

EXECUTIVE SESSION

There will be an
Executive Session
of the
School Board
at 6:30 p.m. prior to the
regular board meeting on
Monday,
March 2, 2020



March 2, 2020

7:00 P.M.
High School

Mr. Nathan Miller
President
Region I

Mrs. Sue Bowman
Vice President
Region I

Mrs. Cathy Bachman
Treasurer
Region III

Ms. Airneezer Bingham
Region I

Mrs. Diane Cramer
Region II

Mr. Todd Engel
Region III

Mr. Nicholas Fiorini
Region III

Mr. Paul McGinn
Region II

Mrs. Erica Molino
Region II

Miss Madalynn Garner
Student Representative

Dr. Mark Stamm
Superintendent

Mrs. Jamie Mowrey
Board Secretary

Mr. Fred Holland
Solicitor

Agenda

Opening

Call to Order

Roll Call

Preliminary Comments on Agenda Items

Action Items

Treasurer's Reports

Approval of Bills

- General Fund – \$1,297,438.84
- Food Service – \$49,697.71

Approval of Minutes

Board Committee Reports

Superintendent's Report & Recommendations

1. Approval of Guidelines for Implementation of District Policy 918
2. Approval for Title I Programs
3. Resignation
4. Employment
5. Communications and Fundraising
6. Overnight Field Trip Requests
7. Affiliation Agreement with Mansfield University
8. ALICE Institution Certification
9. 2020-2021 School District Calendar – Second Reading
10. Approve Policies – First Readings
11. S.W.A.S.D. Administrative Compensation Plan 2020-21
12. Proposed Graduation Changes
13. Renovations and Building Project Update

General Information

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS
March 2, 2020

1. Approval of Guidelines for Implementation of District Policy – 918 Title I Parent & Family Engagement - Attachment #1

It is recommended the school board approve the Central Elementary school guidelines for implementation of district policy 918: Title I Parent and Family Engagement. The guidelines articulate how Title I will engage parents this school year. Approval of these guidelines is a federal requirement to receive Title I funds. Ann Neely, Federal Program Coordinator, will discuss the guidelines and other activities on Title I programs at the pleasure of the board.

2. Approval of Title I Programs – Attachment #2

It is recommended that the school board provide its annual support for Title I programs by reviewing and approving the Title I Home/School Compact, Memorandum of Understanding with STEP, Inc., Head Start, Parent Right-to-Know, and School-Wide Program Information and Equity Plan. Ann Neely, Federal Programs Coordinator, will discuss these documents at the pleasure of the board.

3. Resignation – Attachment #3

It is recommended the school board accept the resignation, for retirement purposes, from Deborah Cooke from her 5th Grade teaching position at Rommelt Elementary, effective June 5, 2020.

4. Employment

Spring Athletic Coaches and Stipends

Rob Houseknecht, Athletic Director, is recommending school board approval of the employment of the following coaches/volunteers for the 2020 spring season:

Boys Junior High Soccer:

- Chris Vanaskie – Head Coach - \$2,173
- Manny Tsikitas – Assistant Coach - \$1,839

Girls Junior High Soccer:

- Marc Lovecchio – Assistant Coach - \$1,839
- Tracy Knoebel – Volunteer

Track:

- Jaid Smeltzer – Assistant Coach - \$1,839
- Chad Everhart - Volunteer

Secretary

Dr. Michele Loomis is recommending the school board approve the employment of Barbara McLaughlin as Secretary at Central Elementary School at a rate of \$14.29 per hour. This is a 200-day position with benefits as per the South Williamsport Education Support Professionals Association. This position will fill a retirement vacancy.

Instructional Paraprofessional

It is the recommendation of the interview committee that the school board approve the employment of Ashley Bower for the open instructional paraprofessional position within the district. This is a school-year calendar position at a rate of \$12.74 per hour under the South Williamsport Educational Support Professional Association contract. This is a non-benefit position.

Maintenance

It is recommended that Max Houseknecht be transferred from Maintenance 1 to Maintenance 2, in accordance with his job duties performed, effective March 2, 2020.

Security Staff

It is recommended the school board add Katie Klingborg to the South Williamsport School District Security Staff for Spring 2020 school events.

Guest Teacher List 2019-2020

It is recommended the school board add Aaron Bogart, Rodney Knier, Abigail Ransom, Luke Rodgers, and Danielle Rohler to the list of Guest Teachers as submitted by BLAST IU 17 for the 2019-2020 school year.

5. Communications and Fundraising – Attachment #4

The Superintendent is requesting board discussion for creating a position of Communications Director to oversee a capital campaign and additional funding opportunities for the district.

6. Overnight Field Trip Requests – Attachment #5

It is recommended the school board approve Jessica Kaledas' overnight field trip request to take a District Orchestra student to Susquehannock High School in Glen Rock, PA, on March 12-14, 2020, to audition for PMEA All-State Orchestra.

It is recommended the school board approve Jessica Kaledas' overnight field trip request to take three PMEA Region Band students to Honesdale High School in Honesdale, PA, on March 26-28, 2020, to audition for PMEA All-State Band.

7. Affiliation Agreement with Mansfield University – Attachment #6

It is recommended the school board approve the five-year Affiliation Agreement for Internship/Practicum, Pre-Clinical, and Student Teaching experiences between Mansfield University of Pennsylvania and South Williamsport Area School District to operate experiences at the District from 2020 through 2025 as submitted.

8. ALICE Institution Certification – Attachment #7

For the second year in a row, the district has earned Institutional Certification through ALICE. This recognition is achieved by completing an ALICE response drill, training at least 75%, and submitting an Emergency Operations Plan that meets or exceeds ALICE standards.

9. 2020-2021 School District Calendar - Second Reading – Attachment #8

It is recommended the school board approve the district's proposed 2020-2021 school calendar, as submitted, for second reading.

10. Approve Policies – First Readings – Attachment #9

It is recommended the school board approve the first reading of the following policies:

- Policy No. 200 – Enrollment
- Policy No. 202 – Eligibility of Non-Resident Students
- Policy No. 233 – Suspension and Expulsion
- Policy No. 626 – Procurement Procedures

11. S.W.A.S.D. Administrative Compensation Plan 2020-21 – Attachment #10

It is the recommendation of the Board Negotiating Committee that the current Act 93 Administrative Compensation Plan is renewed for one year effective July 1, 2020 until June 30, 2021. This one-year renewal is in recognition that the board appreciates the voluntary salary freeze for the district administrators in 2019-20. Other than effective dates, there are no changes to the agreement.

12. Proposed Graduation Changes – Attachment #11

With the recommendation of the Operations Committee, it is recommended that the board amend graduation requirements for the Class of 2021 and beyond from four (4) credits in Social Studies to three (3). This will align with Science that is also at three (3) credits. English and Math will remain at four (4) credits each. Total credits required for graduation remains at 24. This change will support greater student scheduling options for the Career Pathways program. Detailed explanation is provided in the attachment.

With the recommendation of the Operations Committee, it is recommended that the board approve the creation of a new position in Special Education to support students enrolled in Mountie Academy and for Itinerant Emotional Support. For budgetary planning, this position is possible by the resignation of a social studies teacher in December 2019. This maintains the current number of professional staff. Detailed explanation is provided in the attachment.

13. Renovations and Building Project Update – Attachment #12

The Superintendent will provide an update to the building and renovations project.

BOARD INFORMATION
March 2, 2020

Statement of Financial Interests Form

Reminder please return statement of Financial Interest Form to Jamie Mowrey.

BOARD MEETING DATES

March 02 – School Board Meeting - 7:00 p.m.

April 06 – School Board Meeting - 7:00 p.m.

May 04 – School Board Meeting - 7:00 p.m.

May 18 – School Board Meeting – 7:00 p.m.

BOARD COMMITTEE DATES

March 02 – Vision and Leadership Committee Meeting - 6:00 p.m.

April 06 – Operations Committee Meeting - 6:00 p.m.

May 04 – Vision and Leadership Committee Meeting - 6:00 p.m.

June 01 – Operations Committee Meeting – 6:00 p.m.

ADDITIONAL INFORMATION

- Operations Committee Meeting Minutes from February 3, 2020

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF JANUARY 31, 2020**

GENERAL FUND - Checking Account

Book Balance December 31, 2019 3,088,253.28

Receipts

| | | | |
|--|-----------------------|------------|------------|
| Earned Income Tax, less Commission | 6151 | 152,088.43 | |
| Delinquent Tax Collection, less Commission | 6411 | 30,022.58 | |
| Real Estate Taxes, Face | 6111 | 210,358.22 | |
| Real Estate Taxes, Penalties | 6311 | 20,905.35 | |
| Payment in Lieu of Taxes | 6114 | 15,000.00 | |
| Interest Income | 6510 | 3,293.40 | |
| LTD Dividend | 6510 | 2,186.32 | |
| Football - PIAA Share | 6711 | 593.87 | |
| Boys' Basketball Ticket Sales | 6712 | 3,422.00 | |
| Girls' Basketball Ticket Sales | 6713 | 1,342.00 | |
| Wrestling Ticket Sales | 6714 | 1,992.00 | |
| Foundation Grants | 6920 | 123.50 | |
| Attendance Fine | 6990 | 53.62 | |
| Special Ed Subsidy | 7270 | 131,834.00 | |
| PASmart Grant | 7506 | 26,344.12 | |
| Title I | 8514 | 22,082.87 | |
| Title II | 8515 | 2,851.00 | |
| Title IV | 8517 | 1,771.33 | |
| Wellness Incentives | Offset Expenses | 975.00 | |
| Records Request | Offset Expenses | 116.76 | |
| Bussing Reimbursement | Offset Expenses | 392.40 | |
| Dental Insurance COBRA | Offset Expenses | 705.99 | |
| Retiree HI Payments | Offset Expenses | 2,100.00 | |
| Refunds | Offset Expenses | 3,132.50 | |
| National Lunch & Breakfast Program | Transfer to Café Fund | 29,917.93 | 663,605.19 |

Payments

Payments Issued in January 2020 (1,886,498.48)

Book Balance January 31, 2020 1,865,359.99

GENERAL FUND - PLGIT Investment Account

Book Balance December 31, 2019 63,039.11

Interest Income 16.47

Book Balance January 31, 2020 63,055.58

CAFETERIA FUND

| | | |
|------------------------------------|--------------|-------------------------|
| Book Balance December 31, 2019 | | 78,402.43 |
| Receipts | | |
| Cafeteria Deposits | 23,436.01 | |
| National Lunch & Breakfast Program | 29,917.93 | |
| Interest Income | <u>71.00</u> | 53,424.94 |
| Payments | | |
| Checks Issued in January 2020 | | <u>(58,882.26)</u> |
| Book Balance January 31, 2020 | | <u><u>72,945.11</u></u> |

CAPITAL RESERVE FUND

| | | |
|--------------------------------|--|--------------------------|
| Book Balance December 31, 2019 | | 540,370.00 |
| Receipts | | - |
| Interest Income | | 1,100.18 |
| Checks Issued in January 2020 | | <u>(11,525.76)</u> |
| Book Balance January 31, 2020 | | <u><u>529,944.42</u></u> |

STUDENT ACTIVITIES - CLUBS

| | | |
|--------------------------------|--|-------------------------|
| Book Balance December 31, 2019 | | 91,578.49 |
| Receipts | | 2,281.32 |
| Interest Income | | 113.38 |
| Checks Issued in January 2020 | | <u>(5,609.41)</u> |
| Book Balance January 31, 2020 | | <u><u>88,363.78</u></u> |

STUDENT ACTIVITIES - ATHLETIC BOOSTERS

| | | |
|--------------------------------|--|-------------------------|
| Book Balance December 31, 2019 | | 64,226.14 |
| Receipts | | 23,422.77 |
| Interest Income | | 92.25 |
| Checks Issued in January 2020 | | <u>(13,370.83)</u> |
| Book Balance January 31, 2020 | | <u><u>74,370.33</u></u> |

Board Summary Report

Fund: 10 GENERAL FUND

As of 02/26/2020

fabrdreg

| Account Description | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance | % Used |
|-----------------------------|---------------------|------------------------------|---------------------|---------------------|--------------|
| 1100 | | | | | |
| REGULAR PROGRAMS | | | | | |
| 100 SALARIES | 4,559,563.00 | 0.00 | 2,259,131.61 | 2,300,431.39 | 49.54 |
| 200 EMPLOYEE BENEFITS | 3,137,881.00 | 0.00 | 1,665,455.81 | 1,472,425.19 | 53.07 |
| 300 PURCH PROF & TECH SVCS | 16,032.00 | 0.00 | 11,066.70 | 4,965.30 | 69.02 |
| 400 PURCHASED PROPERTY SVCS | 43,324.00 | 0.00 | 27,760.82 | 15,563.18 | 64.07 |
| 500 OTHER PURCHASED SVCS | 552,845.00 | 0.00 | 284,749.51 | 268,095.49 | 51.50 |
| 600 SUPPLIES | 179,864.00 | 7,823.42 | 118,108.90 | 53,931.68 | 70.01 |
| 700 PROPERTY | 5,836.00 | 0.00 | 5,867.36 | -31.36 | 100.53 |
| 800 OTHER OBJECTS | 21,333.00 | 275.00 | 7,270.94 | 13,787.06 | 35.37 |
| Totals for - 1100's | 8,516,678.00 | 8,098.42 | 4,379,411.65 | 4,129,167.93 | 51.51 |
| 1200 | | | | | |
| SPECIAL PROGRAMS | | | | | |
| 100 SALARIES | 1,101,465.00 | 0.00 | 568,728.15 | 532,736.85 | 51.63 |
| 200 EMPLOYEE BENEFITS | 720,053.00 | 0.00 | 407,438.76 | 312,614.24 | 56.58 |
| 300 PURCH PROF & TECH SVCS | 444,266.00 | 0.00 | 190,285.95 | 253,980.05 | 42.83 |
| 400 PURCHASED PROPERTY SVCS | 270.00 | 0.00 | 0.00 | 270.00 | 0.00 |
| 500 OTHER PURCHASED SVCS | 12,004.00 | 0.00 | 8,322.63 | 3,681.37 | 69.33 |
| 600 SUPPLIES | 19,537.00 | 588.40 | 11,162.40 | 7,786.20 | 60.14 |
| 700 PROPERTY | 5,000.00 | 1,174.32 | 0.00 | 3,825.68 | 23.48 |
| Totals for - 1200's | 2,302,595.00 | 1,762.72 | 1,185,937.89 | 1,114,894.39 | 51.58 |
| 1300 | | | | | |
| VOCATIONAL EDUCATION | | | | | |
| 100 SALARIES | 270,536.00 | 0.00 | 135,787.45 | 134,748.55 | 50.19 |
| 200 EMPLOYEE BENEFITS | 175,667.00 | 0.00 | 97,759.03 | 77,907.97 | 55.65 |
| 400 PURCHASED PROPERTY SVCS | 1,800.00 | 0.00 | 0.00 | 1,800.00 | 0.00 |
| 500 OTHER PURCHASED SVCS | 257,520.00 | 0.00 | 6,684.48 | 250,835.52 | 2.59 |
| 600 SUPPLIES | 16,389.00 | 0.00 | 5,816.03 | 10,572.97 | 35.48 |
| Totals for - 1300's | 721,912.00 | 0.00 | 246,046.99 | 475,865.01 | 34.08 |
| 1400 | | | | | |
| OTHER INSTRUCTION | | | | | |

