

EXECUTIVE SESSION

There will be an
Executive Session
of the School Board
after the regular board
meeting on Monday,
June 7, 2021



June 7, 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. Airneezer Bingham
Region I

Mrs. Sue Bowman
Region I

Mrs. Diane Cramer
Region II

Mr. Todd Engel
Region III

Mr. Stephen Rupert
Region II

Mr. Steve Shope
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 – \$98,701.67

Approval of Minutes

Board Committee Reports

Superintendent's Report & Recommendations

1. Employment
2. Tenure
3. Summer Learning Camps
4. Health and Safety Plan
5. Approve Policy – First Reading

General Information

Principals Spotlight

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

June 7, 2021

1. Employment

It is recommended the school board hire Joelle Harvey for semester one of the 2021-22 school term as a long-term substitute to support students in Mountie Academy. This is a continuation of the services provided as students transition back to in-person learning as a result of the pandemic. This is a \$150 per day with benefit position that will be paid through federal COVID19 relief funds.

2. Tenure – Attachment #1

It is recommended the school board approve tenure for Kelsey Shannon. She was previously employed with our district for two years at the Jr/Sr High School as a school counselor and has now successfully completed her third year in our district as the elementary school counselor.

3. Summer Learning Camps

It is recommended that the board appoint the following staff to serve as instructional/instructional support staff for Summer Learning Camps at Central (Grades K-6) and at the JR/SR High School (Grades 7-8). Summer Learning Camps will run from June 21-July 30, Monday through Thursday, from 7:45AM – 11:20AM. Breakfast, lunch and transportation will be provided. All staff will be compensated at their normal per diem half-day or hourly rate as appropriate. Funding for the program is made possible by federal ESSER grants.

Professional Staff: Michael Allison, Kim Bollinger, Brooke Cohick, Karen Fink, Tara McGlensey, Tina Pulver, Melanie Rojas, Rebecca Swinehart, Emanuel Tsikitas, Ashley Zielewicz, and Kelsey Shannon (Coordinator).

Instructional Support Staff: Linda Crawley, Amber Meredith, and Brandi Smith.

Nurse: Cheryl Schonewolf, Deb Shellman, Alice Warner. Each person will rotate days; one nurse per day.

Secretary: Barb McLaughlin

4. Health and Safety Plan – Attachment #2

It is recommended the school board repeal the current Comprehensive Health and Safety Plan for Schools, Athletics, and Extra-Curricular Programs approved for the 2020-21 school year.

It is recommended the board adopt the proposed interim Health and Safety Plan Statement as attached. This temporary plan statement will remain in effect until a new comprehensive health and safety plan is developed and presented to the board for approval in July 2021.

5. Approve Policy – First Reading – Attachment #3

It is recommended the school board approve Policy 308.1, Employee Resignations, for the first reading. This policy will delegate authority to accept letters of resignation from the Board to the Superintendent. This policy further requires the Superintendent to regularly report to the Board all resignations accepted and prohibits withdraw of resignation without Board approval.

BOARD INFORMATION

June 7, 2021

BOARD MEETING DATES

June 07 – School Board Meeting - 7:00 p.m.

June 21– School Board Meeting - 7:00 p.m.

July 12 – School Board Meeting – 7:00 p.m.

August 09 – School Board Meeting – 7:00 p.m.

September 13 – School Board Meeting – 7:00 p.m.

