

Williamsport Area School District

Board of Directors Meeting

January 6, 2015
6:00 p.m.

AGENDA

1. CALL TO ORDER

2. OPENING EXERCISES – Mr. Nicholas D. Grimes

SILENT REFLECTION

DISTRICT VISION

Our vision is that we are a community where the community values the school district as its greatest asset.

DISTRICT SHARED VALUES

As members of the Williamsport Area School District community, we value the pursuit of excellence.

PSBA EFFECTIVE SCHOOL GOVERNANCE STANDARD 2 (h)

The Williamsport Area School Board will model responsible governance and leadership by participating in annual Board retreats.

PSBA CODE OF CONDUCT FOR SCHOOL BOARD MEMBERS

We, as members of our local Board of Education, representing all the residents of our school district, believe that our fellow residents have entrusted us with the advocacy for and stewardship of the education of the youth of this community.

PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES: Organizational and Regular Meeting – December 2, 2014

3.1 Student Representatives' Report – Mallory L. Sluhocki and Benjamin L. Hillman

4. REPORTS TO THE BOARD

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

- A. Congratulations to Williamsport Area High School students Zach Shade and David Covey for being one of the top 10 team finalists in the 2015 PAA State Automotive Competition. Zach and David earned a spot to compete with 9 other schools from across the state in Hershey on Feb. 19, 2015. The winner of the state competition advances to Nationals that are held in April at the New York City International Car Show.

4.2 Committee Reports by Board Members

4.3 Construction Projects

5. FINANCE REPORT

Questions may be directed to Mr. Richards

5.1 Consider approving the following financial reports:

A. Payroll Report for the month of December 2014:

General Fund – Unrestricted	\$2,938,565.01
General Fund – Restricted	175,262.75
Food Service Fund	106,932.94
Earned Income Tax	61,267.19
Student Activities	<u>.00</u>
TOTAL	\$3,282,027.89

5.2* Consider authorizing 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
01/06/15	2,905,712.36	01/06/15A	\$77,655.44
01/06/15B	626,293.58	01/06/15C	41,049.27
01/06/15D	1,884,741.19	01/06/15E	137,766.45
01/06/15F	16,269.29	01/06/15G	1,135,863.49
01/06/15H	140,719.83	01/06/15I	4,284.85
01/06/14J	123,724.26		

5.3 Consider approving the transfer of \$1,000,000.00 from the General Fund Reserve for Energy Projects to the Capital Reserve Fund. These funds were committed to the Guaranteed Energy Savings Projects in October 2013.

5.4 Consider approving the transfer of \$907,724.00 from the General Fund Reserve for Capital Projects to the Capital Reserve Fund. One tenth of a mill of taxes each year has been committed to fund Capital Projects since the 2008-09 school year.

6. BOARD POLICY

Questions may be directed to Dr. Adams.

7. CURRICULUM REPORT

Questions may be directed to Mr. Chapla.

7.1 Consider approving the purchase of risers to replace the existing chorus stage risers at the Williamsport Area High School in the amount of \$16,400.00 from Wenger Corporation. This purchase is in accordance with the COSTARS state contract and will be funded through the music department budget.

7. CURRICULUM REPORT CONT'D:

- 7.2 *REVISION:* Consider approving DMA, David Matteson Associates, Inc., for primary writing training: Primary Writing and Common Core on September 4, 2014 (coaches and curriculum supervisors for planning) and November 24, 2014 (district professional development day for all primary K-3). Costs are \$900 per day for 9/4/14 and \$1,150 per day plus travel expenses for 11/24/14. All costs will be paid by KtO funds. (This item was originally approved on 9/2/14.)
- 7.3 Consider approving ALICE Institute training for district administrators to be scheduled in the summer of 2015. The course will be presented by an emergency service professional from the Institute's staff in a district facility. Costs of \$12,500 will be paid from the safe schools portion of the Student Services budget. Seventy-five (75) participants can be accommodated, allowing excess seats to be offered to other districts in order to recover a portion of the cost.