Board Summary Report

Fund: 10 GENERAL FUND

As of 02/26/2020

fabrdreg

| Account Description | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance | % Used |
|------------------------------|-------------------|------------------------------|-------------------|-------------------|--------------|
| 100 SALARIES | 205,426.00 | 0.00 | 101,661.18 | 103,764.82 | 49.48 |
| 200 EMPLOYEE BENEFITS | 132,974.00 | 0.00 | 69,954.20 | 63,019.80 | 52.60 |
| 300 PURCH PROF & TECH SVCS | 28,013.00 | 0.00 | 16,803.48 | 11,209.52 | 59.98 |
| 500 OTHER PURCHASED SVCS | 126,000.00 | 0.00 | 64,221.69 | 61,778.31 | 50.96 |
| 600 SUPPLIES | 3,978.00 | 3,501.01 | 3,438.17 | -2,961.18 | 174.43 |
| 800 OTHER OBJECTS | 1,200.00 | 0.00 | 175.14 | 1,024.86 | 14.59 |
| Totals for - 1400's | 497,591.00 | 3,501.01 | 256,253.86 | 237,836.13 | 52.20 |
| 2100 SUPPORT FOR STUDENTS | | | | | |
| 100 SALARIES | 235,104.00 | 0.00 | 126,043.01 | 109,060.99 | 53.61 |
| 200 EMPLOYEE BENEFITS | 143,797.00 | 0.00 | 77,541.62 | 66,255.38 | 53.92 |
| 500 OTHER PURCHASED SVCS | 1,600.00 | 265.00 | 235.44 | 1,099.56 | 31.27 |
| 600 SUPPLIES | 7,764.00 | 0.00 | 2,489.14 | 5,274.86 | 32.06 |
| 800 OTHER OBJECTS | 325.00 | 0.00 | 210.00 | 115.00 | 64.61 |
| Totals for - 2100's | 388,590.00 | 265.00 | 206,519.21 | 181,805.79 | 53.21 |
| 2200 SUPPORT FOR INSTRUCTION | | | | | |
| 100 SALARIES | 224,248.00 | 0.00 | 106,659.62 | 117,588.38 | 47.56 |
| 200 EMPLOYEE BENEFITS | 243,731.00 | 0.00 | 147,516.76 | 96,214.24 | 60.52 |
| 300 PURCH PROF & TECH SVCS | 163,758.00 | 0.00 | 134,457.19 | 29,300.81 | 82.10 |
| 400 PURCHASED PROPERTY SVCS | 6,000.00 | 0.00 | 941.84 | 5,058.16 | 15.69 |
| 500 OTHER PURCHASED SVCS | 16,879.00 | 0.00 | 6,421.27 | 10,457.73 | 38.04 |
| 600 SUPPLIES | 42,761.00 | 2,197.38 | 36,034.11 | 4,529.51 | 89.40 |
| 700 PROPERTY | 86,059.00 | 14,999.70 | 57,953.66 | 13,105.64 | 84.77 |
| Totals for - 2200's | 783,436.00 | 17,197.08 | 489,984.45 | 276,254.47 | 64.73 |
| 2300 ADMINISTRATION | | | | | |
| 100 SALARIES | 622,750.00 | 0.00 | 358,785.96 | 263,964.04 | 57.61 |
| 200 EMPLOYEE BENEFITS | 623,359.00 | 0.00 | 395,400.33 | 227,958.67 | 63.43 |
| 300 PURCH PROF & TECH SVCS | 84,000.00 | 0.00 | 51,827.59 | 32,172.41 | 61.69 |

Board Summary Report

Fund: 10 GENERAL FUND

As of 02/26/2020

fabrdreg

| Account Description | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance | % Used |
|-----------------------------|---------------------|------------------------------|-------------------|-------------------|--------------|
| 400 PURCHASED PROPERTY SVCS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 500 OTHER PURCHASED SVCS | 18,625.00 | 0.00 | 12,389.56 | 6,235.44 | 66.52 |
| 600 SUPPLIES | 17,559.00 | 76.74 | 11,754.82 | 5,727.44 | 67.38 |
| 800 OTHER OBJECTS | 12,750.00 | 0.00 | 14,533.96 | -1,783.96 | 113.99 |
| Totals for - 2300's | 1,379,043.00 | 76.74 | 844,692.22 | 534,274.04 | 61.25 |
| 2400 PUPIL HEALTH | | | | | |
| 100 SALARIES | 114,299.00 | 0.00 | 60,340.88 | 53,958.12 | 52.79 |
| 200 EMPLOYEE BENEFITS | 52,701.00 | 0.00 | 26,027.32 | 26,673.68 | 49.38 |
| 300 PURCH PROF & TECH SVCS | 5,100.00 | 0.00 | 0.00 | 5,100.00 | 0.00 |
| 400 PURCHASED PROPERTY SVCS | 303.00 | 0.00 | 0.00 | 303.00 | 0.00 |
| 500 OTHER PURCHASED SVCS | 275.00 | 0.00 | 0.00 | 275.00 | 0.00 |
| 600 SUPPLIES | 9,639.00 | 0.00 | 3,234.73 | 6,404.27 | 33.55 |
| Totals for - 2400's | 182,317.00 | 0.00 | 89,602.93 | 92,714.07 | 49.14 |
| 2500 BUSINESS OFFICE | | | | | |
| 100 SALARIES | 155,000.00 | 0.00 | 87,894.36 | 67,105.64 | 56.70 |
| 200 EMPLOYEE BENEFITS | 129,028.00 | 0.00 | 79,653.15 | 49,374.85 | 61.73 |
| 300 PURCH PROF & TECH SVCS | 15,200.00 | 0.00 | 14,495.64 | 704.36 | 95.36 |
| 400 PURCHASED PROPERTY SVCS | 2,482.00 | 0.00 | 1,672.74 | 809.26 | 67.39 |
| 500 OTHER PURCHASED SVCS | 14,500.00 | 0.00 | 7,098.60 | 7,401.40 | 48.95 |
| 600 SUPPLIES | 3,266.00 | 0.00 | 1,697.90 | 1,568.10 | 51.98 |
| Totals for - 2500's | 319,476.00 | 0.00 | 192,512.39 | 126,963.61 | 60.25 |
| 2600 PLANT SERVICES | | | | | |
| 100 SALARIES | 611,111.00 | 0.00 | 364,523.43 | 246,587.57 | 59.64 |
| 200 EMPLOYEE BENEFITS | 555,783.00 | 0.00 | 352,300.81 | 203,482.19 | 63.38 |
| 300 PURCH PROF & TECH SVCS | 60,000.00 | 0.00 | 0.00 | 60,000.00 | 0.00 |
| 400 PURCHASED PROPERTY SVCS | 226,266.00 | 13,156.95 | 159,262.61 | 53,846.44 | 76.20 |
| 500 OTHER PURCHASED SVCS | 91,065.00 | 0.00 | 83,470.39 | 7,594.61 | 91.66 |

Board Summary Report

Fund: 10 GENERAL FUND

As of 02/26/2020

fabrdreg

| Account Description | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance | % Used |
|-----------------------------|---------------------|------------------------------|---------------------|-------------------|--------------|
| 600 SUPPLIES | 405,383.00 | 7,267.96 | 233,253.24 | 164,861.80 | 59.33 |
| 700 PROPERTY | 2,300.00 | 0.00 | 0.00 | 2,300.00 | 0.00 |
| 800 OTHER OBJECTS | 600.00 | 0.00 | 0.00 | 600.00 | 0.00 |
| Totals for - 2600's | 1,952,508.00 | 20,424.91 | 1,192,810.48 | 739,272.61 | 62.13 |
| 2700 STUDENT TRANSPORTATION | | | | | |
| 100 SALARIES | 17,834.00 | 0.00 | 7,276.73 | 10,557.27 | 40.80 |
| 200 EMPLOYEE BENEFITS | 7,479.00 | 0.00 | 3,051.85 | 4,427.15 | 40.80 |
| 300 PURCH PROF & TECH SVCS | 3,250.00 | 0.00 | 3,250.00 | 0.00 | 100.00 |
| 500 OTHER PURCHASED SVCS | 318,207.00 | 0.00 | 172,563.55 | 145,643.45 | 54.23 |
| 600 SUPPLIES | 58,673.00 | 0.00 | 26,017.66 | 32,655.34 | 44.34 |
| Totals for - 2700's | 405,443.00 | 0.00 | 212,159.79 | 193,283.21 | 52.32 |
| 3100 FOOD SERVICE | | | | | |
| 200 EMPLOYEE BENEFITS | 0.00 | 0.00 | 51,515.12 | -51,515.12 | 0.00 |
| Totals for - 3100's | 0.00 | 0.00 | 51,515.12 | -51,515.12 | 0.00 |
| 3200 STUDENT ACTIVITIES | | | | | |
| 100 SALARIES | 208,065.00 | 0.00 | 95,774.82 | 112,290.18 | 46.03 |
| 200 EMPLOYEE BENEFITS | 87,275.00 | 0.00 | 32,365.36 | 54,909.64 | 37.08 |
| 300 PURCH PROF & TECH SVCS | 68,714.00 | 0.00 | 45,321.55 | 23,392.45 | 65.95 |
| 400 PURCHASED PROPERTY SVCS | 5,700.00 | 0.00 | 3,913.75 | 1,786.25 | 68.66 |
| 500 OTHER PURCHASED SVCS | 44,553.00 | 0.00 | 30,868.97 | 13,684.03 | 69.28 |
| 600 SUPPLIES | 56,097.00 | 10,148.55 | 32,692.28 | 13,256.17 | 76.36 |
| 800 OTHER OBJECTS | 24,575.00 | 0.00 | 15,748.59 | 8,826.41 | 64.08 |
| Totals for - 3200's | 494,979.00 | 10,148.55 | 256,685.32 | 228,145.13 | 53.90 |
| 3300 COMMUNITY SERVICES | | | | | |
| 100 SALARIES | 1,000.00 | 0.00 | 0.00 | 1,000.00 | 0.00 |
| 200 EMPLOYEE BENEFITS | 420.00 | 0.00 | 0.00 | 420.00 | 0.00 |

Board Summary Report

Fund: 10 GENERAL FUND

As of 02/26/2020

fabrdreg

| Account Description | Current Budget | Unliquidated Encumbrances | Expend/Received | Balance | % Used |
|----------------------------|----------------------|------------------------------|----------------------|---------------------|--------------|
| 500 OTHER PURCHASED SVCS | 13,500.00 | 0.00 | 3,371.95 | 10,128.05 | 24.97 |
| Totals for - 3300's | 14,920.00 | 0.00 | 3,371.95 | 11,548.05 | 22.60 |
| 5100 DEBT SERVICE | | | | | |
| 800 OTHER OBJECTS | 2,000.00 | 0.00 | 393.02 | 1,606.98 | 19.65 |
| 900 OTHER USES OF FUNDS | 1,717,676.00 | 0.00 | 1,701,100.75 | 16,575.25 | 99.03 |
| Totals for - 5100's | 1,719,676.00 | 0.00 | 1,701,493.77 | 18,182.23 | 98.94 |
| 5200 FUND TRANSFERS | | | | | |
| 900 OTHER USES OF FUNDS | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Totals for - 5200's | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 5900 BUDGETARY RESERVE | | | | | |
| 800 OTHER OBJECTS | 64,799.00 | 0.00 | 0.00 | 64,799.00 | 0.00 |
| Totals for - 5900's | 64,799.00 | 0.00 | 0.00 | 64,799.00 | 0.00 |
| EXPENDITURE Totals | 19,743,963.00 | 61,474.43 | 11,308,998.02 | 8,373,490.55 | 57.58 |
| FUND 10 - TOTALS: | | | | | |
| Total Expenditure | 17,959,488.00 | 61,474.43 | 9,607,504.25 | 8,290,509.32 | 53.83 |
| Total Other Expenditure | 1,784,475.00 | 0.00 | 1,701,493.77 | 82,981.23 | 95.34 |
| Total Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Other Revenue | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TOTALS | 19,743,963.00 | 61,474.43 | 11,308,998.02 | 8,373,490.55 | 57.58 |

