There will be an Executive Session of the School Board after the regular board meeting on Monday, October 04, 2021

October 04, 2021

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

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 – $2,402,557.82
- Cafeteria Fund – $15,140.38
- Capital Reserve - $5,437.85

Approval of Minutes

Board Committee Reports

Superintendent's Report & Recommendations

1. Long-Term Debt Presentation
2. Out-of-State & Overnight Field Trip Requests
3. Employment
4. Child-Bearing/Child Rearing Leave
5. Approve Policy – First and Second Reading
6. Ad-Hoc Committee
7. Update on School Board Vacant Positions

General Information

Old Business
New Business
Courtesy to the Floor
Final Remarks by Board Members
Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS
October 04, 2021

1. Long-Term Debt Presentation

Audrey Bear, Managing Director at Piper Sandler & Company, will discuss hypothetical debt borrowings to finance a future building project.

2. Out-of-State and Overnight Field Trip Requests – Attachment #1

It is recommended the school board approve Robyn Rummings out-of-state field trip request to take High School Chorus students to New York City, NY on May 18, 2022, to attend the Making Music workshop and a Broadway show.

It is recommended the school board approve Jennifer Kimball's overnight field trip request to take FBLA students to Kalahari Resorts from October 31, 2021 – November 1, 2021 for the annual state leadership workshop.

3. Employment

Resignations
The superintendent accepted the letter of resignation from the following employees:

- Frances Kropp from her High School Secretary position effective April 1, 2022 with last day worked December 22, 2021.
- Amy Kriebel and Dean Kriebel from their Event Security Staff positions effective September 29, 2021.

Game Workers
The athletic director is recommending school board approve Heath Barry and Michael Shuman as Game Workers for the 2021 fall season.

Substitutes
It is recommended the school board approve Samuel Weaver as a certified substitute and Michael Steinbacher as a classified substitute for the 2021-2022 school year.

Stipend Recommendations

It is recommended the school board approve the following extra duty positions for the 2021-2022 school year and their stipend/rate of pay:

1. Senior Class Advisors: Hilarie German/Kelly Shearer - $315/person
2. Junior Class Advisors: Mike Allison/Karen Fink - $287.50/person
3. Sophomore Class Advisors: Keith Cremer/Ambreelinne Birth - $210/person
4. Freshmen Class Advisors: OPEN - $200/person
5. Yearbook Advisors: Betsy Jones/Kelly Shearer - $812.50/person
6. Yearbook Business Advisors: Betsy Jones/Kelly Shearer - $220/person
7. Jr High Yearbook Advisors: Karen Fink/Mike Rodgers - $440/person
8. Key Club Advisors: Scott Manning/Jamie Bloom - $440/person
9. FCCLA Advisor: Patty Schick - $880
10. FBLA Advisor: Jennifer Kimball - $880
11. Mini-Thon Advisors: Mike Rodgers/Mike Allison - $440/person
12. Academic Decathlon Advisor: Kevin Eck - $1,050
13. Senior High National Honor Society Advisor: Manny Tsikitas - $880
14. Junior High National Honor Society Advisor: 7th Grade Team - $440
15. Leo Club Advisor: Stephanie Fay/Hilarie German- $440/person

16. Coordinator – Audio Visual: Keith Cremer - $475
17. Special Education Transition Coordinator: Emily Wagner - $750
18. Title I Coordinators: Tambra Isenberg/Ann Neely - $2,100/person
19. Pathway Chairs - $750/person
    - Jamie Bloom (EMIT), Scott Manning (HeS), Adam Rubert (BFIT), Elizabeth Steppe (AC) & Emily Wagner (HuS)
20. Academic Department Chairs - $750/person
    - Jamie Bloom (Math), Ryan Carper (Social Studies), Matt Eisley (Science), Jessica Kaledas (Non-Core) & Kelly Shearer (ELA)

Mentors

It is recommended the school board appoint the following staff as teacher mentors for the 2021-2022 school year. Mentor programs are a state school code requirement for all new teachers. Mentor stipend is $500.

- James Girardi for Kendra Billman
- Kendra Lewis for Kendra Lorson
- Melanie Rojas for Karrie Snyder
- Elizabeth Steppe for Kyle Essick
- Emily Wagner for Alyson Stoner

Technology Coaches

The following individuals are recommended for Technology Coaches for the 2021-22 school year to assist classroom teachers with instructional technology support. The stipend for these positions is $1,000 each.

Matt Krach	Grades K-1	Mike Rodgers	Social Studies 7-12
Lauren Reynolds	Grades 2-3	Keith Cremer	Science 7-12
Mike Steppe	Grades 4/Ele Specials	Kelly Shearer	English 7-12
Tara Battaglia	Grades 5-6	Jamie Bloom	Math 7-12
		Jessica Kaledas	HS Electives 7-12

4. **Child-Bearing/Child Rearing Leave**

It is recommended the school board approve EE #472 child-bearing/child-rearing leave request. Employee is requesting leave from December 31, 2021 through the first quarter of the 2022-2023 school year (approximately end of October 2022).

5. **Approve Policy – First and Second Reading** – Attachment #2

It is recommended the school board approve the first and second reading of the revision to Policy 717 to add the position of School Police Officer for a district provided cell phone exclusively for school business.

6. **Ad-Hoc Committee**

It is recommended the school board appoint an Ad-Hoc Committee for the purpose of creating a board member introduction and training program.

7. **Update on School Board Vacant Positions**

The School Board currently has a vacant Region I position and a vacant Region III position. The Region I position will be through December 2021. The Region III position will be through December 2023. Positions were advertised, with responses due on October 12, 2021. We will bring responses to the October 18, 2021 Work Session to be discussed and voted upon.

BOARD INFORMATION
October 04, 2021

BOARD MEETING DATES

October 04 – School Board Meeting – 7:00 p.m.
October 18 – School Board Work Session – 6:00 p.m.
November 01 – School Board Meeting – 7:00 p.m.
November 15 – School Board Work Session – 6:00 p.m.
December 06 – Reorganization Meeting – 7:00 p.m.

BOARD COMMITTEE DATES

October 04 – Operations Committee Meeting – 6:00 p.m. - CANCELED
November 01 – Vision and Leadership Committee Meeting – 6:00 p.m. - CANCELED
December 06 – Operations Committee Meeting – 6:00 p.m. - CANCELED

ADDITIONAL INFORMATION

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

GENERAL FUND - Checking Account

Book Balance July 31, 2021			2,546,623.99
Receipts			
Real Estate Taxes, Face	6111	1,875,083.68	
Real Estate Taxes, Discount	6211	(35,814.94)	
Payment in Lieu of Taxes	6114	7,095.02	
Earned Income Tax, less Commission	6151	181,383.43	
Real Estate Transfer Tax, less Commission	6153	17,120.55	
Delinquent Tax Collection, less Commission	6411	16,987.08	
Interest Income	6510	396.11	
Football Ticket Sales	6711	1,658.00	
Mainstream Billing	6944	1,878.89	
Misc Income	6990	68.21	
Attendance Fine	6990	134.71	
Energy Incentive	6992	1,676.94	
Basic Education Subsidy	7111	948,053.00	
Social Security Subsidy	7112	105,699.43	
Transportation Subsidy	7310	18,214.00	
Property Tax Relief	7340	280,572.00	
COVID-19 SECIM (Spec Ed Grant)	8512	866.89	
Title I	8514	47,083.20	
Title II	8515	3,739.06	
GEER Continuity of Ed Grant	8742	2,147.34	
PCCD Grant COVID Funds	8749	11,743.21	
Records Request	Offset Expenses	60.16	
Wellness Incentives	Offset Expenses	3,375.00	
HI COBRA Payments	Offset Expenses	1,499.44	
			3,490,720.41
Payments			
Payments Issued in August 2021			(1,377,638.11)
Book Balance August 31, 2021			4,659,706.29

