

There will be an
Executive Session
of the School
Board
following the
regular board
meeting on
Monday, February
01, 2021



February 1, 2021

**7:00 P.M.
VIRTUAL MEETING**

Mr. Nathan Miller
President
Region I

Mr. Nicholas Fiorini
Vice President
Region III

Mrs. Cathy Bachman
Treasurer
Region III

Ms. Airneezer Bingham
Region I

Mrs. Sue Bowman
Region I

Mrs. Diane Cramer
Region II

Mr. Todd Engel
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

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

Action Items

Treasurer's Reports

Approval of Bills

- General Fund – \$597,819.42
- Food Service – \$2,587.46

Approval of Minutes

Board Committee Reports

Superintendent's Report & Recommendations

1. Local Audit Report
2. Approval of Title I Programs
3. Mountie Care Closets
4. Employment
5. Approve Policies – First Reading
6. 2021-2022 School District Calendar – First Reading
7. Athletic Health and Safety Plan – Parents of Seniors
8. Record Management Plan
9. 2021-2022 IU #17 General Operations Budget
10. Ballot for 2021 Election of Directors to BLaST IU #17 Board

General Information

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

February 1, 2021

1. Local Audit Report

The Superintendent and Business Manager recommend the school board accept the audit report for 2019-2020 as prepared by Baker Tilly US, LLP. A representative from Baker Tilly US, LLP will give a presentation on the report.

2. Approval of Title I Programs – 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 Title I Home/School Compact, Memorandum of Understanding with STEP, Inc., Head Start, Parent Right-to-Know, School-Wide Program Information, and Equity Plan. 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 Programs Coordinator, will discuss these documents at the pleasure of the board.

3. Mountie Care Closets – Attachment #2

Each school building is working to create a “care closet” for students. Representatives from each building will provide an overview of the program.

4. Employment – Attachment #3

Sabbatical Leave

It is recommended the board approve a half year medical sabbatical leave of absence for employee #357 from January 21 through June 4, 2021. This leave request is consistent with Pennsylvania School Code and District Policy #338 Sabbatical Leave Request.

Resignations

It is recommended the school board accept the resignation of Deborah Swinehart, as a Paraprofessional at Central Elementary, effective January 29, 2021.

It is recommended the school board accept the resignation of Kevin Eck, for retirement purposes, from his high school English teaching position, effective June 4, 2021.

Spring Athletic Coaches and Stipends

Mr. Rob Houseknecht, Athletic Director, is recommending school board approval of the employment of the following coaches for the 2021 spring season:

Baseball

- Steve Sennett – 1st Assistant - \$2,674
- Kurt Wertz – JV Head Coach - \$2,241
- Dom Harding – Volunteer
- Chase Waller – Volunteer

Softball

- Tom O'Malley – Head Coach – \$4,880
- Adam Lorson – 1st Assistant - \$2,674
- Corey Goodman – Volunteer
- Scott Lowery - Volunteer

Boys Tennis

- Kent Young – Head Coach - \$3,373
- Theresa Summerson – 1st Asst - \$2,586

Junior High Girls Soccer

- Jane House – Head Coach - \$2,340
- Marc Lovecchio – 1st Assistant - \$2,006

Track

- Kim Schwoyer – Head Coach - \$3,455

Junior High Boys Soccer

- Adam Rubert – Head Coach - \$2,340
- Manny Tsikitas – 1st Assistant - \$2,006
- Chris Vanaskie – Volunteer

5. Approve Policies – First Reading – Attachment #4

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

- Policy No. 218.3 – Discipline of Student Convicted/Adjudicated of Sexual Assault
- Policy No. 103 – Discrimination/Title IX Sexual Harassment Affecting Schools

To comply with Act 110 (2020), it is recommended that the board approve the first reading of policies 218.3 Discipline of Student Convicted/Adjudicated of Sexual Assault (NEW) and 103 Discrimination/Title IX Sexual Harassment Affecting Schools (REVISED).

Act 110 of 2020 on November 3, 2020, creating a new section of the PA School Code 24 P.S. Sec. 13-1318.1 Act 110 requires schools to remove any student **convicted or adjudicated** delinquent of sexual assault against another student enrolled at the same school. The school entity is required to expel, transfer or reassign the offender to another school or educational program. The school entity must ensure that the **convicted or adjudicated** student is not educated in the same school building, transported on the same school vehicle, or permitted to participate in the same school-sponsored activities as the student victim. This law was designed to endure that students who are the victim of a sexual assault by another student at their school are not re-victimized by seeing their attacker every day at school.

6. 2021-2022 School District Calendar – First Reading – Attachment #5

It is recommended the school board approve the district's proposed 2021-2022 school calendar, as submitted, for first reading.

7. Athletic Health and Safety Plan – Parents of Seniors

It is recommended that the athletic health and safety plan be amended to allow two tickets for SWASD senior athletes parents/guardians to attend home events. Parents/guardians of senior athletes will be required to sit in designated areas at least 6 feet apart from others. There is more than sufficient room in the gymnasium to accommodate this change and ensure physical distancing. These tickets would be for parents/guardians only of the senior athlete. Unused tickets would need to be returned. Due to the size of varsity events, our current capacity limitations are preventing these parents from attending. Given the numerous disruptions this year, this change is being recommended.

8. Record Management Plan – Attachment #6

As specified in Policy 800, it is recommended that the board approve the attached Records Management Plan. The plan meets or exceeds state and federal laws for retention of agency records. Once approved the management plan will be attached as an addendum to Policy 800.

9. Proposed 2021-2022 IU #17 General Operations Budget – Attachment #7

It is recommended school board approve the Intermediate Unit #17's 2021-2022 General Operations Budget in the amount of \$3,022,418. There is no assessment to the districts for the General Operations Budget. The district pays a service based fee model which ensure the IU is developing the highest quality programs based on immediate needs of local school districts.

10. Ballot for 2021 Election of Directors to BLaST IU #17 Board – Attachment #8

It is recommended the school board elect the BLaST IU #17 Board of Directors in their annual election to three-year terms of each component school district.

BOARD INFORMATION

February 1, 2021

Statement of Financial Interests Form

Please complete the Statement of Financial Interests Form for the 2020 calendar year and return it as soon as possible to Jamie Mowrey, Board Secretary.

BOARD MEETING DATES

February 01 – School Board Meeting - 7:00 p.m. –VIRTUAL

March 01 – School Board Meeting - 7:00 p.m.

April 12 – School Board Meeting - 7:00 p.m.

May 03 – School Board Meeting – 7:00 p.m.

BOARD COMMITTEE DATES

February 08 & 22 – Athletic Compensation Plan Committee Meetings – 6:00 p.m.

July 12 – Vision and Leadership Committee Meeting - 6:00 p.m.

August 02 – Operations Committee Meeting - 6:00 p.m.

September 13 – Vision and Leadership Committee Meeting - 6:00 p.m.

October 04 – Operations Committee Meeting - 6:00 p.m.

ADDITIONAL INFORMATION

Athletic Compensation Plan Review Minutes from January 25, 2021 meeting.

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

GENERAL FUND - Checking Account

Book Balance November 30, 2020 4,652,254.45

Receipts

Real Estate Taxes, Face	6111	89,784.71	
Real Estate Taxes, Penalty	6311	919.50	
Earned Income Tax, less Commission	6151	139,816.25	
Delinquent Tax Collection, less Commission	6411	29,484.92	
Interest Income	6510	1,077.94	
Basic Education Subsidy	7111	920,873.00	
Social Security Subsidy	7112	31,004.27	
Property Tax Relief (Gambling Funds)	7340	181,014.02	
Transportation Subsidy	7310	50,625.00	
Retirement Subsidy	7820	407,508.10	
Title I	8514	23,109.80	
Title II	8515	3,465.47	
Title IV	8517	1,667.20	
Records Request	Offset Expenses	89.16	
Cyber Charter PY Refund	Offset Expenses	96.90	
Wellness Incentives	Offset Expenses	1,200.00	
Refund from Vendor	Offset Expenses	158.00	
HI COBRA Payments	Offset Expenses	1,499.44	
National Lunch & Breakfast Program	Transfer to Café Fund	108,031.84	1,991,425.52

Payments

Payments Issued in December 2020 (1,953,709.72)

Book Balance December 31, 2020 4,689,970.25

GENERAL FUND - PLGIT Investment Account

Book Balance November 30, 2020 63,384.12

Interest Income 1.21

Book Balance December 31, 2020 63,385.33

GENERAL FUND - 2020 SINKING FUND

Book Balance November 30, 2020 2.66

Interest Income -

Book Balance December 31, 2020 2.66

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance November 30, 2020 17,463.22

Receipts 50.00

Interest Income 4.42

Checks Issued in December 2020 (239.00)

Book Balance December 31, 2020 17,278.64

CAFETERIA FUND

Book Balance November 30, 2020		455.92
Receipts		
Cafeteria Deposits	336.75	
School Nutrition Program	108,031.84	
Interest Income	<u>13.85</u>	108,382.44
Payments		
Checks Issued in December 2020		<u>(67,750.98)</u>
Book Balance December 31, 2020		<u><u>41,087.38</u></u>

CAPITAL RESERVE FUND

Book Balance November 30, 2020		388,331.93
Receipts		-
Interest Income		98.67
Checks Issued in December 2020		<u>-</u>
Book Balance December 31, 2020		<u><u>388,430.60</u></u>

STUDENT ACTIVITIES - CLUBS

Book Balance November 30, 2020		87,124.92
Receipts		174.05
Interest Income		22.12
Checks Issued in December 2020		<u>(5,313.37)</u>
Book Balance December 31, 2020		<u><u>82,007.72</u></u>

STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance November 30, 2020		67,284.34
Receipts		1,122.50
Interest Income		17.12
Checks Issued in December 2020		<u>(2,786.40)</u>
Book Balance December 31, 2020		<u><u>65,637.56</u></u>

BOARD SUMMARY

Fund: 10 - GENERAL FUND

As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REGULAR PROGRAMS						
100 SALARIES	4,547,101.00	4,547,101.00	0.00	1,901,134.56	2,645,966.44	41.81
200 EMPLOYEE BENEFITS	3,019,974.00	3,019,974.00	0.00	1,409,424.76	1,610,549.24	46.67
300 PURCH PROF & TECH SVCS	15,450.00	15,450.00	0.00	6,327.43	9,122.57	40.95
400 PURCHASED PROPERTY SVCS	36,770.00	36,770.00	0.00	14,127.36	22,642.64	38.42
500 OTHER PURCHASED SVCS	602,205.00	602,205.00	0.00	307,117.53	295,087.47	51.00
600 SUPPLIES	177,480.00	177,480.00	0.00	112,172.27	65,307.73	63.20
700 PROPERTY	3,840.00	3,840.00	0.00	2,628.90	1,211.10	68.46
800 OTHER OBJECTS	21,355.00	21,355.00	0.00	304.00	21,051.00	1.42
Totals for 1100s	8,424,175.00	8,424,175.00	0.00	3,753,236.81	4,670,938.19	44.55
1200 SPECIAL PROGRAMS						
100 SALARIES	1,165,237.00	1,165,237.00	0.00	488,098.31	677,138.69	41.89
200 EMPLOYEE BENEFITS	821,085.00	821,085.00	0.00	360,697.41	460,387.59	43.93
300 PURCH PROF & TECH SVCS	395,500.00	395,500.00	0.00	127,349.57	268,150.43	32.20
400 PURCHASED PROPERTY SVCS	270.00	270.00	0.00	0.00	270.00	0.00
500 OTHER PURCHASED SVCS	10,292.00	10,292.00	0.00	1,930.00	8,362.00	18.75
600 SUPPLIES	18,863.00	18,863.00	0.00	8,273.49	10,589.51	43.86
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Totals for 1200s	2,416,247.00	2,416,247.00	0.00	986,348.78	1,429,898.22	40.82
1300 VOCATIONAL EDUCATION						
100 SALARIES	277,941.00	277,941.00	0.00	117,590.66	160,350.34	42.31
200 EMPLOYEE BENEFITS	179,431.00	179,431.00	0.00	85,650.76	93,780.24	47.73
500 OTHER PURCHASED SVCS	258,040.00	258,040.00	0.00	65.00	257,975.00	0.03
600 SUPPLIES	8,982.00	8,982.00	0.00	4,107.53	4,874.47	45.73
Totals for 1300s	724,394.00	724,394.00	0.00	207,413.95	516,980.05	28.63
1400 OTHER INSTRUCTION						
100 SALARIES	209,712.00	209,712.00	0.00	80,808.16	128,903.84	38.53