Fund Accounting Check Summary

fackame

General Fund - From 01/30/2020 To 02/26/2020

Note: Output selection limited to transactions dated between 01/30/2020 and 02/26/2020

| Check # | Vendor Name | Description Of Purchase | Description Of Purchase | Check Amount |
|----------|-----------------------------|-------------------------------------|-----------------------------------|--------------|
| 00017744 | AED SUPERSTORE | GENERAL SUPPLIES..... | | 56.56 |
| 00017745 | AMERICAN RED CROSS | TRAVEL..... | | 1,450.00 |
| 00017746 | BARR'S HARDWARE | GENERAL SUPPLIES..... | | 120.17 |
| 00017747 | BAYADA HOME HEALTH CARE | STUDENT TRANSPORTATION..... | | 45.00 |
| 00017748 | BLAST INTERMEDIATE UNIT 17 | ALTERNATIVE ED-BSI..... | ALTERNATIVE ED-DAY TREATMENT..... | 26,633.95 |
| 00017749 | CAFETERIA FUND | GENERAL SUPPLIES..... | | 8.25 |
| 00017750 | CM REGENT, LLC | INCOME PROTECTION..... | LIFE INSURANCE..... | 2,299.21 |
| 00017751 | DAVE'S PRO AUTO SERVICE | REPAIRS & MAINT..... | | 91.83 |
| 00017752 | DELTA DENTAL OF PA | DENTAL INSURANCE..... | | 7,600.00 |
| 00017753 | EAGLE JANITORIAL SUPPLY CO. | GENERAL SUPPLIES..... | | 47.42 |
| 00017754 | FOLLETT LIBRARY RESOURCES | TEXTBOOKS..... | | 249.17 |
| 00017755 | GBM | REPAIRS & MAINT..... | | 488.07 |
| 00017756 | GRAINGER | GENERAL SUPPLIES..... | | 7.49 |
| 00017757 | HILLSHER GRAPHICS | GENERAL SUPPLIES..... | | 146.25 |
| 00017758 | Max Houseknecht Sr. | UNIFORMS..... | | 239.98 |
| 00017759 | LOWE'S COMPANIES INC | GENERAL SUPPLIES..... | | 15.89 |
| 00017760 | PASA | DUES & FEES..... | | 733.36 |
| 00017761 | P.S.B.A. INSURANCE TRUST | UNEMPLOYMENT COMP..... | | 2,511.32 |
| 00017762 | PASD-WAYS/PA CHILD CARE | ALTERNATIVE ED..... | | 1,173.69 |
| 00017763 | PAYROLL FUND | Gross 1-31-20..... | ER RETIRE 1-31-20..... | 451,045.85 |
| 00017764 | SANICO INC | GENERAL SUPPLIES..... | | 2,601.00 |
| 00017765 | LEE SAVILLE-IKSIC | GENERAL SUPPLIES..... | | 15.75 |
| 00017766 | ROBERT M. SIDES, INC. | GENERAL SUPPLIES..... | REPAIRS & MAINT..... | 126.54 |
| 00017767 | SJA INTEGRATED LLC | GENERAL SUPPLIES..... | | 400.00 |
| 00017768 | UGI ENERGY SERVICES | NATURAL GAS..... | | 6,108.06 |
| 00017769 | UPMC | PROF SERVICES..... | | 3,241.81 |
| 00017770 | VERIZON | TELEPHONE SERVICE..... | | 553.16 |
| 00017771 | ATHLETIC ACCOUNT IMPREST | GAME OFFICIALS..... | | 2,772.00 |
| FUND | | | | |
| 00017772 | BARR'S HARDWARE | GENERAL SUPPLIES..... | | 58.42 |
| 00017773 | BESTLINE EQUIPMENT | REPAIRS & MAINT..... | | 125.20 |
| 00017774 | CAFETERIA FUND | GENERAL SUPPLIES..... | | 43.25 |
| 00017775 | ELIZABETH FREY | 11th Grade Incentive..... | | 66.78 |
| 00017776 | FRY'S FIRE | GENERAL SUPPLIES..... | | 127.88 |
| 00017777 | JESSICA KALEIDAS | TRAVEL-PMEA DISTRICT ORCHESTRA..... | | 68.56 |
| 00017778 | LEZZER LUMBER | GENERAL SUPPLIES..... | | 35.87 |
| 00017779 | LOWE'S COMPANIES INC | GENERAL SUPPLIES..... | | 40.08 |
| 00017780 | MCCLURE COMPANY | REPAIRS & MAINT..... | | 9,325.00 |
| 00017781 | J. W. PEPPER & SONS | GENERAL SUPPLIES..... | | 255.98 |

* Denotes Non-Negotiable Transaction

- Payables within Check

P - Prenote

c - Credit Card Payment

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SOUTH WILLIAMSPORT SCHOOL DIST

Page 1

Fund Accounting Check Summary

General Fund - From 01/30/2020 To 02/26/2020

facksmc

Note: Output selection limited to transactions dated between 01/30/2020 and 02/26/2020

| Check # | Vendor Name | Description of Purchase | Description of Purchase | Check Amount |
|----------|-------------------------------------|-------------------------------------|-----------------------------|--------------|
| 00017782 | LAURA SCHRECKENGAST | PROF ED SERVICES OTHER..... | | 1,156.25 |
| 00017783 | STEVE SHANNON TIRE & AUTO CENTERS | REPAIRS & MAINT..... | | 79.95 |
| 00017784 | SUSQUEHANNOCK HIGH SCHOOL | FIELD TRIPS..... | | 145.00 |
| 00017785 | UGI UTILITIES, INC. | NATURAL GAS..... | | 27.11 |
| 00017786 | UNIVERSITY BANDS | FIELD TRIPS..... | | 70.00 |
| 00017787 | WILLIAMSPORT- RAKOSKI AUTO | GENERAL SUPPLIES..... | | 74.87 |
| 00017788 | DWIGHT WOODLEY | TRAVEL..... | | 61.41 |
| 00017789 | XEROX CORP | REPAIRS & MAINT..... | | 373.00 |
| 00017790 | ELIZABETH ROSMUS | TRAVEL-FCCLA CONFERENCE REG..... | 6251706..... | 2,470.00 |
| 00017791 | AED SUPERSTORE | GENERAL SUPPLIES..... | | 169.00 |
| 00017792 | AGORA CYBER CHARTER SCHOOL | CHARTER SCHOOL..... | | 1,887.52 |
| 00017793 | BAYADA HOME HEALTH CARE | STUDENT TRANSPORTATION..... | | 90.00 |
| 00017794 | BLAST INTERMEDIATE UNIT 17 | PROOFPOINT..... | PROFESS ED SERVICES IU..... | 35,237.92 |
| 00017795 | BRICKSTREET INSURANCE | WORKERS COMP..... | | 4,103.00 |
| 00017796 | CAFETERIA FUND | GENERAL SUPPLIES..... | | 38.30 |
| 00017797 | CENTRAL ELEM. ACCOUNT | GENERAL SUPPLIES..... | | 430.53 |
| 00017798 | CINDY TROUTMAN-MYERS | GENERAL SUPPLIES FOR ART CLASS..... | | 11.36 |
| 00017799 | AGNES CODER | TRAVEL-HOMEBOUND CONF..... | | 43.72 |
| 00017800 | COLLINS SPORTS MEDICINE | GENERAL SUPPLIES..... | | 44.17 |
| 00017801 | COMMONWEALTH CHARTER ACADEMY | CHARTER SCHOOL..... | | 15,853.30 |
| 00017802 | J C EHRLICH | REPAIRS & MAINT..... | | 175.00 |
| 00017803 | FRED HAMM INC | DISPOSAL SERVICES..... | | 1,790.82 |
| 00017804 | IMPACT APPLICATIONS INC | MEDICAL SERVICES..... | | 120.00 |
| 00017805 | KEYSTONE ADVERTISING SPECIALTIES | GENERAL SUPPLIES..... | | 11.00 |
| 00017806 | KIDSPACE CORP | ALTERNATIVE ED..... | | 840.00 |
| 00017807 | LEZZER LUMBER | GENERAL SUPPLIES..... | | 20.00 |
| 00017808 | MURPHY, BUTTERFIELD & HOLLAND, P.C. | PROF SERVICES..... | | 330.00 |
| 00017809 | NITTANY OIL | DIESEL FUEL..... | GASOLINE..... | 5,680.90 |
| 00017810 | PAFPC | GENERAL SUPPLIES..... | | 50.00 |
| 00017811 | PA DISTANCE LEARNING CHARTER SCHOOL | CHARTER SCHOOL..... | | 1,792.19 |
| 00017812 | PA CYBER CHARTER SCHOOL | CHARTER SCHOOL..... | | 4,623.48 |
| 00017813 | PLANKENHORN STATIONERY CO. | GENERAL SUPPLIES..... | | 33.75 |
| 00017814 | PAYROLL FUND | GROSS 2-14-2020..... | ER RETIRE 2-14-2020..... | 440,140.01 |
| 00017815 | RICOH USA INC | REPAIRS & MAINT..... | | 1,007.80 |

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p - Prenote

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- Payables within Check

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SOUTH WILLIAMSPORT SCHOOL DIST

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Fund Accounting Check Summary

General Fund - From 01/30/2020 To 02/26/2020

facksmc

Note: Output selection limited to transactions dated between 01/30/2020 and 02/26/2020

| Check # | Vendor Name | Description Of Purchase | Description Of Purchase | Check Amount |
|-----------|---------------------------------|------------------------------------|----------------------------|--------------|
| 00017816 | SUSQUEHANNA TRANSIT CO | CONTRACTED CARRIERS..... | | 37,863.97 |
| 00017817 | EMMANUEL TSIKITAS | GEN SUP FOR READ ACROSS AMERICA... | | 42.80 |
| 00017818 | UGI UTILITIES, INC. | NATURAL GAS..... | | 6,593.80 |
| 00017819 | WILLIAMSPORT- RAKOSKI AUTO | GENERAL SUPPLIES..... | | 46.98 |
| 00017820 | XEROX CORP | REPAIRS & MAINT..... | | 518.61 |
| 00017821 | JOSTENS | GENERAL SUPPLIES..... | | 690.00 |
| 00017822 | ALBRIGHT STUDIO | All State Softball Print..... | | 125.00 |
| 00017823 | BARR'S HARDWARE | GENERAL SUPPLIES..... | | 65.75 |
| 00017824 | KEN BERGREN, INC. | GENERAL SUPPLIES..... | | 67.98 |
| 00017825 | DELUXE | CAFETERIA DEPOSIT SLIPS..... | | 203.11 |
| 00017826 | HARDER'S SPORTING GOODS | GENERAL SUPPLIES..... | | 756.00 |
| 00017827 | HURWITZ BATTERIES | GENERAL SUPPLIES..... | | 72.20 |
| 00017828 | JIM THORPE AREA SCHOOL DISTRICT | ALTERNATIVE ED..... | | 5,670.00 |
| 00017829 | LOWE'S COMPANIES INC | GENERAL SUPPLIES..... | | 20.04 |
| 00017830 | SAMARA MCLAUGHLIN | TRAVEL-LAMP Training..... | | 119.00 |
| 00017831 | NOLAND COMPANY | GENERAL SUPPLIES..... | | 126.00 |
| 00017832 | NORTH CENTRAL SIGHT SERVICES | DISPOSAL SERVICES..... | | 40.00 |
| 00017833 | J. W. PEPPER & SONS | GENERAL SUPPLIES..... | | 1,079.37 |
| 00017834 | PSCE LYCOMING COUNTY | GENERAL SUPPLIES..... | | 200.00 |
| 00017835 | ROMMELT ELEM IMPREST FUND | GENERAL SUPPLIES..... | | 138.71 |
| 00017836 | REBECCA SWINEHART | TRAVEL-LAMP Training..... | | 119.00 |
| 00017837 | VERIZON WIRELESS | CELL PHONE SERVICE..... | | 95.33 |
| 00017838 | WEGMANS FOOD MARKETS | GENERAL SUPPLIES..... | | 370.20 |
| 00017839 | XEROX CORP | REPAIRS & MAINT..... | | 618.99 |
| 00017840 | APR SUPPLY CO | GENERAL SUPPLIES..... | | 475.42 |
| 00017841 | BAYADA HOME HEALTH CARE | STUDENT TRANSPORTATION..... | | 56.25 |
| 00017842 | CARDMEMBER SERVICES | GENERAL SUPPLIES..... | | 2,419.51 |
| 00017843 | EPLUS TECHNOLOGY INC | GENERAL SUPPLIES..... | | 686.34 |
| 00017844 | FLINN SCIENTIFIC INC | GENERAL SUPPLIES..... | | 168.77 |
| 00017845 | JusticeWorks YouthCare, Inc. | ALTERNATIVE ED..... | PURCHASE TECH SERVICE..... | 12,524.08 |
| 00017846 | JESSICA KALEIDAS | TRAVEL-PMEA DIST BAND..... | | 163.99 |
| 00017847 | NCS PEARSON INC | GENERAL SUPPLIES..... | | 170.00 |
| 00017848 | PLANKENHORN STATIONERY CO. | GENERAL SUPPLIES..... | | 180.27 |
| 00017849 | PPL ELECTRIC UTILITIES | ELECTRICITY..... | | 2,469.76 |
| 00017850 | UPMC | MEDICAL SERVICES..... | | 6,635.00 |
| *00E20049 | WOODLANDS BANK | Direct Deposit Fee for 1-31-2020 P | | 10.00 |
| *00E20050 | WOODLANDS BANK | Wire Transfer Fee from wiring HI P | | 25.00 |
| *00E20051 | LYCOMING COUNTY INSURANCE | Highmark Feb 2020 Health Ins Prem. | | 175,654.95 |

* Denotes Non-Negotiable Transaction

P - Prenote

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SOUTH WILLIAMSPORT SCHOOL DIST

Page 3

Fund Accounting Check Summary

facksmc

General Fund - From 01/30/2020 To 02/26/2020
Note: Output selection limited to transactions dated between 01/30/2020 and 02/26/2020

| Check # | Vendor Name | Description Of Purchase | Description Of Purchase | Check Amount |
|-----------|--------------------|------------------------------------|-------------------------|--------------|
| *00E20052 | DISCOVERY BENEFITS | HSA Fee for January 2020..... | | 236.50 |
| *00E20053 | WOODLANDS BANK | Direct Deposit Fee for 2-14-2020 P | | 10.00 |
| | | 10-GENERAL FUND | 1,297,438.84 | |
| | | Grand Total Manual Checks : | 175,936.45 | |
| | | Grand Total Regular Checks : | 1,121,502.39 | |
| | | Grand Total Direct Deposits: | 0.00 | |
| | | Grand Total Credit Card Payments: | 0.00 | |
| | | Grand Total All Checks : | 1,297,438.84 | |

* Denotes Non-Negotiable Transaction

P - Prenote

C - Credit Card Payment

- Payables within Check

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D - Direct Deposit

SOUTH WILLIAMSPORT SCHOOL DIST

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Fund Accounting Check Summary

CAFETERIA FUND - From 01/30/2020 To 02/26/2020

facksmc

Note: Output selection limited to transactions dated between 01/30/2020 and 02/26/2020

| Check # | Vendor Name | Description Of Purchase | Description Of Purchase | Check Amount |
|-----------------------------------|------------------------|-------------------------|-----------------------------------|--------------|
| 00006123 | Cybersoft Technologies | TRAINING..... | | 750.00 |
| 00006124 | PAYROLL FUND | P.R. 1-31-20 Gross..... | P.R. 1-31-20 Employer Retirement. | 11,672.55 |
| 00006125 | NUTRITION INC | FOOD..... | | 24,820.03 |
| 00006126 | PAYROLL FUND | P.R. 2-14-20 GROSS..... | P.R. 2-14-20 ER RETIREMENT..... | 12,455.13 |
| 50-FOOD SERVICE FUND | | | | 49,697.71 |
| Grand Total Manual Checks : | | | | 0.00 |
| Grand Total Regular Checks : | | | | 49,697.71 |
| Grand Total Direct Deposits: | | | | 0.00 |
| Grand Total Credit Card Payments: | | | | 0.00 |
| Grand Total All Checks : | | | | 49,697.71 |

* Denotes Non-Negotiable Transaction

P - Prenote

c - Credit Card Payment

- Payables within Check

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SOUTH WILLIAMSPORT SCHOOL DIST

Page 1

February 3, 2020

The regular meeting of the South Williamsport Area School Board was called to order at 7:00 PM in the library of the High School by the President, Nathan Miller.

