

EXECUTIVE SESSION

There will be an
Executive Session
of the School Board
at 6:00 PM prior to the
regular board meeting
on Monday,
May 3, 2021



May 3, 2021

7:00 P.M.
H.S. Auditorium

Mr. Nathan Miller
President
Region I

Mr. Nicholas Fiorini
Vice President
Region III

Mrs. Cathy Bachman
Treasurer
Region III

Mrs. Airneezzer Bingham
Region I

Mrs. Sue Bowman
Region I

Mrs. Diane Cramer
Region II

Mr. Todd Engel
Region III

Mr. Steve Rupert
Region II

VACANT
Region II

Miss Madalynn Garner
Student Representative

Dr. Mark Stamm
Superintendent

Mrs. Jamie Mowrey
Board Secretary

Mr. Fred Holland
Solicitor

Agenda

Regular Board Meeting

Opening

Call to Order

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

Action Items

Treasurer's Report

Approval of Bills

- General Fund – \$1,216,961.58
- Food Service – \$22,291.85

Approval of Minutes

Board Committee Reports

Superintendent's Report & Recommendations

1. School Police Officer Equipment Purchase
2. Employment
3. Approval of Policies – Second Reading
4. Graduation List
5. Request to Change Board Meeting Date
6. Appoint Board Treasurer
7. School Board Region II Vacant Position
8. Budget Discussion

General Information

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS
May 3, 2021

1. School Police Officer Equipment Purchase – Attachment #1

It is recommended that the District purchase the items listed in Attachment #1 currently used by the School Resource Officer, for the new School Police Officer program. Although it was intended to solicit donations for the purchase of these items in the future, the Borough's offer to sell them at reasonable costs makes the purchase of these items now appropriate. The total cost of items to purchase from the Borough is \$15,380 which will be paid from the District's Capital Reserve funds.

2. Employment – Attachment #2

Resignations

It is recommended the school board accept the letter of resignation from Robert Houseknecht from his position as School Accountant on July 22, 2021 and as Athletic Director on June 18, 2021.

Accountant

It is recommended the school board approve Billee Robbins as the School Accountant beginning May 17, 2021. This is a 240-day position in accordance with the anticipated new Act 93 agreement. Starting salary will be \$45,000.

Staffing Recommendations

Based on identified learning gaps, it is recommended that the school board utilize Federal ESSER funds to add an additional second grade teacher, an additional elementary instructional intervention teacher, and replace the administrative position of Director of Student Services. Detailed explanation is provided in the attachment. The superintendent will discuss this at the pleasure of the board.

Employee Transfer

It is recommended the school board approve the request transfer of Scott Hill from Assistant K-12 Principal to Assistant High School Principal and Athletic Director effective July 1, 2021.

3. Approval of Policies – Second Reading

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

- Policy No. 805.1 – Relations with Law Enforcement Agencies
- Policy No. 805.2 – School Security Personnel

4. 2021 Graduation List – Attachment #3

Jesse Smith, High School Principal, is requesting school board approval of the list of graduate candidates for the Class of 2021.

5. Request to Change Board Meeting Date

It is recommended the school board approve moving the August 2, 2021 Board Meeting and Operations Committee Meeting to August 9, 2021.

6. Appoint Board Treasurer

Board Policy stipulates a treasurer must be appointed in May of each school year to serve for a one-year term. It is recommended the school board elect a treasurer for a one-year term.

7. School Board Region II Vacant Position

The School Board currently has a vacant Region II position. One application was received.

8. Budget Discussion

BOARD INFORMATION
May 3, 2021

BOARD MEETING DATES

May 03 – School Board Meeting - 7:00 p.m.
May 24 – School Board Meeting – 7:00 p.m.
June 07 – School Board Meeting - 7:00 p.m.
June 21 – School Board Meeting - 7:00 p.m.

BOARD COMMITTEE DATES

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.

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF MARCH 31, 2021**

GENERAL FUND - Checking Account

Book Balance February 28, 2021 4,427,310.09

Receipts

Real Estate Taxes (Interim), Face	6111	2,668.35	
Real Estate Taxes, Discount	6211	(53.37)	
Earned Income Tax, less Commission	6151	225,349.64	
Real Estate Transfer Tax, less Commission	6153	11,004.58	
Delinquent Tax Collection, less Commission	6411	43,747.55	
Interest Income	6510	549.18	
Foundation Grants	6920	6,875.00	
Special Education Subsidy	7270	131,023.00	
Transportation Subsidy	7310	50,625.00	
Retirement Subsidy	7820	496,644.92	
COVID-19 SECIM (Spec Ed Grant)	8512	433.47	
Title I	8514	23,109.80	
Title II	8515	3,465.47	
Title IV	8517	1,667.20	
GEER Continuity of Ed Grant	8742	4,294.74	
Records Request	Offset Expenses	64.16	
Wellness Incentives	Offset Expenses	900.00	
HI COBRA Payments	Offset Expenses	2,998.88	
Dental COBRA Payments	Offset Expenses	230.58	
Quarterly HI Premium Share	Offset Expenses	9,000.44	
Lost Book Fees	Offset Expenses	13.95	
Online Class	Offset Expenses	408.00	
National Lunch & Breakfast Program	Transfer to Café Fund	52,321.42	1,067,341.96

Payments

Payments Issued in March 2021 (1,573,808.19)

Book Balance March 31, 2021 3,920,843.86

GENERAL FUND - PLGIT Investment Account

Book Balance February 28, 2021 63,387.44

Interest Income 1.00

Book Balance March 31, 2021 63,388.44

GENERAL FUND - 2020 SINKING FUND

Book Balance February 28, 2021 2.66

Interest Income -

Book Balance March 31, 2021 2.66

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance February 28, 2021	17,095.01
Receipts	250.00
Interest Income	2.17
Checks Issued in March 2021	(1,231.00)
Book Balance March 31, 2021	<u>16,116.18</u>

CAFETERIA FUND

Book Balance February 28, 2021	41,385.29
Receipts	
Cafeteria Deposits	2,318.80
School Nutrition Program	52,321.42
Interest Income	<u>5.71</u>
	54,645.93
Payments	
Checks Issued in March 2021	<u>(53,019.21)</u>
Book Balance March 31, 2021	<u>43,012.01</u>

CAPITAL RESERVE FUND

Book Balance February 28, 2021	388,574.28
Receipts	-
Interest Income	49.50
Checks Issued in March 2021	-
Book Balance March 31, 2021	<u>388,623.78</u>

STUDENT ACTIVITIES - CLUBS

Book Balance February 28, 2021	89,013.87
Receipts	3,840.00
Interest Income	11.09
Checks Issued in March 2021	<u>(7,689.70)</u>
Book Balance March 31, 2021	<u>85,175.26</u>

STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance February 28, 2021	63,213.75
Receipts	1,413.39
Interest Income	8.07
Checks Issued in March 2021	<u>(2,285.94)</u>
Book Balance March 31, 2021	<u>62,349.27</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	3,095,998.48	1,451,102.52	68.09
200 EMPLOYEE BENEFITS	3,019,974.00	3,019,974.00	0.00	2,163,334.69	856,639.31	71.63
300 PURCH PROF & TECH SVCS	15,450.00	15,450.00	0.00	8,552.43	6,897.57	55.36
400 PURCHASED PROPERTY SVCS	36,770.00	36,770.00	0.00	23,002.19	13,767.81	62.56
500 OTHER PURCHASED SVCS	602,205.00	602,205.00	0.00	626,698.84	(24,493.84)	104.07
600 SUPPLIES	177,480.00	177,480.00	0.00	160,884.15	16,595.85	90.65
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	9,710.94	11,644.06	45.47
Totals for 1100s	8,424,175.00	8,424,175.00	0.00	6,090,810.62	2,333,364.38	72.30
1200 SPECIAL PROGRAMS						
100 SALARIES	1,165,237.00	1,165,237.00	0.00	852,984.97	312,252.03	73.20
200 EMPLOYEE BENEFITS	821,085.00	821,085.00	0.00	571,654.07	249,430.93	69.62
300 PURCH PROF & TECH SVCS	395,500.00	395,500.00	0.00	251,944.49	143,555.51	63.70
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	10,804.10	8,058.90	57.28
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	1,689,317.63	726,929.37	69.91
1300 VOCATIONAL EDUCATION						
100 SALARIES	277,941.00	277,941.00	0.00	193,096.08	84,844.92	69.47
200 EMPLOYEE BENEFITS	179,431.00	179,431.00	0.00	132,417.77	47,013.23	73.80
500 OTHER PURCHASED SVCS	258,040.00	258,040.00	0.00	225.00	257,815.00	0.09
600 SUPPLIES	8,982.00	8,982.00	0.00	6,345.10	2,636.90	70.64
Totals for 1300s	724,394.00	724,394.00	0.00	332,083.95	392,310.05	45.84
1400 OTHER INSTRUCTION						
100 SALARIES	209,712.00	209,712.00	0.00	136,940.15	72,771.85	65.30

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	78,603.83	38,552.17	67.09
300 PURCH PROF & TECH SVCS	30,736.00	30,736.00	0.00	24,583.04	6,152.96	79.98
500 OTHER PURCHASED SVCS	126,000.00	126,000.00	0.00	87,856.31	38,143.69	69.73
600 SUPPLIES	3,978.00	3,978.00	0.00	1,070.02	2,907.98	26.90
800 OTHER OBJECTS	1,200.00	1,200.00	0.00	164.50	1,035.50	13.71
Totals for 1400s	488,782.00	488,782.00	0.00	329,217.85	159,564.15	67.35
2100 SUPPORT FOR STUDENTS						
100 SALARIES	238,509.00	238,509.00	0.00	168,696.43	69,812.57	70.73
200 EMPLOYEE BENEFITS	162,817.00	162,817.00	0.00	96,477.62	66,339.38	59.26
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	5,419.78	3,571.22	60.28
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	270,863.83	140,778.17	65.80
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	231,077.00	231,077.00	0.00	155,259.33	75,817.67	67.19
200 EMPLOYEE BENEFITS	247,148.00	247,148.00	0.00	169,900.29	77,247.71	68.74
300 PURCH PROF & TECH SVCS	184,059.00	184,059.00	0.00	159,334.19	24,724.81	86.57
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	10,984.11	14,494.89	43.11
600 SUPPLIES	54,148.00	54,148.00	0.00	44,602.35	9,545.65	82.37
700 PROPERTY	431,989.00	431,989.00	0.00	398,891.73	33,097.27	92.34
Totals for 2200s	1,178,900.00	1,178,900.00	0.00	940,566.95	238,333.05	79.78
2300 ADMINISTRATION						
100 SALARIES	621,592.00	621,592.00	0.00	462,426.22	159,165.78	74.39
200 EMPLOYEE BENEFITS	593,243.00	593,243.00	0.00	460,664.94	132,578.06	77.65
300 PURCH PROF & TECH SVCS	78,375.00	78,375.00	0.00	69,787.28	8,587.72	89.04
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	11,430.73	8,029.27	58.74
600 SUPPLIES	21,465.00	21,465.00	0.00	5,946.00	15,519.00	27.70

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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	53,786.83	(37,486.83)	329.98
Totals for 2300s	1,351,535.00	1,351,535.00	0.00	1,064,042.00	287,493.00	78.73
2400 PUPIL HEALTH						
100 SALARIES	115,785.00	115,785.00	0.00	91,185.15	24,599.85	78.75
200 EMPLOYEE BENEFITS	53,584.00	53,584.00	0.00	36,041.86	17,542.14	67.26
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	132,752.30	48,255.70	73.34
2500 BUSINESS OFFICE						
100 SALARIES	159,800.00	159,800.00	0.00	114,111.49	45,688.51	71.41
200 EMPLOYEE BENEFITS	124,625.00	124,625.00	0.00	102,439.71	22,185.29	82.20
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	2,303.94	223.06	91.17
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	11,559.05	3,940.95	74.57
600 SUPPLIES	3,266.00	3,266.00	0.00	2,095.50	1,170.50	64.16
Totals for 2500s	326,162.00	326,162.00	0.00	252,941.84	73,220.16	77.55
2600 PLANT SERVICES						
100 SALARIES	625,165.00	625,165.00	0.00	479,264.05	145,900.95	76.66
200 EMPLOYEE BENEFITS	561,671.00	561,671.00	0.00	449,226.40	112,444.60	79.98
300 PURCH PROF & TECH SVCS	60,000.00	60,000.00	0.00	21,031.78	38,968.22	35.05
400 PURCHASED PROPERTY SVCS	221,671.00	221,671.00	0.00	172,952.07	48,718.93	78.02
500 OTHER PURCHASED SVCS	83,350.00	83,350.00	0.00	86,709.22	(3,359.22)	104.03
600 SUPPLIES	464,343.00	464,343.00	0.00	560,876.11	(96,533.11)	120.79
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	1,770,643.73	247,256.27	87.75
2700 STUDENT TRANSPORTATION						
100 SALARIES	18,261.00	18,261.00	0.00	4,424.67	13,836.33	24.23
200 EMPLOYEE BENEFITS	7,699.00	7,699.00	0.00	1,278.62	6,420.38	16.61
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	212,206.32	112,154.68	65.42
600 SUPPLIES	50,000.00	50,000.00	0.00	20,152.89	29,847.11	40.31
Totals for 2700s	403,571.00	403,571.00	0.00	241,312.50	162,258.50	59.79
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	64,392.38	(64,392.38)	0.00
Totals for 3100s	0.00	0.00	0.00	64,392.38	(64,392.38)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	223,442.00	223,442.00	0.00	143,142.23	80,299.77	64.06
200 EMPLOYEE BENEFITS	94,206.00	94,206.00	0.00	53,471.91	40,734.09	56.76
300 PURCH PROF & TECH SVCS	69,391.00	69,391.00	0.00	46,296.20	23,094.80	66.72
400 PURCHASED PROPERTY SVCS	4,500.00	4,500.00	0.00	8,243.57	(3,743.57)	183.19
500 OTHER PURCHASED SVCS	44,073.00	44,073.00	0.00	24,513.31	19,559.69	55.62
600 SUPPLIES	53,613.00	53,613.00	0.00	34,392.94	19,220.06	64.15
800 OTHER OBJECTS	27,070.00	27,070.00	0.00	11,432.19	15,637.81	42.23
Totals for 3200s	516,295.00	516,295.00	0.00	321,492.35	194,802.65	62.27
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	2,287.04	12,812.96	15.15
Totals for 3300s	16,522.00	16,522.00	0.00	2,287.04	14,234.96	13.84
5100 DEBT SERVICE						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	6,942.58	(4,942.58)	347.13
900 OTHER USES OF FUNDS	617,500.00	617,500.00	0.00	2,169,679.90	(1,552,179.90)	351.37