BOARD COMMITTEE DATES

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

August 09 – 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 APRIL 30, 2021**

GENERAL FUND - Checking Account

Book Balance March 31, 2021 3,920,843.86

Receipts

Real Estate Taxes (Interim), Face	6111	219.94	
Real Estate Taxes, Discount	6211	(4.40)	
Earned Income Tax, less Commission	6151	144,067.68	
Real Estate Transfer Tax, less Commission	6153	10,552.67	
Delinquent Tax Collection, less Commission	6411	65,183.50	
Interest Income	6510	430.93	
Basic Education Subsidy	7111	920,873.00	
Health Services Subsidy	7330	19,808.00	
PCCD Security Grant	7361	59,464.45	
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	2,147.37	
Records Request	Offset Expenses	90.24	
Wellness Incentives	Offset Expenses	1,650.00	
HI COBRA Payments	Offset Expenses	2,249.16	
Retiree HI Payments	Offset Expenses	2,900.00	
Dental Quarterly Reconciliation	Offset Expenses	1,673.50	
Cap/Gown Donation	Offset Expenses	979.00	
Flex Plan Closeout	Offset Expenses	101.14	
National Lunch & Breakfast Program	Transfer to Café Fund	-	1,261,062.12

Payments

Payments Issued in April 2021 (1,357,720.37)

Book Balance April 30, 2021 3,824,185.61

GENERAL FUND - PLGIT Investment Account

Book Balance March 31, 2021 63,388.44

Interest Income 0.99

Book Balance April 30, 2021 63,389.43

GENERAL FUND - 2020 SINKING FUND

Book Balance March 31, 2021 2.66

Interest Income -

Book Balance April 30, 2021 2.66

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance March 31, 2021	16,116.18
Receipts	150.00
Interest Income	1.95
Checks Issued in April 2021	(1,302.00)
Book Balance April 30, 2021	<u>14,966.13</u>

CAFETERIA FUND

Book Balance March 31, 2021	43,012.01
Receipts	
Cafeteria Deposits	2,270.89
School Nutrition Program	-
Interest Income	<u>4.40</u>
	2,275.29
Payments	(22,291.85)
Checks Issued in April 2021	<u></u>
Book Balance April 30, 2021	<u>22,995.45</u>

CAPITAL RESERVE FUND

Book Balance March 31, 2021	388,623.78
Receipts	-
Interest Income	47.91
Checks Issued in April 2021	-
Book Balance April 30, 2021	<u>388,671.69</u>

STUDENT ACTIVITIES - CLUBS

Book Balance March 31, 2021	85,175.26
Receipts	2,045.00
Interest Income	10.56
Checks Issued in April 2021	(3,362.17)
Book Balance April 30, 2021	<u>83,868.65</u>

STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance March 31, 2021	62,349.27
Receipts	1,117.27
Interest Income	7.70
Checks Issued in April 2021	(2,730.29)
Book Balance April 30, 2021	<u>60,743.95</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	3,679,046.78	868,054.22	80.91
200 EMPLOYEE BENEFITS	3,019,974.00	3,019,974.00	0.00	2,470,995.10	548,978.90	81.82
300 PURCH PROF & TECH SVCS	15,450.00	15,450.00	0.00	9,371.18	6,078.82	60.65
400 PURCHASED PROPERTY SVCS	36,770.00	36,770.00	0.00	25,965.80	10,804.20	70.62
500 OTHER PURCHASED SVCS	602,205.00	602,205.00	0.00	689,749.02	(87,544.02)	114.54
600 SUPPLIES	177,480.00	177,480.00	0.00	193,933.18	(16,453.18)	109.27
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	7,081,400.90	1,342,774.10	84.06
1200 SPECIAL PROGRAMS						
100 SALARIES	1,165,237.00	1,165,237.00	0.00	1,014,925.57	150,311.43	87.10
200 EMPLOYEE BENEFITS	821,085.00	821,085.00	0.00	655,041.97	166,043.03	79.78
300 PURCH PROF & TECH SVCS	395,500.00	395,500.00	0.00	257,317.49	138,182.51	65.06
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	2,214.03	8,077.97	21.51
600 SUPPLIES	18,863.00	18,863.00	0.00	12,307.78	6,555.22	65.25
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	1,941,806.84	474,440.16	80.36
1300 VOCATIONAL EDUCATION						
100 SALARIES	277,941.00	277,941.00	0.00	225,166.26	52,774.74	81.01
200 EMPLOYEE BENEFITS	179,431.00	179,431.00	0.00	150,842.42	28,588.58	84.07
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	7,550.81	1,431.19	84.07
Totals for 1300s	724,394.00	724,394.00	0.00	383,784.49	340,609.51	52.98
1400 OTHER INSTRUCTION						
100 SALARIES	209,712.00	209,712.00	0.00	169,590.16	40,121.84	80.87