The meeting opened with a Moment of Silence and Pledge to the Flag.

Board Members Present: Bachman, Bingham, Bowman, Cramer, Fiorini, McGinn, Miller and Molino.

Others Present: Mark Stamm – Superintendent, Fred Holland – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Melissa Bradley, Tim MacGill, Coty Kline, Diane Fitzpatrick, Steve Peters, Sue Peters, Thomas Deljanovan, Craig Kropp, John Kropp, Steve Johnson, Wanda Johnson, Hilarie German, Fran Kropp, Amy Pregent, Mike McLaughlin, Chris Molino, Brenda Trimble, Andy Silverstrim, Krista Hille, Gale Workman, Kayla Haug, James Bradley, Greg Hennigan, Cindy Beck, John Beck, Lori Solomon, Dustin Solomon, Tara Stryker, Richard Knecht, Sam Burch and Mike Reuther – SunGazette.

APPROVE TREASURER'S REPORT

A motion to approve the Treasurer's Report for December 2019 was moved by Bachman, second by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPROVE GENERAL FUND BILLS

A motion to approve the payment of bills from the General Fund in the amount of \$1,387,978.68 as funds become available was moved by Bachman, seconded by McGinn. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPROVE FOOD SERVICE BILLS

A motion to approve the payment of bills from the Food Service Fund in the amount of \$46,459.71 as funds become available was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPROVE CAPITAL RESERVE BILLS

A motion to approve the payment of bills from the Capital Reserve Fund in the amount of \$11,525.76 as funds become available was moved by Bachman, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPROVE MINUTES

A motion to approve the minutes of January 6, 2020, as written was moved by Fiorini, seconded by McGinn. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

A motion to approve the minutes of January 20, 2020, as written was moved by McGinn, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

SUPERINTENDENT RECOMMENDATIONS

2018/2019 AUDIT REPORT

Becci Swales from Baker Tilly Virchow Krause, LLP gave a presentation on the Single Audit of the District as of June 30, 2019. A single audit involves both a financial statement audit and a compliance audit. Both audits resulted in an unmodified opinion which is the best opinion that can be given. When

comparing the budget to actual results, revenues were \$76k over budget, expenses were \$36k under budget, and there was a \$63k negative budget variance in fund balance. Ending fund balance was \$974,194 which represents 4.9% of budgeted expenditures. Baker Tilly's recommendation is to have two months' worth of operating expenditures in fund balance which equates to \$3.3 million or 16.7%. Fund balance continues to decrease, going from \$2,613,222 in 2015 down to \$974,194 in 2019.

A motion to accept the 2018-2019 Audit Report was moved by Fiorini, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

RESIGNATION

A motion to approve the resignation of Ashley Stout from her Central Elementary paraprofessional position effective January 21, 2020 was moved by Bachman, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

A motion to approve Elizabeth Frey's letter of resignation for retirement purposes from her Special Education Teacher position at the High School effective June 5, 2020 was moved by Bachman, seconded by McGinn. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

EMPLOYMENT

A motion to approve Spring 2020 coaches and their stipends was moved by Bachman, seconded by Fiorini.

- Baseball: Chase Waller as a Volunteer
- Boys' Tennis: Kent Young as Head Coach at \$3,275 and Theresa Summerson as 1st Assistant at \$2,507 pending number of athletes that sign up
- Junior High Girls' Soccer: Jane House as Head Coach at \$2,173; Marc Lovecchio as a Volunteer and Dan Solley as a Volunteer
- Softball: Adam Lorson as 1st Assistant at \$2,507; Ashley Bair as a Volunteer; Corey Goodman as a Volunteer; and Scott Lowery as a Volunteer
- Track: Matt DeBlander as 1st Assistant at \$2,507; Sam Buck as 2nd Assistant at \$1,839 and Kerry Taylor as a Volunteer

Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

A motion to approve Ian Dix, Valerie Doeblar, and Brianna Stroup as Guest Teachers was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

TENURE

A motion to approve tenure for Hailey Carson was moved by Fiorini, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

OVERNIGHT FIELD TRIP REQUESTS

A motion to approve the overnight field trip request to take FBLA students to the State Leadership Conference in Hershey, PA on April 6-7, 2020 was moved by Fiorini, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

A motion to approve the overnight field trip request to take FCCLA students to the PA FCCLA State Conference in State College, PA on March 29 – April 1, 2020 was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

OUT OF STATE FIELD TRIP REQUEST

A motion to approve the out of state field trip request to take Gifted Students (Grades 9-12) to the University of Delaware on February 19, 2020 was moved by Fiorini, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPROVAL OF CHAPERONES FOR OUT OF STATE FIELD TRIP

A motion to approve Cathy Bachman and Renee Eiswerth as chaperones to attend the Girls' Softball team trip to Myrtle Beach, SC on April 4-10, 2020 was moved by Fiorini, seconded by McGinn. Roll call: Bachman-abstain, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

2020-2021 SCHOOL DISTRICT CALENDAR

A motion to approve the first reading of the 2020-2021 school calendar was moved by Fiorini, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

SOUTH WILLIAMSPORT LIONS CLUB FACILITY USE REQUEST

A motion to approve the South Williamsport Lions Club's request to use the district's stadium on June 19, 2020 (rain date June 20) to hold the District IV All-Star Football Game and to waive any fees related to the event was moved by Fiorini, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

2020-2021 IU#17 GENERAL OPERATIONS BUDGET

A motion to approve the 2020-2021 Intermediate Unit #17's General Operations Budget in the amount of \$2,945,827 was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

2020 ELECTION OF DIRECTORS TO BLAST IU #17 BOARD

A motion to approve the recommended names to the Blast IU #17 Board to fill unexpired terms to 6/30/22 and to fill full three-year terms to 6/30/23 was moved by Bachman, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPOINTMENT OF PSBA REPRESENTATIVE

Dr. Mark Stamm recommended that the board appoint a Pennsylvania School Board Association (PSBA) Member Representative to receive information from PSBA and update the board with relevant information. Mrs. Sue Bowman volunteered to become the PSBA Representative.

AGREEMENT WITH BLOOMSBURG UNIVERSITY

A motion to approve the Affiliation Agreement for a Center for Teacher Education Program including Field Experiences and Student Teaching between Bloomsburg University and the South Williamsport Area School District to operate experiences at the District from 2020 through 2024 was moved by Bachman, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

MEMORANDUM OF UNDERSTANDING WITH PENN COLLEGE

A motion to approve the Memorandum of Understanding Agreement for Penn College NOW Concurrent Enrollment Partnership between Pennsylvania College of Technology and the South Williamsport Area School District for secondary students to have the opportunity to earn tuition-free college credits was moved by Bachman, seconded by McGinn. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

OLD BUSINESS

A motion to have randomized seating at the board table was moved by Miller, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-no, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-no, motion carried.

A motion to invite a high school student to be at the board table as a student representative was moved by Miller, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

COURTESY TO THE FLOOR

The following topics were discussed by the following individuals:

Building Project – John Kropp, Tom Deljanovan, Sue Peters, Craig Kropp, Diane Fitzpatrick, Sam Burch, Andy Silverstrim and Wanda Johnson.

EXECUTIVE SESSION

There will be an executive session immediately following the board meeting regarding legal matters. No action will result from this meeting.

A motion to adjourn the meeting was made by Bingham, seconded by McGinn. All members present voting yes, the meeting was adjourned at 8:25 PM.

Attest

Jamie Mowrey
Board Secretary

South Williamsport Area School District**Title I Parent Policy**
Central Elementary School**Revised (2/3/20)****Title I Parent Policy**

The Elementary and Secondary Education Act (ESEA) requires that Title I parents be informed annually about our South Williamsport Area School District Title I Parent Policy. This Policy states the following:

- Parents will be sent letters informing them that their child is eligible to participate in Title I Reading.
- Parents will be given opportunities to offer suggestions about the planning, development and operation of the Title I program during the Back to School Nights, Parent Teacher conferences, Parent Teacher Organization Meetings, Title I Workshops, through surveys and through other school communications.
- Title I Parents will receive student progress reports during parent teacher conferences and each report card semester.
- Parent Workshops / Trainings will be offered throughout the school year to provide parents with strategies to help their child succeed in school.
- Materials will be made available to parents to use with their children at home to reinforce what the children are learning in reading and math at school.
- Parents will be sent a monthly newsletter entitled "The Reading Connection" which will provide them with helpful reading and writing suggestions for use at home. Also, Title I feature pages and Title I topics are disseminated to parents on a monthly to bi-monthly basis.
- Parents will be given assistance in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress with teachers.
- Parents have access to the South Williamsport Area School District's website through School wires that will provide them with information on Title I programs, reading instructional strategies to use at home and related websites.
- Parents, school staff and students will share in the responsibility for improved student achievement based on the school-parent compact.

Central Elementary School
Title I Home/School Compact

Attachment #2

Today more than ever, successful education requires a home/school partnership that encourages equal and continuing support from family and school for the benefit of the students.

School Commitment:

We promise to...

- Teach the state academic standards and eligible content
- Be aware of and modify for the individual learning styles and needs of your child
- Provide specific, helpful strategies/techniques so you may help support learning at home
- Clearly explain expectations to students and provide appropriate modeling
- Frequently communicate with the family on your child's progress and arrange to be available for conferences when requested.
- Be a responsible role model and respect each child as an individual
- Encourage good citizenship and positive learning habits (Positive Behavior Plan)

Title I Teacher Signature: _____

Date: _____

Family Commitment:

To be an active parent in my child's education, I will...

- Communicate with teacher or Title I staff regularly with questions, concerns or problems
- Attend parent conferences to learn about my child's progress
- Attend parenting or informational workshops
- Encourage and support my child to attend summer academy if recommended
- Participate in any summer reading opportunities planned by the school
- Encourage good citizenship and positive learning habits (Positive Behavior Plan)

Parent/Guardian Signature: _____

Date: _____

Student Commitment

As a student, I will...

- Be at school on time ready to learn daily
- Be responsible for my own behavior
- Ask questions and for help from my teacher/family when needed
- Show respect, good citizenship and good learning habits (Positive Behavior Plan)

Student Signature: _____

Date: _____

Homeroom: _____

South Williamsport Area School District
Memorandum of Understanding
Agreement between
South Williamsport Area School District (SWASD)
And
STEP, Inc., administrator of STEP Head Start

| Coordination Activity | LEA | Local Preschool/Head Start |
|--|--|--|
| Data and Record Sharing/Enrollment/Parent Communications | SWASD will accept appropriate data and records for all children enrolling in the district from the preschool/Head Start Agency. | The preschool/Head Start agency will provide SWASD with appropriate data and records for all students enrolling in the district. |
| Channels of Communication Between LEA and preschool/Head Start | SWASD will facilitate communications with the preschool/Head Start agency through the use of telephone calls, emails, and hard copy letters as appropriate. | |
| Meetings with preschool/Head Start and LEA staff and Parents | SWASD will communicate with preschool/Head Start agency to schedule an annual meeting to plan for the enrollment of all students into the district. IN addition, staff from the LEA and early childhood agency will be invited to participate, as well as the parent(s)/guardian(s) of the child planning on enrolling in the district for students with IEPs for individualized transition meetings. *Early Intervention meetings are coordinated by the I.U. in February. The district is invited to participate in these meetings to plan for students with special needs. | The preschool/Head Start agency will communicate with the SWASD to schedule both an annual meeting, as well as transition meetings for students with IEPs planning on enrolling in the district. Staff from the early childhood agency, the school district, and parents will be included in the planning meeting for students with IEPs. |
| Professional Development | SWASD will share information with the preschool/Head Start agency regarding in- | The preschool/Head Start agency will share information about in-house professional |

| | | |
|--|--|---|
| | house professional development opportunities. | development opportunities with the SWASD. |
| Coordinating Services and Communication | Using the established channels of communication, SWASD will arrange with the preschool/Head Start agency to coordinate services for students enrolling in the district. | Using established channels of communication, the preschool/Head Start agency will arrange with SWASD to coordinate services for students planning on enrolling in the district. |
| Family Engagement | SWASD will coordinate with the preschool/Head Start agency to include the families of student(s) who plan on enrolling in the SWASD in appropriate orientation and family engagement activities. | The preschool/Head Start agency will participate in a meeting to discuss the curricular objectives of the SWASD and appropriate instructional techniques. |
| Linking Preschool/Head Start Services and LEA Services | SWASD will meet to discuss coordination of services with the preschool/Head Start agency. | The preschool/Head Start agency will meet to discuss coordination of series with SWASD. |

Signatures:

LEA

Superintendent

Signature

Date

LEA

Coordinator of Federal Programs

Signature

Date

Preschool/Head Start

Director

Signature

Date

Preschool/Head Start

CFO

Signature

Date

August, 2019

Parent Right-to-Know

Parent Right to Know Information as Required by The Elementary and Secondary Education Assistance (ESEA)
[Section 1112(e)(1)(A)] and the Every Student Succeeds Act [Section 1112(e)(1)(A)]

Dear Parent(s)/Legal Guardian(s):

Your child attends Central Elementary, which receives Federal Title I funds to assist students in meeting state achievement standards. Throughout the school year, we will be providing you with important information about this law and your child's education. This letter lets you know about your right to request information about the qualifications of the classroom staff working with your child.