BOARD SUMMARY

Fund:

As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
200 EMPLOYEE BENEFITS	117,156.00	117,156.00	0.00	48,763.72	68,392.28	41.62
300 PURCH PROF & TECH SVCS	30,736.00	30,736.00	0.00	15,364.40	15,371.60	49.99
500 OTHER PURCHASED SVCS	126,000.00	126,000.00	0.00	1,813.00	124,187.00	1.44
600 SUPPLIES	3,978.00	3,978.00	0.00	360.21	3,617.79	9.06
800 OTHER OBJECTS	1,200.00	1,200.00	0.00	0.00	1,200.00	0.00
Totals for 1400s	488,782.00	488,782.00	0.00	147,109.49	341,672.51	30.10
2100 SUPPORT FOR STUDENTS						
100 SALARIES	238,509.00	238,509.00	0.00	117,644.61	120,864.39	49.33
200 EMPLOYEE BENEFITS	162,817.00	162,817.00	0.00	70,240.41	92,576.59	43.14
500 OTHER PURCHASED SVCS	1,000.00	1,000.00	0.00	50.00	950.00	5.00
600 SUPPLIES	8,991.00	8,991.00	0.00	3,275.27	5,715.73	36.43
800 OTHER OBJECTS	325.00	325.00	0.00	220.00	105.00	67.69
Totals for 2100s	411,642.00	411,642.00	0.00	191,430.29	220,211.71	46.50
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	231,077.00	231,077.00	0.00	98,246.27	132,830.73	42.52
200 EMPLOYEE BENEFITS	247,148.00	247,148.00	0.00	125,581.88	121,566.12	50.81
300 PURCH PROF & TECH SVCS	184,059.00	184,059.00	0.00	118,005.86	66,053.14	64.11
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	1,594.95	3,405.05	31.90
500 OTHER PURCHASED SVCS	25,479.00	25,479.00	0.00	7,165.91	18,313.09	28.12
600 SUPPLIES	54,148.00	54,148.00	0.00	41,812.22	12,335.78	77.22
700 PROPERTY	431,989.00	431,989.00	0.00	435,998.87	(4,009.87)	100.93
Totals for 2200s	1,178,900.00	1,178,900.00	0.00	828,405.96	350,494.04	70.27
2300 ADMINISTRATION						
100 SALARIES	621,592.00	621,592.00	0.00	306,402.83	315,189.17	49.29
200 EMPLOYEE BENEFITS	593,243.00	593,243.00	0.00	330,630.47	262,612.53	55.73
300 PURCH PROF & TECH SVCS	78,375.00	78,375.00	0.00	50,025.11	28,349.89	63.83
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	9,087.45	10,372.55	46.70
600 SUPPLIES	21,465.00	21,465.00	0.00	4,675.54	16,789.46	21.78

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SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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BOARD SUMMARY

Fund:

As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
700 PROPERTY	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
800 OTHER OBJECTS	16,300.00	16,300.00	0.00	52,255.33	(35,955.33)	320.58
Totals for 2300s	1,351,535.00	1,351,535.00	0.00	753,076.73	598,458.27	55.72
2400 PUPIL HEALTH						
100 SALARIES	115,785.00	115,785.00	0.00	56,702.12	59,082.88	48.97
200 EMPLOYEE BENEFITS	53,584.00	53,584.00	0.00	21,096.21	32,487.79	39.37
300 PURCH PROF & TECH SVCS	5,100.00	5,100.00	0.00	2,500.00	2,600.00	49.02
400 PURCHASED PROPERTY SVCS	303.00	303.00	0.00	0.00	303.00	0.00
500 OTHER PURCHASED SVCS	275.00	275.00	0.00	0.00	275.00	0.00
600 SUPPLIES	5,961.00	5,961.00	0.00	3,025.29	2,935.71	50.75
Totals for 2400s	181,008.00	181,008.00	0.00	83,323.62	97,684.38	46.03
2500 BUSINESS OFFICE						
100 SALARIES	159,800.00	159,800.00	0.00	76,288.37	83,511.63	47.74
200 EMPLOYEE BENEFITS	124,625.00	124,625.00	0.00	72,214.65	52,410.35	57.95
300 PURCH PROF & TECH SVCS	20,444.00	20,444.00	0.00	20,432.15	11.85	99.94
400 PURCHASED PROPERTY SVCS	2,527.00	2,527.00	0.00	1,672.74	854.26	66.19
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	5,934.91	9,565.09	38.29
600 SUPPLIES	3,266.00	3,266.00	0.00	1,334.73	1,931.27	40.87
Totals for 2500s	326,162.00	326,162.00	0.00	177,877.55	148,284.45	54.54
2600 PLANT SERVICES						
100 SALARIES	625,165.00	625,165.00	0.00	320,154.97	305,010.03	51.21
200 EMPLOYEE BENEFITS	561,671.00	561,671.00	0.00	310,096.05	251,574.95	55.21
300 PURCH PROF & TECH SVCS	60,000.00	60,000.00	0.00	0.00	60,000.00	0.00
400 PURCHASED PROPERTY SVCS	221,671.00	221,671.00	0.00	128,267.23	93,403.77	57.86
500 OTHER PURCHASED SVCS	83,350.00	83,350.00	0.00	83,801.14	(451.14)	100.54
600 SUPPLIES	464,343.00	464,343.00	0.00	442,388.30	21,954.70	95.27
700 PROPERTY	1,500.00	1,500.00	0.00	584.10	915.90	38.94
800 OTHER OBJECTS	200.00	200.00	0.00	0.00	200.00	0.00

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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BOARD SUMMARY

Fund:

As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Totals for 2600s	2,017,900.00	2,017,900.00	0.00	1,285,291.79	732,608.21	63.69
2700 STUDENT TRANSPORTATION						
100 SALARIES	18,261.00	18,261.00	0.00	2,254.59	16,006.41	12.35
200 EMPLOYEE BENEFITS	7,699.00	7,699.00	0.00	844.26	6,854.74	10.97
300 PURCH PROF & TECH SVCS	3,250.00	3,250.00	0.00	3,250.00	0.00	100.00
500 OTHER PURCHASED SVCS	324,361.00	324,361.00	0.00	112,826.49	211,534.51	34.78
600 SUPPLIES	50,000.00	50,000.00	0.00	8,432.54	41,567.46	16.87
Totals for 2700s	403,571.00	403,571.00	0.00	127,607.88	275,963.12	31.62
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	45,153.40	(45,153.40)	0.00
Totals for 3100s	0.00	0.00	0.00	45,153.40	(45,153.40)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	223,442.00	223,442.00	0.00	85,998.12	137,443.88	38.49
200 EMPLOYEE BENEFITS	94,206.00	94,206.00	0.00	33,433.79	60,772.21	35.49
300 PURCH PROF & TECH SVCS	69,391.00	69,391.00	0.00	26,754.40	42,636.60	38.56
400 PURCHASED PROPERTY SVCS	4,500.00	4,500.00	0.00	5,434.07	(934.07)	120.76
500 OTHER PURCHASED SVCS	44,073.00	44,073.00	0.00	20,150.94	23,922.06	45.72
600 SUPPLIES	53,613.00	53,613.00	0.00	24,480.32	29,132.68	45.66
800 OTHER OBJECTS	27,070.00	27,070.00	0.00	6,978.06	20,091.94	25.78
Totals for 3200s	516,295.00	516,295.00	0.00	203,229.70	313,065.30	39.36
3300 COMMUNITY SERVICES						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	422.00	422.00	0.00	0.00	422.00	0.00
500 OTHER PURCHASED SVCS	15,100.00	15,100.00	0.00	0.00	15,100.00	0.00
Totals for 3300s	16,522.00	16,522.00	0.00	0.00	16,522.00	0.00
5100 DEBT SERVICE						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	6,670.42	(4,670.42)	333.52
900 OTHER USES OF FUNDS	617,500.00	617,500.00	0.00	2,161,886.84	(1,544,386.84)	350.10

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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BOARD SUMMARY

Fund:

As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Totals for 5100s	619,500.00	619,500.00	0.00	2,168,557.26	(1,549,057.26)	350.05
5200 FUND TRANSFERS						
900 OTHER USES OF FUNDS	366,674.00	366,674.00	0.00	0.00	366,674.00	0.00
Totals for 5200s	366,674.00	366,674.00	0.00	0.00	366,674.00	0.00
5900 BUDGETARY RESERVE						
800 OTHER OBJECTS	64,799.00	64,799.00	0.00	0.00	64,799.00	0.00
Totals for 5900s	64,799.00	64,799.00	0.00	0.00	64,799.00	0.00
Expenditure Totals	19,508,106.00	19,508,106.00	0.00	10,958,063.21	8,550,042.79	56.17
Fund 10 Totals						
Total Expenditure	18,457,133.00	18,457,133.00	0.00	8,789,505.95	9,667,627.05	47.62
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,168,557.26	(1,117,584.26)	206.34
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

BOARD SUMMARY

Fund:

As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Expenditure	18,457,133.00	18,457,133.00	0.00	8,789,505.95	9,667,627.05	47.62
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,168,557.26	(1,117,584.26)	206.34
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/07/2021 - 01/26/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000018955	AED SUPERSTORE	General Supplies		52.94
0000018956	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		27,931.55
0000018957	COMPU-GEN TECHNOLOGIES INC	GENERAL SUPPLIES		64,616.97
0000018958	DICK CLICK ART MATERIALS	General Supplies		62.96
0000018959	J C EHRLICH	Repairs & Maintenance		175.00
0000018960	ENCOVA INSURANCE	WORKERS COMP		5,277.00
0000018961	HILSHER GRAPHICS	General Supplies		32.75
0000018962	JusticeWorks YouthCare Inc.	Purchase Service Tech		7,913.13
0000018963	KEYSTONE ADVERTISING SPECIALTIES	GENERAL SUPPLIES		5,022.75
0000018964	LCWSA	Sewer Service		1,775.00
0000018965	MEIER SUPPLY CO INC	General Supplies		1,274.79
0000018966	MURPHY BUTTERFIELD & HOLLAND P.C.	Professional Services	Retainer Services	3,926.20
0000018967	NITTANY OIL	Diesel	Gasoline	1,314.90
0000018968	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		2,735.95
0000018969	PERMA-BOUND	TEXTBOOKS		148.53
0000018970	PMEA DISTRICT 8	District Band Festival		50.00
0000018971	PAYROLL FUND	GROSS 1-15-21	ER RETIRE 1-15-21	429,809.85
0000018972	RICOH USA INC	Repairs & Maintenance		728.78
0000018973	SLIPPERY ROCK UNIVERSITY	Tuition-R Swinehart		1,548.00
0000018974	SUN GAZETTE CO	Newspaper Ad-Long Term Sub	Newspaper Ad-12-7 & 14 Brd Mtgs	559.63
0000018975	UGI UTILITIES INC.	Gas		7,287.85
0000018976	VERIZON WIRELESS	TELEPHONE		51.80

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/07/2021 - 01/26/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000018977	SUSAN ZAYDELL	Reimburse-Cell Phone Oct-Dec 20	Reimburse-Cell Phone July-Sept 20	263.46
0000018978	ACHIEVEMENT HOUSE CYBER CHARTER SCHOOL	CHARTER SCHOOL		943.76
0000018979	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,215.92
0000018980	EPLUS TECHNOLOGY INC	Projector Bulbs		310.00
0000018981	Insight PA Cyber Charter School	CHARTER SCHOOL		1,887.52
0000018982	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		1,792.18
0000018983	PLANKENHORN STATIONERY CO.	GENERAL SUPPLIES		51.95
0000018984	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		8,493.87
0000018985	SUSQUEHANNA TRANSIT CO	Bussing		15,042.19
0000018986	UPMC	School Doctor	Athletics	3,400.00
0000018987	XEROX CORP	Repairs & Maintenance		881.24
* 0000E21122	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E21123	DISCOVERY BENEFITS	HSA Fee for Dec 2020		231.00
10 - GENERAL FUND				597,819.42
Grand Total All Funds				597,819.42
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				0.00
Grand Total Other Disbursement Non-negotiables				241.00
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				597,578.42
Grand Total All Payments				597,819.42

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 01/07/2021 - 01/26/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 01/07/2021 - 01/26/2021

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
Sort: Payment Number

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000006167	PAYROLL FUND			2,587.46
		50 - FOOD SERVICE FUND		2,587.46
		Grand Total All Funds		2,587.46
		Grand Total Credit Cards		0.00
		Grand Total Direct Deposits		0.00
		Grand Total Manual Checks		0.00
		Grand Total Other Disbursement Non-negotiables		0.00
		Grand Total Procurement Card Other Disbursement Non-negotiables		0.00
		Grand Total Regular Checks		2,587.46
		Grand Total All Payments		2,587.46

January 11, 2021

The regular meeting of the South Williamsport Area School Board was called to order at 7:00 PM on the online Zoom platform 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, Engel, Fiorini, McGinn, Miller, and Molino.

