

# Williamsport Area School District

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*Board of Directors Meeting*

January 20, 2015  
6:00 p.m.

# **AGENDA**

**1. CALL TO ORDER**

**2. OPENING EXERCISES – Dr. Jane L. Penman**

**SILENT REFLECTION**

**DISTRICT VISION**

Our vision is that we are a community where every child is challenged and expected to achieve his/her potential

**DISTRICT SHARED VALUES**

As members of the Williamsport Area School District community, we value communication and collaboration between home, school and community.

**PSBA EFFECTIVE SCHOOL GOVERNANCE STANDARD 3 (b)**

The Williamsport Area School Board will govern through policy by regularly reviewing and, as necessary, revising and adopting Board policy.

**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 the community should be provided with information about its schools and be engaged by the Board and staff to encourage input and support for the school system.

**PLEDGE OF ALLEGIANCE**

**3. APPROVAL OF MINUTES: Regular Meeting – January 6, 2015**

**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. School Board Recognition Month – Presentation of Books to Board Members.

B. Food Service Financial Update by Patty Baresse from The Nutrition Group.

C. Presentation by Mr. John Compton of Baker Tilly Virchow Krause, LLP of the 2013-2014 single audit package.

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

- D. Williamsport Area High School Course Catalog Review – Brandon Pardoe and Randy Zangara, Principals.

**4.2 Committee Reports by Board Members**

**4.3 Construction Projects**

- A. Consider approving Change Order 1 from Dutchland, Inc. for credit because no rock excavation was required for the Hepburn-Lycoming Primary School Wastewater Treatment Plant Equalization Tank Addition Project at a decrease in cost of \$15,000.00.
- B. Consider approving Amendment No. 2 to the Performance Based Energy Savings Agreement between McClure Company and the District. The Amendment summarizes the changes in scope totaling \$150,745 that were approved at previous meetings.
- C. Consider approving Change Order EC-63 from Lecce Electric, Inc. to install contactor to control two 3-pole devices with the existing emergency stop buttons in Room H108 electrical instruction classroom for the Williamsport Area High School Alterations & Additions Project at an increase in cost of \$1,677.00.
- D. Consider approving Change Order EC-64 from Lecce Electric, Inc. to install two new maglocks and an electric strike on three doors in the vestibule; install a phone intercom system, stainless weatherproof remote outside and two master stations, one at each receptionist station for the Williamsport Area High School Alterations & Additions Project at an increase in cost of \$6,480.00.
- E. Consider approving Change Order EC-65 from Lecce Electric, Inc. to install, in the Information Technology area, new retrofit panel board and breakers; locate the existing floor wire ducts and install new wiring ; and install surface raceway on lab walls for new electrical circuits and data cables for the Williamsport Area High School Alterations & Additions Project at an increase in cost of \$10,158.00.

**5. FINANCE REPORT**

Questions may be directed to Mr. Richards

- 5.1 Consider approving the Auditors’ Report for the Year Ended June 30, 2014.

- 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
01/20/15	\$1,486,108.31	01/20/15A	10,734.90
01/20/15B	953.50	01/20/15C	1,599,961.58

**5. FINANCE REPORT CONT'D:**

- 5.2\* Consider authorizing payment of invoices and services rendered by the list submitted cont'd:

Order Number	Amount	Order Number	Amount
01/20/15D	747,275.87	01/20/15E	467,758.76
01/20/15F	12,208.44	01/20/15G	95,951.53

- 5.3 Consider formally presenting the proposed preliminary budget for the 2015/2016 school year and to authorize applying for referendum exceptions. Act 1 requires that the preliminary budget be adopted prior to February 18, 2015.

**6. BOARD POLICY – None at this time**

**7. CURRICULUM REPORT**

Questions may be directed to Mr. Chapla.