At Central Elementary, we are very proud of our teachers and feel they are ready for the coming school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal regulations related to teacher qualifications as defined in ESEA. These regulations allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject he/she is teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications.

The Every Student Succeeds Act (ESSA) which was signed into law in December 2015 and reauthorizes the Elementary and Secondary Education Act of 1956 (ESEA) includes additional right to know requests. At any time, parents and family members can request:

- Information on policies regarding student participation in assessments and procedures for opting out, and
- Information on required assessments that include
 - subject matter tested,
 - purpose of the test,
 - source of the requirement (if applicable),
 - amount of time it takes students to complete the test, and
 - time and format of disseminating results.

Our staff is committed to helping your child develop the academic knowledge and critical thinking skills he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals meet applicable Pennsylvania state requirements.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at Central Elementary at 570-323-3694 or email me at mloomis@swasd.org.

Sincerely,

Principal Loomis

Central Elementary School is now a Schoolwide Title I School

What is a Schoolwide Program?

August 1, 2019

Dear Parent and Guardians,

During the 2019-2020 school year, Central Elementary applied to the Pennsylvania Department of Education to move from a Title I Targeted Assistance School to a Schoolwide School. A Schoolwide Title I Program is a method of delivering Title I services that allows the school to address the educational needs of all students in a school community. In a Schoolwide model, Title I services can provide comprehensive strategies for improving the entire school such that every student can achieve at high levels of academic proficiency.

Schoolwide Programs serve all students in the school. All staff, resources and classes are a part of the overall Schoolwide Program. The purpose is to generate high levels of academic achievement in the core subject areas. Central Elementary will be focusing on Language Arts/reading. This will be achieved through high quality instruction and programming based on scientifically based research, strategies and methods to improve teacher development.

Some students simply need more time or alternative teaching methodologies. Some students need direct and explicit instruction in order to succeed. Classroom teachers and Title I staff will use data from diagnostic assessments, benchmark assessments and evidence of classroom performance to determine those students showing greatest need. Students showing the greatest need and who are not receiving Special Education services are served first.

How are parents involved in the process?

- First, parents are notified about Title I services
- Parents, Teachers and students sign a compact that indicated the shared responsibilities of the school, child and the parents and the goals for success
- Parents are encouraged to participate in school activities and meetings.
- Parents may participate in Title I meetings and learning opportunities.
- Parents are also provided Title I information via newsletters, conferences and parent improvement plans

What can parents do?

- Please share a love of learning and set a good example by reading, writing letters, and lists, etc.
- Make learning fun by playing educational games, visiting the library and listening to and talking to your child.
- Show an interest in your child's school day by asking specific questions and praising effort and improvement.

Eligible students and their families will receive the Title I compact during the first week of school.

We welcome your feedback and ideas about our Title I Services. We look forward to delivering our Title I services schoolwide. This will be a great benefit to our students.

Sincerely,

Tambra Isenberg

Title I Reading Specialist

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

EQUITY PLAN

Submitted by

Dr. Mark Stamm

Superintendent

March 2019

OVERVIEW:

As a baseline for analyzing instructional assignments and possible inequities, some basic data needs to be identified.

| Poverty Percentages | |
|--|-----|
| Central Elementary | 54% |
| Rommelt Elementary | 48% |
| South Williamsport Jr./Sr. High School | 44% |
| District Level | 48% |

| Minority Percentages: | |
|--|-----|
| Central Elementary | 8% |
| Rommelt Elementary | 12% |
| South Williamsport Jr./Sr. High School | 8% |
| District Level | 9% |

HIGHLY QUALIFIED TEACHER DATA

As of February 25, 2020, the Department of Education has indicated that South Williamsport has a Highly Qualified percentage of teachers of 100%.

TEACHER EXPERIENCE

Of our 87 teachers, only 1 possesses less than three years of teaching experience. The rest of the staff has all taught for three years or more in public education.

There does not appear to be inequities in regard to single non-highly qualified or "new" teachers being placed inappropriately in their teaching assignments.

The less experienced staff consists of:

| Distribution of Assignments | |
|-----------------------------|---|
| Elementary teachers | 1 |
| Special Education Teacher | 0 |
| High School | 0 |

Those in specialized areas are all hired to fill a singular position in the district.

CORE ACADEMIC VACANCIES

We have always been able to fill our core subject areas with highly qualified teachers. We have not yet been affected in our core areas regarding this issue.

First, at the elementary (grades K-6) level, all classrooms are heterogeneously grouped with careful consideration as to student's achievement levels, gender, special needs and other criteria. Schedules are established at grade levels with four classrooms per grade. Assignment of new staff members is into a specific teaching assignment which has been established prior to any staff changes.

At our secondary level (grades 7-12,) specific schedules are established and we place new staff in the open position with no shifting to "get the better schedule". The teaching schedules are balanced with all levels represented in each core course. Our elective program is mixed grades and open to all students.

We do not utilize Title funds to recruit or retain teachers at this time.

Our process insures that new staff are not disproportionally assigned to lower achieving students or to students of poverty. We also insure a balance regarding special needs students.

Retention is high at South Williamsport. We rarely have more than one or two staff changes in any given year.

Our paraprofessional staff is assigned to our special education program and Title I.

Our nine-school county coalition meets with all local colleges and universities twice annually. The meetings focus upon how public schools and higher education can be supportive of each other's efforts.

We also involve experienced staff in our interviewing processes. The appropriate staff members or even entire grade-level teaching teams are a part of the interviewing team.

3861 Elimsport Road
Montgomery, PA 17752

February 18, 2020

Dear Mark Stamm,

Please accept this letter as formal notice that it is my intent to retire at the end of the 2019-2020 school year. I understand according to the contract, I am required to give at least 60 day notice of my retirement.

It has been an interesting experience for the past 33 years and I want to thank the district for having provided me the opportunity to pursue my teaching career.

I am looking forward to enjoying my retirement. Please let me know if you need additional information.

Sincerely,

A handwritten signature in cursive script that reads "Deborah Cooke". The signature is written in dark ink and is positioned above the printed name.

Deborah Cooke

Communications and Fundraising

Background:

With the building project approaching, the board requested that a conversation with Little League International be initiated regarding their annual payment in lieu of taxes or PILOT payment. Annually, Little League submits a \$15,000 check as a PILOT payment in addition to the \$14,895 they pay annually in school property taxes. Mr. Engel and Mr. McGinn participated in this process. In January, Mr. Woodley and I visited Little League to explore mutual educational opportunities including curriculum development, job shadowing, and internships. In the most recent meeting with Little League last week, significant progress was made to secure additional financial support for the district and commitment to educational opportunities was affirmed. In addition, Little League expressed sincere interest and support for the building project.

Funding Opportunities:

The building project presents the district with an opportunity to create stronger relationships with individuals, business, and non-profits through capital campaigns and fundraising. Local and regional schools have experienced considerable success in securing financial assistance for educational enhancement, specialized equipment purchases, and athletic renovations. There is no reason to assume that South Williamsport cannot also enlist this type of support in the current project. Furthermore, we have already seen the impact of strategic marketing to build momentum for new programs such as PBIS and MountieAcademy.org. Meanwhile, smaller groups like the PTO, Education Foundation, Mountie Quest, and Mountie Band Parents struggle with limited support to leverage their full fundraising potential.

For Discussion:

I am requesting that the board consider creating a position of communications director. This position will lead fundraising, grant writing, and utilize strategic marketing to secure financial support for our school affiliated organizations, educational programs, and athletic opportunities for students, staff, and for the long-term growth of the community. I envision the first task of this position is to lead a capital campaign to offset costs of the upcoming building project.

I fully appreciate that this is a bold consideration. However, there is potential in this community and region that other schools and organizations are accessing for their benefit. South Williamsport should also seek these relationships and support for our students and our community.

With the support of the board, I will prepare a formal proposal and job description for the April board meeting.

Respectfully,

Mark Stamm, D.Ed.

Superintendent of Schools

Field Trip Request

Print Form



South Williamsport Area
School District
515 West Central Ave.
South Williamsport, PA
17702
Phone: 570-327-1581
Fax: 570-326-0641
www.swasd.org

Teacher: **Jessica Kaledas**
Grade / Club **10**
Building **Jr / Sr High School** ☐
Date of Application **February 18, 2020**

General Information

Place to be Visited **Susquehannock High School**
Date of Visitation **March 12-14, 2020**
Number of Students **1**
Number of Faculty **1**
Additional Chaperones

Transportation

Transportation Needs **None Required** ☐
Departure Time **8AM**
Time Leaving Destination

Explain how this trip is related to specific course objectives or will enhance other learning outcomes:

David qualified for the PMEA Central Region Orchestra festival. He will work with a nationally recognized director and will audition for PMEA All-State Orchestra at this festival.

Additional information if needed:

Students are housed in a hotel with students from the other participating districts.

Fees

Admission Fees (\$) **Budgeted**
Funding Source for Admission **Budget**
Funding Source for Transportation **Budget**

Substitute Coverage

Number and duration of coverage needed:

1 substitute on March 12
1 substitute on March 13

Is this an out of state trip? **NO** ☐
Is this an overnight trip? **YES** ☒

Approval / Signature Required

Principal:

Jessie Smith

Superintendent:

Mark Ka 2-20-20

School board approval is required for all overnight and/or out of state trips.

Field Trip Request

Print Form



South Williamsport Area
School District
515 West Central Ave.
South Williamsport, PA
17702
Phone: 570-327-1581
Fax: 570-326-0641
www.swasd.org

Teacher: **Jessica Kaledas**
Grade / Club **10-12**
Building **Jr / Sr High School** ☐
Date of Application **February 18, 2020**

General Information

Place to be Visited **Honesdale High School**
Date of Visitation **March 26-28, 2020**
Number of Students **3**
Number of Faculty **1**
Additional Chaperones

Transportation

Transportation Needs **None Required** ☐
Departure Time **8AM**
Time Leaving Destination

Explain how this trip is related to specific course objectives or will enhance other learning outcomes:

Courtney, David, and Rebekah qualified for the PMEA Region Band festival. They will work with a nationally recognized director and will audition for PMEA All-State Band at this festival.

Additional information if needed:

Students are housed in a hotel with students from the other participating districts.

Fees

Admission Fees (\$) **Budgeted**
Funding Source for Admission **Budget**
Funding Source for Transportation **Budget**

Substitute Coverage

Number and duration of coverage needed:

1 substitute on March 26
1 substitute on March 27

Is this an out of state trip? **NO** ☐
Is this an overnight trip? **YES** ☒

Approval / Signature Required

Principal:

Jessie Smith

Superintendent:

Michael S. ... 2-20-20

School board approval is required for all overnight and/or out of state trips.

AFFILIATION AGREEMENT
WITH South Williamsport Area School District

THIS AGREEMENT is made this _____ day of _____, 2020, by and between MANSFIELD UNIVERSITY OF PENNSYLVANIA, (hereinafter referred to as "University"), an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania, and the school district, **South Williamsport Area School District** (hereinafter "School District"). The parties intend to be legally bound to the following terms:

DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. Selection of Students.* The University shall be responsible for the selection of qualified students to participate in field experiences, practicum assignments, or student teaching placements. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.
- b. Education of Students.* The University shall assume full responsibility for the classroom and classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, and graduation.
- c. Submission of Candidates.* The University shall submit the names of the students to the School District or a designated representative at least two weeks prior to the field experience, practicum assignment, or student teaching placement.
- d. Advising Students of Rights and Responsibilities.* The University will be responsible for advising the student of his or her own responsibilities under this Agreement. The student shall be advised of his or her obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program.
- e. Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the field experience, practicum assignment, or student teaching placement.

The School District understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Risk and Insurance

Management of the Pennsylvania Department of General Services. This program covers Commonwealth/University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims Act, 42 Pa.C.S.A. §§8521, *et seq.*

DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

- a. *Establishment of Practicum or Student Teaching.* The School District authorizes the use of its facilities as may be agreed upon by the School District and the University as a center for field experiences, practicum assignments, or student teaching placements. This field experience, practicum assignment, or student teaching placement is for students enrolled in the University's teacher education program, and it is required and authorized by law.
- b. *Policies of School District.* The University will review with each student, prior to the assignment any and all applicable policies, codes or confidentiality issues related to the experience. The School District will provide the University all the applicable information at least two weeks in advance of the student's participation.
- c. *Administration.* The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization and operation of its programs.
- d. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove a student who fails to comply with its policies and procedures. If such a removal occurs, the School District should immediately contact the responsible University Faculty Advisor.
- e. *Designation of Representative.* The School District shall designate a person to serve as a liaison between the parties who will meet periodically with representatives of the University in order to discuss, plan, and evaluate the experience of the student(s).
- f. *Supervision of Students.* The School District shall provide either a practicum site supervisor or a cooperating teacher who will supervise student activities during field experiences, practicum visits, or student teaching placements.
- g. *Reporting of Student Progress.* The School District shall provide all reasonable information requested by the University on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the University and the School District.

- h. *Student Records.* The School District shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties will mutually agree upon the number of students that shall be assigned to the School District for field experiences, practicum assignments, or student teaching placements.
- b. *Term of Agreement.* The term of this Agreement shall be five (5) years from the date of execution. This Agreement may not exceed a period of five (5) years.
- c. *Termination of Agreement.* The University or the School District may terminate this Agreement for any reason with ninety (90) days' notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.
- d. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin; on Title IX of the Education Amendments of 1972; and on other applicable laws, as well as on the provisions of the Americans with Disabilities Act.
- e. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- g. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
- h. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.

- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this Agreement as of the date previously indicated.

Mansfield University of Pennsylvania

South Williamsport Area School District

Joshua Battin, Ph.D.
Dean of Faculty
College of Arts and Humanities

Authorized Signature

Print Name/Title

Please return to:
Mansfield University
Educational Field Experiences
55 Wilson Avenue
204 Retan Center
Mansfield, PA 16933

Alice CERTIFIED ORGANIZATION



This is to certify that
South Williamsport Area School District
has successfully met the requirements of the ALICE Training Institute's Certified Organization program, in active shooter response preparedness, and is hereby eligible to bear the ALICE Certified Organization mark shown above.