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

Visitors: Brenda Trimble, Connie McLaughlin, Danelle Saxe, Jessica Kaledas, Lesa Hennigan, Mary Geise, Micah LaBarre, Robyn Rummings, Tara McGlensey, Manny Tsikitas, Emily Wagner, Kevin Eck, Matt Krach, Steve Rupert, Brock Weaver, Melissa Stahl, Tara Stryker, Elizabeth Steppe, Holly Strouse, Landyn Gephart, Sam Persun, Sara Engel, Shana Eitel, Stephanie Fortin, Darrel Miller, Tina Pulver, Lisa Arp, Adrienne Wertz, Carlie Gerber, Linda Miller, Heather Smith-Rupert, Korrie-Lucas, Tammy Miller, and Michael Reuther – SunGazette.

APPROVE TREASURER'S REPORT

A motion to approve the Treasurer's Report for November 2020 was moved by Bachman, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-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 \$1,945,966.26 as funds become available was moved by Bingham, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPROVE CAFETERIA FUND BILLS

A motion to approve the payment of bills from the Cafeteria Fund in the amount of \$55,519.29 as funds become available was moved by Bingham, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPROVE MINUTES

A motion to approve the minutes of December 7, 2020 and December 14, 2020, as written was moved by Cramer, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

SUPERINTENDENT RECOMMENDATIONS

COMPREHENSIVE SCHOOL BASED MENTAL HEALTH PROGRAM

Dr. Stamm gave an update on the development of the District's Comprehensive School Based Mental Health Program.

APPROVAL OF SPECIAL SICK LEAVE

A motion to approve Special Sick Leave for PSERS purposes for the following employees and dates was moved by Miller, seconded by Cramer.

- Employee # 758 for November 23-24, 2020
- Employee #1139 for November 23-24, 2020
- Employee #1024 for December 1-14, 2020
- Employee #1104 for December 2-4, 2020
- Employee #1254 for December 7-16, 2020
- Employee #1102 for December 7-16, 2020
- Employee #1142 for December 7-16, 2020
- Employee #1096 for December 8-14, 2020
- Employee #180 for December 8-15, 2020
- Employee #276 for December 8-15, 2020
- Employee #1062 for December 9-11, 2020
- Employee #357 for December 16, 2020
- Employee #1069 for December 14-22, 2020
- Employee #974 for November 13-17 & December 14-22, 2020

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

TAX COLLECTOR RATES

A motion to set tax collector rates for the next four-year period at \$3.75 per bill for bills 1-500; \$3.25 per bill for bills 501-1,000; \$2.75 per bill for bills 1,001-1,500; and \$2.25 per bill for bills 1,501 and over was moved by Cramer, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

EMPLOYMENT – LONG TERM SUBSTITUTE

A motion to approve Joelle Harvey as a long-term substitute to support the Elementary component of Mountie Academy at a rate of \$150 per day plus benefits was moved by Bingham, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

EMPLOYMENT – RESIGNATION

A motion to accept the letter of resignation from Heather Bower from her Junior High Head Cheer Coach position for the winter season moved by Cramer, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

EMPLOYMENT – WINTER COACH

A motion to approve Mackenzie Miller as the Junior High Head Cheer Coach for the winter season at a rate of pay of \$1,170 was moved by Cramer, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

APPROVE POLICY 913 – SECOND READING

A motion to approve the second reading of Policy No. 913: Financial Gifts was moved by Fiorini, seconded by Bingham. Roll call: Bachman-yes, Bingham-no, Bowman-no, Cramer-no, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-no, motion carried.

ESTABLISH ATHLETIC COMPENSATION PLAN COMMITTEE

A motion to establish a committee to review the Athletic Coaches Compensation Plan was moved by Bingham, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-yes, motion carried.

RETENTION POLICY SUSPENSION

A motion to suspend Policy No. 215: Promotion and Retention for the explicit purpose of allowing parents/guardians to request that their child be retained in their current grade as a result of the pandemic was moved by Cramer, seconded by Bingham.

A motion to table Policy No. 215 was moved by Bachman, seconded by Miller. Roll call: Bachman-yes, Bingham-yes, Bowman-no, Cramer-yes, Engel-no, Fiorini-yes, McGinn-yes, Miller-yes, and Molino-no, motion carried.

COURTESY TO THE FLOOR

The following topics were discussed by the following individuals:

- Tammy Miller – Athletic Compensation Committee
- Korrie Lucas – Return to school with rising counts in Lycoming County

An executive session will be held after the meeting. No action to follow.

A motion to adjourn the meeting was made by Cramer, seconded by Bingham. All members present voting yes, the meeting was adjourned at 7:46 PM.

Attest

Jamie Mowrey
Board Secretary



South Williamsport Area School District

Central Elementary

555 West Mountain Avenue

South Williamsport, PA 17702

P: (570) 323-3694 • F: (570) 320-4492

www.swasd.org

South Williamsport Area School District

Title I Parent and Family Policy

Central Elementary School

Revised (7/14/2020)

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 before instruction starts.
- Parents will be given ongoing opportunities to offer suggestions about the planning, development and operation of the Schoolwide plan, Title I program, Parent and Family Engagement policy, and Parent Compact during the Back to School Nights, Parent Teacher conferences, Parent Teacher Organization Meetings, Title I Workshops, through surveys and through other school communications and at alternating times. Notice of these events will be through phone, email, written notice, and district social media.
- Title I Parents will receive progress reports during parent teacher conferences and each report card semester.
- All families will be invited to attend an annual meeting to inform parents about the Title I program, description and explanation of the curriculum and assessments and explain the requirements and rights for parents to be involved.
- Parent Workshops / Trainings will be offered throughout the school year, during various times of the day, and if requested by parents, to all families 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 by teachers in understanding the State's academic content standards and student achievement standards, local academic assessments and how to monitor a child's progress.
- Parents have access to the South Williamsport Area School District's website 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, which is developed jointly using suggestions from the annual parent meeting and surveys. The compact describes the school's, parent and student responsibilities in academic success and ongoing communication.
- The school will send home information to all families in the appropriate language that parents and families can understand.
- The school will educate teachers and staff using the SPAC skits and website, with the assistance of parents, in how to communicate with and reach out to families.

Central Elementary School
Title I Home/School Compact

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 through PBIS

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
- Participate in any summer reading opportunities planned by the school
- Encourage good citizenship and positive learning habits taught through PBIS
- Support my child through any remote/virtual instruction that may be necessary if schools are closed.

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

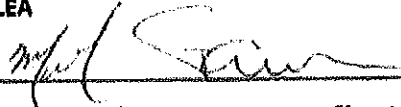
STEP, Inc., administrator of STEP Head Start

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 using telephone calls, emails, and hard copy letters as appropriate.	The preschool/Head Start agency will communicate with the SWASD using telephone calls, emails, and hard copy letters as appropriate.
Meetings with preschool/ Head Start and LEA staff and Parents	SWASD will communicate with the 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 and parent(s)/guardians(s) of a child planning on enrolling in the district with an IEP will be invited to participate in an individualized transition meeting.	The preschool/Head Start agency will communicate with the SWASD to schedule both an annual meeting, as well as transition meetings for students with an IEP 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 an IEP.
Professional Development	SWASD will share information with the preschool / Head Start agency regarding professional development opportunities.	The preschool/Head Start agency will share information about professional 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 the 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 share information about family engagement events with the parent(s)/guardian(s) of students planning on enrolling in SWASD.
Curriculum and Instruction	SWASD will facilitate an annual meeting with the preschool/ Head Start agency to discuss and share curricular objectives and instructional techniques.	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 services with SWASD.

Signatures:

LEA

 6-30-2020

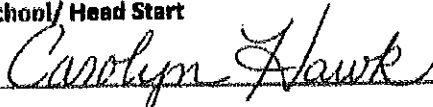
Superintendent Signature Date

LEA

 6-30-2020


Director of Federal Programs Signature Date

Preschool/ Head Start

 7-8-2020

Director Signature Date

Preschool/ Head Start

 7-14-2020

CFO Signature Date

August, 2020

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 18, 2020

Dear Parent and Guardians,

During the 2018-2019 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,

Tamera Isenberg

Title I Reading Specialist

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

EQUITY PLAN

Revised October 8, 2020

OVERVIEW:

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

Poverty Percentages	
Central Elementary	48.5%
Rommelt Elementary	47.1%
South Williamsport Jr./Sr. High School	39.6%
District Level (Overall)	44.4%

Minority Percentages:	
Central Elementary	8%
Rommelt Elementary	8%
South Williamsport Jr./Sr. High School	9%
District Level	8.5%

The data does not indicate any disparities in minority or poverty among student groups at any specific school building.

HIGHLY QUALIFIED TEACHER DATA

The South Williamsport School District is staff by all highly-qualified teachers currently working in their field of certification.

TEACHER EXPERIENCE

Of our 85 teachers, three (3) 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.

Equity in Student Assignments	
Poverty / Minority Students Taught by New Teachers	Less than 1% of district enrollment.
Poverty / Minority Students Taught by Ineffective Teachers	0 – No teachers are rated ineffective.

The less experienced staff consists of:

Distribution of Assignments	
Elementary teachers	1
Special Education Teacher	2
High School	0

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.

EQUITY ASSURANCES ACROSS TITLE I SCHOOLS AND DISTRICT

At the elementary 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 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. The elective program is mixed grades and open to all students with minimal pre-requisites to promote equity of access.

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

Title funds are not used to recruit or retain teachers.

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 and receive specialized trainings with the teachers they support.

Revised October 8, 2020



Little Mountie Care Closet

Every child should have access to the basic needs of life so that they can focus on their education. With increasing numbers of families struggling to overcome many of the things taken for granted by others such as access to clothes, school supplies, personal hygiene products, and many other simple necessities, we have decided that as a school community, we can assist those struggling to keep their children's focus on education.

How It Works

Any student in need is eligible to use the services of the Care Closet. Students need to see the nurse to have access to the supplies. One of our teachers, staff, counselors, or administrators will confidentially recommend the student to the Care Closet and allow him or her to choose any items he or she may need. Students may also visit the Closet on their own terms. This is a private, safe environment. It is kept neat and organized. Student use is confidential so that students will not feel they stand out because they have been to the closet. We want the people who use the Closet to feel good.

How can you help?

1). Donate items to stock the closet. We will accept donations of new clothing and gently used clothing. Please make sure your gently used clothing is washed and free of stains and is in good condition.