8. PERSONNEL REPORT

Questions may be directed to Mrs. Logue.

8.1 RESIGNATIONS

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

- A. Joseph L. Hall, full-time Custodian (2nd shift) at the high school, for the purpose of retirement, effective December 30, 2014.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement of Joseph L. Hall from service in the Williamsport Area Schools and expresses its sincere appreciation for his 23 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. Allen W. Calvert, Jr., part-time Custodian at Lycoming Valley Intermediate School, for the purpose of retirement, effective December 16, 2014.

RESOLVED: that the Board of School Directors of the Williamsport Area School District acknowledges with profound regret the retirement Allen W. Calvert, Jr. from service in the Williamsport Area Schools and expresses its sincere appreciation for his over 2 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.

- C. Dakkari J. Ayers, full-time Special Education/Emotional Support teacher at the high school, for other employment, effective January 16, 2015.

- D. Kristy R. Ingersoll, full-time Choral/Classroom Music teacher at the high school, for other employment, effective February 1, 2015, possibly to be released sooner.

8.1 RESIGNATIONS CONT'D:

- E. Chanel Robinson, part-time Instructional Support Aide/Emotional Support at Cochran Primary School, for personal reasons, effective December 5, 2014.
- F. Delores S. Wesley, substitute Food Service Worker for the District, for personal reasons, effective June 5, 2014.

8.2 LEAVES OF ABSENCE

Consider approving the following leave(s) of absence:

- A. Aprie L. Brennan*, full-time Math teacher at the middle school, for an unpaid leave on an intermittent basis (as needed), effective December 8, 2014, through June 12, 2015.
- B. Anne L. Crowell*, full-time Instructional Support Aide at the middle school, for an unpaid leave on an intermittent basis (as needed), effective December 19, 2014, through March 31, 2015.
- C. Amanda M. Eichenlaub, part-time Food Service Worker at Jackson Primary School, extension of an unpaid leave, effective December 5, 2014, through January 6, 2015.
- D. Georgia A. Grove*, full-time 4th Grade teacher at Lycoming Valley Intermediate School, for an unpaid leave, effective December 23, 2014, through January 16, 2015.
- E. Georgia A. Grove, full-time 4th Grade teacher at Lycoming Valley Intermediate School, for a sabbatical leave effective for the second semester of the 2014-2015 school year (tentative dates of January 19, 2015, through June 4, 2015), for the purpose of health restoration.

Ms. Grove has been a teacher in the District since January 25, 1999, and has not taken a previous sabbatical.
- F. Emily E. Keener, full-time 6th Grade teacher at Lycoming Valley Intermediate School, for an unpaid leave, effective December 15, 2014, through January 23, 2015.
- G. Heather M. Vogt*, full-time Special Education teacher at the middle school, for an unpaid leave, effective December 4, 2014, through January 2, 2015.

8.3* ELECTION OF STAFF

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

- A. Nicole M. Scocchera, 711 Rose St., Williamsport, as part-time Administrative Support I (245 days per year, prorated; up to 5 hours per day) in the Tax Office at the DSC, with a base wage rate of \$12.77 per hour, effective January 7, 2015 (replacing Sapphire Amber Rose Finzel, transferred).

8.3* ELECTION OF STAFF CONT'D:

- B. Dianne L. Ferguson, 23 Tabbs Dr., Williamsport, to provide three days of training for the Mail Room, TRACKS Program and Data Analysis position at the DSC, at the rate of \$12.77 per hour, effective December 10, 11, and 12, 2014.
- C. Dominic O. Barrett, 1140 Towncrest Rd., Williamsport, part-time Instructional Support Aide/Behavioral Support in Alternative Education at the high school, for 10 hours at the rate of \$12.88 per hour, effective November 25 and 26, 2014 for QBS Training – Restraint Training.
- D. Wayne Roush, 51 Wyndmere Dr., Williamsport, as a paid intern in the Tax Office, effective January 7, 2015, at the rate of \$7.25 per hour (no benefits).
- E. Jonathan S. Casale, 2237 Marydale Ave., Williamsport, as event staff, with a base wage rate of \$8.50 per hour, for the actual number of hours worked, effective December 11, 2014.
- F. 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 2014-2015 school year:

Kathleen M. Carey
Kevin G. Nash

1260 Pennsylvania Ave., Williamsport
834 Hepburn St., Williamsport

- G. The following substitute teacher(s), subject to assignment by the Superintendent of Schools, at the salary and/or daily rates as established by Board policy (\$90 per day for first 45 days; \$110 per day for days beyond the 45th day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked:

Marguerite W. Anderson-Royal
Kathryn A. Santanello

685 Mark Ave., Williamsport (eff. 12/10/14)
1522 Louisa St., Williamsport (eff. 12/09/14)

- H. The following substitute administrative support/aide(s), subject to assignment by the Superintendent of Schools, at the hourly rates established by Board policy (Administrative Support - \$9.00/hr., Instructional Support Aide - \$8.00/hr.; up to a maximum of 180 days per year) and only for the actual number of hours assigned and worked:

Dianne L. Ferguson
Kristina R. Kula-Wright

23 Tabbs Dr., Williamsport
12866 Wallis Run Rd., Trout Run

8.3* ELECTION OF STAFF CONT'D:

- I. The following substitute custodian and/or event staff, with a base wage rate of \$9.00 and/or \$8.50 per hour, for the actual number of hours worked, effective date as indicated:

Ethan T. Robbins

1264 Lorson Rd., Williamsport (eff. 12/23/14)

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

- A. Vikki L. Vollman, 281 Grimesville Rd., Williamsport, from a full-time Special Education teacher at the high school to a full-time Social Studies teacher at the high school, effective January 15, 2015, at a salary rate of Step 5, bachelor's, \$49,786, prorated (replacing Scott McNeill, retired).
- B. David J. Wright, 3256 Lycoming Creek Road, Williamsport, recalled to full-time General Maintenance Worker for the District, at the base wage rate of \$38,340, prorated (\$19.17 per hour), effective date to be determined (new position; Mr. Wright had been furloughed from his previous General Maintenance position when it was eliminated in July 2013 and has been currently in a full-time Custodian position at Jackson Primary School).
- C. Stephanie S. Sweeley, 1436 Mansel Ave., Williamsport, from a part-time Heath Room Technician at St. John Neumann Regional Academy to a full-time Health Room Technician for the District, with a base wage rate of \$20,060, prorated \$15.49 per hour), effective December 16, 2014 (replacing Jennifer Brown, resigned).
- D. Sandra A. Schappell, 1900 Ravine Rd., Apt. 315A, Williamsport, from a substitute food service worker to a part-time General Food Service Worker (3½ hours; 7:00 a.m. - 10:30 a.m.; up to 180 days) at Hepburn-Lycoming Primary School, with a base wage rate of \$12.02 per hour, effective January 7, 2015 (replacing Patricia Lewis, resigned).
- E. Alan E. Anderson, 2037 Pleasant Valley Rd., Cogan Station, from substitute custodian to a part-time Equipment Manager (up to 250 days, prorated; up to 5 hours per day) at the high school, with a base wage rate of \$12.31 per hour, effective January 5, 2015 (replacing Darien Buxton, resigned).

9. PROFESSIONAL DEVELOPMENT

Questions may be directed to Dr. Adams.

9.1 RELEASED TIME/TRAINING PROGRAMS

Consider approving 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. (See attachment)

10. STUDENT/COMMUNITY ACTIVITIES

Questions may be directed to Dr. Adams.

10.1* Consider approving the following student trips:

All students must be in compliance with the school's field trip disciplinary requirements in order to participate.