GENERAL FUND - PLGIT Investment Account

Book Balance July 31, 2021	63,392.37
Interest Income	1.04
Book Balance August 31, 2021	63,393.41

GENERAL FUND - 2020 SINKING FUND

Book Balance July 31, 2021	2.66
Interest Income	-
Book Balance August 31, 2021	2.66

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance July 31, 2021		14,156.80
Receipts		-
Interest Income		1.77
Checks Issued in August 2021		(328.00)
Book Balance August 31, 2021		13,830.57

CAFETERIA FUND

Book Balance July 31, 2021		35,806.98
Receipts		
Cafeteria Deposits	102.70	
School Nutrition Program	-	
Interest Income	4.16	106.86
Payments		
Checks Issued in August 2021		(6,956.03)
Book Balance August 31, 2021		28,957.81

CAPITAL RESERVE FUND

Book Balance July 31, 2021		373,983.60
Receipts		-
Interest Income		47.64
Checks Issued in August 2021		-
Book Balance August 31, 2021		374,031.24

STUDENT ACTIVITIES - CLUBS

Book Balance July 31, 2021		82,631.05
Receipts		-
Interest Income		10.52
Checks Issued in August 2021		(154.31)
Book Balance August 31, 2021		82,487.26

STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance July 31, 2021		55,643.98
Receipts		3,027.38
Interest Income		7.20
Checks Issued in August 2021		(1,835.58)
Book Balance August 31, 2021		56,842.98

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	4,481,516.67	65,584.33	98.56
200 EMPLOYEE BENEFITS	3,019,974.00	3,019,974.00	0.00	2,965,701.30	54,272.70	98.20
300 PURCH PROF & TECH SVCS	15,450.00	15,450.00	0.00	10,377.43	5,072.57	67.17
400 PURCHASED PROPERTY SVCS	36,770.00	36,770.00	0.00	31,265.10	5,504.90	85.03
500 OTHER PURCHASED SVCS	602,205.00	602,205.00	0.00	913,968.25	(311,763.25)	151.77
600 SUPPLIES	177,480.00	177,480.00	0.00	209,148.29	(31,668.29)	117.84
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	8,624,316.88	(200,141.88)	102.38
1200 SPECIAL PROGRAMS						
100 SALARIES	1,165,237.00	1,165,237.00	0.00	1,184,557.86	(19,320.86)	101.66
200 EMPLOYEE BENEFITS	821,085.00	821,085.00	0.00	763,222.59	57,862.41	92.95
300 PURCH PROF & TECH SVCS	395,500.00	395,500.00	0.00	385,190.99	10,309.01	97.39
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	2,294.08	7,997.92	22.29
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	2,347,573.30	68,673.70	97.16
1300 VOCATIONAL EDUCATION						
100 SALARIES	277,941.00	277,941.00	0.00	278,616.00	(675.00)	100.24
200 EMPLOYEE BENEFITS	179,431.00	179,431.00	0.00	177,573.16	1,857.84	98.96
500 OTHER PURCHASED SVCS	258,040.00	258,040.00	0.00	233,161.48	24,878.52	90.36
600 SUPPLIES	8,982.00	8,982.00	0.00	7,699.73	1,282.27	85.72
Totals for 1300s	724,394.00	724,394.00	0.00	697,050.37	27,343.63	96.23
1400 OTHER INSTRUCTION						
100 SALARIES	209,712.00	209,712.00	0.00	196,096.86	13,615.14	93.51

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	111,104.75	6,051.25	94.83
300 PURCH PROF & TECH SVCS	30,736.00	30,736.00	0.00	31,831.30	(1,095.30)	103.56
500 OTHER PURCHASED SVCS	126,000.00	126,000.00	0.00	147,288.39	(21,288.39)	116.90
600 SUPPLIES	3,978.00	3,978.00	0.00	3,847.33	130.67	96.72
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	492,131.91	(3,349.91)	100.69
2100 SUPPORT FOR STUDENTS						
100 SALARIES	238,509.00	238,509.00	0.00	221,679.58	16,829.42	92.94
200 EMPLOYEE BENEFITS	162,817.00	162,817.00	0.00	129,155.45	33,661.55	79.33
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	5,615.65	3,375.35	62.46
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	356,720.68	54,921.32	86.66
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	231,077.00	231,077.00	0.00	244,883.69	(13,806.69)	105.97
200 EMPLOYEE BENEFITS	247,148.00	247,148.00	0.00	207,640.41	39,507.59	84.01
300 PURCH PROF & TECH SVCS	184,059.00	184,059.00	0.00	176,943.79	7,115.21	96.13
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	22,602.80	2,876.20	88.71
600 SUPPLIES	54,148.00	54,148.00	0.00	87,457.88	(33,309.88)	161.52
700 PROPERTY	431,989.00	431,989.00	0.00	427,336.35	4,652.65	98.92
Totals for 2200s	1,178,900.00	1,178,900.00	0.00	1,168,459.87	10,440.13	99.11
2300 ADMINISTRATION						
100 SALARIES	621,592.00	621,592.00	0.00	642,081.62	(20,489.62)	103.30
200 EMPLOYEE BENEFITS	593,243.00	593,243.00	0.00	570,330.43	22,912.57	96.14
300 PURCH PROF & TECH SVCS	78,375.00	78,375.00	0.00	84,839.95	(6,464.95)	108.25
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	14,953.18	4,506.82	76.84
600 SUPPLIES	21,465.00	21,465.00	0.00	8,492.45	12,972.55	39.56

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	55,030.31	(38,730.31)	337.61
Totals for 2300s	1,351,535.00	1,351,535.00	0.00	1,375,727.94	(24,192.94)	101.79
2400 PUPIL HEALTH						
100 SALARIES	115,785.00	115,785.00	0.00	123,581.28	(7,796.28)	106.73
200 EMPLOYEE BENEFITS	53,584.00	53,584.00	0.00	53,541.09	42.91	99.92
300 PURCH PROF & TECH SVCS	5,100.00	5,100.00	0.00	5,000.00	100.00	98.04
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	185,147.66	(4,139.66)	102.29
2500 BUSINESS OFFICE						
100 SALARIES	159,800.00	159,800.00	0.00	175,503.94	(15,703.94)	109.83
200 EMPLOYEE BENEFITS	124,625.00	124,625.00	0.00	127,763.51	(3,138.51)	102.52
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	2,524.80	2.20	99.91
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	12,524.05	2,975.95	80.80
600 SUPPLIES	3,266.00	3,266.00	0.00	2,280.89	985.11	69.84
Totals for 2500s	326,162.00	326,162.00	0.00	341,029.34	(14,867.34)	104.56
2600 PLANT SERVICES						
100 SALARIES	625,165.00	625,165.00	0.00	598,859.93	26,305.07	95.79
200 EMPLOYEE BENEFITS	561,671.00	561,671.00	0.00	540,976.74	20,694.26	96.32
300 PURCH PROF & TECH SVCS	60,000.00	60,000.00	0.00	54,331.09	5,668.91	90.55
400 PURCHASED PROPERTY SVCS	221,671.00	221,671.00	0.00	233,363.76	(11,692.76)	105.27
500 OTHER PURCHASED SVCS	83,350.00	83,350.00	0.00	90,956.06	(7,606.06)	109.13
600 SUPPLIES	464,343.00	464,343.00	0.00	658,317.00	(193,974.00)	141.77
700 PROPERTY	1,500.00	1,500.00	0.00	17,591.17	(16,091.17)	1172.74
800 OTHER OBJECTS	200.00	200.00	0.00	0.00	200.00	0.00