Items needed:

- Gently used clothing—all sizes, from 6X to 10/12
- New socks
- New underwear
- Hygiene items of any kind—soap, shampoo, deodorant, dental supplies
- Laundry detergent—no scents or dyes

2) Monetary donations or donations of gift cards for the purchase of needed items

If you are interested in donating items, a monetary gift, or gift cards, they can be mailed to: Central Elementary c/o Care Closet, 555 W. Mountain Ave., South Williamsport, PA 17702

Other student organizations are welcome to assist with Caring Closet drives and tasks. (Examples of suggested drives: hat and mitten tree, new underwear and sock collection, or personal hygiene collection). Students or student groups interested in getting involved should contact Kelsey Shannon, Guidance Counselor at Central Elementary School. Contact Kelsey with any questions you may have about donating, or drop off your donations in the main office.

Mission Statement

Mission is to serve students who are financially struggling and in need of a little extra help with obtaining daily necessities; those students who are striving to do well academically, but need an extra boost to ensure their focus can be on their education and not on meeting their basic needs. Our belief is that as a student body, if we can assist those who are struggling to keep their focus on education, we will not only be improving the individual lives we touch, we will also be improving our overall community as these students become contributing members of society.



Little Mountie Care Closet



Central Elementary is beginning to operate a Little Mountie Care Closet. A care closet is a space set up to have resources available to students, in order to help eliminate outside stress so students can learn and thrive in education. This space will have items such as hygiene products (shampoo, body wash/soap, toothpaste, deodorant, etc), new socks, new underwear, and new or gently used clothes.

If your child is in need of these above items, please contact Kelsey Shannon, Guidance Counselor at Central Elementary School.

How can you help?

1). Donate items to stock the closet. We will accept donations of new clothing and gently used clothing. Please make sure your gently used clothing is free of stains and is in good condition.

Items needed:

- Gently used clothing—all sizes, from 6X to 10/12
- New socks
- New underwear
- Hygiene items of any kind—soap, shampoo, deodorant, dental supplies
- Laundry detergent—no scents or dyes

2) Monetary donations for the purchase of needed items

If you are interested in donating items, a monetary gift, or gift cards, they can be mailed to: Central Elementary c/o Care Closet, 555 W. Mountain Avenue, South Williamsport, PA 17702

We greatly appreciate any donation and are grateful to be able to help our students in need.



Deborah Swinehart

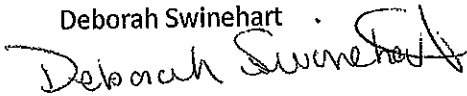
January 15, 2021

To whom it may concern,

I would like to inform you that I am giving you my resignation as a paraprofessional effected on January 15, 2021. I hereby give you my two weeks' notice, which my last day will be January 29th, 2021.

Sincerely,

Deborah Swinehart

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

January 18, 2021

Kevin B. Eck

SWASD

To Whom It May Concern:

I wish to inform the South Williamsport Area School District that I, Kevin Eck, will be retiring as of June 10, 2021. I would like to thank the district for allowing me the opportunity to teach the fine young people of this district and to work with the best colleagues one could ask for. I would especially like to thank Mr. Jesse Smith, my principal, for his mentorship and his support over the years.

Yours Truly,

A handwritten signature in black ink, appearing to read 'KB Eck', written in a cursive style.

Kevin B. Eck



Book	Policy Manual
Section	200 Pupils
Title	Discipline of Student Convicted/Adjudicated of Sexual Assault
Code	218.3
Status	First Reading
Adopted	February 1, 2021

Purpose

The Board recognizes the importance of a safe school environment for students who are victims of sexual assault. This policy addresses disciplinary requirements for a student convicted or adjudicated delinquent of sexual assault upon another district student.[1]

Definitions

Conviction – means the finding of guilty by a judge or a jury or the entry of a plea of guilty or nolo contendere for sexual assault whether or not judgment of sentence has been imposed.[1]

School setting – means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

School-sponsored activity – means any assemblies, field trips, class trips, graduation ceremonies, athletics, extracurricular activities, clubs, groups, teams or any activities sponsored, held or approved by the district.[1]

Sexual assault – means any of the following offenses:[1]

1. Rape.[2]
2. Statutory sexual assault.[3]
3. Involuntary deviate sexual intercourse.[4]
4. Sexual assault.[5]
5. Aggravated indecent assault.[6]
6. Indecent assault.[7]

Authority

The Board shall comply with the disciplinary requirements established by state law regarding students who have been convicted or adjudicated delinquent of sexual assault upon another student enrolled in this district, regardless of whether the sexual assault took place inside or outside of the school setting.[1][8][9]

Delegation of Responsibility

A student who is convicted of sexual assault upon another student enrolled in this district shall be required to notify the Superintendent or designee of the conviction no later than seventy-two (72) hours after the conviction.[1]

Upon report of a conviction or adjudication of sexual assault upon a district student, the Superintendent or designee shall take one (1) of the following actions against the convicted or adjudicated student:[1]

1. Recommend that the Board expel the student, in accordance with law and Board policy.[9]
2. Transfer the student to an alternative education program.
3. Reassign the student to another school or educational program within the district.

If the convicted or adjudicated student has already been expelled, transferred or reassigned, or if the victim does not attend the same school, no additional action regarding expulsion, transfer or reassignment is required by the district. Although action is not required, the district maintains the authority to make an alternative assignment or provide alternative educational services during or after an expulsion at the discretion of the Superintendent or designee.[1]

Upon report of a conviction or adjudication of sexual assault upon a district student that occurred in the school setting, the Superintendent or designee shall notify the Title IX Coordinator to determine whether the incident has been addressed in accordance with applicable Board policy.[10][11]

Guidelines

In the case of a student with a disability, including a student for whom an evaluation is pending, prior to implementing any disciplinary removal or considering a change of placement for the student, the district shall coordinate with the student's Individualized Education Program (IEP) team and take all steps required to comply with state and federal laws and regulations, and Board policies.[1][12][13][14][15][16][17]

The district shall ensure that the convicted or adjudicated student is prohibited from taking part in the following activities at the same time as the victim:[1]

1. Being educated in the same school building.
2. Being transported on the same school vehicle.
3. Participating in the same school-sponsored activity.

Return of Student to School

The district may return the student who is expelled, transferred or reassigned, to the student's originally assigned school if one (1) of the following circumstances occur:[1]

1. The victim is no longer enrolled in the district.
2. The conviction or adjudication has been reversed and is not pending appeal.

Transfer Students

When the school district receives a student who transfers from a public or private school during or after an expulsion period for an act or offense involving a sexual assault conviction or adjudication, the district may assign that student to an alternative assignment or may provide alternative education services.[1][18]

Legal

1. 24 P.S. 1318.1
2. 18 Pa. C.S.A. 3121
3. 18 Pa. C.S.A. 3122.1
4. 18 Pa. C.S.A. 3123
5. 18 Pa. C.S.A. 3124.1
6. 18 Pa. C.S.A. 3125
7. 18 Pa. C.S.A. 3126
8. Pol. 218
9. Pol. 233
10. Pol. 103
11. Pol. 252
12. 20 U.S.C. 1400 et seq
13. 34 CFR Part 300
14. Pol. 103.1
15. Pol. 113.1
16. Pol. 113.2
17. Pol. 113.3
18. Pol. 200



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Students
Code	103
Status	First Reading
Adopted	October 5, 2020
Last Revised	February 1, 2021

Authority

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17]

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at or, in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[18][19][20][21]

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation

The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory police or child protective services reports required by law.[22]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[18][20][23][24]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[18][19][20][23]

Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[25][26]

Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[27][28][29][30][31]

Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[30]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

Definitions

Complainant shall mean an individual who is alleged to be the victim.

Respondent shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

Discrimination

Discrimination shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

Harassment is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

Definitions Related to Title IX Sexual Harassment

Formal complaint shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[29][32]

Supportive measures shall mean nondisciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[32]

Supportive measures shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[32]

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.

9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

Supportive measures may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy.[17][18][23][24][33]

Title IX sexual harassment means conduct on the basis of sex that satisfies one or more of the following:[32]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.

a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[34]

- i. Length of relationship.
- ii. Type of relationship.
- iii. Frequency of interaction between the persons involved in the relationship.

b. **Domestic violence** includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is co-habiting with or has co-habited with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[34]

c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or non-forcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[35]

d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[34]

- i. Fear for their safety or the safety of others.
- ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus.[28][29][32]

Delegation of Responsibility

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [36]

The Superintendent as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: SWASD Superintendent 515 West Central Ave. South Williamsport PA 17702

Email: SWASD@swasd.org

Phone Number: 570-327.1581

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate problems of discrimination.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources including counseling resources.
4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[37]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.

7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

Guidelines

Title IX Sexual Harassment Training Requirements

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

Disciplinary Consequences

A student who is determined to be responsible for violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[18][19][20]

1. Loss of school privileges.
2. Permanent transfer to another school building, classroom or school bus.
3. Exclusion from school-sponsored activities.
4. Detention.
5. Suspension.
6. Expulsion.
7. Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[21][38]

Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

Legal

1. 22 PA Code 12.1
2. 22 PA Code 12.4
3. 22 PA Code 15.1 et seq
4. 22 PA Code 4.4
5. 24 P.S. 1301
6. 24 P.S. 1310
7. 24 P.S. 1601-C et seq
8. 24 P.S. 5004
9. 43 P.S. 951 et seq
10. 20 U.S.C. 1681 et seq
11. 34 CFR Part 106
12. 29 U.S.C. 794

13. 42 U.S.C. 12101 et seq
14. 42 U.S.C. 1981 et seq
15. 42 U.S.C. 2000d et seq
16. U.S. Const. Amend. XIV, Equal Protection Clause
17. Pol. 103.1
18. Pol. 113.1
19. Pol. 218
20. Pol. 233
21. Pol. 317
22. Pol. 806
23. Pol. 113.2
24. Pol. 113.3
25. Pol. 218.3
26. 24 P.S. 1318.1
27. 20 U.S.C. 1232g
28. 34 CFR 106.44
29. 34 CFR 106.45
30. 34 CFR 106.71
31. 34 CFR Part 99
32. 34 CFR 106.30
33. Pol. 113
34. 34 U.S.C. 12291
35. 20 U.S.C. 1092
36. 34 CFR 106.8
37. Pol. 150
38. Pol. 317.1
18 Pa. C.S.A. 2709
20 U.S.C. 1400 et seq
28 CFR Part 41
28 CFR Part 35
34 CFR Part 100
34 CFR Part 104
34 CFR Part 110
U.S. Const. Amend. I
Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)
Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
Office for Civil Rights - Resources for Addressing Racial Harassment
Pol. 122
Pol. 123
Pol. 138
Pol. 216
Pol. 220
Pol. 247
Pol. 249
Pol. 251
Pol. 252
Pol. 320
Pol. 701
Pol. 815
Pol. 832

103-Attach 1 Report Form.pdf (161 KB)

103-Attach 2 Discrimination.docx (40 KB)

103-Attach 3 Title IX.docx (76 KB)

103-Attach 4 ConfidentialityTemplateLetter.docx (21 KB)

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT | 2021-2022 CALENDAR

Jul 4: Independence Day

JULY 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 2022						
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					

Jan 1: New Year's Day
Jan 14: Weather Day (1)
Jan 17: Act 80 Day

Attachment 5

20/20
97/99

Aug 26: Professional Day
Aug 30: Act 80 Day
Aug 31: First Student Day

AUGUST 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				

2/3
2/3

FEBRUARY 2022						
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					

Feb 18: Weather Day (2)
Feb 21-22: Act 80 Days

19/19
116/118

Sept 6: Schools Closed-
Labor Day

SEPTEMBER 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		

21/21
23/24

MARCH 2022						
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		

23/23
139/141

Oct 11: Schools Closed

OCTOBER 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						

20/20
43/44

APRIL 2022						
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

Apr 14: Weather Day (5)
Apr 15: Schools Closed
Apr 18: Weather Day (4)
Apr 19: Weather Day (3)

17/17
156/158

Nov 23-24: Act 80 Days
Nov 24: Professional Day
Nov 25: Thanksgiving Day
Nov 26: Schools Closed
Nov 29: Schools Closed

NOVEMBER 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				

18/19
61/63

MAY 2022						
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 30: Schools Closed-
Memorial Day

21/21
177/179

Dec 23-24: Schools Closed
Dec 25: Christmas Day
Dec 27-31: Schools Closed

DECEMBER 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	

16/16
77/79

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

Board Approval: 1st Reading:
(DATE)

JUNE 2022						
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		

Jun 2-3: Act 80 ½ Days
Jun 3: Students Last Day
Jun 3: Commencement

3/3
180/182

Total Days

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

Board Approval: 2nd Reading:
(DATE)

Rev: 1-18 -2021

Implementing Administrative Regulations
Pursuant to School Board Policy #800

Revised January 2021

Record Management Plan

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20.	Food Service Records	14
21.	Health & Safety Records	15
22.	Payroll Records	16
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24.	Student Records	20
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Forms:

Record Disposal Request
Record Disposal Log

1. Purpose

This Record Management Plan provides guidelines to implement School Board Policy #800. The purpose of these guidelines is to provide a plan for managing the District's records and to provide continuing authority to dispose of records which are no longer needed or useful to the District. Retaining only necessary electronic and physical records will reduce cost and storage space needed for record retention, and will conserve the District's resources. Moreover, this schedule provides an orderly and systematic records retention system – providing a basis for an organized and functional use of District records.