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	93,120.74	24,035.26	79.48
300 PURCH PROF & TECH SVCS	30,736.00	30,736.00	0.00	27,655.92	3,080.08	89.98
500 OTHER PURCHASED SVCS	126,000.00	126,000.00	0.00	89,541.31	36,458.69	71.06
600 SUPPLIES	3,978.00	3,978.00	0.00	3,699.17	278.83	92.99
800 OTHER OBJECTS	1,200.00	1,200.00	0.00	1,963.28	(763.28)	163.61
Totals for 1400s	488,782.00	488,782.00	0.00	385,570.58	103,211.42	78.88
2100 SUPPORT FOR STUDENTS						
100 SALARIES	238,509.00	238,509.00	0.00	204,213.21	34,295.79	85.62
200 EMPLOYEE BENEFITS	162,817.00	162,817.00	0.00	108,363.27	54,453.73	66.56
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	5,487.88	3,503.12	61.04
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	318,334.36	93,307.64	77.33
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	231,077.00	231,077.00	0.00	188,451.57	42,625.43	81.55
200 EMPLOYEE BENEFITS	247,148.00	247,148.00	0.00	193,813.87	53,334.13	78.42
300 PURCH PROF & TECH SVCS	184,059.00	184,059.00	0.00	170,891.44	13,167.56	92.85
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	15,252.28	10,226.72	59.86
600 SUPPLIES	54,148.00	54,148.00	0.00	81,204.61	(27,056.61)	149.97
700 PROPERTY	431,989.00	431,989.00	0.00	401,317.61	30,671.39	92.90
Totals for 2200s	1,178,900.00	1,178,900.00	0.00	1,052,526.33	126,373.67	89.28
2300 ADMINISTRATION						
100 SALARIES	621,592.00	621,592.00	0.00	564,294.28	57,297.72	90.78
200 EMPLOYEE BENEFITS	593,243.00	593,243.00	0.00	514,660.63	78,582.37	86.75
300 PURCH PROF & TECH SVCS	78,375.00	78,375.00	0.00	76,682.30	1,692.70	97.84
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	13,607.50	5,852.50	69.93
600 SUPPLIES	21,465.00	21,465.00	0.00	7,545.93	13,919.07	35.15