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	2,176,622.48	(1,557,122.48)	351.35
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	15,679,347.45	3,828,758.55	80.37
Fund 10 Totals						
Total Expenditure	18,457,133.00	18,457,133.00	0.00	13,502,724.97	4,954,408.03	73.16
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,176,622.48	(1,125,649.48)	207.11
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	13,502,724.97	4,954,408.03	73.16
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,176,622.48	(1,125,649.48)	207.11
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: 04/08/2021 - 04/28/2021

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
0000019240	PAYROLL FUND	GROSS 4-9-21	ER RETIRE 4-9-21	495,770.31
0000019241	US POSTAL SERVICE - BMEU	Newsletter Postage		349.14
0000019242	ACHIEVEMENT HOUSE CYBER CHARTER SCHOOL	CHARTER SCHOOL		393.66
0000019243	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		943.76
0000019244	APPLE INC	Mac Mini Computer		1,537.00
0000019245	APR SUPPLY CO	GENERAL SUPPLIES		273.52
0000019246	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,639.00
0000019247	BARR'S HARDWARE	GENERAL SUPPLIES		183.35
0000019248	BLAST INTERMEDIATE UNIT 17	PROFESS ED SERVICES IU		36,669.80
0000019249	CLARION AREA SCHOOL DISTRICT	Alternative Ed		693.60
0000019250	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		24,166.61
0000019251	J C EHRlich	REPAIRS & MAINT		175.00
0000019252	FOLLETT SCHOOL SOLUTIONS INC	BOOKS		157.94
0000019253	FRY'S PLASTIC	GENERAL SUPPLIES		42.70
0000019254	GRAND RENTAL STATION	Repairs & Maintenance		196.00
0000019255	HARVARD EDUCATIONAL REVIEW	GENERAL SUPPLIES		70.00
0000019256	HILSHER GRAPHICS	GENERAL SUPPLIES	Blank Notecards	970.13
0000019257	Hobart Service	Repairs & Maintenance		459.05
0000019258	Insight PA Cyber Charter School	CHARTER SCHOOL		943.76
0000019259	JusticeWorks YouthCare Inc.	Behavioral Support		9,473.13
0000019260	KENDALL HUNT PUBLISHING COMPANY	PROF DEV		800.00
0000019261	KEYSTONE ADVERTISING SPECIALTIES	Baseball	AD	1,879.45

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 04/08/2021 - 04/28/2021

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
0000019262	KEYSTONE NATURAL TURF	Repairs & Maintenance		5,520.00
0000019263	Labels By Pulizzi	Student Punch Cards		186.00
0000019264	LCWSA	Sewer Service		1,775.00
0000019265	JENNA MCWILLIAMS	Virtual Field Trip Supplies		36.00
0000019266	MURPHY BUTTERFIELD & HOLLAND P.C.	Retainer Services	Professional Services	2,806.25
0000019267	ELERY W NAU INC	GENERAL SUPPLIES		870.00
0000019268	NITTANY OIL	Diesel	Gasoline	5,168.75
0000019269	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		1,792.19
0000019270	PA DEPT OF LABOR & INDUSTRY-E	Repairs & Maintenance		226.53
0000019271	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		7,238.57
0000019272	PITNEY BOWES	Repairs & Maintenance	GENERAL SUPPLIES	539.52
0000019273	PMEA	Band Conference		20.00
0000019274	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		6,606.35
0000019275	RICOH USA INC	Repairs & Maintenance		714.86
0000019276	SANSO BROS CONCRETE	GENERAL SUPPLIES		725.00
0000019277	SCHOOL SPECIALTY	GENERAL SUPPLIES		68.98
0000019278	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		343.80
0000019279	ROBERT M. SIDES INC.	Band Repair	GENERAL SUPPLIES	371.37
0000019280	STEVE SHANNON TIRE & AUTO CENTERS	Repairs & Maintenance		186.91
0000019281	SUN GAZETTE CO	Advertisement		35.41
0000019282	SUSQUEHANNA TRANSIT CO	Bussing	CONTRACTED CARRIERS	42,380.80
0000019283	UGI ENERGY SERVICES	NATURAL GAS		4,967.98

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 04/08/2021 - 04/28/2021

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
0000019284	UGI UTILITIES INC.	Gas		6,215.49
0000019285	UPMC	Therapy Services		6,707.00
0000019286	VERIZON WIRELESS	Wireless		133.44
0000019287	W. F. WELLIEVER & SONS	GENERAL SUPPLIES		1,016.86
0000019288	DWIGHT WOODLEY	Reimbursement-Travel		28.45
0000019289	XEROX CORP	Repairs & Maintenance		881.24
0000019290	SUSAN ZAYDELL	Reimbursement-Travel		35.00
0000019291	STEELE INVESTMENTS LLC	VIRTUAL FIELD TRIP		750.00
0000019292	APR SUPPLY CO	GENERAL SUPPLIES		5.75
0000019293	BLAST INTERMEDIATE UNIT 17	Wireless eRate Project		38,755.36
0000019294	CARDMEMBER SERVICES	GENERAL SUPPLIES		3,369.33
0000019295	CM REGENT LLC	May 21 Life Insurance Premiums		733.45
0000019296	COMMITTEE FOR CHILDREN	GENERAL SUPPLIES		24,336.90
0000019297	COUNTY OF LYCOMING	Homestead Mailings		209.68
0000019298	W A DEHART INC	GENERAL SUPPLIES		1,175.00
0000019299	DELTA DENTAL OF PA	May 21 Dental Insurance Premiums		7,600.00
0000019300	J C EHRLICH	Repairs & Maintenance		284.00
0000019301	JAMES GIRARDI	Reimbursement-Tuition		718.40
0000019302	GRAND RENTAL STATION	Porta-Pot at Football Field		120.00
0000019303	HILSHER GRAPHICS	Annual Report		2,287.04
0000019304	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		935.46
0000019305	MCCLURE COMPANY	GENERAL SUPPLIES		860.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 04/08/2021 - 04/28/2021

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
0000019306	MARY SMITH	PIMS Consulting		68.75
0000019307	NOLAND COMPANY	GENERAL SUPPLIES		15.23
0000019308	PAYROLL FUND	GROSS 4-23-21	ER RETIRE 4-23-21	449,523.87
0000019309	QPR INSTITUTE	School Based Mental Health Info		5,000.00
0000019310	SHI International Corp	Printer		599.63
0000019311	ROBERT M. SIDES INC.	GENERAL SUPPLIES		55.50
0000019312	MARK STAMM	Reimbursement-Travel		90.62
0000019313	UPMC	Athletic Trainer		2,837.45
* 0000E21140	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E21141	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E21142	WEX HEALTH INC	HSA Fee for Mar 2021		225.50
10 - GENERAL FUND				1,216,961.58
Grand Total All Funds				1,216,961.58
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				0.00
Grand Total Other Disbursement Non-negotiables				245.50
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				1,216,716.08
Grand Total All Payments				1,216,961.58

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 04/08/2021 - 04/28/2021

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
0000006180	PAYROLL FUND	GROSS 4-9-21	ER RETIRE 4-9-21	12,958.23
0000006181	PAYROLL FUND	GROSS 4-23-21	ER RETIRE 4-23-21	9,333.62
50 - FOOD SERVICE FUND				22,291.85
Grand Total All Funds				22,291.85
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				22,291.85
Grand Total All Payments				22,291.85

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

04/28/2021 07:33:26 AM

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

Page 1 of 1

April 12, 2021

The regular meeting of the South Williamsport Area School Board was called to order at 7:02 PM in the auditorium of the High School by the President, Nathan Miller.