2. Schedule Must Be Followed

This Record Management Plan can only function effectively to conserve District resources and costs if followed by all of the District's employees. This schedule establishes the **minimum length of time** for retention of the records identified below. No records shall be intentionally destroyed in contravention of this schedule except as enumerated below.

3. Record Retention Officer

The Superintendent shall be the "Record Retention Officer" as central point of contact for the District who will coordinate the retention and disposition of records in accordance with this schedule. No records identified herein may be destroyed without approval of the Record Retention Officer. The Record Retention Officer shall maintain a log of all records destroyed pursuant to this schedule.

4. Record Disposal Procedure

The following procedure must be followed for the destruction of any of the records identified in this schedule.

- a) A request to dispose of a non-permanent record shall be submitted to the Record Retention Officer by the employee requesting permission to dispose of the record(s), or may be initiated by the Records Retention Office unilaterally, utilizing a Record Disposal Request Form (attached as Appendix A).
- b) The Record Retention Officer shall review the destruction request and shall grant the disposal request upon verification that the applicable retention period identified herein has been met.
- c) Upon review, the Record Retention Officer shall indicate approval or disapproval on the request form and return a copy to the employee who submitted the disposal request. If approved, the employee may then destroy the records identified on the request form.
- d) If approved, the Record Retention Officer shall record the disposal of the records in the records disposal log that he or she maintains. (Attached as Appendix B)

5. Methods of Record Disposal

If records destroyed pursuant to this schedule may contain confidential information, care must be taken to ensure the continued security and confidentiality of that information. Paper and physical records that may contain confidential information shall be shredded or incinerated. Electronic records that may contain confidential information shall be overwritten or destroyed in such a manner that confidential information may not be readily recovered. Any records stored with a vendor or contractor that are disposed of pursuant to this schedule may be destroyed directly by the vendor or contractor with written assurances that the records have been destroyed.

6. Duplicate Records

This schedule applies to any form of the records identified herein (paper, digital, microfilm, book, other electronic media, etc.) and only applies to the one official record. Duplicate copies need not be retained. Wherever practicable, the original record shall be maintained as the official record.

7. Retention of Records Received Via Email

This schedule provides for the systematic retention of e-mail for a limited period of time. However, in many cases, other records identified in this schedule with longer retention periods may be received via e-mail (e.g. accident report received via e-mail; employee requests for leave; special education records, etc.) In such a case it is the responsibility of the employee(s) receiving the e-mail record to retain the record in accordance with this schedule, even if that requires saving the record in a format other than via e-mail.

8. Litigation Hold Procedures

No record, that would otherwise be eligible for disposition pursuant to this schedule, shall be destroyed if the District becomes aware that the record may be needed for pending litigation.

Any district administrator, upon being notified of pending litigation and/or the need to preserve certain records for litigation, shall immediately notify the Superintendent and the Records Retention Officer in writing to ensure the preservation of the proper records and suspension of any record disposal activities for the records in question. The Records Retention Officer shall coordinate with the District Solicitor or Special Counsel to ensure that all required records are preserved for the duration of any litigation. Records retained pursuant to a litigation hold shall be retained until the final disposition of all litigation proceedings and upon the written instruction by the attorney for the District that the records may be destroyed.

9. Records NOT In This Schedule

Records not identified in this schedule may be disposed of without written approval by the Records Retention Officer **unless** the employee has been notified that the record is subject to a litigation hold or has been notified that the record is currently the subject of a Right to Know

Request under Pennsylvania law. If the employee has been notified of such a request or litigation hold, the record shall not be destroyed except with permission by the Record Retention Officer.

10. Exceptions

Requests for exceptions to this schedule should be submitted in writing to the Records Retention Officer. Upon review of the request, and only with approval of the Superintendent, the Records Retention Officer *may* grant an exception to this schedule so long as the exception does not substantially impede the overall purpose of this schedule as stated above.

11. Interpretation

Under certain circumstances it may be unclear which retention time period applies to a particular record. In such a case, the Records Retention Officer shall be responsible for interpreting the applicable retention period pursuant to this schedule.

12. Review

The Superintendent, or his or her designee, shall ensure that this Records Retention and Disposition Schedule is reviewed regularly to ensure full compliance with mandatory legal retention periods and to ensure that the schedule is achieving the Board's stated purposes enumerated above. Any suggested changes to this schedule should be submitted to the Records Retention Officer.

13. Calculation of Time Periods

Each school year shall begin July 1 and end of June 30. Records may be disposed of after June 30 of the year in which the retention period expires.

Examples:

- A. Records retention period is until the conclusion of the school year. Record is dated Feb 2, 2013.



Records may be destroyed as of July 1, 2013.

- B. Record retention period is one year. Record is dated Feb 2, 2013.



Record may be destroyed as of July 1, 2014.

14. Policy Availability

All employees shall have access to a copy of this Record Management Plan along with School Board Policy #800. The policy and the Record Management Plan shall also be posted on the District's website.

15. Special Rules For Interpreting These Guidelines

These procedures are intended to establish internal expectations of the District for its staff in the implementation of District Policy #800. These procedures are not intended to establish legally binding norms or enforceable rights or causes of action in any individual, including students and their parents. The intent of these procedures is to enable the District to comply with existing legal record keeping requirements without retaining unnecessary records and documents. To the extent that any provision only shall be deemed void, and the remainder of these procedures shall remain in effect.

16. ADMINISTRATION RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Boundary Changes – District Map	Maps and any description of changes to District boundaries.	Permanent	Business Office	Business Manager
Building sign in/sign out documentation	Documents signed by students, parents, and other school visitors showing arrival and departure.	Retain until the conclusion of the school year.	Building Main Offices	Building Principal
Calendar (as adopted by School Board)	Official calendar reflecting number of days and length of school day, as well as scheduled District activities.	Permanent	Superintendent's Office	Superintendent
Census Records	Official census records conducted once per decade.	Permanent	Superintendent's Office	Superintendent
Election Records	Ballots or official reports, notifications, petitions, publications.	Retain 1 year or 1 year after the conclusion of any challenge to election results, whichever is later.	District Office	School Board Secretary
Correspondence / E-mail	All formal or informal correspondence relating to agency business (including e-mails) to or from school district employees.	Retain 3 years	District employee files. District employee network storage drives.	District employees at the guidance of the Superintendent and Director of Information Systems.
Litigation Records	Any records related to litigation filed	Retain 3 years from the final	District Office	Superintendent

	against the District, its employees, or contracted parties, or anticipated litigation for which the District has been provided written notice.	disposition of litigation.		
Memoranda of Understanding	Records documenting responsibilities and relationships for multi-agency cooperatives (i.e. vo-tech, special education placements, etc.).	Retain 5 years from the conclusion of the arrangement.	Superintendent's Office	Superintendent
Minutes	Minutes of School Board and designated committee meetings.	Permanent	District Office	School Board Secretary
Policies	Official School Board policies	Retain until 5 years after policy is changed or repealed.	Digital Storage Board Documents	Superintendent
Publications	Official District publications including District and Student generated newsletters, newspapers, and yearbook.	Permanent	Superintendent's Office	Superintendent
Recording of Board Meetings	Digital recordings of School Board and meetings.	Retain 1 year from date of meeting	District Network Storage	Director of Information Systems
Reports to State Department of Education	Annual or other official reports generated by the District and	Permanent	Superintendent's Office	Superintendent

	submitted to PDE.			
Security Recordings		See Health and Safety Records		

17. BUILDING RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Accident/Damage Reports	Reports of damage to, or accidents with school property.	Retain 10 years	Facility Management Office	Director of Facilities
Building Maintenance Records		Retain until obsolete.	Facility Management Office	Director of Facilities
Building and Construction Permits	Plans, inspection reports, and applications.	Retain 10 years	Facility Management Office	Director of Facilities
Building and Grounds Records	Blueprints, specifications, abstracts, deeds, title papers, final inspection reports, and occupancy permits.	Permanent	Facility Management Office	Director of Facilities
Building Equipment and Other Fixed Asset Records	Equipment, appliances, fixtures, materials, inventories, manuals, depreciation schedules.	Life of the item	Facility Management Office	Director of Facilities

18. CURRICULUM RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Class Schedules	Schedule of classes for each school building.	Retain 4 years 2 C.F.R. §200.333	Building Main Office	Principal

Class Weight Schedules	Schedules explaining any weight given to AP or Honors classes in calculating grade point averages.	Retain 21 years	Building Main Office	Principal
Course Lists	List of junior/senior high school courses with program descriptions.	Retain 4 years 2 C.F.R. §200.333	Building Main Office	Principal
Curriculum Development Records	Program information, recommendations, program details, procedures, research basis for programming.	Retain 5 years	Superintendent's Office	Superintendent
Graduation Requirements	List of courses required for graduation.	Retain 21 years	Superintendent's Office	Superintendent
Advance Placement Program	Program applications, records of certificates awarded to teachers and students	Retain program requirements for 21 years.	Superintendent's Office	Superintendent
Standardized Assessment Results	Group results of state, federal, and academic progress monitoring through standardized testing, as tabulated and reported by class, grade, or school. [See Student Records for individual student test results]	Retain 10 years	Superintendent's Office	Superintendent

State Testing Security Training Documents	State required security logs, administrative training, and other test security documentation	Retain 6 years	Superintendent's Office	Superintendent
Student Handbooks	Elementary and Secondary	Retain 21 years	Superintendent's Office	Superintendent
Textbook Adoption Records	Records related to the adoption and approval of textbooks.	Retain 5 years	Superintendent's Office	Superintendent
Textbook Order Records	Order records of classroom issued textbooks.	Retain 5 years	Superintendent's Office	Superintendent

19. FINANCE RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Accounts Payable Records	Invoices, purchase orders, credit documents, freight bills/claims, acknowledgments/orders/shipping notices, purchasing contracts, travel expense documents, IRS 1099 forms, statements of services rendered.	Retain 7 years	Business Office	Business Manager
Accounts Receivable Records	Records and ledgers documenting monies owed and paid to the District, include tax revenue records, state and federal funds	Retain 7 years	Business Office	Business Manager

	received, and other amounts received with the amounts and source.			
Annual Financial Report	Annual school district financial reports.	Retain Permanently	Business Office	Business Manager
Audit Reports	Any internal or external audit report.	Retain Permanently	Business Office	Business Manager
Bank Statements	Bank register of transactions, credits, debts, and checks, reconciliation statements.	Retain 7 years	Business Office	Business Manager
Bond Records	Any documentation related to the issuance of bonds including bond ledgers and registers, official statements and publications, and authorizing documentation.	Retain 7 years after the debt is retired and final audit completed.	Business Office	Business Manager
Budget Records	Final budget approved by School Board.	Retain Permanently	Business Office	Business Manager
Budget Preparation Records	Records created and used during school district budget development including cost statements, estimates, justifications, spread sheets, and other background materials.	Retain 7 years	Business Office	Business Manager

