

November 13, 2018

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, November 13, 2018, beginning at 6:06 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, Jennifer Lake, Jane L. Penman,
Barbara D. Reeves, Marc D. Schefsky, Nancy Somers, Adam C. Welteroth.

ABSENT: Patrick A. Dixon.

OPENING EXERCISES were provided by Mr. Marc D. Schefsky.

APPROVAL OF MINUTES: Regular Meetings – October 9 and 16, 2018

Student Representatives – Alexis Griess and Isaac Ritter provided an update on the events at the high school. The recent blood drive was a huge success with 51 units donated. This year's play will be "Clue". The holiday concert will be held on December 16th. The seniors won the Powder Puff Game. Battle of the Belt will take place tomorrow, November 14th. Several of our athletic teams won district titles including: Boys and Girls Cross Country, Boys and Girls Soccer, and the Girls Tennis team.

President Baer announced that an executive session for personnel and attorney advisement was held prior to tonight's meeting.

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

- A. Jonathan Williamson, City Council President, Nick Grimes City Treasurer, and Jason Fink the Vice President of the Williamsport/Lycoming Chamber of Commerce provided an overview of LERTA and answered questions.

Dr. Williamson reported that the city approved the first reading of an ordinance to renew the Commercial LERTA program. The key changes are that it is a 7-year abatement program expiring in 2022 with the same abatement schedule as the current program. The proposed zones eligible for LERTA will change slightly. The new ordinance will use the federal opportunity zone maps. The City anticipates a second reading occurring next week. Dr. Williamson noted that the way the ordinance is currently written all three taxing bodies would need to approve the renewal of the LERTA program. If either the county or the school district decide not to approve, then the way the ordinance is currently written the City's approval would be rescinded.

Jason Fink explained the need for assistance to get developers to build in the City. He noted that the City has several non-profit and government entities that are tax-exempt and do not pay taxes. The percentage of these types of entities in the City is higher than other municipalities. These entities provide services to all residents of Lycoming County. The

BOARD PRESIDENT'S REPORT CONT'D: – Ms. Lori A. Baer

LERTA Program would provide the City with a potential tool to attract developers benefitting the City and the district. The preferential tax abatement is only for new construction. The taxes for the new construction would be phased in on the tax rolls with the entire assessment being taxed at the end of the 7 years.

The Board asked several questions, which these three gentlemen answered.

- B. Williamsport Area School District Comprehensive Plan presentation by Dr. Susan Bigger, Assistant Superintendent and Mrs. Patricia Wylie, Title I Supervisor. The District is required to do a comprehensive planning with internal and external stakeholders. The district put together a framework including: Mission Statement, Vision Statement; Shared Values; and Goals. Within this plan there are several sub-plans.

Currently the plan is in the review process. Dr. Bowers' entry plan was used as the basis for the plan. A needs assessment was completed. A survey has been sent out to several representatives including parents, teachers and community members asking for feedback on various items in the Comprehensive Plan to include comments, and priorities. Dr. Bigger and Mrs. Wylie reviewed the survey instrument with the Board.

There is a link to the 100+ page document on the district web page under the Superintendent's Office.

Dr. Bigger recognized and thanked Patti Wylie and the elementary principals for all their help.

President Baer asked the Board to consider the item below at this time:

- C. Motion made by Dr. Penman, seconded by Mr. Welteroth, to approve the Comprehensive Plan for July 1, 2019 to June 30, 2022, between the Commonwealth of Pennsylvania and the Williamsport Area School District authorizing the Board President and the Superintendent to sign and affirm the contents of the Comprehensive Plan are true and correct. The Plan will be submitted by November 30, 2018 after a 28-day public review.

The motion carried.

Dr. Penman made an omnibus motion, which Dr. Somers seconded, to approve the agenda, minutes from October 9 and 23, 2018 and addendums.

The motion carried.

Committee Reports by Board Members

The Finance Committee met on October 30th. Dr. Williamson and Mr. Fink presented information on LERTA and were asked to present to the entire Board this evening. An update on Millionaire Drive and discussion on building related projects occurred. The Finance Committee is also recommending the Board consider the Act 1 Resolution, which is on the agenda. This resolution will limit the Board to a maximum real estate tax millage increase of 3.2% or less. The district would not be able to raise taxes above this adjusted Act 1 index amount for 2019-20 either through use of exceptions or referendum. This process was used for the first time last budget season.