BOARD SUMMARY
Fund:
As of: 06/30/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Totals for 2600s	2,017,900.00	2,017,900.00	0.00	2,194,395.75	(176,495.75)	108.75
2700 STUDENT TRANSPORTATION						
100 SALARIES	18,261.00	18,261.00	0.00	5,352.17	12,908.83	29.31
200 EMPLOYEE BENEFITS	7,699.00	7,699.00	0.00	1,349.59	6,349.41	17.53
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	301,311.44	23,049.56	92.89
600 SUPPLIES	50,000.00	50,000.00	0.00	30,715.30	19,284.70	61.43
Totals for 2700s	403,571.00	403,571.00	0.00	341,978.50	61,592.50	84.74
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	(108.92)	108.92	0.00
Totals for 3100s	0.00	0.00	0.00	(108.92)	108.92	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	223,442.00	223,442.00	0.00	205,236.26	18,205.74	91.85
200 EMPLOYEE BENEFITS	94,206.00	94,206.00	0.00	77,570.84	16,635.16	82.34
300 PURCH PROF & TECH SVCS	69,391.00	69,391.00	0.00	58,806.60	10,584.40	84.75
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	31,487.77	12,585.23	71.44
600 SUPPLIES	53,613.00	53,613.00	0.00	52,340.22	1,272.78	97.63
800 OTHER OBJECTS	27,070.00	27,070.00	0.00	17,364.69	9,705.31	64.15
Totals for 3200s	516,295.00	516,295.00	0.00	451,049.95	65,245.05	87.36
3300 COMMUNITY SERVICES						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	422.00	422.00	0.00	0.00	422.00	0.00
500 OTHER PURCHASED SVCS	15,100.00	15,100.00	0.00	12,924.90	2,175.10	85.60
Totals for 3300s	16,522.00	16,522.00	0.00	12,924.90	3,597.10	78.23
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

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	489,044.00	(122,370.00)	133.37
Totals for 5200s	366,674.00	366,674.00	0.00	489,044.00	(122,370.00)	133.37
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**	**21,247,787.21**	**(1,739,681.21)**	**108.92**
Fund 10 Totals						
Total Expenditure	**18,457,133.00**	**18,457,133.00**	**0.00**	**18,588,398.13**	**(131,265.13)**	**100.71**
Total Other Expenditure	**1,050,973.00**	**1,050,973.00**	**0.00**	**2,659,389.08**	**(1,608,416.08)**	**253.04**
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	18,588,398.13	(131,265.13)	100.71
Total Other Expenditure	1,050,973.00	1,050,973.00	0.00	2,659,389.08	(1,608,416.08)	253.04
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: 10 - GENERAL FUND

As of: 09/29/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REGULAR PROGRAMS						
100 SALARIES	4,681,490.00	4,681,490.00	0.00	534,976.67	4,146,513.33	11.43
200 EMPLOYEE BENEFITS	3,149,152.00	3,149,152.00	0.00	499,191.45	2,649,960.55	15.85
300 PURCH PROF & TECH SVCS	15,900.00	15,900.00	0.00	4,889.87	11,010.13	30.75
400 PURCHASED PROPERTY SVCS	33,885.00	33,885.00	0.00	4,997.62	28,887.38	14.75
500 OTHER PURCHASED SVCS	753,756.00	753,756.00	0.00	352,443.22	401,312.78	46.76
600 SUPPLIES	172,342.00	172,342.00	0.00	103,063.53	69,278.47	59.80
700 PROPERTY	6,364.00	6,364.00	0.00	1,032.46	5,331.54	16.22
800 OTHER OBJECTS	11,355.00	11,355.00	0.00	284.00	11,071.00	2.50
Totals for 1100s	8,824,244.00	8,824,244.00	0.00	1,500,878.82	7,323,365.18	17.01
1200 SPECIAL PROGRAMS						
100 SALARIES	1,252,601.00	1,252,601.00	0.00	131,906.50	1,120,694.50	10.53
200 EMPLOYEE BENEFITS	813,920.00	813,920.00	0.00	113,787.84	700,132.16	13.98
300 PURCH PROF & TECH SVCS	447,600.00	447,600.00	0.00	51,124.60	396,475.40	11.42
400 PURCHASED PROPERTY SVCS	270.00	270.00	0.00	0.00	270.00	0.00
500 OTHER PURCHASED SVCS	7,542.00	7,542.00	0.00	0.00	7,542.00	0.00
600 SUPPLIES	17,171.00	17,171.00	0.00	1,897.36	15,273.64	11.05
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Totals for 1200s	2,544,104.00	2,544,104.00	0.00	298,716.30	2,245,387.70	11.74
1300 VOCATIONAL EDUCATION						
100 SALARIES	284,203.00	284,203.00	0.00	32,036.52	252,166.48	11.27
200 EMPLOYEE BENEFITS	182,989.00	182,989.00	0.00	29,266.92	153,722.08	15.99
500 OTHER PURCHASED SVCS	258,040.00	258,040.00	0.00	0.00	258,040.00	0.00
600 SUPPLIES	11,547.00	11,547.00	0.00	1,982.25	9,564.75	17.17
Totals for 1300s	736,779.00	736,779.00	0.00	63,285.69	673,493.31	8.59
1400 OTHER INSTRUCTION						
100 SALARIES	201,650.00	201,650.00	0.00	18,837.19	182,812.81	9.34

BOARD SUMMARY
Fund:
As of: 09/29/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
200 EMPLOYEE BENEFITS	114,400.00	114,400.00	0.00	14,450.64	99,949.36	12.63
300 PURCH PROF & TECH SVCS	30,215.00	30,215.00	0.00	5,406.50	24,808.50	17.89
500 OTHER PURCHASED SVCS	86,000.00	86,000.00	0.00	160.00	85,840.00	0.19
600 SUPPLIES	3,978.00	3,978.00	0.00	1,176.61	2,801.39	29.58
800 OTHER OBJECTS	1,200.00	1,200.00	0.00	149.94	1,050.06	12.50
Totals for 1400s	437,443.00	437,443.00	0.00	40,180.88	397,262.12	9.19
2100 SUPPORT FOR STUDENTS						
100 SALARIES	295,534.00	295,534.00	0.00	33,827.36	261,706.64	11.45
200 EMPLOYEE BENEFITS	189,573.00	189,573.00	0.00	19,798.32	169,774.68	10.44
300 PURCH PROF & TECH SVCS	19,700.00	19,700.00	0.00	19,700.00	0.00	100.00
500 OTHER PURCHASED SVCS	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
600 SUPPLIES	9,105.00	9,105.00	0.00	2,454.89	6,650.11	26.96
800 OTHER OBJECTS	325.00	325.00	0.00	220.00	105.00	67.69
Totals for 2100s	515,237.00	515,237.00	0.00	76,000.57	439,236.43	14.75
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	237,265.00	237,265.00	0.00	52,334.98	184,930.02	22.06
200 EMPLOYEE BENEFITS	250,587.00	250,587.00	0.00	54,154.53	196,432.47	21.61
300 PURCH PROF & TECH SVCS	280,645.00	280,645.00	0.00	104,805.21	175,839.79	37.34
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
500 OTHER PURCHASED SVCS	17,879.00	17,879.00	0.00	1,748.00	16,131.00	9.78
600 SUPPLIES	48,702.00	48,702.00	0.00	12,949.22	35,752.78	26.59
700 PROPERTY	424,161.00	424,161.00	0.00	198,298.84	225,862.16	46.75
Totals for 2200s	1,264,239.00	1,264,239.00	0.00	424,290.78	839,948.22	33.56
2300 ADMINISTRATION						
100 SALARIES	605,121.00	605,121.00	0.00	152,744.34	452,376.66	25.24
200 EMPLOYEE BENEFITS	570,348.00	570,348.00	0.00	130,699.83	439,648.17	22.92
300 PURCH PROF & TECH SVCS	79,300.00	79,300.00	0.00	12,102.69	67,197.31	15.26
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	8,386.49	11,073.51	43.10

BOARD SUMMARY

Fund:

As of: 09/29/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
600 SUPPLIES	28,375.00	28,375.00	0.00	8,047.92	20,327.08	28.36
700 PROPERTY	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
800 OTHER OBJECTS	16,460.00	16,460.00	0.00	9,646.58	6,813.42	58.61
Totals for 2300s	1,320,064.00	1,320,064.00	0.00	321,627.85	998,436.15	24.36
2400 PUPIL HEALTH						
100 SALARIES	116,566.00	116,566.00	0.00	11,423.39	105,142.61	9.80
200 EMPLOYEE BENEFITS	54,979.00	54,979.00	0.00	5,376.76	49,602.24	9.78
300 PURCH PROF & TECH SVCS	5,100.00	5,100.00	0.00	0.00	5,100.00	0.00
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	5,558.00	5,558.00	0.00	2,389.59	3,168.41	42.99
700 PROPERTY	746.00	746.00	0.00	746.00	0.00	100.00
Totals for 2400s	183,527.00	183,527.00	0.00	19,935.74	163,591.26	10.86
2500 BUSINESS OFFICE						
100 SALARIES	160,500.00	160,500.00	0.00	45,746.63	114,753.37	28.50
200 EMPLOYEE BENEFITS	141,724.00	141,724.00	0.00	45,127.55	96,596.45	31.84
300 PURCH PROF & TECH SVCS	15,169.00	15,169.00	0.00	14,613.00	556.00	96.33
400 PURCHASED PROPERTY SVCS	2,527.00	2,527.00	0.00	620.07	1,906.93	24.54
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	200.00	15,300.00	1.29
600 SUPPLIES	3,266.00	3,266.00	0.00	245.15	3,020.85	7.51
Totals for 2500s	338,686.00	338,686.00	0.00	106,552.40	232,133.60	31.46
2600 PLANT SERVICES						
100 SALARIES	696,361.00	696,361.00	0.00	166,690.67	529,670.33	23.94
200 EMPLOYEE BENEFITS	620,610.00	620,610.00	0.00	158,893.69	461,716.31	25.60
400 PURCHASED PROPERTY SVCS	255,871.00	255,871.00	0.00	82,046.92	173,824.08	32.07
500 OTHER PURCHASED SVCS	103,950.00	103,950.00	0.00	89,698.29	14,251.71	86.29
600 SUPPLIES	393,918.00	393,918.00	0.00	83,867.96	310,050.04	21.29
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

BOARD SUMMARY
Fund:
As of: 09/29/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 OTHER OBJECTS	200.00	200.00	0.00	0.00	200.00	0.00
Totals for 2600s	2,072,410.00	2,072,410.00	0.00	581,197.53	1,491,212.47	28.04
2700 STUDENT TRANSPORTATION						
100 SALARIES	18,464.00	18,464.00	0.00	146.06	18,317.94	0.79
200 EMPLOYEE BENEFITS	7,863.00	7,863.00	0.00	11.18	7,851.82	0.14
300 PURCH PROF & TECH SVCS	3,250.00	3,250.00	0.00	0.00	3,250.00	0.00
500 OTHER PURCHASED SVCS	324,361.00	324,361.00	0.00	11,671.60	312,689.40	3.60
600 SUPPLIES	50,000.00	50,000.00	0.00	1,840.81	48,159.19	3.68
Totals for 2700s	403,938.00	403,938.00	0.00	13,669.65	390,268.35	3.38
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	19,743.11	(19,743.11)	0.00
Totals for 3100s	0.00	0.00	0.00	19,743.11	(19,743.11)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	272,943.00	272,943.00	0.00	13,544.02	259,398.98	4.96
200 EMPLOYEE BENEFITS	127,049.00	127,049.00	0.00	9,192.33	117,856.67	7.24
300 PURCH PROF & TECH SVCS	73,515.00	73,515.00	0.00	6,270.00	67,245.00	8.53
400 PURCHASED PROPERTY SVCS	4,000.00	4,000.00	0.00	0.00	4,000.00	0.00
500 OTHER PURCHASED SVCS	44,273.00	44,273.00	0.00	10,943.52	33,329.48	24.72
600 SUPPLIES	51,789.00	51,789.00	0.00	8,801.15	42,987.85	16.99
800 OTHER OBJECTS	25,770.00	25,770.00	0.00	8,716.00	17,054.00	33.82
Totals for 3200s	599,339.00	599,339.00	0.00	57,467.02	541,871.98	9.59
3300 COMMUNITY SERVICES						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	426.00	426.00	0.00	0.00	426.00	0.00
500 OTHER PURCHASED SVCS	15,100.00	15,100.00	0.00	0.00	15,100.00	0.00
Totals for 3300s	16,526.00	16,526.00	0.00	0.00	16,526.00	0.00
5100 DEBT SERVICE						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	406.38	1,593.62	20.32

BOARD SUMMARY
Fund:
As of: 09/29/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
900 OTHER USES OF FUNDS	746,096.00	746,096.00	0.00	742,922.22	3,173.78	99.57
Totals for 5100s	748,096.00	748,096.00	0.00	743,328.60	4,767.40	99.36
5200 FUND TRANSFERS						
900 OTHER USES OF FUNDS	238,078.00	238,078.00	0.00	0.00	238,078.00	0.00
Totals for 5200s	238,078.00	238,078.00	0.00	0.00	238,078.00	0.00
5900 BUDGETARY RESERVE						
800 OTHER OBJECTS	101,575.00	101,575.00	0.00	0.00	101,575.00	0.00
Totals for 5900s	101,575.00	101,575.00	0.00	0.00	101,575.00	0.00
Expenditure Totals	**20,344,285.00**	**20,344,285.00**	**0.00**	**4,266,874.94**	**16,077,410.06**	**20.97**
Fund 10 Totals						
Total Expenditure	**19,256,536.00**	**19,256,536.00**	**0.00**	**3,523,546.34**	**15,732,989.66**	**18.30**
Total Other Expenditure	**1,087,749.00**	**1,087,749.00**	**0.00**	**743,328.60**	**344,420.40**	**68.34**
Total Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Total Other Revenue	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**

BOARD SUMMARY
Fund:
As of: 09/29/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Expenditure	19,256,536.00	19,256,536.00	0.00	3,523,546.34	15,732,989.66	18.30
Total Other Expenditure	1,087,749.00	1,087,749.00	0.00	743,328.60	344,420.40	68.34
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund **Payment Dates:** 09/09/2021 - 09/29/2021

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	
0000019837	APR SUPPLY CO	GENERAL SUPPLIES		397.97	
0000019838	ARBOR SCIENTIFIC	GENERAL SUPPLIES		2,075.63	
0000019839	ATHLETIC ACCOUNT IMPREST FUND	Athletic Imprest Fund		750.00	
0000019840	BARR'S HARDWARE	General Supplies		798.25	
0000019841	BLAST INTERMEDIATE UNIT 17	EMOTIONAL SUPPORT	Alternative Ed	94,794.56	#
0000019842	BSN SPORTS LLC	Volleyball Supplies		2,001.40	
0000019843	CANON FINANCIAL SERVICES	Repairs & Maintenance		1,408.41	
0000019844	CSIU BUSINESS OFFICE	TECH SERVICE		14,613.00	
0000019845	CM REGENT LLC	Sept 21 Life Insurance Premiums		753.84	
0000019846	DELTA DENTAL OF PA	Dental Insurance Premiums		7,600.00	
0000019847	EPLUS TECHNOLOGY INC	Dell Drum Kit		175.20	
0000019848	EAST LYCOMING SCHOOL DISTRICT	Other Services		2,853.31	#
0000019849	RICHARD EDMONSTON	GENERAL SUPPLIES		74.13	
0000019850	J C EHRLICH	Repairs & Maintenance		284.00	
0000019851	ENCOVA INSURANCE	WC CLEARING ACCOUNT	WORKERS COMP	5,206.00	
0000019852	EXTERIOR CLEANING SERVICES	Repairs & Maintenance		1,600.00	
0000019853	GRAND RENTAL STATION	Porta-Pot at Football Field	Porta-Pot at Baseball Field	218.00	
0000019854	KEYSTONE OFFICE SERVICES	Repairs & Maintenance		39.00	
0000019855	KEYSTONE ADVERTISING SPECIALTIES	Softball Supplies		234.00	
0000019856	KEYSTONE NATURAL TURF	Repairs & Maintenance		6,320.00	
0000019857	KURTZ BROTHERS	GENERAL SUPPLIES		1,147.23	
0000019858	LCWSA	Sewer Service		1,775.00	
0000019859	LOWE'S COMPANIES INC	General Supplies		246.20	