Contracts for Services	Any contract in which the District is a party.	Retain 7 years after the expiration or termination of the contract.	Business Office	Business Manager
Deeds, Title Papers, Mortgage Notes			Business Office	Business Manager
Employment Contracts		Retain 7 years after expiration or termination of the contract.	Business Office	Business Manager
Grant Documents	Grant applications, awards, budges, expenditures, reimbursements, audits, and related papers.	Retain 7 years from the closing of the grant, or retain the period of time required by the grant source (whichever is longer).	Business Office	Business Manager
Insurance Policies & Claims	Health, dental, property, life, liability, etc. policies, waivers, amendments, and claims files.	Retain 7 years beyond expiration of policy term.	Business Office	Business Manager
Insurance Documents	Insurance quotes or bids (accepted and rejected), research, correspondence to/from insurer.	Retain 7 years	Business Office	Business Manager
IRS W-9 Forms		Retain 7 years after final 1099 is issued.	Business Office	Business Manager
Lease Agreements		Retain 3 years after expiration.	Business Office	Business Manager
Property Appraisals		Retain until superseded	Business Office	Business Manager
Quotes	Successful and unsuccessful	Retain 3 years Ref: 24 Pa. C.S. § 8-807.1	Business Office	Business Manager
Sealed Bids	Successful and unsuccessful	Retain 7 years	Business Office	Business Manager

Student Activity Accounts	Bank statements, registers, cash receipts, cancelled checks and ledgers	Retain 7 years	Business Office	Business Manager
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20. FOOD SERVICE RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Audit Reports		See Finance Records	Business Office	Business Manager
Bids Received for Food and Supplies	Successful and unsuccessful bids received for food and supplies.	Retain 4 years, or until the completion of any active audit, whichever is longer Ref: 7 C.F.R. §210.15	Business Office	Business Manager
Contracts/Written Agreements with Service Providers	Contracts and written agreements with good service vendors and suppliers.	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15	Business Office	Business Manager
Daily Meal Count Records		Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15	Business Office	Business Manager
Food Service Financial Records	Food service related purchase orders, invoices, state and federal income, records of payments made, registers, operating reports, and any other	Retain 4 years, or until the completion of any active audit, whichever is longer. Ref: 7 C.F.R. §210.15	Business Office	Business Manager

	related financial records			
Free / Reduced Price Meal Applications	All applications (whether approved or denied), verification records, notices to families regarding acceptance/denial , lists of eligible students.	Retain 4 years, or until the completion of any active audit, whichever is longer Ref: 7 C.F.R. §210.15	Business Office	Business Manager
Inventory Records	Weekly, monthly, and yearly inventory records	Retain 4 years, or until the completion of any active audit, whichever is longer Ref: 7 C.F.R. §210.15	Food Service Management Office	Director of Food Service
Menus /Food Production Records	Menus and other records documenting daily food production	Retain 4 years, or until the completion of any active audit, whichever is longer Ref: 7 C.F.R. §210.15	Food Service Management Office	Director of Food Service

21. HEALTH & SAFETY RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Employee Accident Reports	Any report regarding an employee accident.	Retain 6 years	Business Office	Business Manager
Reports of Suspected Child Abuse	Written copy of any report of suspected abuse submitted pursuant to the PA mandatory reporting law.	Retain until the conclusion of the school year in which the Student turns 50 years old	Superintendent's Office	Superintendent

Security Video	Any digital or video recordings from any school security cameras.	Retain for 30 days, unless moved to a student records maintenance site. In such a case, retain until final disposition of any matter related to the recordings or 3 years, whichever is longer.	Network File Storage	Director of Information Systems
Student Health, Immunization, and School Nurse Records	Records of immunizations, allergies, documents of care provided by school nurse, results of vision and hearing screenings, anecdotal notes.	See Student Records		

22. PAYROLL RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Garnishment Records	Notices and records related to garnishment of wages.	Retain 7 years after expiration of the garnishment.	Business Office	Business Manager
Payroll Adjustment Records	Records with amounts withheld or paid for Federal State taxes, insurances, retirement, and any other deductions or payments.	Retain 7 years	Business Office	Business Manager
Payroll Register	Includes name, salary history, compensation	Permanent	Business Office	Business Manager

	earned each week.			
Request for Duplicate Checks	Requests for replacement for lost or missing checks.	Retain 7 years	Business Office	Business Manager
Time Sheets	Records of dates and hours worked for hourly employees.	Retain 7 years	Business Office	Business Manager
Withholding and Deduction Records	Employee requests for withholding, exemptions claimed (W-4 Form), union dues authorization, and any other records authorizing deductions.	Retain until 7 years after termination or retirement.	Business Office	Business Manager
W-2 Statements (employer copy)		Retain 3 years.	Business Office	Business Manager

23. PERSONNEL RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Applications for Employment (NOT HIRED)	Includes job applications, resumes, interview documents, cover letters, other pre-employment records.	Retain 3 years or until final disposition of a discrimination charge, whichever is later. Ref: 29 C.F.R. § 1602.14 29 C.F.R. § 1602.40 29 C.F.R. § 1627.3(b)(1)	Business Office	Business Manager
Arbitration Decisions and Mediation Records		Permanent	Superintendent's Office	Superintendent

Background Checks (Employees and Volunteers)	Includes criminal background checks, sexual abuse/misconduct disclosure forms.	Retain for 7 years after termination or retirement.	Business Office	Business Manager
Child Abuse Training Verification	Documentation that employee or volunteer has received mandatory child abuse training.	Retain documentation of most recent training until superseded, or 7 years after individual is no longer working with the District.	Business Office	Business Manager
Discrimination Complaints	Any complaints regarding discrimination or sexual harassment.	Retain until final disposition of the charge or action.	Superintendent's Office	Superintendent
Employee Medical Records	Includes medical and employment questionnaires or histories, medical exams, medical opinions, history of treatments, medications, medical complaints, requests for accommodations, documentation of exposure to toxins.	Retain 30 years after termination or retirement. 29 C.F.R. § 1910.1020	Business Office	Business Manager
Equal Employment Opportunity Records		Retain 3 years 29 C.F.R. § 1602.39	Business Office	Business Manager
Immigration Records	Includes INS Form I-9: Employment Eligibility Verification Forms	Retain 7 years after the date of hire or one year after termination or retirement, whichever is later.	Business Office	Business Manager

		Ref: 8 C.F.R. § 274a.2		
Labor Contracts & Negotiation Records	Contracts between School District Management and Various Bargaining Units including correspondence, salary schedules, personnel policies.	Permanent	Business Office	Business Manager
Individual Employee Personnel Records	Includes job application, references, resume, health and live insurance records, background checks, performance evaluations, commendations, training records, credentials, contracts, letters of resignation, reprimands, vacation and sick leave, salary, separation records, etc.	Retain 7 years after employment ends, or until final disposition of a discrimination charge, whichever is later. Ref: 29 C.F.R. 1602.14; 29 C.F.R. 1602.40; 29 C.F.R. 1627.3(b)(1)	Business Office	Business Manager
Job Announcements and Advertisements, Job Descriptions	Narrative of job duties and responsibilities, advertisement and announcements.	Retain 3 years for advertisements and announcement. For descriptions, retain current document plus one prior revision.	Business Office	Business Manager
Professional Development and	Attendance records, agendas	Retain 3 years.	Superintendent's Office	Superintendent

Employee Training Records	and instructional materials, certifications upon completion, etc.			
Requests for Leave	Requests for Leave (Vacation, Sick, Family/Medical, etc.)	Retain for 3 years or until final disposition of a discrimination charge, whichever is later.	Business Office	Business Manager
Seniority List (Educators)		Retain 7 years Ref: 29 C.F.R. § 1627.3	Superintendent's Office	Superintendent
Seniority Lists (All others)	Support staff, Custodial staff, Maintenance staff	Retain 7 years Ref: 29 C.F.R. § 1627.3	Business Office	Business Manager
Union Grievances	Employee reports or allegations of contract violations.	Permanent	Superintendent's Office	Superintendent
Worker's Compensation Claims	Injury reports, records, and correspondence about injuries sustained	Retain 30 years after termination or retirement. 29 C.F.R. § 1910.1020	Business Office	Business Manager

24. STUDENT RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Accident Reports (Student)	Accident reports relating to the student and final disposition	Retain until the conclusion of the school year then transfer data to cumulative file.	Student Cumulative File	Superintendent
Attendance Records	Summary of yearly attendance by Student as recorded in cumulative file.	Retain until the conclusion of the school year then transfer data to cumulative file.	Building Main Office	Principal
Attendance Excuse Records	Written excuses for non-	Retain written excuse until the	Building Main Office	Principal

	attendance and/or tardiness.	conclusion of the school year or until the conclusion of any truancy proceedings, whichever is later.		
Counseling Records	Guidance Records, School social worker records, and other documentation of individual or group counseling.	Retain 6 years after the student ceases to be enrolled in the District.	Counseling Office	School Counselor
Cumulative Student File- Graduates	Cumulative electronic and/or physical file	Retain 6 years after the student graduates. Then transferred to District Storage (see Graduate Student Files)	Building Main Office	Principal
Cumulative Student File- Withdrawal Prior to Graduation	Cumulative electronic and/or physical file	Retain 6 years after the student ceases to be enrolled in the District.	Building Main Office	Principal
Graduate Student Files	Cumulative electronic and/or physical file	Retain 25 years after the student graduates.	District Storage	Superintendent
Extra-Curricular and Co-Curricular Participation Records	Participation, contracts, team results, and team rosters.	Retain until the conclusion of the school year and then transferred to student's cumulative file.	Athletic Director's Office	Athletic Director
Health, Immunization, and School Nurse Records	Records of immunizations, allergies, documentation of care provided by school nurse, results of vision and hearing	Retain 6 years after the student ceases to be enrolled in the District.	District Health Office	School Nurse

	screenings, anecdotal notes.			
Homeschool Records	Any records related to a student being homeschooled including affidavits and portfolios.	Retain 6 years after the student ceases to be enrolled in the District.	Superintendent's Office	Superintendent
Special Education Records	IEPs and GIEPs, evaluation reports, §504 Service Agreements, progress monitoring, communication logs, NOREPs and NORAs	Retain 6 years after the student ceases to be enrolled in the District.	Office of Special Education	Director of Special Education
Student Performance Records	Individual standardized test scores, yearly report cards.	Retain until the conclusion of the school year then transfer data to cumulative file.	School Counseling Office	School Counselor

25. TRANSPORTATION RECORDS

Category	Description	Retention Period	Record Location	Person Responsible
Accident & Incident Reports	Any reports or other documentation related to accidents involving or incidents occurring on District or contractor provided transportation.	Retain 3 years	District Office	Director of Transportation
Contracts with Independent Contractors for Transportation Related Services		Retain 3 years after completion of contract.	District Office	Director of Transportation

Correspondence and Reports from Independent Contractors	Any correspondence with, or records or reports provided by, independent contractors.	Retain 3 years	District Office	Director of Transportation
Driver Eligibility Records	Records related to driver training, medical eligibility, and licensing.	Retain 3 years after retirement or termination.	District Office	Director of Transportation
Maintenance Records	Equip. Maintenance Records	Life of Equipment	District Office	Director of Transportation
Insurance Records		See Financial Records	District Office	Director of Transportation
Transportation Reimbursement Records	Any records related to state reimbursement of transportation expenses.	Retain 3 years Ref: 22 Pa. Code §§ 23.31-23.40	District Office	Director of Transportation

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
RECORDS DISPOSAL REQUEST FORM**

Person Making Disposal Request:	Building:
Department:	Location of Records:
Email Address:	Date of Request:
Description of Record(s):	
Inclusive Dates of Records	Medium in Which Records Exist:
Page and Selection in Schedule	Retention Period in Schedule
Quantity of Records:	

FOR USE BY RECORD RETENTION OFFICE

Request for Disposal:

Approved:	Denied:
	Reason Request Denied:

Records Retention Officer	Signature	Date Request Reviewed

IF APPROVED, THE RECORDS IN QUESTION MAY BE DESTROYED

Record Destruction Log

[illegible]

FOR USE BY THE DISTRICT RECORD RETENTION OFFICER

I, _____ hereby approve of the disposal of the records listed above as requested.