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

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

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

Visitors: Micah LaBarre, Mitchell LaBarre, Dwight Woodley, Becky Swinehart, Jessica Kaledas, Robyn Rummings, Steve Rupert, and Brenda Trimble.

SCHOOL DIRECTOR RESIGNATION – ERICA MOLINO

A motion to approve the letter of resignation from Erica Molino from her position of school director of Region II was moved by Miller, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

SCHOOL DIRECTOR RESIGNATION – PAUL MCGINN

A motion to approve the letter of resignation from Paul McGinn from his position of school director of Region II was moved by Miller, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

APPROVE TREASURER'S REPORT

A motion to approve the Treasurer's Report for February 2021 was moved by Fiorini, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

APPROVE GENERAL FUND BILLS

A motion to approve the payment of bills from the General Fund in the amount of \$2,327,985.43 as funds become available was moved by Bingham, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

APPROVE CAFETERIA FUND BILLS

A motion to approve the payment of bills from the Cafeteria Fund in the amount of \$89,424.15 as funds become available was moved by Miller, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

APPROVE MINUTES

A motion to approve the minutes of March 1, 2021, as written was moved by Cramer, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

SUPERINTENDENT RECOMMENDATIONS

UPDATE ON EMERGING FROM THE PANDEMIC

Dr. Mark Stamm, Superintendent, provided an update to the school board on his plan for students, staff, and families as the District looks through the end of the pandemic. Key areas included Academic Recovery, Support Mental Health for All, Refocusing on Where We Were, and Leveraging Technology for Learning. This plan will be a two-year plan that utilizes federal ESSER II pandemic recovery funds for supports.

FINANCIAL UPDATE, 2021/2022 BUDGET DISCUSSION AND FEDERAL COVID FUND UPDATE

Jamie Mowrey, Business Manager, provided the school board with a financial update on the 2020/2021 school year. Revenues are projected to be \$418,455 greater than budget due to favorable earned income tax collections and federal COVID grants received after the budget was approved. Expenses are projected to be \$49,874 greater than budget due to greater expenses related to federal COVID grant expenses not known before the budget was approved and savings in salaries and benefits realized. Projected increase in fund balance will be approximately \$291,000.

Mrs. Mowrey then presented a draft of the 2021/2022 budget. This draft has total revenue at \$19,086,721 and expenses at \$19,357,541, resulting in a decrease to fund balance of \$270,820. This draft budget has no increase in real estate taxes or increase in state funding. A real estate tax increase was discussed for the purposes of covering the annual lease payment for the iPads. A real estate tax increase of .32 mills would be required to offset the lease payment. Mrs. Mowrey also discussed state funding. The state budget will likely not pass as presented by Governor Wolf in February 2021 and no update has been received since then which is typical.

Mrs. Mowrey then gave a presentation on Federal COVID Funding that the District has received or is scheduled to receive. There have been 8 different Federal COVID grants issued to the District that total \$4,647,185. Mrs. Mowrey then updated the board on what these funds have been spent on or what the current plan is to spend the funds.

EMPLOYMENT - RESIGNATIONS

A motion to approve the following resignations was moved by Bingham, seconded by Bachman.

- John Hitesman for retirement purposes from his High School English teacher position effective June 4, 2021.
- Cindy Troutman-Myers for retirement purposes from her Elementary Art teacher position effective June 4, 2021.
- Richard Zalonis for retirement purposes from his High School American History/Psychology teacher position effective June 4, 2021.
- Ann Engel for retirement purposes from her Central Elementary instructional paraprofessional position effective June 4, 2021.
- Kimberly McGee for retirement purposes from her Central Elementary lunchroom monitor position effective June 4, 2021.
- Keenan Michael from his Assistant Track Coach position effective March 8, 2021.

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

EMPLOYMENT - ASSISTANT TRACK COACH

A motion to approve Jake Lusk as an assistant track coach for the 2021 season with a stipend of \$2,006 was moved by Miller, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

EMPLOYMENT - SUBSTITUTE

A motion to add Alicia Robey to the classified substitute list for the 2020-2021 school year was moved by Bingham, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

EMPLOYMENT - GUEST TEACHERS

A motion to approve Divia Feinstein, Caleb Huff-Love, and Brian Vanvestraut as Guest Teachers for the 2020-21 school year was moved by Miller, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

APPOINTMENT OF SCHOOL DISTRICT SOLICITOR

A motion to appoint Fred A. Holland as school district solicitor for the 2021-2022 school year was moved by Fiorini, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-no, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

APPROVAL OF COMPENSATION PLAN FOR ATHLETICS AND MARCHING BAND

A motion to approve the Compensation Plan for Athletics and Marching Band as submitted by the special board committee was moved by Bachman, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-no, Cramer-no, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

APPROVE POLICIES – FIRST READING

A motion to approve the first reading of Policy No. 805.1 Relations with Law Enforcement Agencies and Policy No. 805.2 School Security Personnel was moved by Bingham, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

BUS SHELTER

A motion to approve the removal of a bus shelter for Nisbet Terrace along Route 654 and terminate the hold harmless agreement with the property owner was moved by Miller, seconded by Engel. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

VACANT REGION II POSITIONS

There are currently 2 vacant school director positions for Region II. An advertisement was placed in the Williamsport Sun-Gazette when the first resignation was announced. There was one application that was received from Steven Rupert.

A motion to approve Steven Rupert as school director for Region II was moved by Miller, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, and Miller-yes, motion carried.

Another advertisement will be placed in the Williamsport Sun-Gazette for the second vacant position, with the intention of filling this vacant position at the May 3, 2021 meeting.

There will be an executive session following the board meeting for personnel matters, no action to follow.

A motion to adjourn the meeting was made by Bingham, seconded by Engel. All members present voting yes, the meeting was adjourned at 8:53 PM.

Attest

Jamie Mowrey
Board Secretary

May 3, 2021

Members of the Board,

Upon notification to the Borough of South Williamsport that the District intended to form its own School Police Officer program and hire Officer Mike Samar for that role, Borough Manager, Mr. Steven Cappelli offered to sell the District the equipment currently used by Officer Samar as the SRO. Mr. Cappelli provided the following items and costs for consideration.

2015 Ford Explorer Police Utility Interceptor / 65,000 miles (\$11,000)

Vehicle Equipment (\$3,000)

Vehicle appraised by Fairfield Ford (Attachment 1) and inspected at the request of the District by Steve Shannon's Auto Center (Attachment 2).

Motorola WatchGuard 4RE Camera System (\$4,900)

Firearms / Safe (\$1,250)

Colt Patrol Carbine Rifle / Aim Point Sight
Sig Sauer 9MM
Security Safe

Personal Protection (\$130)

Paraclete Trauma Plate for Vest

Taser (\$500)

Warranty expires in 2022

After review of the items offered for sale by the Borough and discussions with Officer Samar, it is my recommendation that the District purchase the vehicle and equipment as listed excluding the (1) Motorola WatchGuard Camera and the (2) Taser. The car camera is critical for community police, however the vast majority of the SPO's work is inside the schools. The Taser is an essential non-lethal weapon, however this unit is too close to warranty expiration. A new Taser will be purchased in the near future for the start of the 2021-22 school year for approximately \$1,500 with a full five-year warranty.