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund **Payment Dates:** 09/09/2021 - 09/29/2021

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
0000019860	LYCOMING CO RMS	Disposal Service		26.01
0000019861	MADISON NATIONAL LIFE INSURANCE CO INC	Income Protection Plan		885.06
0000019862	MCGRAW-HILL	GENERAL SUPPLIES		12,820.81
0000019863	MEIER SUPPLY CO INC	GENERAL SUPPLIES		61.19
0000019864	MUSIC IS ELEMENTARY	GENERAL SUPPLIES		1,152.66
0000019865	NASCO	GENERAL SUPPLIES		393.62
0000019866	ELERY W NAU INC	GENERAL SUPPLIES		1,372.50
0000019867	NITTANY OIL	Gasoline	Diesel	1,468.17
0000019868	NORTH CENTRAL SIGHT SERVICES	Disposal Service		80.00
0000019869	NUWELD INC	Repairs & Maintenance		225.00
0000019870	95 PERCENT GROUP INC	GENERAL SUPPLIES		214.50
0000019871	J. W. PEPPER & SON INC	GENERAL SUPPLIES		994.27
0000019872	PENN STATE UNIVERSITY	Tuition-Adam Rubert		2,850.00
0000019873	PLANKENHORN STATIONERY CO.	GENERAL SUPPLIES		69.76
0000019874	PAYROLL FUND	GROSS 9-10-21	ER RETIRE 9-10-21	420,579.63
0000019875	SANICO INC	GENERAL SUPPLIES		1,928.57
0000019876	SCHAEDLER YESCO DISTRIBUTION	GENERAL SUPPLIES		283.18
0000019877	SHERWIN WILLIAMS	Enc Transfer from FY21 GENERAL SUPPLIES		138.08
0000019878	SHI International Corp	Dual Monitor Stand for Jesse		206.09
0000019879	ROBERT M. SIDES INC.	GENERAL SUPPLIES	Band Repair	215.80
0000019880	STEVE SHANNON TIRE & AUTO CENTERS	Repairs & Maintenance		78.88
0000019881	SUN GAZETTE CO	Advertisement	Advertising	1,040.99

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund **Payment Dates:** 09/09/2021 - 09/29/2021

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
0000019882	UGI UTILITIES INC.	Gas		3,091.16
0000019883	WARDS SCIENCE	GENERAL SUPPLIES		1,936.85
0000019884	ALYSON STONER	Wacky Wednesday Supplies		177.28
0000019885	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,616.00
0000019886	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		904.09 #
0000019887	APPLE INC	Student iPad Upgrade		1,228.95
0000019888	APPLIED INDUSTRIAL TECH PA LCC	GENERAL SUPPLIES		13.58
0000019889	APR SUPPLY CO	GENERAL SUPPLIES		165.17
0000019890	BARR'S HARDWARE	General Supplies		159.52
0000019891	THE BANDMANS COMPANY	GENERAL SUPPLIES		152.89
0000019892	BLAST INTERMEDIATE UNIT 17	Autistic Support Elementary	Autistic Support Secondary	51,124.60
0000019893	BRAININGCAMP	GENERAL SUPPLIES		495.00
0000019894	CAFETERIA FUND	New Teacher Breakfast		66.35
0000019895	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		61,214.47
0000019896	COOPER ELECTRIC	GENERAL SUPPLIES		276.36
0000019897	DAVE'S PRO AUTO SERVICE	Repairs & Maintenance		2,994.38
0000019898	BLICK ART MATERIALS	GENERAL SUPPLIES		512.40
0000019899	GUARDIAN CSC	Repairs & Maintenance		685.25
0000019900	GBM	Repairs & Maintenance		29.34
0000019901	GRAND RENTAL STATION	Porta-Pot at Football Field	Porta-Pot at Soccer Field	414.00
0000019902	HAYDEN-MCNEIL PUBLISHING	GENERAL SUPPLIES		52.52
0000019903	INDUSTRIAL PIPING SYSTEMS	GENERAL SUPPLIES		831.48
0000019904	JESSICA KALEDAS	GENERAL SUPPLIES		12.96

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUNDACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund **Payment Dates:** 09/09/2021 - 09/29/2021

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
0000019905	KENDALL HUNT PUBLISHING COMPANY	GENERAL SUPPLIES		23,714.04
0000019906	KEYSTONE ADVERTISING SPECIALTIES	Girls Soccer Supplies		300.00
0000019907	KURTZ BROTHERS	GENERAL SUPPLIES		198.61
0000019908	MACGILL	GENERAL SUPPLIES		710.99
0000019909	JENNA MCWILLIAMS	CLASS SUPPLIES		116.84
0000019910	MEIER SUPPLY CO INC	GENERAL SUPPLIES		120.91
0000019911	PASA	Dues and Fees		1,100.00
0000019912	P STONE	GENERAL SUPPLIES		282.24
0000019913	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		16,358.03
0000019914	WILLIAM REIFSNYDER	GENERAL SUPPLIES		44.95
0000019915	SHI International Corp	Mounting Brackets for Panels	RRR Principal Laptop	8,183.98
0000019916	ROBERT M. SIDES INC.	GENERAL SUPPLIES		31.25
0000019917	W R SIMS AGENCY INC	PROP & LIABILITY INS	OTHER INSURANCE	88,136.00
0000019918	STAPLES	GENERAL SUPPLIES		631.98
0000019919	STUKENT INC	GENERAL SUPPLIES		319.96
0000019920	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS	TRAVEL	2,591.12
0000019921	UGI ENERGY SERVICES	Natural Gas		1,141.45
0000019922	UPMC	School Physician Services		2,500.00 #
0000019923	VERIZON WIRELESS	Wireless		151.75
0000019924	WARDS SCIENCE	GENERAL SUPPLIES		289.92
0000019925	WILLIAMSPORT AREA SCHOOL DISTRICT	Career & Tech Program		232,936.48 #
0000019926	DWIGHT WOODLEY	Mileage		19.60

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund **Payment Dates:** 09/09/2021 - 09/29/2021

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
0000019927	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		11,000.36
0000019928	ASSETGENIE INC	iPad chargers and cables		518.00
0000019929	B & H PHOTO VIDEO	GENERAL SUPPLIES		115.30
0000019930	CARDMEMBER SERVICES	General Supplies		3,445.58
0000019931	CSIU BUSINESS OFFICE	Academic Recovery		400.00
0000019932	KEVIN ECK	Academic Decathlon		700.00
0000019933	J C EHRLICH	Repairs & Maintenance		175.00
0000019934	GOPHER SPORTS	GENERAL SUPPLIES		781.87
0000019935	Insight PA Cyber Charter School	CHARTER SCHOOL		2,821.34
0000019936	JusticeWorks YouthCare Inc.	Behavorial Support		7,917.13
0000019937	KURTZ BROTHERS	GENERAL SUPPLIES		767.05
0000019938	MEIER SUPPLY CO INC	GENERAL SUPPLIES		31.48
0000019939	NORTHWEST TRI-CO IU5	EMOTIONAL SUPPORT		20,642.04 #
0000019940	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		5,357.68
0000019941	PACE ANALYTICAL SERVICES LLC	Repairs & Maintenance		39.00
0000019942	PENNYCOFF	GENERAL SUPPLIES		217.84
0000019943	PPL ELECTRIC UTILITIES	Electricity		17,563.25
0000019944	PAYROLL FUND	GROSS 9-24-21	ER RETIRE 9-24-21	453,607.09
0000019945	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		2,821.34
0000019946	REALLY GOOD STUFF INC	GENERAL SUPPLIES		107.89
0000019947	SCHOOL SPECIALTY LLC	GENERAL SUPPLIES		2,205.28
0000019948	STEVE SHANNON TIRE & AUTO CENTERS	Repairs & Maintenance		26.95