Record Retention Officer's Name

Record Retention Officer's Signature

Date _____



Intermediate Unit 17

Proposed 2021-2022 General Operations Budget

- Bradford
- Lycoming
- Sullivan
- Tioga

Board Member Copy

Office Locations:

- 2400 Reach Road, Williamsport
570-323-8561 Voice / 570-323-1738 Fax
- 33 Springbrook Drive, Canton
570-673-6001 Voice / 570-673-6007 Fax

Distributed to the IU Council on January 14, 2021
Approved by the IU 17's Board of Directors on January 20, 2021

BLaST IU 17

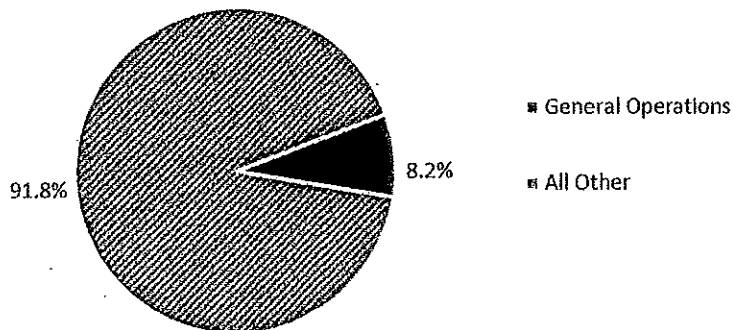
Proposed Budget

2021/2022

Executive Summary

The IU team invites your inquiries and suggestions for its budgets and services and is available to discuss them at any district board meeting or administrative team meeting. Please direct inquiries to Christina Steinbacher-Reed, Executive Director or Sara McNett, Director of Management Services at (570) 673-6001.

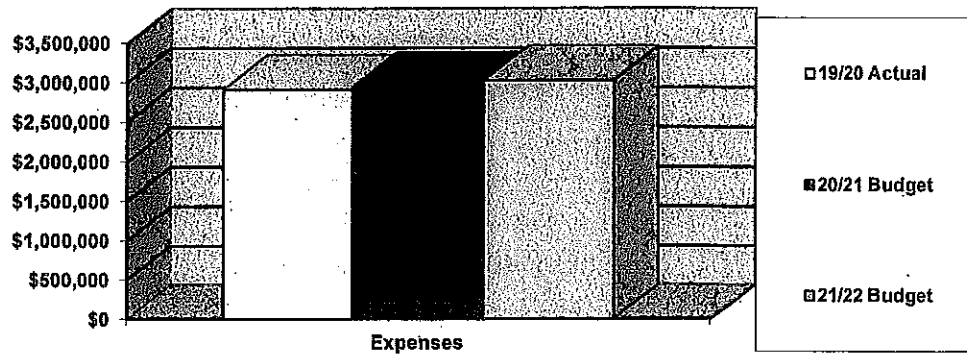
Overview:



This budget package contains a balanced budget for the General Operation (Funds 10 and 12) of IU 17. This budget does not include most program budgets for Federal, State, or local sources for specific purposes. Examples of these budgets are IDEA Supplemental Education Services (Individuals with Disability Education Act), Alternative Ed, partial hospitalization, Software consortium, eQUIP, etc. These budgets are governed by IU 17's Board of Directors and are adopted throughout the year. As the pie chart above illustrates, the General Operations Budget (Funds 10 and 12) comprises approximately 8.2% of the I.U. budgets, as compared to 7.9% last year.

General Operations:

Again this year, there is no assessment to the districts being proposed to support the General Operations Budget.



Expenses:

As the above graph indicates, budgeted expenses are higher than last year's by approximately \$76,600, for an increase of 2.6%. Aside from normal year-over-year growth in employee salaries, a key driver in the increasing expenses is rising employee benefit costs. Early projections for healthcare insurance require a 5.9% budgetary increase for this benefit. Fortunately, growth in required employer share for PSERS retirement contributions has slowed. The current budget reflects estimated 2021-22 salaries, with actual employee salaries to be set by the IU 17 Board of Directors during the Spring of 2021.

We have an anticipated capital transfer amount of \$200,000 in order to continue building a reserve to replace the heating units and fund upgrades and upkeep at both the Canton and Williamsport offices. Also, it is important to note that some expenses are allocated across many IU budgets (utilities, copiers, etc.) As revenue to other budgets diminishes, and salary, health care and PSERS increase, there is an increased pressure on the General Operations budget to absorb these costs.

Revenue:

The General Operations Subsidy for Intermediate Units remains eliminated from the State budget. IU 17 has been fortunate to receive revenue-generating opportunities from the state in past years, but a change in PDE's procurement strategy for Statewide System of Support initiatives has altered this revenue stream by channeling contracts through larger Intermediate Units that act as a "prime contractor" to PDE. We must continue to be proactive in seeking contracting opportunities outside IU 17 in order to fund our general operations without placing a financial burden on IU 17 member districts. We continue to contract services and products to our districts, as well as to districts and Intermediate Units throughout the state, to generate revenue in support of the General Operations budget.

IU 17 receives a significant portion of its revenue from indirect cost streams related to many of its state and federal programs. As these programs continue to experience flat funding or very small increases, we are struggling to accommodate salary and benefit increases within program grant funds. As a result, the indirect cost pool is being tapped to help cover these expenses, placing additional pressure on General Operations revenue. To the extent these revenues decrease, fund balance will be used, if necessary.

In order to continue providing delivery of training and technical assistance services to our member districts at no charge whenever possible, IU 17 intends to once again apply to PDE for an administrative waiver of 11% of Component 2 funds to support training and consultative (TAC) services.

There is no assessment to the IU 17 member school districts. On the affirmative vote of the IU Superintendents, we will request a \$250 per district contribution to help defer the cost of continuing professional development for school district administrative staff.

BUDGET ADOPTION PROCESS

1. The IU 17 Team prepares the General Operation Budget.
2. The Budget is reviewed by the IU 17 Advisory Council of Superintendents and recommended for adoption to the IU 17 Board of Directors.
3. The Intermediate Unit Board of Directors shall, at least thirty (30) days before May 1st, adopt and advertise the proposed Intermediate Unit budget.
4. Copies of the approved budget are provided to each school board member of each component school district for consideration and approval.
5. The budget approval requires: (a) the affirmative vote of a majority of the nineteen school districts, and (b) a majority of the proportionate weighted votes (as determined by the Pennsylvania Department of Education) calculated from the resolution. This resolution is to be submitted to the Intermediate Unit by each board's secretary no later than April 21, 2021.

BLaST Intermediate Unit 17
General Operations (Funds 10 and 12)

	Revenue		
	19/20 Budget	20/21 Budget	21/22 Budget
Interest	\$60,000	\$131,073	\$70,000
Indirect Cost/transfer from fund	\$1,454,063	\$1,521,006	\$1,550,943
Contracted Services	\$1,106,406	\$1,042,465	\$1,127,252
State Support (Retirement/SS)	\$245,113	\$251,283	\$274,223
	\$2,865,582	\$2,945,827	\$3,022,418

General Operations - Fund Balance Summary
2021-2022

Anticipated June 30, 2021 Fund Balance Fund 10	\$2,000,000
Total Revenue	\$3,022,418
Total Available Resources	\$5,022,418
Total Budgeted Expenses	\$3,022,418
Projected Unreserved Fund Balance - June 30, 2022	\$2,000,000

**BLaST INTERMEDIATE UNIT 17
GENERAL OPERATIONS FUND 10**

Function	Object		19/20 Actual	20/21 Budget	20/21 Projected Actuals	21/22 Budget
2310	151	Salaries-Board Services			\$1,000	\$1,000
2310	581	Board Travel & Meals	\$4,300	\$6,500	\$0	\$4,500
2350	331	Legal Services	\$0	\$5,000	\$0	\$3,000
2360	111/151	Salaries-Office of Exec. Dir.	\$163,277	\$163,055	\$188,055	\$193,466
2360	200's	Benefits-Office of Exec. Dir.	\$109,538	\$120,110	\$129,657	\$136,600
2360	390	Purchased Prof Serv	\$4,370	\$3,250	\$3,300	\$4,000
2360	540	Advertising	\$846	\$750	\$0	\$850
2360	550	Communications	\$0	\$1,000	\$0	\$500
2360	580	Staff Travel/Other Expenses	\$26,087	\$38,000	\$3,107	\$8,000
2360	611	Administrative Supplies	\$3,932	\$2,500	\$4,279	\$2,500
2360	640	Books/Publications	\$2,876	\$5,000	\$0	\$2,500
2360	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2360	810	Dues/Memberships	\$8,298	\$15,000	\$8,500	\$8,500
2500	111/112/151	Salaries- Business Office	\$271,689	\$284,888	\$280,389	\$287,849
2500	200's	Benefits - Business Office	\$234,157	\$245,172	\$243,799	\$247,846
2500	330	Audit/Legal	\$0	\$2,500	\$0	\$1,000
2500	340	Contracted Services	\$1,461	\$1,250	\$600	\$650
2500	531	Communication - Telephone	\$167	\$750	\$329	\$750
2500	532	Communication - Postage	\$3,807	\$4,000	\$3,500	\$3,500
2500	540	Advertising	\$2,140	\$0	\$0	\$0
2500	580	Staff Travel/Other Expenses	\$4,911	\$9,000	\$5,474	\$5,000
2500	610	Supplies	\$28,807	\$15,000	\$14,111	\$15,000
2500	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2500	810	Dues/Memberships	\$5,523	\$9,750	\$10,270	\$9,000
2600	330	Professional Services	\$407	\$1,000	\$406	\$750
2600	411	Disposal Service	\$1,959	\$2,500	\$2,423	\$2,500
2600	413	Contracted Serv. Cleaning	\$15,886	\$16,000	\$7,863	\$15,000
2600	432	Contracted Serv. Maint.	\$22,388	\$27,500	\$15,280	\$17,335
2600	442	Rental - Equipment	\$8,305	\$7,500	\$8,305	\$8,300
2600	443	Rental - Office Space	\$0	\$0	\$0	\$0
2600	520	General Insurance	\$0	\$10,000	\$0	\$2,500
2600	610	Supplies- Cleaning	\$1,725	\$2,750	\$603	\$1,800
2600	620	Energy (Gas & Electric)	\$8,885	\$10,000	\$7,612	\$10,000
2600	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2830	151	Salaries - Personnel	\$53,910	\$55,258	\$55,258	\$56,639
2830	200's	Personnel Benefits	\$46,021	\$45,195	\$45,201	\$47,267
2830	540	Advertising (personnel Ads)	\$0	\$500	\$0	\$500
2830	580	Staff Travel	\$1,646	\$2,200	\$887	\$1,000
2830	611	Supplies	\$0	\$600	\$860	\$650
2840	111/151	Salaries - Technology	\$599,300	\$602,807	\$645,919	\$662,066
2840	200's	Personnel Benefits	\$437,270	\$410,583	\$450,533	\$455,280
2840	330	Contracted Services	\$48,616	\$38,000	\$32,000	\$30,000
2840	530/550	Communications	\$7,339	\$8,000	\$7,518	\$8,000
2840	580	Staff Travel	\$35,934	\$50,000	\$34,603	\$35,000
2840	600's	Supplies	\$294,301	\$230,000	\$245,000	\$235,000
2840	750	Equipment - Non Instructional	\$0	\$0	\$0	\$0
5200	400	Bldg Purch/Renov	\$200,000	\$200,000	\$200,000	\$200,000
5900	840	Budgetary Reserve	\$0	\$25,000	\$21,227	\$25,000
Fund 10 Total (General Operation)			\$2,660,078	\$2,677,868	\$2,677,868	\$2,750,598

**BLaST INTERMEDIATE UNIT 17
GENERAL OPERATIONS FUND 12**

Function	Object		19/20 Actual	20/21 Budget	20/21 Projected Actuals	21/22 Budget
2890	111/151	Salaries - Office of Prog Spec	\$119,845	\$129,884	\$129,825	\$133,071
2890	200's	Benefits - Office of Prog Spec	\$117,410	\$110,075	\$109,227	\$114,749
2890	330	Workshop	\$5,351	\$4,000	\$3,984	\$4,000
2890	580	Staff Travel/Other Expenses	\$5,480	\$16,000	\$10,010	\$10,000
2890	610	Materials & Supplies	\$2,064	\$3,000	\$10,913	\$5,000
2890	750	Equipment	\$0	\$0	\$0	\$0
5900	840	Budgetary Reserve	\$0	\$5,000	\$4,000	\$5,000
Fund 12 Total (Educational Planning)			\$250,150	\$267,959	\$267,959	\$271,820
Total Fund 10 + 12			\$2,910,228	\$2,945,827	\$2,945,827	\$3,022,418

POSITIONS / PERSONNEL -- GENERAL OPERATIONS BUDGET (FUNDS 10 AND 12)

Position	Personnel
Executive Director	Christina Steinbacher-Reed
Director: Division of Educational Planning	Brooke Beiter
Director: Division of Management Services/Board Secretary	Sara McNett
Business Services Coordinator	Brian Driscoll
Personnel Specialist	Cheryl Starr
Administrative Assistants	Jana Strong Renee Peluso Debra Holmes Susan Mahserjian-Smith Elizabeth Verbos
Accounting Personnel	Gretchen Geer Lori Tice Aimee Pepper
Technology	Jon Paulhamus Jason Albright Malachi Atkinson William Dewald Jon Desantis Tim Confer Eric Fessler Joseph Rafter Zachary Rowles Lucas Nichols Sarah Smeltz Austin Boos Eric Budd Edward Ploy
Coordinator of Professional Learning	Rebecca Gibboney

The proposed 2021 - 2022 General Operations Budget projects costs of maintaining the staff positions listed above. Some positions represent partial FTE's.