Certificate Issued: January 24, 2020 Certificate Expires: January 24, 2021

Certificate Number: 9Z7YW79B
Organization: South Williamsport Area School District
Location: 515 W Central Ave
South Williamsport, PA 17702

This **Certificate of Compliance** is based on our successful review and confirmation of the following:

ALICE Certified Employees:
Achieved Certification Requirements
Active Shooter Proactive Response Drill:
Last completed on 09/25/2019
Proactive Response Outline in EOPs:
Last audited on 01/24/2020

Issued By: ALICE Training Institute
3593 Medina Rd
Medina, Ohio 44256

Authorized By:

Greg Crane, President

ALICE
TRAINING INSTITUTE

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT | 2020-2021 CALENDAR

July 4 Independence Day

| JULY 2020 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| JANUARY 2021 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

January 1 Schools Closed
January 15 Act 80 Full Day
January 18 Act 80 Full Day

20/20

97/99

Attachment #8

August 27 Professional Day
August 31 Act 80 Full Day

| AUGUST 2020 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| FEBRUARY 2021 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | | | | | | |

February 15 Weather Day (1)

19/19

116/118

September 1 Act 80 Full Day
September 2 First Student Day
September 7 Schools Closed-
 Labor Day

| SEPTEMBER 2020 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| MARCH 2021 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

March 31 Weather Day (2)

22/22

138/140

October 12 Act 80 Full Day

| OCTOBER 2020 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| APRIL 2021 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

April 1 Weather Day (3)
April 2 Schools Closed
April 5 Weather Day (5)
April 6 Weather Day (4)

18/18

156/158

November 23 Act 80 Full Day
November 24 Act 80 Full Day
November 25 Professional
 Day
November 26 Thanksgiving
 Day
November 27 Schools Closed
November 30 Schools Closed

| NOVEMBER 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

| MAY 2021 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

May 31 Memorial Day

20/20

176/178

December 23 Schools Closed
December 24 Schools Closed
December 25 Christmas Day
December 28-31 Schools Closed

| DECEMBER 2020 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| JUNE 2021 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | | | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

June 4 Commencement
June 3, 4 Act 80 ½ Days
June 4 Last Day

4/4

180/182

Student Day
 Professional Day
 Act 80 Full Days/ No School For Students
 Act 80 ½ Days
 Weather Day
 Schools Closed

Board Approval: 1st Reading:
 February 3, 2020

Board Approval: 2nd Reading :
 March 2, 2020

Total Days
 180 Student Instructional Days
 182 Teacher Days
 2 Act 80 ½ Days/Student ½ Days
 7 Act 80 Full Day
 2 Professional Days
 5 Weather Days



| | |
|--------------|------------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Enrollment of Students |
| Code | 200 |
| Status | First Reading |
| Adopted | January 9, 2006 |
| Last Revised | June 1, 2009 |

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[1][2][3][4]

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[1][5]

District of residence shall be defined as the school district in which a student's parents/guardians reside.[2][3]

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[1][2][3][6]

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parent Registration Statement, as required by law and regulations.[1][2][7][3][8][9]

If residency can not be proven with lease or deed, one or more of the following document(s) may be required:

- 1. Affidavit of Multiple Occupancy Residency Form
- 2. Affidavit of Guardianship

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][10]

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[3]

The district shall immediately enroll identified homeless students, even if the student or parent/guardian is unable to produce the required documents.[11]

The district shall not inquire about the immigration status of a student as part of the enrollment process.[3]

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[12]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's admissions policy by publishing such policy in the student handbook, parent newsletters, district web site and other efficient methods.[4]

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.

Legal

1. 24 P.S. 1301
2. 24 P.S. 1302
3. 22 PA Code 11.11
4. 22 PA Code 11.41
5. 22 PA Code 11.12
6. 22 PA Code 12.1
7. 24 P.S. 1303a
8. Pol. 203
9. Pol. 216.1
10. Pol. 138
11. Pol. 251
12. Pol. 202
- Pol. 201

AFFIDAVIT OF GUARDIANSHIP.pdf (378 KB)

AFFIDAVIT OF MULTIPLE OCCUPANCY Rev 1 9 2020.pdf (199 KB)

AFFIDAVIT OF MULTIPLE OCCUPANCY

Under the authority of Section 1302 of the Pennsylvania School Code, South Williamsport Area School District requires the filing of an Affidavit of Multiple Occupancy when a school district resident allows for a child/children of school age and their family to reside in their home. The purpose is to document residency of the child. By filing the statements with the school district, South Williamsport residents are declaring that they are allowing the non-resident child and their parent(s) or guardian(s) to reside in their home on a full-time basis, and that the parent is legally living with their child at the address in question. An example would be a parent allowing their son or daughter and family to reside with them.

NOTICE TO INDIVIDUALS APPLYING FOR REGISTRATION OF A NON-RESIDENT STUDENT

By requesting and agreeing to the terms of MULTIPLE OCCUPANCY REGISTRATION for a non-resident school-age child and their parent(s) or guardian(s) you are hereby notified that:

1. The parent(s) or guardian are to complete the top portion of the attached form (**APPLICATION FOR MULTIPLE OCCUPANCY REGISTRATION**), declaring that the natural parent(s) or guardian(s) and their school-age child(ren) are living at the residence in question on a full-time basis.
2. The school district resident is to complete the bottom portion of the attached form (**AFFIDAVIT OF MULTIPLE OCCUPANCY**), declaring that the natural parent(s) or guardian(s) are legally residing at the residence in question on a full-time basis.
3. The form must be presented to the school registrar at the time of registration.
4. **Periodic verification** will be made to determine that the child is living in the resident's home on a full-time basis. The school district reserves the right to re-verify **MULTIPLE OCCUPANCY** status at the beginning of each school semester (90 school days) with the School District Business Office. The accuracy of the information will be investigated and, if found incorrect, both the parent(s) and school district resident filling out the affidavit **will be liable for tuition and fines**.
5. At the time of MULTIPLE OCCUPANCY registration, both the homeowner/lessee and the multiple occupant(s) must provide proofs of residency at the South Williamsport District address.

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
AFFIDAVIT OF MULTIPLE OCCUPANCY

Parent/Guardian: _____ Child(ren) _____

I, _____, being duly sworn according to law, do depose and say that I am the legal owner /lessee of property situated at:

Street Address _____ City/Borough/Township _____

I further swear or affirm that _____ is living on a permanent basis at the above address with the following children:

I acknowledge that the district will contact me periodically to provide multiple occupancies/addresses.

Parent/Guardian (Please print): _____ Date: _____

Parent/Guardian Signature: _____ Home Phone: _____

(If single parent please provide the other parents' name, address, and phone.)

The foregoing individual and the above listed child(ren) are legally residing at the above residence on a full-time, year-round, 24-hour basis. I am aware the facts as stated herein are subject to investigation, and I hereby agree and understand that if this affidavit is erroneous either now or in the future, the resident shall be liable to reimburse the South Williamsport Area School District at the prevailing tuition rate for those days of improper attendance in the South Williamsport Area School District, and be subject to such other further civil and/or criminal penalties provided by law.

I fully assume the responsibility for notifying the Registrar Office of South Williamsport Area School District, 515 W. Central Ave., S. Williamsport, PA 17702, immediately in writing, should the above circumstances change.

The foregoing statements are true and correct.

I UNDERSTAND THAT FALSE STATEMENTS HEREIN ARE MADE SUBJECT TO THE PENALTIES OF THE CRIMES CODES, CHAPTER 49, SUBCHAPTER A, SECTIONS 4901 TO 4904, RELATING TO PERJURY AND FALSIFICATION IN OFFICIAL MATTERS.

I have read and understand all of the above information.

Signature of Owner/Lessee _____ Phone No. _____

Notary Public Seal:

Sworn to and subscribed before me this _____ day of _____, 20 _____
County and State _____

Notary Public _____ My Commission Expires: _____

Instructions for 1302 Affidavit of Guardianship

1. This affidavit must be completed by the guardian with whom the child/children will be residing within the South Williamsport Area School District.
2. All questions must be answered for the affidavit to be considered completed.
3. This affidavit must be notarized before being returned to the South Williamsport Area School District to be investigated. Once this process has been completed the registration office will notify the guardian as to whether the district will accept the change in guardianship. The district is not responsible to notarize the affidavit.
4. Please note that because of compulsory attendance laws of school age children, students must attend their present district or current school until this process has been completed and accepted.
5. Every new school year a new 1302 affidavit must be completed and notarized for the child(ren) to remain in the South Williamsport Area School District. After the first-year, documentation must be provided demonstrating that the child(ren) are living with the guardian(s) un-supported. Failure to provide documentation will result in the child(ren) being removed from the district. Examples of documentation include:
 - *Copy of completed IRS form transferring tax exemption of child(ren) to guardian/lists child as a dependent of guardian*
 - *Copy of completed county form transferring child(ren) support payments to resident*
 - *Copy of completed State form notifying Department of Welfare of child(ren's) new residence*
 - *Copy of insurance card/policy/statement listing child(ren) as eligible for services*
 - *Copy of lease/rental agreement identifying child(ren) as a tenant*

****Please note that by completing this affidavit you are indicating that you are taking on the financial and educational responsibility for the child/children full time, year-round. As part of this affidavit documentation is required demonstrating you are legally taking on responsibility for the child/children.***

**South Williamsport Area School District
1302 Affidavit Guardianship Statement**

In accordance with 24 P.S. Section 1302, Resident and Right to Free School Privileges, of PA Public School Code of 1949 as amended;

I, _____, attest that I am a resident of the South Williamsport
(Guardian Name)
Area School District residing at _____
(Address)

TWO PROOFS OF RESIDENCY ARE REQUIRED FROM THE LIST BELOW

Proof of Residency attached:

- ___ Deed
- ___ Rental Lease
- ___ Utility bill
- ___ Driver's License
- ___ Paycheck stub with name and address

Name(s) of Child/Children. _____

Date(s) of birth. _____

Grade(s). _____

1. What is your relationship to the child/children? _____
2. Why is/are the child/children not living with one or both parents (Optional)? _____
3. Date child(ren) began/will begin to reside in your home? _____
4. Do you intend to keep and support the child(ren) continuously **full time, year round, on a 24 hour-basis** and not merely through the school year? Yes ___ No ___
5. Will anyone contribute to the child's(ren's) support? Yes ___ No ___ If yes, explain.
6. Is there currently a support order for the child(ren) that has been entered by a court or other party? Yes ___ No ___ If yes, to whom are the payments made?
7. Who will claim this child(ren) as a dependent for state/federal income tax purposes?
8. Will you assume all personal obligations related to school requirements for this child(ren) that may include making all education decisions, providing for required immunizations, uniforms, fees/fines, citation/fines for truancy, attending parent-teacher conferences, attending meetings/hearings concerning discipline, and fulfilling any special education requirements?
Yes ___ No ___

Proof supporting child(ren) gratis attached. (Must be provided after 1st year for child(ren) to remain in district)

- ___ *Copy of completed IRS form transferring tax exemption of child(ren) to guardian/lists child as a dependent of guardian*
- ___ *Copy of completed county form transferring child(ren) support payments to resident*
- ___ *Copy of completed State form notifying Department of Welfare of child(ren's) new residence*
- ___ *Copy of insurance card/policy/statement listing child(ren) as eligible for services*
- ___ *Copy of lease/rental agreement identifying child(ren) as a tenant*

Affidavit by Non-Parent Caregiver for School Enrollment

I attest that all information provided here is correct and current. I understand that if residency should change, for any reason, it is the responsibility of the resident to notify the school district and amend the residency affidavit. Any false statements can and will be punishable by law. I further understand and agree that I WILL BE RESPONSIBLE FOR THE ENTIRE COST OF TUITION in accordance with district policy and the Public School Code of 1949 should it be determined that the child/children are improperly or illegally attending the South Williamsport Area School District. I understand that any false statements herein are made subject to the penalties 18 Pa. C.S §4904, relating to unsworn falsification for authorities.

Through my notarized signature, I grant the school district permission to investigate the above information that I have presented in this affidavit for confirmation and factual accuracy including tax authorities. **I am aware that the information provided in this affidavit may be shared with the IRS, the Pennsylvania Department of Welfare, and the Social Security Administration.**

I agree the district reserves the right to re-verify a student's guardianship status periodically and at the beginning of every school year. A new 1302 Affidavit must be provided every school year with the supporting documentation listed above. Failure to provide an updated affidavit and documentation will result in the student being removed from the school district.

Sworn and subscribed before me this _____ day of _____, 20_____

_____(Proposed Guardian's Signature)

_____(Parent Signature)

_____(Parent Signature)

_____(Notary Public) Seal



| | |
|--------------|-------------------------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Eligibility of Nonresident Students |
| Code | 202 |
| Status | First Reading |
| Adopted | February 3, 2003 |
| Last Revised | March 6, 2006 |

Purpose

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.[1][2]

Authority

The Board may permit the admission of nonresident students in accordance with terms of this policy.[3][4][5]

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in the district schools. The Board may require a resident to submit additional reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the Department of Education.
[6][13]

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board Policy 906, Public Complaints.[6][8]

The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.

Tuition rates shall be determined in accordance with statute. Tuition shall be charged monthly, in advance of attendance.[9][4][18]

Guidelines

Nonresident Children Placed in the District

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident children.[10]

Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but s/he shall be admitted to district schools, and a charge shall be made for tuition in accordance with statute.[11][12][14][15][16][17]

Future Residents

A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy may be enrolled without payment of tuition at the beginning of the school year, provided that the anticipated date of residency is not later than November 1 of the same school year.[4]

If the student does not become a resident of the district by the end of the period for which free attendance is given, tuition shall be required until residency is established.

Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

Former Residents

Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the school year without payment of tuition when the student is completing the senior year and will graduate.[4] If the parent(s)/guardian(s) of a student move out of South Williamsport Area School District on or after April 1, and before the end of the school year, the student of any grade level shall be permitted to complete only that school year in the South Williamsport Area School District without the payment of tuition, provided that the student's parent/guardians assume responsibility for transportation.