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund **Payment Dates:** 09/09/2021 - 09/29/2021

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
0000019949	TK ELEVATOR CORPORATION	Repairs & Maintenance		1,534.80
0000019950	LISA SAMAR	CLASS SUPPLIES		45.82
0000019951	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,615.00
0000019952	ZOOM VIDEO COMMUNICATIONS INC	Zoom Video Licenses - Renewal		7,500.00
* 0000E22170	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E22171	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E22172	WEX HEALTH INC	HSA Fee for Aug 2021		228.25
* 0000E22173	SINKING FUND	DEBT SERVICE PAYMENT		742,919.56
* 0000E22174	CAFETERIA FUND	July 21 NSLP Claims Subsidy		14,948.32

10 - GENERAL FUND	**2,402,557.82**
Grand Total All Funds	**2,402,557.82**
Grand Total Credit Cards	**0.00**
Grand Total Direct Deposits	**0.00**
Grand Total Manual Checks	**0.00**
Grand Total Other Disbursement Non-negotiables	**758,116.13**
Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
Grand Total Regular Checks	**1,644,441.69**
Grand Total All Payments	**2,402,557.82**

* - Non-Negotiable Disbursement   + - Procurement Card Non-Negotiable   # - Payable within Payment   P - Prenote   D - Direct Deposit   C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND **Payment Dates:** 09/09/2021 - 09/29/2021

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
0000006215	PAYROLL FUND	9.10.21 PAYROLL		2,544.61
0000006216	PAYROLL FUND	9.24.21 PAYROLL		0.00
0000006217	PAYROLL FUND	9.24.21 PAYROLL		11,933.12
0000006218	CARDMEMBER SERVICES	General Supplies		120.98
0000006219	CENTRAL RESTAURANT PRODUCTS	General Supplies		531.07
0000006220	TARA STRYKER	SUPPLIES REIMBURSEMENT		10.60
			50 - FOOD SERVICE FUND	**15,140.38**
			Grand Total All Funds	**15,140.38**
			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	**15,140.38**
			Grand Total All Payments	**15,140.38**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE **Payment Dates:** 07/01/2021 - 09/29/2021

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
0000001161	C.M. EICHENLAUB CO.	GENERAL SUPPLIES		5,437.85
			22 - CAPITAL RESERVE FUND	**5,437.85**
			Grand Total All Funds	**5,437.85**
			Grand Total Credit Cards	**0.00**
			Grand Total Direct Deposits	**0.00**
			Grand Total Manual Checks	**5,437.85**
			Grand Total Other Disbursement Non-negotiables	**0.00**
			Grand Total Procurement Card Other Disbursement Non-negotiables	**0.00**
			Grand Total Regular Checks	**0.00**
			Grand Total All Payments	**5,437.85**

* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card

September 13, 2021

The regular meeting of the South Williamsport Area School Board was called to order at 7:15 PM in the High School Auditorium by the President, Nathan Miller.

Mr. Miller read a statement regarding the process surrounding public comment periods during the meeting.

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

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

Others Present: Mark Stamm – Superintendent, Fred Holland – Solicitor, Richard Galtman from Levin Legal Group, and Jamie Mowrey – Business Manager.

Visitors: Brenda Trimble, Shawn Millard, Micah LaBarre, Connie McLaughlin Christy Pinkerton, Cassie Engel, Samara McLaughlin, Brian McLaughlin, Heather Scarborough, Brandi Martin, Brett Shaw, Hope Yeagle, Chris Yeagle, Mallory Goode, Dean Jones, Dan Goode, Brennan Cioffi, Kristie Holmes, Filicia Brewer, Tyler Henninger, Ryan Butts, Amanda White, Cecilia Keeler, Jamie Keeler, Emily Butler, Jennifer Bentley, Julie Kline, Ellen Clem, Amanda Splain, Alanah Schlappi, Nancy Winner, Marilu Crowe, Danielle Bradley, James Bradley, J.M., Vanessa McKernan, Noah Hicks, Nate Hicks, A Grace Hicks, Thomas Betz, Jessica Betz, Renee Dawes, Derek Dawes, Jonathan Thompson, Tammy Miller, Summer Bukeavich, Ji Hamman, Corey Weaver, Charles Haefner, J. Maggs, E. Schopfer, Craig Dudek, D. Hawkins, Kelly Quinn, Krista Rogers, Lauren Reynolds, Lisa Arp, Natalie Sanso, Billy, Patrick Bower, Stephanie Bower, Jason Mazullo, Tierney Williams, Melissa Stahl, Amanda Shaffer, Jeff Shaffer Jr., Lauren Miller, Jesse Manikowski, Marlin Angelo, Julia Yeagle, Olivia Goode, Pam Reifsnyder, Bill Reifsnyder, Jesse Smith, Scott Hill, Kristin Bastian, Dwight Woodley, Mike Samar, and Jonathan Bergmueller – SunGazette.

An executive session was held prior to the meeting for legal advice.

A motion to move the 30-minute courtesy to the floor time that occurs near the end of the meeting and add it to the 30-minute preliminary comments on agenda item section was made by Engel, seconded by Shope. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes; and Shope-yes; motion carried.

PRELIMINARY COMMENTS ON AGENDA ITEMS

For the next 60 minutes, the following individuals spoke about the mask mandate:

James Bradley, Student Ceclia Keeler, Student Noah Hicks, Shawn Millard, Krista Rogers, Nate Hikes, Student Coco Kline, Kristy Clark, Tammy Miller, Student Josette Bentley, John Beck, Kelly Quinn, Student Julia Yeagle, Marlin Angelo, Renee Dawes, Summer Bukeavich, John Thompson, Brandi Martin, Jamie Keeler, Filicia Brewer, Lisa Arp, Brian McLaughlin, Grace Hicks, Janet Duffield, Derek Dawes, Heath Jones, and Connie McLaughlin.

APPROVE TREASURER'S REPORT

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

APPROVE GENERAL FUND BILLS

A motion to approve the payment of bills from the General Fund in the amount of $1,618,263.33 as funds become available was moved by Bachman, seconded by Fiorini. Roll call: Bachman-yes, 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 $7,813.02 as funds become available was moved by Miller, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes, Rupert-yes and Shope-yes; motion carried.

APPROVE MINUTES

A motion to approve the minutes of August 9, 2021, as written was moved by Cramer, seconded by Miller. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes; Rupert-yes; and Shope-yes; motion carried.

SUPERINTENDENT RECOMMENDATIONS

HEALTH AND SAFETY DISCUSSION

Dr. Stamm provided the Board with an update on the Secretary of Health's order for masking in schools and the process put into place to request a medical exemption from the mask mandate that included a medical exemption request form created by Levin Legal Group. The form follows a 504 process for students and an ADA process for employees.

A motion to remove the 504 process and create a single page exemption form signed by a parent only was moved by Shope, seconded by Engel. After some board discussion, a motion to move into executive session for legal advice was moved by Bowman, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Fiorini-yes, Miller-yes; Rupert-yes; and Shope-yes; motion carried. The board went into an executive session for legal advice from 8:47 – 9:06. When the meeting resumed, there was discussion of adding a medical requirement to substantiate that the student has the medical condition that the parent claims on the form. No alternate motion was made, so the original motion was voted on using a roll call vote. Mr. Fiorini left during the roll call vote without voting. Roll call: Bachman-no, Bowman-yes, Cramer-yes, Engel-yes, Miller-no; Rupert-no; and Shope-yes; motion carried.

Mr. Miller left the meeting immediately after the vote.

With the President and Vice President no longer in attendance, Mrs. Bachman, Treasurer, presided over the remainder of the meeting.