- A. Retroactive Approval: Twenty (20) Williamsport Area High School band students, accompanied by their director, traveled to Hughesville High School for two days during December 2014 to participate in the Lycoming County High School Honors Band.

The students were transported by their teacher and parents. One substitute was required for two days.

- B. Approximately 130 students from the Williamsport Area High School, accompanied by their teachers, to travel to Penn College during January 2015 as part of the PC NOW dual enrollment agreement.

District transportation is requested. Four substitutes will be required for the day.

- C. Retroactive Approval: Twenty (20) members of the Williamsport Area High School's FBLA Club, accompanied by their teacher, traveled to the McCann School of Business and Technology in Sunbury during December 2014 to participate in The Entrepreneurship Challenge.

District transportation was utilized. One substitute was required for the day.

- D. Retroactive Approval: Sixty (60) members of the Williamsport Area High School's Concert Chorale, accompanied by their teachers, traveled to the Williamsport Area Middle School during December 2014 to perform for the students and answer questions about the high school music program.

District transportation was utilized.

- E. Retroactive Approval: Twenty-five (25) students from the Williamsport Area High School's health professions classes, accompanied by their teacher, traveled to Penn College during December 2014 to visit the cadaver lab.

District transportation was utilized. One substitute was required for approximately a half day.

- F. Four (4) members of the Williamsport Area High School's Future Farmers of America chapter, accompanied by their teacher, to travel to Harrisburg during January 2015 to set up displays for judging at the Pennsylvania Farm Show.

District transportation is requested. One substitute will be required for the day.

10.1* Consider approving the following student trips cont'd:

- G. Forty (40) members of the Williamsport Area High School's Future Farmers of American Chapter, accompanied by their teacher, to travel to Harrisburg during January 2015 to attend the FFA convention and view agricultural and horticultural exhibits.

District transportation is requested. One substitute will be required for the day.

- H. Retroactive Approval: Approximately 9 students from Lycoming Valley Intermediate School, accompanied by several teachers, to travel to the Salvation Army during December 2014 to deliver money collected during their "Penny Challenge."

There will be no cost to the district.

- I. Approximately 140 band students from the Williamsport Area Middle School, accompanied by their teacher, to travel to the Williamsport Area High School during February 2015 to rehearse for the All District Band Concert.

District transportation is requested.

- J. Fifteen (15) members of the Williamsport Area High School's FBLA chapter, accompanied by their advisor, to travel to Penn College during January 2015 to participate in the regional leadership competition.

District transportation is requested. One substitute is required for the day.

- K. Retroactive Approval: Twenty-three (23) members of the Williamsport Area High School's Strolling Strings, accompanied by their teacher, to travel to the Genetti Hotel during December 2014 to perform for the Kiwanis Club.

District transportation is requested and will be paid by the WAHS Orchestra Parents Association.

- L. Retroactive Approval: Approximately 30 anatomy students from the Williamsport Area High School, accompanied by their teacher, traveled to Penn College during December 2014 to tour the cadaver lab.

The trip was a voluntary after hours trip and the students transported themselves.

- M. Ten (10) FFA club students from the Williamsport Area High School, accompanied by their advisor, to travel to Harrisburg for two days during February 2015 to attend the FFA Leadership Conference.

Transportation will be provided in the school van. Costs will be paid through FFA funds.

10.1* Consider approving the following student trips cont'd:

- N. Twenty-one (21) Williamsport Area High School CTE students, accompanied by their teachers, to travel to Penn College during January 2015 to participate in the Skills USA district competition.

District transportation is requested. Three substitutes will be required for the day.

- O. Retroactive Approval: Fourteen (14) eighth grade students from the Williamsport Area Middle School, accompanied by their teachers, traveled to Jackson Primary School during December 2014 to teach the students how to make kaleidoscopes.

There was no cost to the district. The students walked to and from Jackson.

- P. Eight (8) Williamsport Area High School band members, accompanied by their teacher, to travel to the Troy Area High School for three days during January 2015 to participate in the PMEA District 8 Honors Band Festival.