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.[6][13]

Delegation of Responsibility

The Superintendent or designee shall develop procedures for the enrollment of nonresident students which:

1. Admit such students only on proper application and submission of required documentation by the parent/guardian.
2. Verify claims of residency.
3. Do not exclude any eligible student on the basis of race, creed, color, gender, sexual orientation, national origin, ancestry, or handicap/disability.[19]

4. Deny admission where the educational facilities or program maintained for district students is inadequate to meet the needs of the applicant.
5. Make continued enrollment of any nonresident student contingent upon maintaining established standards of attendance, discipline and academics.

The Superintendent shall be permitted to enroll nonresident students as per statute or policy.

Legal

1. 24 P.S. 501
2. 24 P.S. 502
3. 24 P.S. 1301
4. 24 P.S. 1316
5. Pol. 200
6. 24 P.S. 1302
8. Pol. 906
9. Pol. 607
10. 24 P.S. 1305
11. 24 P.S. 1306
12. 24 P.S. 1307
13. 22 PA Code 11.19
14. 24 P.S. 1308
15. 24 P.S. 1309
16. 24 P.S. 1310
17. 22 PA Code 11.18
18. 24 P.S. 2561
19. Pol. 103
- 22 PA Code 11.41
- 24 P.S. 1306.2
- 24 P.S. 2503



| | |
|---------|--------------------------|
| Book | Policy Manual |
| Section | 200 Pupils |
| Title | Suspension and Expulsion |
| Code | 233 Vol V 2019 |
| Status | |

Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations.[1][2][3][4][5]

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[1][6][7]

Guidelines

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[1][7]

No student may be suspended without notice of the reasons for which s/he is suspended and an opportunity to be heard on his/her own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[1]

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[1][6]

Informal hearings under this provision shall be conducted by the

{ XX } building principal.

{ } Superintendent.

{ } person in charge of the school.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[6]

Due Process Requirements for Informal Hearing[6]

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which s/he is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[2]

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before[1][6][7]

{XX } the Board,

{ } a duly authorized committee of the Board,

{ } a qualified hearing examiner appointed by the Board,

and upon action taken by the Board after the hearing.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[1][6][7][8]

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.

2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures, and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when s/he demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.
 - b. Evaluations or other court or administrative proceedings are pending due to a student's invoking his/her rights under the Individuals with Disabilities Education Act (IDEA).
 - c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.
10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in his/her normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under seventeen (17) years of age are still subject to compulsory school attendance even though expelled and shall be provided an education. **Beginning with the academic year 2020-2021, compulsory school age shall mean no later than age six (6) until age eighteen (18); at that time, students under eighteen (18) years of age shall be subject to compulsory school attendance, and even though expelled, shall be provided an education.**[1][10][11]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
[14]
2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.

Legal

1. 22 PA Code 12.6
2. 22 PA Code 12.7
3. 22 PA Code 14.143
4. 20 U.S.C. 1400 et seq
5. 34 CFR Part 300
6. 22 PA Code 12.8
7. 24 P.S. 1318
8. 2 Pa. C.S.A. 101 et seq
9. 2 Pa. C.S.A. 101
10. Pol. 204
11. 24 P.S. 1326
12. Pol. 113
13. Pol. 113.1
14. Pol. 218
15. Pol. 216
- 22 PA Code 12.3

626. ATTACHMENT

Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Guidance regulations, **federal guidance of the Office of Management and Budget** and/or U.S.

Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy. (2 CFR **200.102**, 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; 24 P.S. 120, 24 P.S. 504, 24 P.S. 508, 24 P.S. 521, 24 P.S. 607, 24 P.S. 609, 24 P.S. 751, 24 P.S. 807.1; 62 Pa. C.S.A. 4601 et seq; Pol. 610, 611, 612, 613, 808)

| 2019 Procurement Thresholds | | |
|--|--------------------------------------|--|
| PA State Quotation Threshold | \$11,100 <u>11,300</u> | Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120) |
| PA State Bid Threshold | \$20,600 <u>21,000</u> | Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120) |
| Federal Micro-Purchase Threshold | \$10,000 | Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget |
| Federal Simplified Acquisition Threshold | \$250,000 | Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget |

*Please review this Procurement attachment annually and update amounts accordingly

The district implements exceptions to the Micro-Purchase and Simplified Acquisition Threshold amounts announced by the federal Office of Management and Budget as part of its procurement procedures.

Responsibility for Purchasing

The Board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

- Policy 610. Purchases Subject to Bid/Quotation
- Policy 611. Purchases Budgeted
- Policy 612. Purchases Not Budgeted
- Policy 613. Cooperative Purchasing

ADMINISTRATIVE COMPENSATION PLAN

Except as otherwise specified, this plan shall take effect July 1, 2020 and shall remain in full force and effect until June 30, 2021

1) SAVINGS CLAUSE

Nothing contained herein shall be construed to deny or restrict to any professional employee such rights as he/she may have under the Public School Code of 1949, as amended. The rights granted to Act 93 members hereunder shall be determined to be in addition to those provided in the Code.

2) SALARY

Salary increases will be determined by annual performance evaluations conducted by the superintendent. Percentage increases are set by the overall rating assigned.

- a) **Rating:** Distinguished 4%, Satisfactory 3%, Needs Improvement 1.5%, Failing 0%.

3) CONDITIONS OF EMPLOYMENT

- a) **Professional dues:** The board agrees to pay for dues for professional organizations as approved by the Superintendent.

- b) **Reimbursement for Pre-approved Travel:** Shall be paid at the current district rate upon receipt of an itemized statement.

- c) **Life Insurance:** The School District will assume the cost of term life insurance policy as follows: Policy equal to two times the annual salary not to exceed \$200,000.

- d) **Health Insurance:** The School District will assume payment of Access Care II PPO-C for employees covered by the Act 93 Plan and family. Health insurance will convert to a Qualified High Deductible Health Plan (QHDHP) following such change in the SWAEA collective bargaining agreement. In consultation with the Act 93 employees, district contributions to a Health Saving Account (HSA) to support a QHDHP will be set as part of the insurance transition.

- i) For health insurance plan participants, the district will contribute to an employee Health Savings Account:

- ii) i) \$1300 (single) / \$2600 (all other tiers) for 2020-2021

- iii) ii) Benefit changes made by the insurance consortium to conform to regulatory guidelines, to address the availability of new procedures, and to implement carrier-wide plan design changes as determined by the Lycoming County Insurance Consortium may be made.

- iv) iii) Employee may opt-out of the health care plan and receive a \$3500 stipend. Reenrollment is available if needed.

- e) **Income Protection:** The School District will assume the cost of an income protection plan that will give each Act 93 member two-thirds of his/her monthly salary not to exceed \$2000.00 a month as per schedule set forth in the district's Income Protection Plan. Benefits to begin at the end of 60 days after disability begins or upon cessation of sick leave if the sick leave is exhausted more than 60 days after the beginning of the disability.
- f) **Dental Insurance:** The School District will assume full payment of family dental insurance as provided in the SWAEA collective bargaining agreement..
- g) **Length of Work Year:** Act 93 members will work the days outlined in the district calendar plus June, July, and August for a total of 240 days unless specified otherwise on an individual basis. Currently, the Director of Special Education and Assistant Principal positions are 200 day positions.
- h) **Vacation Days:** Act 93 members who work 240 days will have vacation days as follows: 1-4 years twenty days and 5 or more years twenty-five days. Individual modifications can be made at time of appointment. Act 93 members who work 240 days may request compensation for unused vacation days at a per diem rate for up to 10 vacation days per fiscal year. Request must be made by June 1st. Act 93 members who work 200 days are entitled to 10 days of vacation per year, which may not be accrued.
- i) **Sick Leave:** Act 93 members will be granted twelve sick days per year. Any unused sick leave will accrue from year to year.
- j) **Aids to Education:** Any Act 93 member will be reimbursed at the Penn State tuition rate for any course in which a grade is earned that carries credit towards the Master's Degree or higher in a Master's Degree Program or higher approved by the superintendent.
 - i) The District agrees to stipulate to direct payment of coursework and payable in advance if requested.
 - ii) The Act 93 member will not be reimbursed for the required textbooks for any approved course. Fees, computer charges, etc. are the responsibility of the Act 93 member.
 - iii) Prior to taking any course the Act 93 member shall complete the District pre-approval form. Failure to do so will result in no reimbursement for the course.
 - iv) This regulation shall apply to Act 93 members on sabbatical leave.
 - v) This regulation shall apply to Act 93 members from the time of election by the Board to actual performance of duties provided they honor contracts.
 - vi) Employees who have received tuition benefits must remain with the district one year from the completion date of their last course(s). Should the employee leave the district to accept a position elsewhere prior to the anniversary date the employee is required to repay the District all tuition costs incurred during the year prior to the member's last day of employment in the district.

4) RETIREMENT BENEFITS

- a) **Eligibility:** In order to be eligible for the retirement benefits the member must meet all of the following requirements:
- i) Not have taken a sabbatical leave except for medical reasons in the previous fiscal year, unless given a waiver by the District.
 - ii) Submit his/her retirement notification to the Board at least 60 calendar days prior to the effective date of the retirement.
 - iii) Retire not only from the South Williamsport Area School District but also from teaching in the public schools in the Commonwealth of Pennsylvania.
 - iv) Is not subject to Permanent Disability Retirement.
 - v) Have at least 15 years of service in the South Williamsport Area School District and at least 25 years of service in public education.
- b) **Retirement Benefit (Health Insurance):** The South Williamsport Area School District will provide Blue Cross-Blue Shield coverage (mandatory coverage offered for Major Medical) for the retiree and spouse for all Act 93 members employed as of June 30, 2005. Act 93 members hired after July 1, 2005 shall receive health insurance for themselves *only* if all criteria are met for eligibility. The retiree will contribute an amount equal to the dollars per month available from the School Employees Retirement System as part of the PSERS Health Benefits Package. This benefit shall be discontinued when the retiree becomes eligible under another employer provided or government provided health insurance plan. This benefit may not extend more than 10 years after retirement.
- c) **Retirement Benefit (Bonus):** Retirement bonus will be paid in the following amounts: \$5,000 for members with 15 – 19 years of service in the District; \$7,500 for members with 20-24 years of service in the District; and \$10,000 for members with 25 or more years of service in the District.
- d) **Retirement Benefit (Sick Days):** Upon retirement, administrators will receive \$50 for each unused sick days up to a maximum of 150 days.
- e) **Retirement Benefit (Vacation Days):** Upon retirement, administrators will receive payment at a per diem rate for each unused vacation day up to a maximum of 50 days. Act 93 members hired prior to July 1st, 2006, will be paid for all unused vacation time with no maximum number of days.
- f) **Retirement Benefit (Life Insurance):** District will continue to provide life insurance after retirement in the amount equal to the salary earned in the last year of employment at full value for 10 years after retirement, at half value for an additional five years, and at one-quarter value for an additional five years.

5) MISCELLANEOUS PROVISIONS:

- a) **Enhancement of Benefits for Professional Staff:** If District enters into a collective bargaining agreement with the SWAEA which has provisions that are more favorable than the Conditions of Employment or Retirement Benefits described in Sections 3 and 4, above,

then this Compensation Plan shall be deemed to be amended to include the more favorable provisions.

b) Temporary Leaves of Absence:

- i) Jury Duty:** When an Act 93 Member is called for jury duty, the School District will pay the member the difference between salary earned in court and the regular salary due him/her as an employee.
- ii) Personal Leave:** Each Act 93 member shall be credited with three paid personal leave days per year. Any member who has unused personal leave days at the end of the school year will have those unused days converted to sick leave days credited to the member.
- iii) Emergency Days:** One emergency Day of Leave with pay shall be granted in each year of the plan to each Act 93 member. The Superintendent must approve a day of Emergency Leave and an Emergency Day of Leave does not accumulate from year to year.
 - (1)** Emergency shall be defined as a sudden, unforeseen situation requiring immediate action by an Act 93 member to avoid harm to the health or safety of the member or the member's immediate family or property (a happening that could not have been planned).
 - (2)** The request for an Emergency Day of Leave, even though approval is given must be in writing stating the nature and reason for the request. This must be in the Superintendent's Office as soon as possible after the fact.
- c) Notification of Accumulated Sick Leave:** Act 93 members will be notified as to the number of sick days accumulated by the first day of the school unless there are extenuating circumstances to prevent this from occurring.
- d) The Collection, Maintenance and Dissemination of Records:** Any material involving an Act 93 member that originates within the District and which is placed in the members personnel file shall be available upon reasonable prior written request at the Administrative Office for inspection by the member involved.
- e) Non-Discrimination:** The Board of School Directors of the South Williamsport Area School District is presently adhering to and will continue to adhere to the federal and state statutes regarding this point.
- f) Travel Allowances:** Act 93 members shall be paid travel allowances for authorized travel at the current school district rate. Travel within the district shall be computed starting with the school of the first assignment in the morning and ending at the school of the last assignment of the day. Itemized statements of travel claims must be submitted for reimbursement. Travel outside the district, but within Lycoming County may be included on the above statement. All other travel must be pre-approved on forms provided by the district and shall be reimbursed when the proper claim is made.

- g) **Conferences:** Conference requests must be submitted on district provided forms and adhere to established guidelines for approval and reimbursement, and will be approved or disapproved in accordance with those guidelines.
- h) **Seniority:** It is the intention of the District that Act 93 members will continue to accrue seniority during their service as Administrators in the same way that other employees accrue seniority.
- i) **Adverse Employment Actions:** No Act 93 member shall be reduced in rank or compensation suspended or dismissed except as permitted by the provisions of the Pennsylvania Public School Code.
- j) **Parental Leave:** Act 93 members shall be provided with leave related to childbearing and child rearing, which shall be considered parental leave under the following provisions:
 - i) **Child-bearing leave:** Child Bearing leave shall be deemed a medical disability and any portion of that leave taken by a female employee may be charged to her accumulated sick leave.
 - ii) **Child-rearing leave:** A child rearing leave shall be granted to:
 - (1) Female members at the conclusion of a childbearing leave.
 - (2) Members who are parents of newborn infants or who become parents of an adopted child of preschool age immediately following the infant's birth or adoption.
 - iii) **Guidelines for leave:** The employee shall submit a written request for child-rearing leave to the Board no later than 60 days prior to commencement of such leave unless medical complications necessitate an earlier date. In the case of adoption the written request shall be as soon as possible.
 - (1) If both parents are employees of the district, only one shall be entitled to child-rearing leave.
 - (2) Parental leave shall not exceed a maximum of one year.
 - (3) Child-rearing leave shall be without pay.
 - (4) Pregnancy related disabilities will be treated in the same manner as other temporary disabilities. Therefore, a member is entitled to use accumulated sick leave for the period of time she is disabled because of pregnancy, childbirth or abortion. A statement from a physician shall affirm disability.
 - (5) The member shall upon making a request for parental leave indicate the anticipated date of return from leave. Once the date has been approved it can be changed only by mutual consent of the member and the Board. Following the birth of the child the member shall reaffirm her intentions of returning as scheduled.
 - (6) On returning to service from parental leave the member shall be returned to the same position occupied prior to the leave unless the previous position does not exist. In the event the previous position has been abolished the member will be

returned to a position for which properly certified. Upon returning from leave the member will be placed at the same salary as prior to the granting of the leave.