- 7.1 Consider approving the purchase of the ProofPoint SPAM & Anti-Virus maintenance to be used to filter SPAM and viruses from the district's email at the cost of \$11,137.50 for a one-year period.
- 7.2 Consider approving a John Collins Writing Program Workshop for faculty in grades 4-6 on February 5, 2015. The cost will be \$1,700 per day plus travel expenses and will be paid through KtO funds.
- 7.3 Consider approving Bethann McCain, of Central IU #10, to train the district's K-5 teaching staff and administrators on "KtO: Supporting English Language Learners." The training will take place on January 19, 2015 and February 13, 2015. The cost will be \$2,000 per day plus travel expenses and is budgeted under the Keystones for Opportunities (KtO) Grant.

**8. PERSONNEL REPORT**

Questions may be directed to Mrs. Logue.

- 8.1 RESIGNATIONS – None at this time

**8.2 TERMINATIONS**

- A. Consider terminating employment with the Williamsport Area School District for Dominick V. Eiswert, 209 Hughes St., Williamsport, due to his abandonment of his position as a part-time General Food Service Worker at Cochran Primary School, effective December 23, 2014.

8.3 LEAVES OF ABSENCE

Consider approving the following leave(s) of absence:

- A. Amanda M. Eichenlaub, part-time Food Service Worker at Jackson Primary School, extension of an unpaid leave, effective January 7, 2015, through February 9, 2015.

8.4\* ELECTION OF STAFF

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

- A. 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, contingent upon the appropriate employer references pursuant to Act 168:

Benjamin H. Laurenson III 315 Fluman Lane, Williamsport (effective 02/02/15)

- B. 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 45<sup>th</sup> day; up to a maximum of 180 days/year) and only for the actual number of hours assigned and worked, contingent upon the appropriate employer references pursuant to Act 168:

Benjamin X. Barnhart	546 Hesker Hill Rd., Jersey Shore
Maureen M. Richards	712 Vernon Ave., Williamsport
Corey L. Harvey	3310 W. Fourth St., Williamsport

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

- A. Angela A. Alberts, 1503 W. Fourth St., Williamsport, from part-time General Food Service Worker at Stevens Primary School to full-time Custodian (2<sup>nd</sup> shift; 250 days, up to 8 hours per day), at Jackson Primary School, at the base wage rate of \$34,600, prorated (\$17.30 per hour), effective January 19, 2015 (replacing David Wright, transferred).
- B. Ethan T. Robbins, 1264 Lorson Rd., Williamsport, from a substitute custodian to a part-time Weekend/Holiday Security Guard (1<sup>st</sup> shift; up to 8 hours per day, Saturdays and Sundays during school year and holidays) at the high school, with a base wage rate of \$12.88 per hour or contract rate, effective January 21, 2015 (replacing Jonathan Sullivan Kesig, transferred).

8.6 CONTRACTED SERVICES

- A. Consider authorizing Bayada Home Health Care, Inc., 209 East Third St., Williamsport, to provide RN/LPN Nursing services as needed for the Williamsport Area School District at the rate of \$45.00 per hour for hours worked, effective September 1, 2014 through July 1, 2015.

**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. Approximately 35 Odyssey of the Mind students from Cochran Primary School, Lycoming Valley Middle School, Williamsport Area Middle School, and the Williamsport Area High School, accompanied by their coaches and parents, to travel to Berwick Area School District during March 2015 and April 2015 to participate in the regional and state events.

The students will be transported by their parents, and a rental truck will be used to transport the props.

- B. Ten (10) students from the Williamsport Area Middle School, accompanied by two staff members, to travel to Michael's (Muncy) during January 2015 as part of the SWPB program.

Transportation will be provided in this district van.

- C. Approximately 220 fourth grade students from Lycoming Valley Intermediate School, accompanied by their teachers and other chaperones, to travel to Penn's Cave during May 2015.

District transportation is requested. All costs will be paid by the Lycoming Valley PTO.

- D. Twelve (12) Williamsport Area Middle School band students, accompanied by their teacher, to travel to South Williamsport during March 2015 to participate in the Lycoming County Junior Honors Band.

Transportation will be provided by the teacher and parent volunteers.

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

- E. Two (2) Williamsport Area High School students, accompanied by their teacher, to travel to Hershey during February 2015 to participate in the PAA Automotive Competition.

Transportation will be provided by the teacher. One substitute will be required for the day.