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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	54,174.38	(37,874.38)	332.36
Totals for 2300s	1,351,535.00	1,351,535.00	0.00	1,230,965.02	120,569.98	91.08
2400 PUPIL HEALTH						
100 SALARIES	115,785.00	115,785.00	0.00	110,181.75	5,603.25	95.16
200 EMPLOYEE BENEFITS	53,584.00	53,584.00	0.00	42,844.88	10,739.12	79.96
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	158,551.92	22,456.08	87.59
2500 BUSINESS OFFICE						
100 SALARIES	159,800.00	159,800.00	0.00	147,333.27	12,466.73	92.20
200 EMPLOYEE BENEFITS	124,625.00	124,625.00	0.00	116,670.80	7,954.20	93.62
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	12,279.05	3,220.95	79.22
600 SUPPLIES	3,266.00	3,266.00	0.00	2,115.61	1,150.39	64.78
Totals for 2500s	326,162.00	326,162.00	0.00	301,134.82	25,027.18	92.33
2600 PLANT SERVICES						
100 SALARIES	625,165.00	625,165.00	0.00	559,048.18	66,116.82	89.42
200 EMPLOYEE BENEFITS	561,671.00	561,671.00	0.00	502,406.75	59,264.25	89.45
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	198,139.02	23,531.98	89.38
500 OTHER PURCHASED SVCS	83,350.00	83,350.00	0.00	88,611.47	(5,261.47)	106.31
600 SUPPLIES	464,343.00	464,343.00	0.00	609,671.77	(145,328.77)	131.30
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	1,979,493.07	38,406.93	98.10
2700 STUDENT TRANSPORTATION						
100 SALARIES	18,261.00	18,261.00	0.00	4,894.67	13,366.33	26.80
200 EMPLOYEE BENEFITS	7,699.00	7,699.00	0.00	1,314.58	6,384.42	17.07
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	249,958.45	74,402.55	77.06
600 SUPPLIES	50,000.00	50,000.00	0.00	24,706.66	25,293.34	49.41
Totals for 2700s	403,571.00	403,571.00	0.00	284,124.36	119,446.64	70.40
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	70,831.72	(70,831.72)	0.00
Totals for 3100s	0.00	0.00	0.00	70,831.72	(70,831.72)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	223,442.00	223,442.00	0.00	160,365.16	63,076.84	71.77
200 EMPLOYEE BENEFITS	94,206.00	94,206.00	0.00	60,626.64	33,579.36	64.36
300 PURCH PROF & TECH SVCS	69,391.00	69,391.00	0.00	51,137.65	18,253.35	73.69
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	27,723.75	16,349.25	62.90
600 SUPPLIES	53,613.00	53,613.00	0.00	40,239.65	13,373.35	75.06
800 OTHER OBJECTS	27,070.00	27,070.00	0.00	13,146.55	13,923.45	48.57
Totals for 3200s	516,295.00	516,295.00	0.00	361,482.97	154,812.03	70.01
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	665.18	1,334.82	33.26
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						

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	2,170,345.08	(1,550,845.08)	350.34
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	17,722,639.50	1,785,466.50	90.85
Fund 10 Totals						
Total Expenditure	18,457,133.00	18,457,133.00	0.00	15,552,294.42	2,904,838.58	84.26
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,170,345.08	(1,119,372.08)	206.51
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	15,552,294.42	2,904,838.58	84.26
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,170,345.08	(1,119,372.08)	206.51
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: 05/20/2021 - 06/02/2021

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
0000019442	SHIPPENSBURG UNIV FOUNDATION	TRACK CHAMPIONSHIPS		1,100.00
0000019443	APR SUPPLY CO	GENERAL SUPPLIES		74.17
0000019444	LISA ARP	CLASS SUPPLIES		118.89
0000019445	BLAST INTERMEDIATE UNIT 17	Internet	Phone Service	1,476.07
0000019446	COLLINS SPORTS MEDICINE	Athletic Trainer Supplies		92.04
0000019447	EPLUS TECHNOLOGY INC	Toner		226.02
0000019448	FOLLETT SCHOOL SOLUTIONS INC	BOOKS		483.87
0000019449	HILSHER GRAPHICS	Mental Health Mailers	Mental Health Student Postcards	1,743.65
0000019450	SARAH IRELAND	Field Trip Supplies		50.88
0000019451	KEYSTONE ADVERTISING SPECIALTIES	Baseball Supplies	Sports Awards	363.00
0000019452	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		935.46
0000019453	MATH FOR LOVE	GENERAL SUPPLIES		950.00
0000019454	MCCLURE COMPANY	GENERAL SUPPLIES		465.06
0000019455	JENNA MCWILLIAMS	CLASS SUPPLIES		94.42
0000019456	P STONE	GENERAL SUPPLIES		320.24
0000019457	PEELING PRODUCTIONS LLC	VIRTUAL FIELD TRIP		400.00
0000019458	J. W. PEPPER & SON INC	Band Music		426.99
0000019459	PPL ELECTRIC UTILITIES	Electricity		12,394.27
0000019460	AMY PREGENT	CLASS SUPPLIES		284.03
0000019461	LAUREN REYNOLDS	CLASS SUPPLIES		216.72
0000019462	Kelsey Shannon	GENERAL SUPPLIES		68.10
0000019463	ROBERT M. SIDES INC.	Chorus Supplies		100.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 05/20/2021 - 06/02/2021