Total Cost of Items to Purchase from the Borough \$15,380.

Respectfully Submitted
Dr. Mark Stamm
Superintendent

Work Order Report - Preliminary Estimate

Job Number:

Customer: SOUTH WILLIAMSPORT POLICE

2015 FORD Explorer Utility Police Interceptor AWD (Fleet) 4D UTV 6-3.7L Gasoline Sequential MPI

VIN: 1FM5K8AR3FGC08316

Interior Color:

Mileage In: 65,773

Vehicle Out:

License: MG8717H

Exterior Color:

Mileage Out:

State: PA

Production Date:

Condition:

Job #:

Insurance Company:

Paint Code:

Claim Number:

Estimator:

JOHN BRUNGARD

Adjuster:

To whom it may concern,
my appraisal of the above vehicle
is \$11,000.

Mike Rosamilia



April 21, 2021

Dr. Mark Stamm
Superintendent
South Williamsport School District

Dear Dr. Stamm:

This letter shall serve as notification that I am resigning from my Accountant position. My last day at the school district will be on May 27, 2021 but will be using vacation days to extend my resignation to July 22, 2021. This letter shall also serve as notification that I am resigning from my Athletic Director position on June 18, 2021. I want to thank you for the opportunity to work for the school district and to be able to do both of these positions.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob Houseknecht", with a long horizontal flourish extending to the right.

Rob Houseknecht

April 28, 2021

Staffing Recommendations to Support Pandemic Recovery

Elementary Teachers (2)

Administrative (1)

On Friday, March 13, 2020 the academic school year ended for most students. Although the faculty and staff did an amazing job of posting enrichment activities online each week, the lack of one-to-one devices caused the critical face-to-face time with students and teachers to stop. In early May, after seeing a rapid decline in student engagement with enrichment activities and a need to allow staff time to train, the school year officially ended on Friday, May 15, 2020. Students effectively lost forty-five days of instruction.

The district approached the 2020-2021 school year with an unrelenting determination, whether remote or in-person, to educate every student every day. That determination aside, there still has been multiple disruptions to the continuity of education this school year. The school year began with 26 days of an A/B alternating schedule from September 2 through October 9. In addition to that, since the district returned to a regular daily schedule on October 12, there have been 23 to 25 additional days of remote learning. We have adapted, learned, and overcame many barriers, but the reality remains there is no equal alternative to in-person learning for students, especially at the earliest developmental grade levels.

Although the district will use DIBELS and MAP assessment data to recommend certain students for summer learning camps, these programs are limited in their scope and dependent on student participation. We know that the most effective way to accelerate student learning, through the gaps created by the pandemic, is during the regular school day, in small groups, with targeted skills based interventions.

Due to the learning interruptions that occurred between March 2020 and May 2021, it is recommended that the district utilize federal ESSERS funds to hire an additional elementary teacher for second grade and hire an elementary instructional intervention teacher. The additional grade level teacher will allow for smaller class sizes at a critical learning year where additional supports are needed. In March of 2020, these students lost a quarter of their kindergarten year, then returned to alternating days and then another 23 days of remote learning. DIBELS data in South Williamsport and across the nation clearly shows that the current first grade students have the most significant gaps in learning as a result of the pandemic.

The Intervention teacher will allow us to realign current support staff placing one at each grade level in second, third, and fourth grades. These positions will be built into the grant for two consecutive years, but their continuation will be evaluated annually based on DIBELS, MAP, and other indicators as appropriate. These positions are exclusively for academic recovery as a result of the pandemic and will not be utilized as permanent professional positions once the academic gaps are closed.

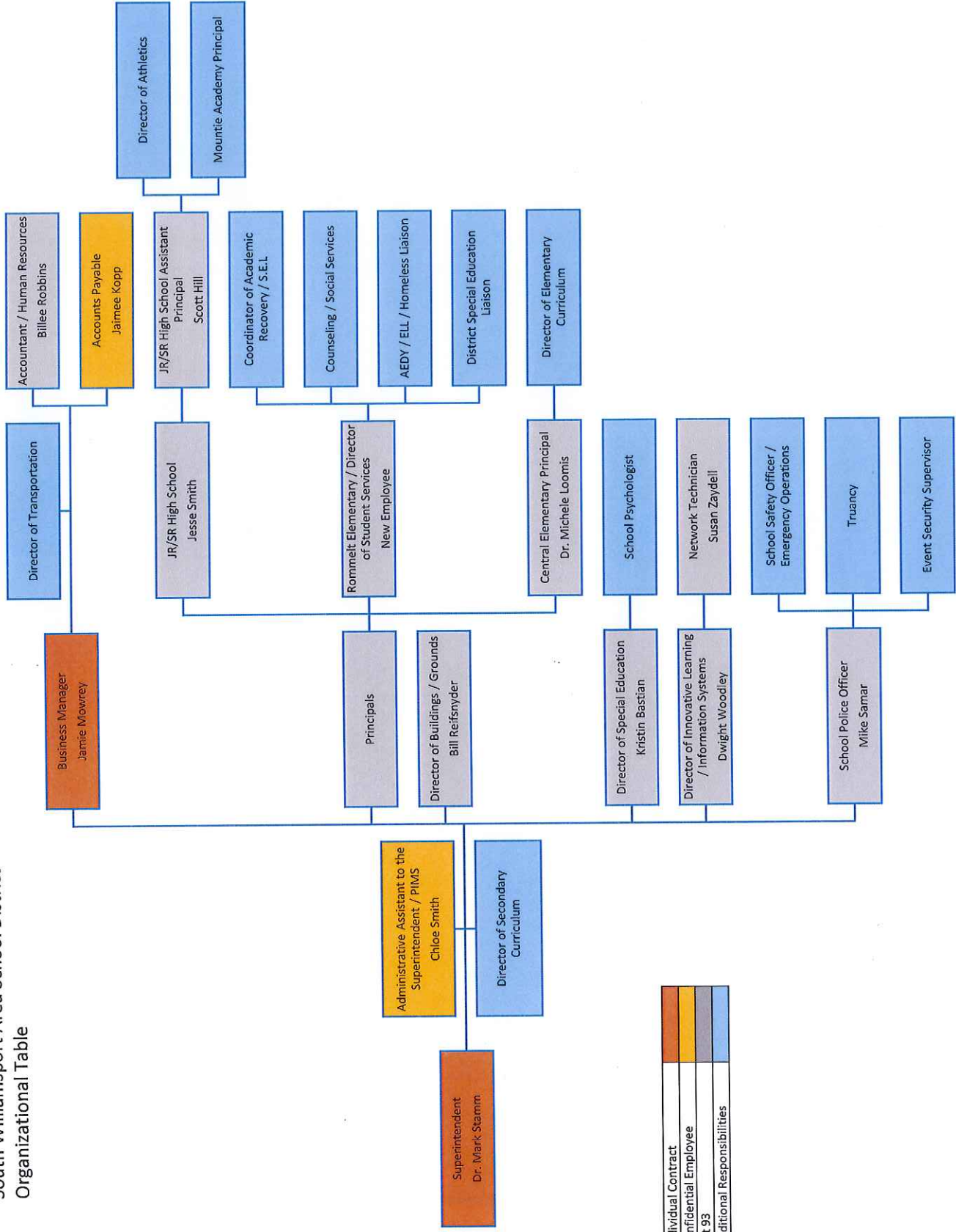
To support and coordinate the pandemic related academic and mental health recovery programs throughout the district, it is further recommended that the board replace the administrative position of Director of Student Services that was eliminated in 2018. Combining this position with the current Rommelt Elementary principal will allow the district administration to efficiently and effectively reorganize critical district operations and meet the needs of emerging from the pandemic for the next three years. The organizational chart attached outlines the recommended reorganization of district administration, including the approved transfer request from Mr. Scott Hill to High School Assistant Principal and Director of Athletics. The Student Services position will be fully funded through federal ESSERs grants for three years providing the district sufficient time to evaluate the long term need of this and other positions in the future.