The students will be transported by their teacher. One substitute will be required for two days.

- Q. Approximately 180 fifth and sixth grade band members from Curtin and Lycoming Valley Intermediate Schools, accompanied by their teachers, to travel to the Williamsport Area High School on two dates in February 2015 to rehearse for the annual All-District Band Concert.

District transportation is requested.

11. BIDS/CONTRACTS

Questions may be directed to Mr. Richards.

- 11.1 Consider authorizing the District's participation in the Cooperative Purchasing Program of the Keystone Purchasing Network for the procurement of copy paper to replenish warehouse stock.

RECOMMENDED AWARD:

Unisource Worldwide Inc., Chicago, IL

\$29,824.00

- 11.2 Consider approving the proposal from Generations Environmental Consulting, LLC of Chambersburg, PA to provide the annual Right-to-Know update for the Williamsport Area School District buildings at a cost of \$6,000.00.

12. TAX ITEMS

Questions may be directed to Mr. Richards.

- 12.1 Consider approving the attached tax summaries.

13. SUPERINTENDENT’S REPORT – Don C. Adams, Ph.D.

14. ITEMS FROM BOARD MEMBERS

15. ITEMS FROM PUBLIC

Board Policy #902, “Public Participation in Board Meetings”:

- A. There will be two public comment sections: one during the first two hours of the meeting at a time to be determined by the presiding officer; and the other at the end of the meeting. This gives the presiding officer some flexibility to fit the first public comment section into the agenda at a convenient time.**
- B. Persons submitting a formal request to speak during the first public comments section should be present promptly at the beginning of the meeting in the event that they are invited to speak prior to commencement of the scheduled business that is outlined in the agenda. Persons who have submitted a written request will be given an opportunity to make a presentation about an issue that is on the agenda when the issue is scheduled for discussion or about an issue that is not on the agenda during the first two hours of the Board meeting, at a time to be determined by the presiding officer.**
- C. Each public comment section will be limited to a maximum of 20 minutes. Each speaker will be limited to a maximum of five minutes.**
- D. Those wishing to speak during the first public comments section must submit a formal request in writing to the business administrator no later than 9:00 a.m. on the day of the Board meeting. This gives people an opportunity to come to the District Service Center on Monday before the Board meeting to read the posted agenda.**

PROCEDURAL GUIDELINES FOR OBTAINING AUXILIARY AIDES & SERVICES

The Williamsport Area School District does not discriminate against individuals on the basis of disability. If you are disabled and wish to attend and/or participate in any public meeting of the Williamsport Area School Board of Directors or event of the School District, the District will make reasonable accommodations to allow your full involvement. If you require specific auxiliary aids or services you must notify the Board Secretary (327-5500), 2780 West Fourth Street, Williamsport, PA of your needs at least five (5) working days prior to the event.

Community Code For a Healthy and Safe Lycoming County

The Board of School Directors pledged its support on May 19, 1998, to the Community Code proposed by the Lycoming County Health Improvement Coalition, Inc. In accordance with that commitment, those who work, study, or participate in events, including interscholastic sports, within the Williamsport Area School District will:

- Do their best to be role models for courteous behavior.
- Respect all people and their property, treating them like guests or friends.
- Appreciate the efforts of others.
- Have the courage to say NO to drugs, belligerent attitudes and actions, weapons, profane language and gestures, and illegal usages of tobacco products and alcohol.
- Speak and act calmly.
- Encourage and support others.

Nondiscrimination Policy

The Williamsport Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI of the Civil Rights Act of 1964, Title IX Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

For more information regarding civil rights, grievance procedures, or services, activities, and facilities that are accessible to and usable by handicapped individuals, contact: Mrs. Anne Logue, Director of Human Resources, Williamsport Area School District, 2780 West Fourth Street, Williamsport, PA 17701, telephone number (570) 327-5500 extension 33541.