FINANCE REPORT

5.1 Approve the following financial reports:

- A. Treasurer’s Report for the month of October 2018:
- B. Payroll Report for the month of October 2018:

General Fund – Unrestricted	\$2,856,818.35
General Fund – Restricted	190,406.85
Food Service Fund	86,807.74
Earned Income Tax	38,756.36
Student Activities	<u>.00</u>
TOTAL	\$3,172,789.30

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
11/13/18	\$815,919.94	11/13/18A	130,520.12
11/13/18B	22,584.93	11/13/18C	3,888.38
11/13/18D	2,534.92	11/13/18E	1,742,936.43
11/13/18F	103,510.01	11/13/18G	506,325.61
11/13/18H	1,458,875.31	11/13/18I	101,170.34
11/13/18J	1.33	11/13/18K	33,423.00
11/13/18L	36,612.75		

5.3 Renew the annual school related organization liability insurance policy with The Cincinnati Insurance Company at a cost of \$895.00. This is \$100 less than the price last year.

5.4 Approve budget transfers for FY19, dated October 1, 2018 to November 6, 2018, as presented in accordance with Section 609 of the Public School Code of 1949, as amended:

FINANCE REPORT CONT'D:

- 5.5 Adopt an accelerated budget opt-out resolution certifying tax rate within inflation index for the 2019-2020 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 (2019-20) 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 3.2%, 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.

BOARD POLICY

- 6.1 Approve the first reading of policy 806 "Child Abuse" of the Williamsport Area School District Board Policy.
- 6.2 Approve the first reading of policy 251 "Homeless Students" of the Williamsport Area School District Board Policy.

CURRICULUM REPORT

- 7.1 Approve a letter of agreement with the Lycoming-Clinton MH/MR program and Lycoming County Children & Youth Services for the provision of 2018-19 school-based services, including Student Assistance Program liaison and mental health assessment services. Williamsport Area School District's costs for the program total \$10,000, and are included in the Student Services budget.
- 7.2 Approve Leslie L. Whitehill as a professional development consultant to support and professionally develop staff on the use of Mindfulness strategies for students at the rate of \$350 per day, up to 30 days, throughout the 2018-2019 school year (funded through Title IV Safe and Healthy Students).

CURRICULUM REPORT CONT'D:

- 7.3 Authorize Andrew Leigey, Automotive Technology teacher at the Williamsport Area High School, to provide an emissions testing course for adult automotive technicians. Mr. Leigey will offer this course during evening hours throughout the year by appointment. The fee charged for the course (\$35 for initial certification, and recertification) will cover the expenses of the teacher and materials needed for the course. Mr. Leigey will be paid at the rate established in the WEA Collective Bargaining Agreement (\$31.20 per hour).
- 7.4 Authorize Andrew Leigey, Automotive Technology teacher at the Williamsport Area High School, to teach a Pennsylvania Vehicle Safety Inspection Category 2 & 3 course for adult auto technicians. Mr. Leigey will offer this course during evening hours throughout the year by appointment. The fee charged for the course (\$40.00) will cover the expenses of the teacher and materials needed for the course. Mr. Leigey will be paid at the rate established in the WEA Collective Bargaining Agreement (\$31.20 per hour).
- 7.5 Approve the purchase of a Hunter Alignment machine and related accessories from Perkins 2018-19 grant money. All equipment will be utilized to help students gain a thorough understanding of state mandated industry competencies in the automotive program. The total pricing of the systems with accessories is \$29,752.05. This purchase will be made under a state approved bid program.

PERSONNEL REPORT

8.1 RESIGNATIONS

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

- A. Rescind per the request of Mr. Johnston: ~~James J. Johnston, full-time Head Custodian at Hepburn-Lycorning Primary School, for the purpose of retirement, effective January 4, 2019.~~

~~RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of James J. Johnston from service in the Williamsport Area Schools and expresses its sincere appreciation for his 35 years of dedicated service to our school system as a custodian. It further expresses the hope that his years of retirement will be many and richly rewarding.~~

- B. Darrell K. Blackman, part-time Aide (Non-Special Education) at the middle school, for other employment, effective November 9, 2018.
- C. Erica J. Bolden, part-time Aide (Special Education) at Cochran Primary School, for personal reasons, effective November 9, 2018.
- D. Kayla M. Ham, part-time Aide (Non-Special Education) at Curtin Intermediate School, for personal reasons, effective November 8, 2018.