AGREEMENT TO ESTABLISH MENTAL HEALTH PSYCHIATRIC SCHOOL-BASED OUTPATIENT SERVICES

A motion to approve the agreement with Community Services Group to establish a Mental Health Psychiatric School-Based Outpatient Services for the 2021-2022 school year was moved by Rupert, seconded by Engel. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Rupert-yes; and Shope-yes; motion carried.

TEACHER MENTOR INTERIM PROGRAM FOR 2021-2022

A motion to approve the Interim Teacher Induction Program for the 2021-2022 school term was moved by Engel, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Rupert-yes, and Shope-yes; motion carried.

PROPOSED RE-ENTRY/TIMELINE FOR FACILITY RENOVATIONS

A motion to approve the re-entry/timeline for facility renovations as proposed by McKissick Associates was moved by Cramer, seconded by Shope. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Rupert-yes, and Shope-yes; motion carried.

BLAST IU 17 REPRESENTATIVE

A motion to appoint Cathy Bachman to replace Nathan Miller as the school board representative to Blast IU 17 was moved by Engel, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Rupert-yes, and Shope-yes; motion carried.

EMPLOYMENT
A motion to approve the hiring of the following individuals was moved by Engel, seconded by Cramer.

- Drama director for the 2021/2022 school year – Jared Whitford with a stipend of $1,000 for the Fall play and $2,700 for the Spring musical.
- Food Service – Johanna Hazel for the 3.25 position at the High School at a rate of $12.68 per hour in accordance with the Education Support Professionals Association
- Athletic Coaches for the 2021-2022 season
    - Michael Gonzalez – Assistant Boys' Soccer Coach at $2,674
    - Pat McCormick – JV Boys Basketball Coach at $3,565
    - Dean Kriebel – 7th Grade Boys Basketball Coach at $2,764
    - Dawn Storms – Volunteer for Junior High Cross Country
- Fall Game Workers/Game Managers for the 2021 fall season – Erick Fortin as a game worker and Matt Bradley and Manny Tsikitas as Game Managers
- Substitutes
    - Certified Substitutes: Amanda Crum
    - Classified Substitutes: Megan Apker, Wendy Bennett, James Duffy, Michelle Kemnitz, and Alicia Robey
- Guest Teachers – Suzanne Bastian, Robert Billman, Robin Borick, Dominick Bragalone, Barbara Calaman, Gretchen Carpenter, Benjamin Comfort, Jonathon Correll, John Driscoll III, Vicki Eberhart, Kathy Eggerton, Divia Feinstein, Valerie Foley, Heather Giaudrone, Elizabeth Haldeman, Ryan Helminiak, Cammy Hemenway, Randy Holmes, Lynne Hopkins-Alvarez, Caleb Huff-Love, Wendy Hunter, Christopher Kuriga, Laurie Long, Chelsea Miller, Melissa Mitteer-Bradley, Heidi Mnkandhla, Kendra Pardoe, Bryan Patel, Fillin Peace, Christy Phillips, Amanda Pollari, Abagail Ransom, Brenna Segraves, Mary Sumpter, and Brian Vanvestraut.

Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Rupert-yes, and Shope-yes; motion carried.

TRANSPORTATION SCHEDULE FOR 2021-2022
A motion to approve the 2021-2022 Transportation Schedules as was moved by Rupert, seconded by Engel. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Rupert-yes, and Shope-yes; motion carried.

TRANSFER TO CAPITAL RESERVE
A motion to approve the transfer of $489,044 from the General Fund to the Capital Reserve Fund for the 2020-2021 fiscal year was moved by Rupert, seconded by Shope. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Rupert-yes, and Shope-yes; motion carried.

SCHOOL BOARD REGION I VACANCY
Two applications were received for the vacant Region I school board position. A motion to appoint Micah Labarre to the vacant Region I school board position was moved by Shope, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Rupert-yes, and Shope-yes; motion carried.

A motion to adjourn the meeting was made by Engel, seconded by Rupert. All members present voting yes, the meeting was adjourned at 9:52 PM.

Attest

Jamie Mowrey
Board Secretary

Work Session SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT Official Record

September 27, 2021

The work session of the South Williamsport Area School Board was called to order at 6:00 PM in the High School Auditorium by the Treasurer, Cathy Bachman.

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

Board Members Present: Bachman, Bowman, Cramer, Engel, Labarre, Rupert and Shope.

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

Visitors: Brenda Trimble, Corey Weaver, Nate Hicks, Derek Dawes, Danielle Bradley, Jim Bradley, Mitchell Labarre, Traci Daniels, Pam Reifsnyder, Jodi Nolan, Krista Rogers and Mike Reuther – SunGazette.

ACCEPTANCE OF SCHOOL DIRECTOR RESIGNATIONS
A motion to accept the resignations from Nathan Miller and Nicholas Fiorini from their school director positions was moved by Shope, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Labarre-yes, Rupert-yes; and Shope-yes; motion carried.

ELECTION OF PRESIDENT
With the resignation of Nathan Miller, the office of President is vacant. Mrs. Bowman nominated Mr. Engel. Being no further nominations, Mrs. Bachman closed nominations. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Labarre-yes, Rupert-yes; and Shope-yes; motion carried.

ELECTION OF VICE PRESIDENT
With the resignation of Nicholas Fiorini, the office of Vice President is vacant. Mr. Engel nominated Mr. Rupert. Being no further nominations, Mrs. Bachman closed nominations. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, Labarre-yes, Rupert-yes; and Shope-yes; motion carried.

SUPERINTENDENT'S ITEMS FOR DISCUSSION

BUILDING ADVISORY TEAM (BAT TEAM)
Dr. Stamm discussed resuming the Building Advisory Team to move forward in the design phase of the building project. McKissick Architecture has advised to keep the team the same if possible. On the original team, 2 board members were represented; however, only 1 is still on the school board. Mrs. Bachman indicated that she is still interested in serving on the BAT team. Mr. Rupert and Mr. Engel also volunteered to serve on the team. The proposed timeline from McKissick Architecture has been pushed from the beginning of October to the beginning of November. The board also discussed a potential Strategic Communications/Fundraising Position to assist with the building project. The board has asked Dr. Stamm to provide more information before a decision can be made.

COMPREHENSIVE STRATEGIC PLAN COMMITTEE
Dr. Stamm provided an update on the Strategic Plan which is due in March 2022. The Committee, comprised of board members, district administration, parents, teachers, a student, and a community representative, is holding meetings and is in process of selecting 4 growth goals for the District. Dr. Loomis, Elementary Principal is heading the Professional Development Plan committee and Mr. Smith, Secondary Principal is heading the Teacher Mentor Program committee. These components are scheduled to be finished by December 2021.

HEALTH AND SAFETY PLAN
Dr. Stamm provided positive COVID case counts to the board. Since August 2021, there have been 15 cases at Central Elementary, 4 cases at Rommelt Elementary, and 26 cases at the Junior-Senior High School. Dr. Stamm also shared the Pennsylvania Department of Education (PDE)'s Guidance for PA

Schools on "What To Do When There's A Positive COVID Case" and "How To Respond To A COVID-19 Outbreak".

Mrs. Bachman left the meeting at 6:45 PM. She indicated at the beginning of the meeting that her departure will be due to attending her son's football game.

Dr. Stamm informed the board that the long-term substitute for Mountie Academy is helping to cover elementary teacher classrooms so that those teachers are available to post content for students who are quarantining at home. A solution is trying to be found to assist secondary teachers. Dr. Stamm also updated the board that there should be a Pennsylvania Department of Health (DOH) update on the masking mandate by October 1. Per the Governor's office, no decisions have been made yet.

TRAININGS AND COMMUNICATION STRATEGIES FOR THE BOARD OF DIRECTORS
The School Board discussed creating a Board training manual for new members beyond the Pennsylvania School Board Association (PSBA) training. The board also discussed ways to efficiently and effectively communicate with the community.