Respectfully submitted,

Dr. Mark Stamm

Superintendent

South Williamsport Area School District Organizational Table



Individual Contract	
Confidential Employee	
Act 93	
Additional Responsibilities	

JOB DESCRIPTION
Director of Student Services

Status	0.5 FTE	Work Year	July 1 – June 30 (240 Days)
Wages	As set by contract	Supervisor	Superintendent
Benefits	Act 93	Employer	South Williamsport Area School District

Position Summary

The Director of Student Services is responsible for those programs and services that support student learning by identifying and removing barriers to learning. The Student Services Director must possess a high degree of educational experience and knowledge in areas of data analysis, multi-tier systems of supports, mental health, and special education. The position requires ability to handle multiple projects simultaneously, use effective time management, and adapt to changing circumstances. The Student Services Director is a district representative and must present a positive and welcoming image to students, families, staff, and the community.

Minimum Requirements

Education / Certification / Work Experience

- Master's Degree Required
- PA Administrative certification as a K-12 Principal
- Prior experience as a building principal or District Level Administrator
- Knowledge of Special Education law, disabilities, programmatic needs of students, and current trends and techniques in the field of student services
- Demonstrate a leadership style that is active, dynamic, participatory, and collaborative.
- Demonstrate understanding/utilization of Board Policy, PA School Code and Federal Regulations in decision-making.
- Demonstrate knowledge and experience with Response to Instruction and Intervention (RtII), MTSS, Individualized Education Plans (IEPs), 504 Plans, Co-Teaching, Homeless and Foster Care, AEDY, and ELL programs and regulations.

Knowledge / Skills / Abilities

- Possess effective decision-making, managerial, communication, and organizational skills.
- Possess strong analytical/evaluative abilities.
- Demonstrate ability to develop and maintain professional working relationships with all stakeholders (staff, students, community) to promote the academic programs and welfare of the District.

Essential Duties:

- Support principals and school staff in executing programs to support students relating to Academic Recovery and Mental Health / SEL Programming as a result of the SARS-CoV-2 Pandemic
- Coordinate academic and mental health benchmark assessments, evaluate data, disseminate results, and make programming recommendations to district administration
- Coordinate with school based counseling and social services to support students who experience personal, social, and/or emotional issues that prevent the attainment of academic success in the classroom setting
- Serve as the District AEDY Coordinator for planning, placements, and contracted services for Behavioral Intervention
- Serve as the District ELL Coordinator for planning, services, and related programs for students
- Serve as the District Homeless/Foster Care placement liaison and reporting / training administrator

<ul style="list-style-type: none"> • Support the Director of Special Education as a District Liaison for Special Education programs and services • Prepare budget for all pupil services areas and monitor budgetary expenditures and contracts for services
<p>Evaluation / Supervision of Employees</p> <ul style="list-style-type: none"> • Support Principals and other District Administrators in supervising school counselors, school based counselors, social services, behavioral interventionists, ELL, and other Student Services related personnel.
<p>Student / Staff / Safety and Security</p> <ul style="list-style-type: none"> • Utilize the administrative team, counseling office and other educational partners to proactively diffuse potential security issues • Work with staff to educate students on the appropriate responses to threats • Be knowledgeable of the district emergency operations plan and procedures
<p>Other Responsibilities:</p> <ul style="list-style-type: none"> • Other duties as assigned by the Superintendent consistent the nature of the position or certifications

Physical Demands / ADA Requirements
<p>Physical Demands:</p> <ul style="list-style-type: none"> • Ability to move or lift up to 25 lbs. • Assist, move, or restrain students when required to intervene • Frequently sit, lift, carry, move, hear, and speak • Work extended times at a computer terminal • May be exposed to blood or other potentially infectious materials during the course of their duties
<p>Accessibility:</p> <ul style="list-style-type: none"> • Attend work regularly and maintain leave within contractual limits • Attendance at evening and weekend meetings, events, and activities directly relating to job responsibilities or as requested by the superintendent • Accessible to the superintendent days, nights, and weekends for situations that directly impact the safety, security, or efficient operations of district facilities, staff, or students

JOB DESCRIPTION
Elementary Principal
(Rommelt Grades 5 and 6)

Status	ACT 93 0.5 FTE	Work Year	July 1 – June 30 (240 Days)
Wages	As per contract	Supervisor	Superintendent
Benefits	Act 93	Employer	South Williamsport Area School District

Position Summary

The elementary school principal is responsible for the assigned building level elementary program. The elementary principal must possess a high degree of educational experience and knowledge to perform the job responsibilities effectively. The position requires ability to handle multiple projects simultaneously, use effective time management, and adapt to changing circumstances. The elementary principal is a district representative and must present a positive and welcoming image to students, families, staff, and the community.

Minimum Requirements

Education / Certification / Work Experience

- Pennsylvania Principal Certification (K-8 / K-12)
- Prior experience as building administrator.
- Master's degree required / Educational Administration or Educational Leadership preferred
- Classroom teaching experience preferred

Knowledge / Skills / Abilities

- Perform basic mathematics
- Read and comprehend proficiently at a professional level
- Understand and communicate effectively both written and orally
- Anticipate, assess, and solve routine problems and job specific problems
- Learn and effectively use software and hardware applications
- Build and maintain effective relationship with students, staff, and the community
- Effectively train and coordinate staff as needed

Essential Duties:

Primary

- Development, implementation, supervision, and evaluation of educational programs including regular education, special education, gifted education, and career education.
- Administer the educational program in accordance with board policies, statutory requirements, administrative guidelines
- Adhere to and enforce service contracts and collective bargaining agreements
- Advocate for the staff, school, and school community
- Create a school culture that promotes the ongoing improvement of learning and teaching
- Evaluate, monitor, and enforce school safety and security for students and staff
- Provide constructive feedback to employees on job performance and develop support programs as needed
- Develop annual building budget and monitor expenses
- Develop master course schedule and class rosters for all educational programs
- Assume emergency responsibilities for any building principal in his / her absence or incapacity

Evaluation / Supervision of Employees

- Regular observations of professional employees and support staff
- Semi-annual and annual evaluations of professional employees
- Annual evaluations of support staff

Student / Staff / Safety and Security

- Coordinate with facility supervisor to ensure safety and security of the facility
- Coordinate with school resource officer to ensure security of students and staff, create programs addressing school safety, and proactively work to diffuse potential security issues
- Utilize the administrative team, counseling office and other educational partners to proactively diffuse potential security issues
- Work with staff to educate students on the appropriate responses to threats
- Be knowledgeable of the district emergency operations plan and procedures

Other Responsibilities:

- Regular attendance at elementary student events, performances, and fund raising activities
- Planning and coordinating elementary transition programs
- Administrative liaison elementary school affiliated organizations
- Other duties as assigned by the Superintendent consistent the nature of the position or certifications

Physical Demands / ADA Requirements

Physical Demands:

- Ability to move or lift up to 50 lbs.
- Assist, move, or restrain students when required to intervene
- Frequently sit, lift, carry, move, hear, and speak
- Work extended times at a computer terminal
- May be exposed to blood or other potentially infectious materials during the course of their duties

Accessibility

- Attend work regularly and maintain leave within contractual limits
- Attendance at evening and weekend meetings, events, and activities directly relating to job responsibilities or as requested by the superintendent
- Accessible to the superintendent days, nights, and weekends for situations that directly impact the safety, security, or efficient operations of district facilities, staff, or students

March 29, 2021

Dr. Mark Stamm-

I would like to propose that I move into the dual role of assistant high school principal and (again) assume the duties of athletic director. I believe I can serve the district best in these positions. My previous experience in the athletic director position will be a valuable asset in the transition with the position recently coming open. Jesse and I work very well together, and being in the high school building exclusively will also be tremendous help to him.