8.1 RESIGNATIONS CONT'D:

- E. Sharon M. Segraves, part-time Aide (Special Education) at Lycoming Valley Intermediate School, for other employment, effective November 20, 2018.
- F. Scott R. Williams, full-time Supervising Manager of Pupil Transportation for the District, for other employment, effective December 7, 2018.

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

- A. **Revise:** Morgan K. Williams, full-time 4th 2nd Grade teacher at Stevens Primary School, for a sabbatical leave effective October 29, 2018, through the remainder of the 2018-2019 school year (tentative ending date of June 7, 2019) for the purpose of health restoration.

Ms. Williams has been a teacher in the District since August 25, 2005, and has not taken a previous sabbatical.

- B. Christopher P. Anderson, full-time Stock Clerk at the Warehouse Complex, for an unpaid leave, effective October 15, 2018, through December 5, 2018.
- C. David L. Gingery, full-time Tax Examiner in the Tax Office, extension of an unpaid leave, effective October 1, 2018, through November 30, 2018.
- D. Ami D. Heller, full-time 1st Grade teacher at Jackson Primary School, for an unpaid leave, effective October 8, 2018, through January 18, 2019.
- E. Lisa L. Lucas, part-time Food Service Worker at Curtin Intermediate School, for an unpaid leave, effective November 6, 2018, through January 4, 2019.
- F. Diane L. Snyder*, full-time Library Aide at Curtin Intermediate School, for an unpaid leave, effective November 9, 2018, through November 20, 2018.
- G. Virginia M. Bartron, part-time Food Service Worker at the high school, was approved for an unpaid leave, effective October 23, 2018, through January 4, 2019. This leave has been modified to an ending date of November 9, 2018. Ms. Bartron will be returning to work on November 12, 2018.

8.3* ELECTION OF STAFF

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

- A. Amanda M. Raborn to be currently assigned to part-time Aide (Special Education; up to 185 days, 5 hours per day) at the high school, with a base wage rate of \$14.67 per hour (with degree rate), effective November 14, 2018 (replacing Janice Hayes, resigned).

8.3* ELECTION OF STAFF CONT'D:

- B. Jennifer L. Sullivan-Gross to be currently assigned to part-time Aide (Special Education; up to 185 days, 5 hours per day) at Hepburn-Lycoming Primary School, with a base wage rate of \$14.67 per hour (with degree rate), effective November 14, 2018 (new position).
- C. Approve the revisions to the following fall sports coaches at the respective schools for the 2018-2019 school year at the salary rate in accordance with the agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association (pending completion of all appropriate paperwork*):

Williamsport Area Middle School

Football

MS Head Coach– White: Edward L. Hare (0) \$2,560
 (replacing Darrell K. Blackman, unable to coach this fall; Mr. Hare assisted with the middle school in addition to coaching at the high school)

Williamsport Area High School

Football

Junior Varsity Assistant: Edward L. Hare (0) ## \$2,880 \$ 320
 (balance differential to be paid by Booster Club ##)

- D. The following winter sport coaches at the respective schools for the 2018-2019 school year at the salary rate in accordance with the agreement by and between the Board of School Directors of the Williamsport Area School District and the Williamsport Education Association (pending completion of all appropriate paperwork*):

Williamsport Area High School

Girls Basketball

Volunteer: Samantha M. Lane ---
 Volunteer: Lawrence J. Manikowski ---

Boys and Girls Swimming & Diving

Diving Assistant Varsity: Jeffrey P. Beattie (5) * \$2,800

- E. 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:

Yahziah J. Slaughter (effective 11/14/18)
 Rochelle A. Splain (effective 11/14/18)

- 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:

Tammy L. Maneval (effective 11/14/18)

8.3* ELECTION OF STAFF CONT'D:

- 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 2018-2019 school year:

Tyler Z. Henry (effective 11/14/18)
Carol A. Handler (effective 11/14/18)

- H. 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:

Sheri A. Ruffing (effective 11/14/18)
Jordan C. Russell (effective 11/14/18)

- I. 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:

Sarah R. Caffas (effective 11/14/18)
Kayla M. Ham (effective 11/14/18)
Shavon Gardner (effective 11/14/18)
Laura A. Moff (effective 11/14/18)

- J. Approve Jeffrey W. Moore as an Interim Administrator at Curtin Intermediate School at the rate of \$350 per day as needed, effective November 9, 2018.