LEVIN LEGAL GROUP
The school board asked for clarification of the scope of use of Levin Legal Group. Dr. Stamm explained that the firm was used as outlined at the March 2021 meeting.

COMPREHENSIVE SCHOOL BASED MENTAL HEALTH
The first Panorama screening assessment for 2021-2022 will be done on October 5, 2021. Second Step is currently being performed in all K-8 classrooms. Over the summer, our County Outreach Counselor made contacts with each child that flagged as at risk for self-harm. The Pennsylvania Youth (PAYS) Survey is upcoming. This collects information about drugs, alcohol, bullying, mental health and suicide for students in grades 6, 8, 10, and 12. Parents can opt-out their child from this survey.

REMOTE LEARNING ON INCLEMENT WEATHER DAYS
Dr. Stamm asked for board member opinions on whether to use remote learning on inclement weather days.

POLICY 717 CELLULAR PHONES
Dr. Stamm asked for board member opinions on the placement of the School Police Officer within Policy 717 Cellular Phones.

WORK SESSIONS
Dr. Stamm asked for feedback about the schedule and format of future work sessions or committee of the whole.

COURTESY TO THE FLOOR
The following individuals spoke about the following topics:

- Jodi Nolan – remote learning
- Krista Rogers – remote learning and COVID

There will be an Executive Session following the meeting regarding a student issue. No action to follow.

A motion to adjourn the meeting was made by Shope, seconded by Rupert. All members present voting yes, the meeting was adjourned at 8:04 PM.

Attest

Jamie Mowrey
Board Secretary

Attachment 1

Field Trip Request

Print Form

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

Teacher:	Robyn Rummings
Grade / Club	9-12 Chorus
Building	Jr / Sr High School
Date of Application	09/13/2021

General Information

Place to be Visited	NYC
Date of Visitation	05/18/2022
Number of Students	73
Number of Faculty	1
Additional Chaperones	15

Transportation

Transportation Needs	Charter Bus(s)
Departure Time	6:30 AM
Time Leaving Destination	7:00 PM

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

The students will attend a "Making Music" workshop with an acting director and performer from the Broadway stage. They will learn how to project their voicees and create a fuller sound. We are a performance based ensemble and this extra knowledge will be beneficial in their own personal performances. We will also see a Broadway show to experience a live professional show experience.

Additional information if needed:

The students will also have time to eat dinner (at their own expense) in the Times Square area and do some shopping before leaving the city.

This entire trip will be funded by the students. They will each pay for their own ticket for the show and workshop as well as their place on the bus.

Fees

Admission Fees ($)	students will pay their owr
Funding Source for Admission	students will pay their own
Funding Source for Transportation	students will pay their own

Substitute Coverage

Number and duration of coverage needed:

1 - All day sub

Is this an out of state trip?	YES
Is this an overnight trip?	NO

Approval / Signature Required

Principal:

Jesse Smith

Superintendent:

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

Field Trip Request

Print Form

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

Teacher:	Jennifer Kimball
Grade / Club	FBLA
Building	Jr / Sr High School
Date of Application	09-28-21

General Information

Place to be Visited	State Leadership Workshop - Kalah
Date of Visitation	10-31-21 to 11-01-21
Number of Students	8
Number of Faculty	2
Additional Chaperones	0

Transportation

Transportation Needs	School Van
Departure Time	8:00am
Time Leaving Destination	1:30pm

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

Students will participate in educational workshops and activities in the area of business and technology. In addition, students take part in community service related events.

Additional information if needed:

Fees

Admission Fees ($)	1720.00
Funding Source for Admission	FBLA Req Budget
Funding Source for Transportation	FBLA Req Budget

Substitute Coverage

Number and duration of coverage needed:

1 full day sub (Monday)
SUB FOR OTHER FACULTY MEMBER?

Is this an out of state trip?	NO
Is this an overnight trip?	YES

Approval / Signature Required

Principal: Jesse Smith

Superintendent: [signature]

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

Attachment 2

Book	Policy Manual
Section	700 Property
Title	Copy of Cellular Telephones
Code	717
Status	
Adopted	August 20, 2018
Last Revised	October 4, 2021
Last Reviewed	June 5, 2018

Purpose

The Board recognizes that the use of cellular telephones by district employees may be appropriate and necessary to provide for the effective and efficient operation of the district. In addition, the use of cellular telephones can help to ensure the safety and security of district property, staff, students and others while on district property or engaged in district-sponsored activities.

Authority

The board recognizes that certain job functions require an employee to be accessible when away from the office or during times when outside scheduled working hours. For this reason, the board shall authorize the provision of cellular phones and cellular phone reimbursement for select employees.

Guidelines

Use of cellular telephones by employees in violation of Board policy, administrative regulations, and/or federal or state laws shall result in discipline, as appropriate.[2]

Criteria for Assignment

District cell phones may be assigned to employees provided at least one (1) of the following two (2) criteria is met:

1. The job function of the employee requires considerable time outside of his/her assigned office or work area and it is important to the district that s/he is accessible during those times.

2. The job function of the employee requires him/her to be accessible outside of scheduled or normal working hours.
Simple convenience shall not be a criterion for cell phone need. It shall be the responsibility of the Superintendent or his/her designee to make the determination as to whether a district cell phone is warranted and the type of cell phone plan that is required.

Guidelines for District Provided Cell Phones:

All cell phones provided by the district shall be acquired through the Technology Department. No other department is authorized to acquire district cell phones independently.

District provided cellular phones are intended exclusively for district use. Personal use of these devices is prohibited except in cases of emergency.

Do to the nature of job responsibilities, the School Police Officer (SPO) will be provided with a district cell phone. The SPO is prohibited from using a personal cellular device for school business.

It shall be the responsibility of the Superintendent or his/her designee to approve the plan that best meets the employee's needs at the most economical price to the district.

The chosen plan should be monitored and adjusted, as appropriate, if needs change and also to ensure the district is participating in the most efficient plan.

Any such changes must be approved by the Superintendent or his/her designee.

Employees shall be responsible for maintaining the district cell phones in a secure and safe manner while in their possession. Cases of abuse and/or negligence may result in the employee being financially responsible for any costs incurred by the district at the discretion of the Superintendent or his/her designee.

Removal of Cell Phones

A district cell phone is the property of the district and, as such, may be removed from the employee's possession at any time. Abuse of district cell phone privileges, at the discretion of the Superintendent or his/her designee, shall result in loss of district cell phone privileges.

Guidelines for Reimbursement for Personal Cell Phones:

Administrators who have been determined by the Superintendent or his/her designee to have met the criteria for selection of a cell phone, but elect not to make use of a district-provided cell phone, are eligible for a monthly stipend to offset personal cell phone usage for district business.

The monthly stipend will be calculated on an annual basis, prior to July 1st, by the Business Manager and will not exceed the monthly cost that the district would otherwise pay for a district-provided cell phone for similar use. The monthly stipend will be assigned to one of the following tiers:

Tier I: 80% of cellular phone plan cost shall be paid to the following positions if they choose this option: Superintendent, Building Principal, Director of Building and Grounds, Director of Information Systems, Network Technician, and Athletic Director.

Tier II: 30% of cellular phone plan cost shall be paid to the following positions if they choose this option: Director of Transportation, Assistant Principals, Director of Special Education.

For personal cell phones used for district business, employees shall be responsible for purchasing and maintaining their own cell phones, including batteries, chargers, cradles and other hardware. The district will not reimburse the employee for the purchase of personal phones, hardware or repairs.

Cell Phone Usage

The district prohibits employee use of cell phones, for business purposes, while driving.

The district recognizes that other distractions occur while driving; however, eliminating the use of cell phones while driving is one way to minimize the risk of accidents. Employees shall be required to either stop their vehicle so that they can safely use their cell phone, ask the caller for permission to contact them at a better and safer time, or allow the call to go into voice mail.

Legal	1. Pol. 624 2. Pol. 317 26 U.S.C. 1 et seq