Comprehensive Listing of All BLAST IU 17 Budgets
Fiscal Year - 2021-2022
AUN: 117-000-000

Fund	Description	Director	Source	Amount
16	NTIC Health Professional	McNett	NTIC	\$ 116,816
19	Act 89	Martell	State Grant	\$ 518,627
20	Equip	Beiter	Districts	\$ 1,075,665
21	LCIC Health Professional	McNett	LCIC	\$ 104,801
23	Special Ed Core	Martell	State Grant	\$ 1,564,156
23	Special Ed Contracted	Martell	Districts	\$ 8,500,000
24	Transportation EI	McNett	State	\$ 733,873
25	Institutionalized Child	Martell	State/Districts	\$ 199,421
26	State Early Intervention	Sees	State Grant	\$ 4,113,953
28	PIL Leadership Initiative	Beiter	State Grant	\$ 71,930
33	Preschool 619	Sees	Federal	\$ 256,457
37	T-I New Federal	Driscoll	Federal	\$ 6,000
40	IDEA Part B-School Age	Martell	Federal	\$ 6,886,152
40	IDEA PART B- EI	Sees	Federal	\$ 660,199
41	PATTAN	McNett	Federal	\$ 1,455,360
50	TI A-District	Driscoll	Federal	\$ 31,607
52	Access	McNett	Federal	\$ 367,813
57	WAN	Driscoll	State	\$ 97,537
59	ELECT	Beiter	State	\$ 190,778
35	Title I-D	Coran	Federal	\$ 119,412
66	Title I-D	Coran	Federal	\$ 118,412
60	SWSS Targeted School Improvement	Driscoll/Beiter	Federal/State	\$ 29,762
60	SWSS SBI	Driscoll/Beiter	Federal/State	\$ 133,000
60	Safe Schools	Driscoll/Beiter	Federal/State	\$ 65,550
70	North Partial	Martell	Districts	\$ 846,965
71	Lycoming Partial	Martell	Districts	\$ 469,547
72	South Partial	Martell	Districts	\$ 332,729
73	Tioga Partial	Martell	Districts	\$ 325,826
74	LaSaQuik	Coran	Districts	\$ 143,176
75	Clear Vision	Coran	Districts	\$ 380,453
76	Lycoming Day Treatment	Martell	Districts	\$ 409,866
77	Intergrated Studies South	Martell	Districts	\$ 1,309,735
78	Intergrated Studies North	Martell	Districts	\$ 1,214,981
79	Elkland Partial	Martell	Districts	\$ 111,121
82	Software Resell Budget	Paulhamus	Districts	\$ 872,100

\$ 33,833,779

IU 17 Assessment History

The following is a HISTORY OF GENERAL OPERATIONS ASSESSMENT TO DISTRICTS

Fiscal Year	\$ Assessment	Fiscal Year	\$ Assessment
1971-72	0	2011-12	0
1972-73	0	2012-13	0
1973-74	0	2013-14	0
1974-75	10,000	2014-15	0
1975-76	54,218	2015-16	0
1976-77	70,755	2016-17	0
1977-78	12,020	2017-18	0
1978-79	10,080	2018-19	0
1979-80	0	2019-20	0
1980-81	0	2020-21	0
1981-82	20,980		
1982-83	5,000		
1983-84	41,650		
1984-85	43,260		
1985-86	0		
1986-87	39,815		
1987-88	0		
1988-89	0		
1989-90	0		
1990-91	0		
1991-92	0		
1992-93	0		
1993-94	0		
1994-95	0		
1995-96	0		
1996-97	0		
1997-98	0		
1998-99	0		
1999-00	0		
2000-01	0		
2001-02	0		
2002-03	0		
2003-04	0		
2004-05	0		
2005-06	0		
2006-07	0		
2007-08	0		
2008-09	0		
2009-10	0		
2010-11	0	Total	\$309,778

BOARD OF DIRECTORS

Athens Area School District
Canton Area School District
East Lycoming School District
Jersey Shore Area School District
Loyalsock Township School District
Montgomery Area School District
Montoursville Area School District
Muncy School District
Northeast Bradford School District
Northern Tioga School District
Sayre Area School District
Southern Tioga School District
South Williamsport Area School District
Sullivan County School District
Towanda Area School District
Troy Area School District
Wellsboro Area School District
Williamsport Area School District
Wyalusing Area School District

Kathy Jo Minnick
Neal Palmer
Lisa McClintock
Nancy Petrosky
Christina Kiessling
Dana Pick
William Ruffing
Scott Johnson
Devin Brown
Julie Preston
Debra Agnew
Barbara Shull
Nathan Miller
Hal Stockdill
Peggi Munkittrick
Dan Martin
Chris Gastrock
Lori Baer
Doug Eberlin

ADVISORY COUNCIL OF SUPERINTENDENTS

Athens Area School District
Canton Area School District
East Lycoming School District
Jersey Shore Area School District
Loyalsock Township School District
Montgomery Area School District
Montoursville Area School District
Muncy School District
Northeast Bradford School District
Northern Tioga School District
Sayre Area School District
South Williamsport Area School District
Southern Tioga School District
Sullivan County School District
Towanda Area School District
Troy Area School District
Wellsboro Area School District
Williamsport Area School District
Wyalusing Area School District

Craig Stage
Eric Briggs
Michael Pawlik
Brian Ulmer
Gerald McLaughlin
Daphne Bowers
Christina Bason
Craig Skaluba
William Clark
Diana Barnes
Jill Daloisio
Mark Stamm
Sam Rotella, Jr.
Kathryn Gruber
Dennis Peachey
Eric Stair
Brenda Freeman
Timothy Bowers
Jason Bottiglieri

IU 17 NONDISCRIMINATION POLICY

BLaST INTERMEDIATE UNIT 17, AN EQUAL OPPORTUNITY EMPLOYER, WILL NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES, BASED ON RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, SEX, AGE, ANCESTRY, NON-RELEVANT HANDICAPS AND DISABILITIES, OR UNION MEMBERSHIP. THIS POLICY OF NONDISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IN BLaST, INTERMEDIATE UNIT 17's DOCUMENTS IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTIONS 503 AND 504 OF THE REHABILITATION ACT OF 1973, THE AGE DISCRIMINATION ACT OF 1975, AND THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA).

FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES, CONTACT CHRISTINA STEINBACHER-REED, TITLE IX, SECTION 503 / 504 COORDINATOR, AT, 2400 REACH ROAD, WILLIAMSPORT, PA. FOR INFORMATION REGARDING THE AMERICANS WITH DISABILITIES ACT PROCEDURES, SERVICES, ACTIVITIES, AND FACILITIES WHICH ARE ACCESSIBLE TO AND USEABLE BY HANDICAPPED PERSONS, CONTACT CHRISTINA STEINBACHER-REED, EXECUTIVE DIRECTOR, AT 2400 REACH ROAD, WILLIAMSPORT, PA 17701.



P.O. Box 3609
Williamsport, PA 17701
570-323-8561 Fax: 570-323-1738

www.iu17.org

33 Springbrook Drive
Canton, PA 17724
570-673-6001 Fax: 570-673-6007

BALLOT

2021 Election of Directors to BLaST IU #17 Board

The BLaST IU #17 Board of Directors is currently comprised of a representative from nineteen of the nineteen component school districts. The PA School Code requires an annual election of I.U. Directors to three-year terms by Board members of each component school district.

The fact that each component school district of IU #17 has the opportunity and responsibility to appoint one of its Directors to the BLaST IU #17 Board creates a situation whereby the election of Directors to the BLaST IU #17 Board of Directors of all nineteen component school districts' boards is in reality a confirmation of the district's appointment. Therefore, your signature affixed to this ballot represents your vote for the Directors as listed.

Thank you.

Election of Directors to Fill Unexpired Terms to 6/30/22

BROWN, Devin, Northeast Bradford School District
GASTROCK, Chris, Wellsboro Area School District

Election of Directors to Fill Full Three-Year Terms to 6/30/23

MINNICK, Kathy Jo, Athens Area School District

Election of Directors to Fill Full Three-Year Terms to 6/30/24

RUFFING, William S., Montoursville Area School District
PRESTON, Julie, Northern Tioga School District
MUNKITTRICK, Margaret, Towanda Area School District
BAER, Lori, Williamsport Area School District
EBERLIN, Doug, Wyalusing Area School District

SIGNATURE

SCHOOL DISTRICT

Special Committee – Athletic Compensation Plan Review

January 25, 2021

Members Present:

Mr. Miller, Mrs. Bachman, Mrs. Bowman, Mr. Fiorini, Mrs. Mowrey (Business Manager), Dr. Stamm (Superintendent)

Community Members:

Don Bower, Kristie Wirth, Sara Engel, Todd Engel, Danielle Cramer, Carlie Gerber, Christopher Branton, Gretchen Shaffer, Mary Geise, Melissa Gardner, Renee Eiswerth, and Christine Miller.

Discussion Items:

Overview:

Mrs. Mowrey began by providing an overview of the prior plan as a four-tier program that aligned all coaches pay from a percentage of the TIER I SPORT – Football. After reviewing the previous agreement, Mrs. Mowrey reviewed each year of the current three-year plan which expired in 2019-20. Notable changes were a three-tier structure, and realignment of sports in each tier.

After reviewing the current plan, Mrs. Mowrey outlined the net effect on the 2021-22 budget which will increase by \$10,030. Increase is due to coaching pay increases and an additional cross country coach.

Comments from Committee Members:

Mrs. Bowman asked several questions regarding the tier assignments determination and suggested that the committee survey the coaches. Mr. Miller inquired, for clarification, on what questions should be asked. Mrs. Bowman had several question suggestions for the committee to consider.

Mrs. Bachman reminded the committee that the last committee spent considerable time reviewing other school's compensation plans with the idea of bringing up the level of coaches compensation.

Mr. Fiorini asked for specific information on the number of participants and the length of the season. Mr. Fiorini also expressed his reservations with the tiered system and current criteria being used. Emphasis was that the process be more objective and less subjective.

Mrs. Bachman stated that she preferred the tiered system but did favor moving the JR High program to a different tier.

Mrs. Bowman stated that there was a coach who was appointed but not informed that he/she would not be paid.

Mr. Miller stated that he was not in favor to remove the tiered system. Mr. Fiorini clarified that he did not want to review the tiers but the restructure in some format.