- K. Melissa M. Yetter to be currently assigned to full-time Health Room Technician (up to 185 days, 7 hours per day) for the District, with a base wage rate of \$21,886, prorated (\$16.90 per hour), effective November 28, 2018 (replacing Jamie Henry, resigned).

- L. Michelle M. Taylor as a long-term substitute teacher effective for the second semester of the 2018-2019 school year (tentative dates of January 21, 2019, through June 7, 2019), unless terminated sooner, as a full-time 6th Grade teacher at Lycoming Valley Intermediate School, at a salary rate of Step 1, bachelor's, \$49,700, prorated (replacing Elizabeth Moore, retired).

- M. Richard J. McCusker, Jr., as temporary Supervising Manager of Pupil Transportation for the District, effective December 3, 2018, as needed, at the rate of \$255 per day (temporary replacement for Scott Williams, resigned).

8.3* ELECTION OF STAFF CONT'D:

- N. Trevor J. Palmatier to be currently assigned as full-time Secondary Special Educational Coordinator (225 day) for the District, effective date to be determined, at a salary of \$88,000, prorated, and benefits as provided in the Act 93 Compensation Plan (replacing Amy Wolfhope-Briggs, resigned).

8.4* POSITION CHANGES

Approve the following position change(s):

- A. Charles T. Johnson, from a full-time Maintenance Specialist (HVAC/Building Systems Controls Technician) to be currently assigned to full-time General Maintenance Worker (1st shift; 250 days, 8 hours per day) for the District, with a base wage rate of \$43,840, prorated (\$21.92 per hour), effective November 19, 2018 (replacing Christopher Heeman, resigned).

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. Forty (40) culinary students from the Williamsport Area High School, accompanied by a teacher, to travel to Penn College during November 2018 to tour their culinary program. District transportation is requested and will be paid through the CTE budget. One substitute will be required for approximately half the day.
- B. Forty (40) members of the Williamsport Area Middle School's Chamber Orchestra, accompanied by two teachers, to travel to the Susquehanna Cancer Center, Divine Providence Hospital, and the Williamsport Hospital during December 2018 to perform. District transportation is requested and will be paid through the music budget.
- C. Sixty-eight (68) third grade students from Stevens Primary School, accompanied by their teachers, aides and a nurse, to travel to Camp Susque during May 2019. District transportation is requested. All costs will be paid by the Stevens PTA.

10.1 Approve the following student trips cont'd:

- D. Approximately 200 fourth grade students from Lycoming Valley Intermediate School, accompanied by their teachers, to travel to Penn's Cave during June 2019. District transportation is requested. All costs will be paid by the Lycoming Valley PTO.
- E. Nine (9) Curtin Intermediate School students, accompanied by two staff members, to travel to Hoss's during December 2018 as a SWPB reward. Transportation will be provided in the district van. One staff member will be traveling alone in a personal vehicle. Costs will be paid with SWPB funds.
- F. Ninety (90) music students from the Williamsport Area High School and Lycoming Valley Middle School, accompanied by their teachers and two administrators, to travel to Harrisburg during December 2018 to perform at the Pennsylvania Department of Education. Transportation will be provided by contract carrier. Funds will be provided through the Choir Fund and WAHS Orchestra Parents Fund. Three substitutes will be required for the day.
- G. Approximately 176 fourth grade students from Curtin Intermediate School, accompanied by their teachers and aides, to travel to the Pioneer Coal Mine during May 2019. District transportation is requested. All costs will be paid by the Curtin PTO.
- H. Approximately 120 kindergarten students from Jackson Primary School, accompanied by their teachers, to travel to the Community Theater League during May 2018 for a Connect with Theatre program. District transportation is requested. All costs will be paid by the Jackson PTO.
- I. Approximately 125 third grade students from Cochran Primary School, accompanied by their teachers, to travel to Camp Susque during May 2019. District transportation is requested. All costs will be paid by the Cochran PTO.
- J. Thirty-two (32) members of the Williamsport Area High School's Millionaire Singers, accompanied by their teachers, to travel to Washington, DC to perform at the White House. Transportation will be provided by contract carrier. All costs will be paid by the Choir Fund. Two substitutes will be required for the day.
- K. Thirty (30) early childhood education students from the Williamsport Area High School, accompanied by their teacher and an aide, to travel to Lock Haven University during November 2018 for a presentation by the education department. District transportation is requested and will be paid through the CTE budget. One substitute will be required for half the day.

