30 p.m., to hold a coaches training. Odyssey of the Mind is requesting relief of the occupancy fee estimated at \$250.00. Certificate of insurance on file.

BIDS/CONTRACTS

- 11.1 Approve a proposal from Larson Design Group, 1000 Commerce Park Drive, Suite 201, Williamsport PA for the PAG-02 NPDES Permit Closeout for the High School Football Stadium at a cost of \$2,350.00. Funds will come from Maintenance & Facilities Budget.
- 11.2 Authorize the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of copy paper (February delivery) to replenish general supplies warehouse stock.

RECOMMENDED AWARD:

Veritiv Operating Company, Chicago, IL

\$33,235.60

TAX ITEMS – None

TRANSPORTATION – None

The motion carried.

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

Dr. Bowers congratulated and thanked the newly elected and re-elected board members.

He announced that community members in addition to several employees will serve on the Facilities Steering Committee. The first meeting will be held on December 16th at 6:00 PM. (This meeting was canceled due to weather and rescheduled for January 6, 2020).

Dr. Bowers attended a PASA meeting on November 14 and 15 where Governor Wolf spoke describing his plan to address critical issues in education including charter school issues.

On November 21 and 22, BLaST IU 17 held their retreat with well-known presenter Dr. Bill Daggett speaking on Trauma Informed Training.

Upcoming events:

- Elf, The Musical – December 6 and 7, at WAMS.
- WAHS Christmas Concert on December 15th at 3:00 PM. Doors will open at 2:15 PM.

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

Dr. Bowers also thanked Lori Baer and Jane Penman for their leadership and willingness to continue in these leadership roles.

ITEMS FROM BOARD MEMBERS

None

ITEMS FROM PUBLIC

Scott Miller a district resident discussed his daughter's experience with Cyber School. He raised concerns regarding the Cyber School schedule including assignments for Thanksgiving and Christmas break. He asked the Board to look into this. He will be discussing this with Dr. Pardoe.

He also congratulated the Board members on their election.

President Baer announced a brief executive session for personnel and attorney advisement will follow the meeting.

Upon motion made by Dr. Penman, seconded by Mrs. Reeves and carried the meeting adjourned at 6:25 p.m.

Wanda M. Erb, Board Secretary