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
0000019464	W R SIMS AGENCY INC	Public Official Bond		481.00
0000019465	SUSQUEHANNA VALLEY SOUND	GENERAL SUPPLIES		3,875.00
0000019466	TRI DIM FILTER CORP	GENERAL SUPPLIES		48.00
0000019467	VERIZON	TELEPHONE		176.13
0000019468	WM CORPORATE SERVICES INC	Disposal Service		2,775.00
0000019469	XEROX CORP	Repairs & Maintenance		256.36
* 0000E21147	WEX HEALTH INC	HSA Fee for April 2021		225.50
* 0000E21149	CAFETERIA FUND	Apr 21 NSLP Claims Subsidy		68,480.80
10 - GENERAL FUND				98,701.67
Grand Total All Funds				98,701.67
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				0.00
Grand Total Other Disbursement Non-negotiables				68,706.30
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				29,995.37
Grand Total All Payments				98,701.67

May 24, 2021

The regular meeting of the South Williamsport Area School Board was called to order at 7:00 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: Bowman, Cramer, Engel, Fiorini, Miller, Rupert and Shope.

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

Visitors: Kyle Essick, Brenda Trimble, Ann Neely, Tara McGlensey, Becky Swinehart and Pat Crossley – Williamsport SunGazette.

APPROVE GENERAL FUND BILLS

A motion to approve the payment of bills from the General Fund in the amount of \$943,212.70 as funds become available was moved by Fiorini, seconded by Engel. Roll call: Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

APPROVE FOOD SERVICE FUND BILLS

A motion to approve the payment of bills from the Food Service Fund in the amount of \$13,667.36 as funds become available was moved by Fiorini, seconded by Engel. Roll call: Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

APPROVE CAPITAL RESERVE FUND BILLS

A motion to approve the payment of bills from the Capital Reserve Fund in the amount of \$14,830.00 as funds become available was moved by Miller, seconded by Rupert. Roll call: Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

Mrs. Bingham arrived at 7:04 PM.

APPROVE MINUTES

A motion to approve the minutes of May 3, 2021 and May 19, 2021, as written was moved by Fiorini, seconded by Engel. Roll call: Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

Mrs. Bachman arrived at 7:07 PM.

SUPERINTENDENT RECOMMENDATIONS

ADOPTION OF THE PROPOSED FINAL BUDGET FOR 2021-2022

A motion to approve the 2021-2022 proposed final budget was moved by Miller, seconded by Fiorini. Budgeted revenues are \$20,396,114 and budgeted expenditures are \$20,353,938. The taxes to support the budget numbers are real estate millage of 17.48 mills, earned income rate of 1.1%, and real estate transfer tax of 0.5%. Roll call: Bachman-yes, Bingham-yes, Bowman-no, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

EMPLOYMENT – HIGH SCHOOL ENGLISH POSITIONS

A motion to approve hiring Brooke Rowles beginning with the 2021-2022 school year at a salary of \$62,281 based on step M-8 of the South Williamsport Area Education Association (SWAEA) Agreement and the hiring of Kyle Essick beginning with the 2021-2022 school year at a salary of \$49,072 based on step M-1 of the SWAEA Agreement was moved by Bachman, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

EMPLOYMENT – HIGH SCHOOL SOCIAL STUDIES POSITION

A motion to approve hiring Eric Gerber beginning with the 2021-2022 school year at a salary of \$66,055 based on step M-10 of the SWAEA Agreement was moved by Miller, seconded by Engel. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