(7) The School District shall continue the payment of Blue Cross/Blue Shield hospitalization group benefits for the member while on childbearing leave up to 30 days after the birth of the child. At this time the member shall have the option to pay the premiums at the group rate.

(8) In the case of incomplete pregnancy or death of the child an application for return to duty may be considered at an earlier date than those specified above. Upon recommendation of the member's physician the Board shall allow return.

k) **Residency:** There shall be no attempt on the part of the School District to unilaterally impose a residency requirement on members of Act 93 during the term of this plan.

l) **Request for Transfer:** Request for a member to change administrative assignment or return to a teaching assignment shall be made in writing. One copy shall be filed with the Superintendent. The application shall state the reasons for the change, the school, grade or position sought and the member's qualifications for this position. Such reasons must be submitted prior to April 1 of any given year.

m) **SEVERABILITY:** If any provision of this plan or any application of this Plan to any member or group of members is held to be contrary to law, then such provisions or application shall not be deemed valid and subsisting, but all other provisions or applications shall continue in force and effect.

Adopted by the Board of Directors of the South Williamsport Area School District on:

27 day of March, 2020 May, 2018

**Graduation Requirements – Commonwealth of Pennsylvania
Class of 2022 and beyond**

The Commonwealth of Pennsylvania mandates graduation requirements for all students in the Pennsylvania public school system. **In addition to local requirements**, all students must complete **one** of the five options below to satisfy the state graduation requirements:

Options:

- 1) Score proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.
- 2) Earn a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The passing composite score is determined by PDE.
- 3) Earn a passing grade on the courses associated with each Keystone Exam, and satisfactorily complete **one** of the following:
 - a) an alternative assessment (SAT, PSAT, ACT, ASVAB),
 - b) advanced coursework (AP, concurrent enrollment courses such as Penn College NOW),
 - c) pre-apprenticeship program,
 - d) acceptance in to a 4-year nonprofit institution of higher education for college-level coursework,
- 4) Earn a passing grade on the courses associated with each Keystone Exam, and pass the National Occupational Competency Testing Institute (NOCTI) or the National Institute of Metalworking Skills (NIMS) assessment in an approved Career and Technical Education concentration.
- 5) Earning a passing grade on the courses associated with each Keystone Exam, and demonstrate readiness for postsecondary engagement through **three** pieces of evidence from the student's career portfolio aligned to student goals and career plan. Examples of evidence will include:
 - a) SAT Subject tests
 - b) AP or concurrent coursework
 - c) higher education acceptance
 - d) community learning project
 - e) completion of an internship, externship, or co-op
 - f) full-time employment

**Graduation Requirements – Local Requirements
Class of 2021, and 2022:**

Local graduation requirements are set by the South Williamsport Area School Board of Education to align with local expectations and State law.

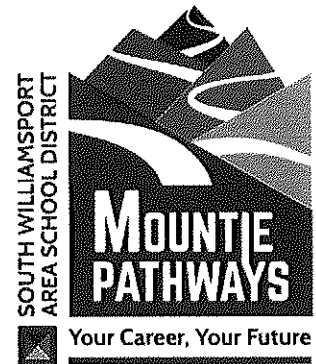
Graduation requirements are: 24 credits except due to scheduling restrictions of the CTE program, 23 credits for two-year career and technical education students, and 22 credits for three-year career and

technical education students. Required courses include: four (4) credits in English, and in mathematics, and three (3) credits in science and in social studies, and 0.5 credits in physical education and 0.5 credits in health. The balance of credits is comprised of other courses selected by the student.

For classes 2020 and 2021, students must attain proficiency or above on the Keystone Algebra I, Literature, and Biology exams. Students must pass the local assessment in order to graduate if not proficient in any one or more of the above exams.

Class of 2023 and beyond:

In addition to state graduation requirements above, students will fulfill local graduation requirements by completion of course/credit requirements in their chosen Career Pathway. Within each pathway, graduation requirements are 24 credits, 23 credits for two-year career and technical education students and 22 credits for three-year career and technical education students. In addition, all students must complete 0.5 credits in physical education and 0.5 credits in health.



Pathways

- 1) Arts and Communications – Students in this pathway will be exposed to both visual and performing arts in addition to written and verbal expression.
- 2) Business, Finance, and Information Technology – Students in this pathway will concentrate their electives across our business department while focusing on technical literacy and ability.
- 3) Engineering, Manufacturing, and Industrial Technology – Students in this pathway will focus on developing mechanical and technical skills. Pre-apprenticeship and national certifications are accessible to those in this pathway.
- 4) Health Sciences – Students in this pathway will engage in a variety of science electives while gaining hands-on lab experience, as well as demonstrate abilities in mathematical expression.
- 5) Human Services – Students in this pathway will become immersed in our social science coursework and gain essential communication skills necessary for this field.

Graduation with Distinction through a Career Pathway - OPTIONAL

Graduation with Distinction through a Career Pathway is an honor earned by students who choose to challenge themselves inside a chosen Career Pathway by fulfilling all of the following requirements. Graduation with Distinction is a self-selected action by individual students. Graduates with Distinction will be recognized at Senior Awards Night and will wear a color cord during graduation.

Each action listed below is required:

- 1) Attend a career fair and document at least four (4) employment opportunities within your Career Pathway.
- 2) Participate in your Career Pathway guest lecture / speaker series at least twice.
- 3) Complete a job shadowing experience relative to your Career Pathway.
- 4) Completion of an industry certification or career oriented credential.
- 5) Complete a Career Pathway course matrix.

Proposal

Change in Graduation Requirements

Creation of Mountie Academy Support Teacher

Governor Wolf has signaled that Pennsylvania's economic future depends on having a well-educated and skilled workforce that is prepared to meet the current and projected demands of a global, knowledge-based 21st century economy. At the direction of Governor Wolf, the Pennsylvania Department of Education is implementing numerous changes to public education to ensure learners across the state are prepared for meaningful engagement in postsecondary education, in workforce training, in career pathways, and as responsible, involved citizens.

In support of these changes, the South Williamsport School Board approved changes to local graduation requirements in January 2019, to support the development of Career Pathways. The Career Pathways are the logical next step to reorient the secondary education program and instructional mindset around careers rather than courses and college.

Under the direction of Mr. Woodley, Director of Innovative Learning and the five pathway chairs, the high school staff has created new semester-based courses in each academic discipline. The movement towards semester courses creates more scheduling opportunities for students to focus on their pathway and personal learning interests.

As the program developed this year, a need for scheduling flexibility became apparent. The mid-year resignation of a social studies teacher, presents an opportunity to create that flexibility and address a rising need at Mountie Academy. After discussions with the Operations Committee, it is recommended that the board approve the following change in graduation requirements:

- Social Studies from four (4) credits to three (3) credits.

This change does not preclude students from taking more credits in social studies. Instead it creates more scheduling flexibility for students to select courses in their pathway which may or may not require additional social studies. This change also aligns social studies with science for three (3) credits each. English and math will remain four (4) credits each for graduation. Total graduation credits will remain at 24.

With this move, the vacant social studies position will not be filled. With the support of the Operations Committee, it is further recommended that the board add a position to support the growing student enrollment in Mountie Academy.

Mountie Academy was launched in January 2018 as a cyber learning alternative for South Williamsport families and to stop the rising cyber charter school tuition cost. We have successfully returned numerous students from charter placements to the district's cyber school and prevented most new placements in outside cyber schools. This fiscal year, we are currently \$60-70,000 under budget for Cyber Charter School costs. However, with the success of the program comes demand for support.

The Mountie Academy position will be filled by a Special Education teacher with K-12 certification to support special education students in Mountie Academy, coordinate the Mountie Academy program,

and serve as a liaison between the school district, on-line course providers, students, and families. Mountie Academy enrollment is currently 48 students; 8 with special needs. In addition, this individual will also provide Itinerant Emotional Support for current South Williamsport students saving the district an estimated \$40,000.

As we move forward with the building renovations, we also envision a learning space where Mountie Academy students can come for additional support and to maintain a stronger connection to school based supports and services.

Respectfully submitted

Mark Stamm, D.Ed.

Superintendent

Attachment #12

Renovation and Construction Project Update

Staff Interviews:

McKissick completed three days of small group staff interviews on February 18, 19, and 24. The purpose of these meetings was to provide the opportunity for one-on-one discussions with the staff and architects about the overall project, their buildings, and their specific work area. These groups included maintenance / custodial, food service (twice), secretarial, athletic head-coaches, teachers, counselors, and health services. Conversations included discussions on storage, furniture, flooring, accessibility, security, etc. The staff will have a second and third opportunity review and have input as designs are developed and vetted by the Building Advisory Team.

Building Advisory Team:

This new seventeen member committee is composed of the district administrative team, teachers from each building, two community members (one retired and one parent), two board members, and a student. The committee met for the first time on February 24. McKissick provide a comprehensive project summary and discussed major expense categories. Subsequent meetings will review staff comments and discussions on design level drawings. Committee recommendations will eventually be brought to the board for review and approval.

To assist with recommendations on the stadium, McKissick and Larson Design are developing detailed cost estimates for a full stadium at the park complex. We met with the borough in mid-February to review the site and discuss ideas. There are significant challenges to building a stadium at that location including flood zones, sewer pipe locations, and planned storm-water abatement projects.

Next Steps:

Borough Presentation:

McKissick will present the master plan to the South Williamsport Borough Council on Monday, March 9. I am requesting representatives from the Building Advisory Team to attend as well. The purpose of this presentation is to ensure the borough is fully aware of the district plan, address their concerns, and enlist their support for their schools.

Topographical Survey / Geotechnical Samples

McKissick will conduct detailed land surveys and subsurface test sampling to accurately prepare construction documents. The board will be notified of the dates of these activities once finalized.

Security Review

In preparation for an updated Risk and Vulnerability Assessment, the Pennsylvania State Police will review the feasibility plan documents on March 9 with me and Officer Samar to make recommendations that can be included in the design plans.

Respectfully,

Mark Stamm, D.Ed.

Superintendent of Schools

Operations Committee

February 3, 2020

6:00PM

High School Library

Committee Members Present Sue Bowman (Chair), Paul McGinn, Nicholas Fiorini

Leadership Team Kristin Bastian, Jesse Smith, Dwight Woodley, Michele Loomis, Scott Hill, Jamie Mowrey, Mike Samar

Purpose General Committee Meeting

Preliminary Comments on Agenda Items

None.

Minutes

Agenda item: Mountie Quest Update

Presenter: Mrs. Pat Peltier

Discussion:

Mrs. Peltier showed a promotional video produced for Mountie Quest and updated the board on recent activities including students assisted and fund raising. She mentioned that Mountie Quest will be featured in Raise the Region and requested committee members to make donations to their organization. Dr. Stamm thanked the Mountie Quest board for their work to establish this program and support students.

Agenda item: Policy Revisions

Presenter: Dr. Mark Stamm

Discussion:

Dr. Stamm reviewed policy #200 Enrollment, #202 Eligibility of Non-Resident Students, #233 Suspensions, and #626 Procurement Procedures. Updates to enrollment and eligibility were recommended to ensure proper placement and residency of new students. Updates to suspensions and procurement procedures are to align with changes in state laws and regulations. Committee supported moving the policy to board review for first reading in March, 2020.

Agenda item: Microsoft Windows 10 Updates

Presenter: Mr. Dwight Woodley

Discussion:

Mr. Woodley updated the committee on the current challenges with transitioning from Windows 7 to Windows 10 for staff computers in the district. Mr. Woodley emphasized that failure to upgrade the operating system will leave sensitive district data more vulnerable. Most staff computers have insufficient memory capacity to upgrade to Windows 10 and due to their age, it is not practical to add additional memory to each unit. Mr. Woodley presented a multi-year lease option to replace all staff PCs this school year. Initial cost will come from the existing technology budget. Remaining annual payments will be budgeted inside existing allocation amount from 2019-20. Mr. McGinn requested that Mr. Woodley also consider a five year lease.

Agenda item: Changing Course Requirements to Support Career Pathways

Presenter: Dr. Mark Stamm

Discussion:

Dr. Stamm provided an overview of the development of career pathways at the high school which will provide more course options for students. Dr. Stamm recommended that the committee support a decision to not replace a vacant social studies position in order to allow additional flexibility in course selections that will benefit students. This will also require the board to approve changing graduation requirements from four social studies credits to three credits. Total credits required for graduation of 24 will not change.

In place of the vacant social studies position, Dr. Stamm requested committee support to recommend to the board adding a teacher of record to manage students currently enrolled in Mountie Academy. Currently there are 48 students enrolled, 8 with special needs. The teacher assigned to this role will monitor student activity, communicate with families, and provide supports for students with identified disabilities. Additional duties will also be assigned that are currently contracted through other providers.

Agenda item: School Safety – SRO Program

Presenter: Officer Mike Samar

Discussion:

Officer Samar provided the committee with a status report of the School Resource Officer program from 2018-19 to 2019-20 school year. Officer Samar cited specific drops in incidents between school years including 9 assaults down to 4, 70 calls for service down to 30. Officer Samar emphasized that not only is the reduction in incidents positive, but he now can spend more contact time with students and staff rather than investigating incidents. In addition, feedback from the borough police is an improvement in student and family conversations.

Courtesy to the Floor

Visitor: None

Final Remarks by Committee Members

None.

Meeting adjourned.

Attest,

Dr. Mark Stamm
Superintendent