I also believe we are at a point where having a fourth day-to-day building administrator is a must, and that person can serve as principal of the Rommelt building, and also assist with other elementary issues, giving us two administrators at each level (elementary and secondary). To say this has been a big challenge trying to go between buildings on a daily basis is an understatement. I don't feel either position, the Rommelt principal or assistant high school principal, can have the desired or needed effect by splitting time in two buildings on a consistent basis. Another "exclusive" elementary principal can be a huge help as we move to address our students' needs, especially those additional challenges brought on by the events of the past year.

I respectfully request you consider this move for the overall improvement of our district.

Thank you-



Scott Hill

JOB DESCRIPTION

Athletic Director

Status	Act 93 0.5 FTE	Work Year	July 1 – June 30 (240 Days)
Wages	As budgeted	Supervisor	HS Principal
Benefits	Act 93	Employer	South Williamsport Area School District

Position Summary

The athletic director is responsible for all student athletic programs, associated equipment, coaches, and schedules. The director will ensure that athletic programs operate within PIAA, league, and district guidelines. The director also must work collaboratively with facility staff to ensure proper maintenance of athletic facilities and fields. The position requires ability to handle multiple projects simultaneously, use effective time management, and adapt to changing circumstances. The director is a district representative and must present a positive and welcoming image to students, families, staff, and the community.

Minimum Requirements

Education / Certification / Work Experience

- B.S. / B.A. Education or B.S. / B.A. recreation / recreation management field preferred
- Prior experience as athletic coach / recreation coordinator required

Knowledge / Skills / Abilities

- Perform basic mathematics
- Read and comprehend proficiently at a professional level
- Understand and communicate effectively both written and orally
- Anticipate, assess, and solve routine problems and job specific problems
- Learn and effectively use software and hardware applications
- Build and maintain effective relationship with students, staff, and the community
- Effectively train and coordinate staff as needed
- Outstanding organizational ability and adaptability

Essential Duties:

Primary

- Create yearly game, practice, preseason schedules
- Coordinate transportation arrangements for all teams
- Order / maintain all equipment and supplies needed for teams
- Schedule game workers/managers and communicate with security about event schedules
- Communicating with other athletic directors for schedules/changes to games
- Responsible for the district following all National Federation of High Schools, PIAA, district, and conference mandates and being in compliances with all regulations
- Communicate with district athletic trainer about various items
- Maintain eligibility standing of all student athletes
- Communicate with district maintenance staff on a daily basis in regards to facilities / fields / equipment
- Plan with district maintenance staff on future needs prior to start of each season
- Routine updates to principal and superintendent current status, emerging issues, and anticipated needs
- Perform financial duties (ex: coaches' salaries, game officials payment, tournament dues/fees, paying bills budgeted for supplies)
- Ability to write advertisements / conduct interviews for vacant coaching positions
- Conduct athletic committee meetings / address school board on athletic issues when needed

- Physically assist with various items (ex: moving/delivering supplies, field inspection/preparation)
- Travel to various contests; required in district, regionally, and state competitions
- Monitor weather conditions for safety of students and athletic staff. Make necessary adjustments as needed

Evaluation / Supervision of Employees

- Observe and provide productive and critical feedback to coaches
- Monitor the performance of event referees / officials and communicate with regional supervisors as needed
- Monitor all training and certification requirements for athletic staff
- Evaluate all head coaches at the end of each season

Student / Staff / Safety and Security

- Provide a safe, fun, and educational environment within the athletic setting
- Ensure, as much as possible, a competitive balance with team schedules
- Communicate with students, teachers, coaches, and parents about eligibility / safety issues
- Discuss procedures at events with security personnel and game workers
- Be knowledgeable of district emergency operations plan and procedures

Other Responsibilities:

- Maintain district athletic presence on web site and relevant social media outlets that best serve players, parents, and the community
- Serve as a liaison between the district and appropriate booster clubs and school affiliated organizations
- Monitor and facilitate athletic facility use requests
- Other duties as assigned by the Superintendent consistent the nature of the position or certifications.

Physical Demands / ADA Requirements

Physical Demands:

- The ability to move or lift up to 50 lbs.
- Assist, move, or restrain students when required to intervene
- Frequently sit, lift, carry, move, hear, and speak
- Work extended times at a computer terminal
- May be exposed to blood or other potentially infectious materials during the course of their duties

Accessibility:

- Attend work regularly and maintain leave within contractual limits
- Attendance at evening and weekend meetings, events, and activities directly relating to job responsibilities
- Accessible to the Superintendent for situations that directly impact the safety, security, or efficient operations of district facilities, staff, or students

JOB DESCRIPTION

Assistant High School Principal

Status	ACT 93 05. FTE	Work Year	July 1- June 30 (240 Days)
Wages	As per contract	Supervisor	Superintendent
Benefits	Act 93	Employer	South Williamsport Area School District

Position Summary

High school assistant principal will assist the principal with management and leadership responsibilities at the JR / SR high school. The position requires ability to handle multiple projects simultaneously, use effective time management, and adapt to changing circumstances. The assistant principal is a district representative and must present a positive and welcoming image to students, families, staff, and the community. In the event the high school principal is absent or incapacitated, the assistant principal will assume building level responsibilities in emergency situations.

Minimum Requirements

Education / Certification / Work Experience

- Pennsylvania Principal Certification (7-12 / K-12)
- Master's degree required / Educational Administration or Educational Leadership preferred
- Classroom teaching experience preferred

Knowledge / Skills / Abilities

- Perform basic mathematics
- Read and comprehend proficiently at a professional level
- Understand and communicate effectively both written and orally
- Anticipate, assess, and solve routine problems and job specific problems
- Learn and effectively use software and hardware applications
- Build and maintain effective relationship with students, staff, and the community
- Effectively train and coordinate staff as needed

Essential Duties:

Primary

- Assist the building principal with all aspects of the management and leadership.
- Implement, supervise, and evaluate the educational programs including regular education, special education, gifted education, and career and technical education.
- Administer the educational program in accordance with board policies, statutory requirements, administrative guidelines
- Adhere to and enforce service contracts, and collective bargaining agreements
- Advocate for the staff, school, and school community
- Support a school culture that promotes the ongoing improvement of learning and teaching
- Monitor, and enforce school safety and security for students and staff
- Provide constructive feedback to employees on job performance and develop support programs as needed
- Assist with the development of the annual building budget and monitor expenses
- Assist with the development of the master course schedule for all educational programs
- Assume emergency responsibilities of building principal in his / her absence or incapacity