EMPLOYMENT –SCHOOL COUNSELOR POSITION

A motion to approve hiring Alyson Stoner for the 200-day school counselor position beginning with the 2021-2022 school year at a salary of \$53,926 based on step M-1 of the SWAEA Agreement was moved by Bachman, seconded by Bingham. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

EMPLOYMENT – EMPLOYEE TRANSFER

A motion to approve the voluntary transfer of Cheryl Loudenslager from Special Education K-2 to Elementary Second Grade effective with the 2021-2022 school year was moved by Miller, seconded by Bachman. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

SCHOOL CROSSING GUARDS

A motion to consider assuming the hiring and oversight of school crossing guards pursuant to Title 8 PCS 1127(b) was moved by Bingham. Motion not seconded; motion failed.

ADMINISTRATIVE COMPENSATION PLAN

A motion to approve the Act 93 Administrative Compensation Plan was moved by Fiorini, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

PROMETHEAN INTERACTIVE PANEL PURCHASE

A motion to approve the purchase of 90 Promethean Interactive Panels at a total cost of \$303,000 was moved by Miller, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

AGREEMENT WITH LEVIN LEGAL GROUP

A motion to approve the agreement with Levin Legal Group to provide services on labor and employment matters on an as-needed basis was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

DISTRICT COPY MACHINES

A motion to approve the Copier and Maintenance Service Agreement with Golden Business Machines to provide Canon copiers throughout the District was moved by Bachman, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

APPOINT BOARD SECRETARY

Per Board Policy #005, the school directors shall annually, during the month of May in every fourth year, elect a Secretary who shall serve a term of four years beginning the first day in July following such election, and shall not be a member of the Board. A motion to appoint Jamie Mowrey as board secretary was moved by Miller, seconded by Cramer. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

APPROVAL OF FOOD SERVICE MANAGEMENT COMPANY

A motion to approve an agreement with Nutrition, Inc. to oversee the District's food service program for the 2021-2022 school year with a guaranteed loss of no more than \$12,926.95 and, with waivers from USDA, operate under the Seamless Summer Option (SSO) for the entire school year, was moved by Bachman, seconded by Miller. Roll call: Bachman-yes, Bingham-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes, and Shope-yes, motion carried.

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 Fiorini, seconded by Engel. All members present voting yes, the meeting was adjourned at 7:37 PM.

Attest

Jamie Mowrey
Board Secretary

DRAFT

Attachment 1

June 7, 2021

Dear South Williamsport Area School District Board of Directors:

It is with enthusiasm that I am writing to recommend Ms. Kelsey Shannon for tenure in the South Williamsport Area School District. Ms. Shannon was previously employed with our district for two years at the Junior/Senior High School as a school counselor and has now successfully completed her third year in our district as the elementary school counselor. I have been privileged to have worked with Kelsey in both of these positions and have seen her transition seamlessly from working with high school to elementary aged students, which is why I am recommending the board award her tenure.

Since coming to Central and Rommelt Elementary schools Ms. Shannon has taken on a variety of responsibilities ranging from the Elementary SAP Team to being the School Assessment Coordinator at both Central and Rommelt. Although she is successful in both of these roles, they are only a small part of what she has done this year and in her previous two years as a school counselor. Kelsey also plays a role on our PBIS Tier 1 team and has organized and directed our PBIS Tier 2 program called Check-In Check-Out, which benefits students who may otherwise fall through the cracks.

Ms. Shannon has shown patience and thoughtfulness when working with our youngest and oldest students. Her demeanor allows students to discuss openly with her how they are feeling so she is able to help them learn to cope with these feelings. When a team of our teachers at Central came to Kelsey about students experiencing anxiety, she created a small group for those students and made lessons to teach them how to best deal with anxiety.

Needless to say, Kelsey Shannon is an essential to the smooth operation of our elementary counseling program and the dedication and care she shows to our students, along with her ability to move programs such as SAP and PBIS forward are commendable. For all of these reasons and more, I recommend Kelsey Shannon for tenure in the South Williamsport Area School District.