10.1 Approve the following student trips cont'd:

- L. Twenty-three (23) third grade students from Stevens Primary School, accompanied by two teachers, to travel to Leighton Place Assisted Living during December 2018 to perform songs and do activities with the residents. The students will walk. There will be no cost to the district.
- M. Sixty-four (64) kindergarten students from Stevens Primary School, accompanied by their teachers, aides and parent volunteer, to travel to Clyde Peeling's Reptiland and Riverside Park during May 2019. District transportation is requested. All costs will be paid by the Stevens PTA.
- N. Retroactive: Fifteen (15) members of the Williamsport Area Middle School's Jett Friday Club, accompanied by staff members, to travel to the SPCA during November to learn more about the shelter and volunteering. The students will be transported by the participating staff members. There will be no cost to the district.
- O. Approximately 160 fifth grade students from Curtin Intermediate School, accompanied by their teachers and aides, to travel to Penn College during February 2019 to attend a science festival. District transportation is requested and will be paid by the Chamber of Commerce.
- P. Approximately 200 fifth grade students Lycoming Valley Middle School, accompanied by their teachers and aides, to travel to Penn College during February 2019 to attend a science fair. District transportation is requested and will be paid by the Chamber of Commerce.
- Q. Twenty-five (25) K-6 students from the district's primary and intermediate schools, accompanied by teacher and administrative volunteers, to travel on the Polar Express during December 2018 as an award for being a winner in the annual holiday essay contest. There will be no cost to the district.
- R. Fifty (50) automotive students from the Williamsport Area High School, accompanied by their teacher and chaperones, to travel to River Valley Transit during December 2018 to learn more about the technology in today's alternative fuel vehicles. Transportation will be provided by River Valley Transit and will be paid through the CTE budget. One substitute will be required for half the day.
- S. Six (6) Curtin Intermediate School students, accompanied by a teacher and counselor, to travel to the YWCA, Family Promise, West End Christian Center, Sojourner Truth and the American Rescue Workers to deliver the socks that the students collected. The students will be transported by the staff members.

10.2 Approve the following request for facility use:

- A. First United Methodist Church and City Alliance Church of Williamsport, to use the auditorium at the Williamsport Area High School on Friday, February 8, 2019 and Saturday, February 9, 2019 to hold a Women's If Gathering Conference. The churches are asking for the occupancy fee estimated at \$2,000.00 to be waived. They understand they will be responsible for labor fees associated with the usage. Certificate of Insurance on file.

BIDS/CONTRACTS

- 11.1 Approve a quote from Enterprise Fleet Management, 2625 Market Place, Harrisburg, PA 17110, for monthly service of GEOTAB GPS units. (19 units) at \$17.00 each, for a total of \$323.00 monthly for monitoring of (19) District Maintenance Vehicles. Funds will come from Maintenance and Facilities budget.
- 11.2 Approve a change order from Larson Design Group, 1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701 for scope of services and fee for services for additional work on the Millionaire Drive and Hillside Project at a cost of \$6,200.00. Funds will come from Capital Reserves.

TAX ITEMS

- 12.1 Approve the following tax summaries.

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

Welcomed Trevor Palmatier – Supervisor of Special Education at the Secondary level.

Thanked Dr. Bigger and Patti Wylie for all the work on the Comprehensive Plan.

November 19 and 20 are Inservice Days and Parent Teacher Conferences.

We have a new 3-hour delay schedule built. We only have 3 snow days built in our calendar. Dr. Bowers asked administrators to build a plan for these 3-hour delays, in hopes that an additional hour will allow road crews more time and prohibit us from needing to utilize a full snow day.

Fred Holland, Esq. asked for direction should he draft the LERTA resolution? Dr. Bowers recommended that we have the resolution prepared and have a public vote at the December 4th meeting. Mr. Holland will prepare the resolution.

ITEMS FROM BOARD MEMBERS - None

ITEMS FROM PUBLIC – None

November 13, 2018

Upon motion made by Dr. Penman, seconded by Mr. Weltheroth and carried the meeting adjourned at 7:39 p.m.

Wanda M. Erb, Board Secretary