Evaluation / Supervision of Employees

- Regular observations of professional employees and support staff
- Semi-annual and annual evaluations of professional employees
- Assist with annual evaluations of support staff

Student / Staff / Safety and Security

- Coordinate with facility supervisor to ensure safety and security of the facility
- Coordinate with school resource officer to ensure security of students and staff, create programs addressing school safety, and proactively work to diffuse potential security issues
- Communicate and work with the school resource officer to be a liaison to the local police force
- Utilize the administrative team, counseling office and other educational partners to proactively diffuse potential security issues
- Work with staff to educate students on the appropriate responses to threats
- Be knowledgeable of the district emergency operations plan and procedures

Other Responsibilities:

- Regular attendance at extracurricular / co-curricular events
- Assisting with the planning and conducting graduation ceremonies
- Other duties as assigned by the Superintendent consistent the nature of the position or certifications

Physical Demands / ADA Requirements

Physical Demands:

- Ability to move or lift up to 50 lbs.
- Assist, move, or restrain students when required to intervene
- Frequently sit, lift, carry, move, hear, and speak
- Work extended times at a computer terminal
- May be exposed to blood or other potentially infectious materials during the course of their duties

Accessibility:

- Attend work regularly and maintain leave within contractual limits
- Attendance at evening and weekend meetings, events, and activities directly relating to job responsibilities or as requested by the superintendent
- Accessible to the superintendent days, nights, and weekends for situations that directly impact the safety, security, or efficient operations of district facilities, staff, or students

Printed Name	First Name	Middle Name	Last Name
Genesis Nevaeh Andrews	Genesis	Nevaeh	Andrews
Christian Harvey Fonbuena Andrion	Christian Harvey	Fonbuena	Andrion
Hannah Eileen Baier	Hannah	Eileen	Baier
Olivia Elizabeth Bennett	Olivia	Elizabeth	Bennett
Madalyn Nicole Blair	Madalyn	Nicole	Blair
Jacob Alexander Blass	Jacob	Alexander	Blass
Camron Dante Borgess	Camron	Dante	Borgess
Brendon William Bowman	Brendon	William	Bowman
Molly Bea Breen	Molly	Bea	Breen
Samantha Paige Condo	Samantha	Paige	Condo
John Paul Confer	John	Paul	Confer
Payton Ashley Cooley	Payton	Ashley	Cooley
Chase Marshall Corbin	Chase	Marshall	Corbin
McKenna Elizabeth Cremer	McKenna	Elizabeth	Cremer
Blake Edward Danley	Blake	Edward	Danley
Nevaeh Joyce Danley	Nevaeh	Joyce	Danley
Tyler James Davis	Tyler	James	Davis
Evan Riley Day	Evan	Riley	Day
Isaiah Dallas Day	Isaiah	Dallas	Day
Tabitha Autumn Dooris	Tabitha	Autumn	Dooris
Lydia Noel Dunlap	Lydia	Noel	Dunlap
Thomas Lee Fuller	Thomas	Lee	Fuller
Lilly Marie Galetti	Lilly	Marie	Galetti
Madalynn Cartricia Adana Garner	Madalynn	Cartricia Adana	Garner
Cameron Eugene Greenaway	Cameron	Eugene	Greenaway
Port Adam Habalar	Port	Adam	Habalar
Trent Andrew Hampton	Trent	Andrew	Hampton
Zachary James Hanisek	Zachary	James	Hanisek
Drew Michael Hawkins	Drew	Michael	Hawkins
Kate Nicole Heckrote	Kate	Nicole	Heckrote
James Nicholas Hicks	James	Nicholas	Hicks
Michael Alexander Hill			
Riley Alexander Hockman	Riley	Alexander	Hockman
Samuel Robert Hostrander	Samuel	Robert	Hostrander
Gavin William Hunsinger	Gavin	William	Hunsinger
Estora Caroline Kemmerer	Estora	Caroline	Kemmerer
Joseph Khateri	Joseph		Khateri
Paige Annalise Kistner	Paige	Annalise	Kistner
Blayze Patrick Anthony Kline	Blayze	Patrick Anthony	Kline
Mia Jean Lacy	Mia	Jean	Lacy
Krista Mikayla Lair	Krista	Mikayla	Lair
Evan James Laudenslager	Evan	James	Laudenslager
Morgan Elizabeth Lee	Morgan	Elizabeth	Lee
Gabriella Antonietta Livorno	Gabriella	Antonietta	Livorno
Jayden Kyra Loner	Jayden	Kyra	Loner
Mercedez Lynn Lott	Mercedez	Lynn	Lott
Isaiah Camron Lovell	Isaiah	Camron	Lovell
Aiden Michael Lowmiller	Aiden	Michael	Lowmiller
Savannah Lee MacGill	Savannah	Lee	MacGill
Elizabeth Anne Manning	Elizabeth	Anne	Manning

Brandon Lee McDermott	Brandon	Lee	McDermott
Alayna Catherine McGovern	Alayna	Catherine	McGovern
Eleanor Jean Metzger	Eleanor	Jean	Metzger
Breanha Kaye Milheim	Breanha	Kaye	Milheim
Zachery Thomas Miller	Zachery	Thomas	Miller
Liviya Shay Noltee	Liviya	Shay	Noltee
Justin Matthew Passmore	Justin	Matthew	Passmore
Jaren Scott Paulhamus	Jaren	Scott	Paulhamus
Sara Marie Pettit	Sara	Marie	Pettit
Hayley Elizabeth Phillips	Hayley	Elizabeth	Phillips
Cole Jacob Prince	Cole	Jacob	Prince
Arisa Sky Reed	Arisa	Sky	Reed
Dawson Steven Reed	Dawson	Steven	Reed
Madeline Isabelle Reyes	Madeline	Isabelle	Reyes
Ian Nicholas Rhea	Ian	Nicholas	Rhea
Ryan Alexander Rishcoff	Ryan	Alexander	Rishcoff
Secoy Kwamie Roberts	Secoy	Kwamie	Roberts
Joshua Hunter Saar	Joshua	Hunter	Saar
Landon John Sanford	Landon	John	Sanford
Gillian Kathren Shaffer	Gillian	Kathren	Shaffer
Conner Lee Smith	Conner	Lee	Smith
Julissa Nicole Smith	Julissa	Nicole	Smith
Asiyah Namiera Smith-Rupert	Asiyah	Namiera	Smith-Rupert
Caleb Michael Snyder	Caleb	Michael	Snyder
Dante David Snyder	Dante	David	Snyder
Blair Elizabeth Staggert	Blair	Elizabeth	Staggert
Rachel Inez Stahl	Rachel	Inez	Stahl
Lillian Renee Storms	Lillian	Renee	Storms
Cassidy Paige Strosser	Cassidy	Paige	Strosser
Bailey Jacob Taylor	Bailey	Jacob	Taylor
Caine William Thomas	Caine	William	Thomas
Zackary Austin Thompson	Zachary	Austin	Thompson
Olivia Chapman Turner	Olivia	Chapman	Turner
Brandon Thomas Waldman	Brandon	Thomas	Waldman
Lauren Victoria Weinhoffer	Lauren	Victoria	Weinhoffer
Christopher Jacob Wenrick	Christopher	Jacob	Wenrick
Jessie Mae Zellers	Jessie	Mae	Zellers
Gage Eric Zimmerman	Gage	Eric	Zimmerman