Sincerely,



Michele Loomis
Central Elementary Principal

Attachment 2

June 7, 2021

To: Board of Directors

Re: Interim Health and Safety Plan

Members of the Board,

The South Williamsport Area School District Board of Directors adopted the current Health and Safety Plan for Schools in July, 2020. Since that time, there have been numerous changes from the CDC, PA-DOH, and PDE concerning SARS-CoV-2. A new Health and Safety Plan is required for the 2021-22 school year by PDE and as a component of ESSERS III funding. This new plan must be Board approved and submitted to PDE by July 30, 2021.

Given the numerous changes that have occurred, it is recommended that the Board adopt the following Health and Safety plan statement. This statement will serve as a bridge between the current plan adopted in July, 2020 and the new plan required for submission by July 30, 2021. This statement will apply to all instructional, athletic, and employment activities by students, staff, and visitors on school district property.

As it pertains to the SARS-CoV-2 pandemic, the South Williamsport Area School District will abide by, to the maximum extent possible, the current health and safety guidelines and recommendations for schools as issued by the Center for Disease Control, the Pennsylvania Department of Health, the Pennsylvania Department of Education, and other applicable laws and regulations. This Health and Safety Plan statement is effective June 7, 2021 until superseded by a new board approved Comprehensive Health and Safety Plan for returning to school.

Respectfully submitted,

Mark Stamm

Dr. Mark Stamm,
Superintendent of Schools



Book	Policy Manual
Section	300 Employees
Title	Employee Resignation
Code	308.1
Status	First Reading

Authority

The Board adopts this policy in order to provide district employees with the appropriate timeframe and guidelines for submitting their intention to resign.

Specific terms and conditions for resignation may also be set forth in the administrative compensation plan or in an applicable collective bargaining agreement.

Definitions

Professional employee: this term includes those who are certificated as teachers, non-teaching professionals, supervisors, principals, assistant principals, and others covered by the administrative compensation plan.

Temporary professional employee: this means any individual who has been employed to perform, for a limited time, the duties of a newly created position or of a regular professional employee whose services have been terminated by death, resignation, suspension, or removal.^[1]

Delegation of Responsibility

Employee resignations shall be the responsibility of the Superintendent.

Guidelines

Professional and Temporary Professional Employees

In accordance with law, professional employees shall be required to give sixty calendar (60) days notice of intent to resign.^{[2][3]}

Professional and temporary professional employees planning to leave the district for any reason will indicate their intention to do so by a written letter of resignation submitted to the Superintendent through their supervising administrator. Upon receipt of the employee's letter of resignation, the Superintendent shall confirm acceptance on behalf of the Board. Once accepted by the Superintendent, the resignation is considered final and may not be withdrawn without Board approval. The resignation will be entered into the Board minutes at the next business meeting of the Board.

Prior to departure, employees will be requested to complete an exit survey.

Written resignations will be accepted in advance of the 60-day period. This will greatly aid the district in securing good replacements and ensuring continuity in the quality of instruction.

In instances where an employee wishes to leave on shorter notice, it shall be the Board's policy to permit an earlier release on condition that effective arrangements can be made for a replacement.

Other Employees

All other employees shall be required to give a minimum of 10 calendar days notice of intent to resign.

All other employees planning to leave the district for any reason will indicate their intention to do so by a written letter of resignation submitted to the Superintendent through their supervising administrator. Upon receipt of the employee's letter of resignation, the Superintendent shall confirm acceptance on behalf of the Board. Once accepted by the Superintendent, the resignation is considered final and may not be withdrawn without Board approval. The resignation will be entered into the Board minutes at the next business meeting of the Board.

Prior to departure, employees will be requested to complete an exit survey.

Legal
[1. 24 P.S. 1101](#)
[2. 24 P.S. 1121](#)
 3. Pol. 308