- F. Fifty-four (54) Williamsport Area High School students, accompanied by their teacher, to travel to the Genetti Hotel on dates during February 2015 to participate in the PMEA District 8 music festival.

District transportation is requested and will be paid by PMEA.

- G. Three (3) art students from the Williamsport Area High School, accompanied by their teacher, to travel to Curtin Intermediate School, the Williamsport Home, Manor Care, and the Loyalsock Nursing Home during January 2015 to deliver artwork from their “Art with a Heart” project.

Transportation will be provided in the district van.

- H. Eight (8) art students from the Williamsport Area High School, accompanied by their teacher, to visit all of the district schools during January and February 2015 to document for the “A Day in the Life of WASD” artist in residence project.

The students will be transported in the district van.

- I. Approximately 171 band students from Curtin and Lycoming Valley Intermediate Schools, accompanied by their teachers, to travel to the Williamsport Area High School on two dates during February 2015 for rehearsal for the All District Band Concert.

District transportation is requested.

- J. Approximately 133 band students from the Williamsport Area Middle School, accompanied by their teacher, to travel to the Williamsport Area High School during February 2015 for rehearsal for the All District Band Concert.

District transportation is requested.

10.2 Consider approving the following request for facility use:

- A. Williamsport Youth Cheerleading to use the gymnasium at Cochran Primary School on Mondays, beginning February 2, 2015 through May 10, 2015, from 5:15 p.m. to 7:00 p.m. to hold cheerleading practice. Williamsport Cheerleading is requesting relief of the occupancy fee estimated at \$325.00. Certificate of Insurance on file.

10.2 Consider approving the following request for facility use:

- B. Williamsport Youth Cheerleading to use the gymnasium at Cochran Primary School on Wednesdays, beginning February 4, 2015 through May 13, 2015, from 5:15 p.m. to 7:00 p.m. to hold cheerleading practice. Williamsport Cheerleading is requesting relief of the occupancy fee estimated at \$375.00. Certificate of Insurance on file.
- C. Williamsport Area Little League (WALL) to use the gymnasium at Lycoming Valley Intermediate School on February 24 and 25, 2015, from 5:30 p.m. until 8:30 p.m. to hold baseball tryouts. Williamsport Area Little League is requesting relief of the occupancy fee estimated at \$80.00. Certificate of Insurance to be received.
- D. Williamsport Area Swim Club to use the tower at the Balls Mills Soccer Field for registration and award ceremony for the 11<sup>th</sup> Annual March Madness 5K, on March 14, 2015, from 6:00 a.m. until 12:00 p.m. The Williamsport Area Swim Club is requesting relief of the occupancy fee. Certificate of Insurance on file.

**11. BIDS/CONTRACTS**

Questions may be directed to Mr. Richards.

- 11.1 Consider approving a quotation to purchase one new Eiki LC-HDT1000 projector kit for the High School auditorium at a cost of \$18,500.00 from Gohl Visual Solutions in Jersey Shore, PA. This will replace the current projector which is obsolete and failing.
- 11.2 Consider approving a seismic permit request and license agreement for Inflection Energy LLC to conduct a seismic survey and grant permission including the rights of ingress and egress on the Hepburn-Lycoming Primary School, Lycoming Valley Intermediate School, and Balls Mills Soccer Complex properties.
- 11.3 Consider approving the purchase of natural gas from Direct Energy at a fixed price of \$2.618/Dth for a delivery period beginning February 1, 2015 and ending December 31, 2016 for Stevens Primary School.
- 11.4 Consider approving the bid to furnish and install a CCTV camera system in the Tax Office at the District Service Center at a cost of \$13,877.00 from Sage Technology Solutions of Mount Joy, PA. Bid was obtained through the state COSTARS program.

**12. TAX ITEMS**

- 12.1 Consider authorizing the solicitor to execute documents necessary to enter into a settlement of the assessment appeal filed by Weis Markets, Inc. in Lycoming County as Docket no. 13-02703. The settlement will have the effect of reducing the market value on which the assessment is based from \$3,259,220 to \$3,000,000.

**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.