



November 01, 2021

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

Mr. Todd Engel
President
Region III

Mr. Steve Rupert
Vice President
Region II

Mrs. Cathy Bachman
Treasurer
Region III

Mrs. Sue Bowman
Region I

Mrs. Diane Cramer
Region II

Mr. Micah LaBarre
Region I

Mr. Steve Shope
Region II

VACANT
Region I

VACANT
Region III

Dr. Mark Stamm
Superintendent

Mrs. Jamie Mowrey
Board Secretary

Mr. Fred Holland
Solicitor

Agenda

Regular Board Meeting

Opening

Call to Order

Silent Meditation and Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

Action Items

Appointment of Board Member – Region I – Attachment #1

Treasurer's Report

Approval of Bills

- General Fund – \$1,597,093.36
- Food Service – \$75,616.73
- Capital Reserve - \$69,132.00

Approval of Minutes

Superintendent's Report & Recommendations

1. Adoption of Planned Instruction
2. Overnight Field Trip Requests
3. Employment
4. Personnel Action
5. Bayada Contract
6. Approve Policies/Revisions – First Reading

General Information

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS
November 01, 2021

1. Adoption of Planned Instruction

It is recommended the school board approve the creation of the Bridges to Learning Program as discussed in the work session on October 18, 2021. Bridges to Learning will be established as a Venture Grant with Earned Income Tax Credit (EITC) funds to bridge the opportunity divide for students between learning remotely and learning in-person by creating a single drop-in center. This program will allow Mountie Academy students to attend school in person as needed for internet access, tutoring, and other school-based supports. For in-person students, the program will allow them to participate in cyber/remote courses through Mountie Academy, Dual Enrollment, and Advanced Academic Programs. This program will be available to approximately 600 students in grades 7-12.

2. Overnight Field Trip Requests – Attachment #2

It is recommended the school board approve Eric Gerber's two overnight field trip requests to take wrestling participants to Mount Aloysius College on December 17-18, 2021, and to Tunkhannock High School on December 29-30, 2021, to participate in wrestling tournaments.

3. Employment

Event Security Staff

It is recommended the school board approve Frank Zaydell as South Williamsport Area School District Event Security Staff during the 2021-2022 school year.

Substitutes

It is recommended the school board approve Heather Rodgers as a certified substitute for the 2021-2022 school year.

Guest Teacher List 2021-2022

It is recommended the school board add Michael Board, Eric Fraley, Gerald Hammaker, Cheri Ostrom, Jesse Rocco, Matthew Solomon, and Lindsey Tawney to the list of Guest Teachers as submitted by BLaST IU 17 for the 2021-2022 school year.

Stipend Recommendation

It is recommended the school board approve Eric Gerber and Brooke Rowles as Freshman Class Advisors at a stipend of \$200/person.

Coaches

The athletic director is recommending school board approval of the following coaches and volunteer coaches for the 2021-2022 season:

Boys Basketball – JJ Manikowski - Volunteer

Girls Basketball – Ryan Brown as JV Coach at \$3,685; Tom Marnon - Volunteer

Wrestling – Tyler Watts as Varsity Assistant at \$3,113; Eric Caschera, Nate Jones, and Robert Gardner as Varsity Volunteers; Chris Lusk as Head Jr. High Coach at \$2,420; Scott White, Nick Lorson, Paul Gephart, Erick Fortin as Jr. High Volunteers

4. **Personnel Action**

It is recommended the school board provide a minimum of two paid coaching positions for each sport during their regular season. It is further recommended that this action is retroactive to the beginning of the 2021-22 school term.

5. **Bayada Contract** – Attachment #3

It is recommended that the board approve the contract for “In-School” Nursing Services for a specific student for the 2021-2022 school year.

6. **Approve Policies/Revisions – First Reading** – Attachment #4

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

- **Policy No. 004** – Local Board Procedures-Minor changes recommended by PSBA noted in bold text. No changes are recommended for removal of officers as the language is consistent with school code.
- **Policy No. 005** – Organization and Committees – Removal of language referring to Vision/Leadership and Operations as standing committees.
- **Policy No. 006** – Local Board Procedures – Numerous changes recommended by PSBA noted in bold text. Added the Board President as a third individual responsible for the creation of the agenda.

BOARD INFORMATION
November 01, 2021

BOARD MEETING DATES

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

BOARD COMMITTEE DATES

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

ADDITIONAL INFORMATION

October 26, 2021

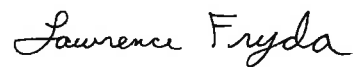
Dear Jamie Mowery,

Please accept this letter as a withdrawal of my application for the School Board Vacancy position in Region 1 in South Williamsport.

I thank you for the opportunity to have addressed the Board Membership regarding the vacancy.

After communicating with Ben Brigandi, I feel he is the better candidate for the position. He will do a good job representing the concerns of Region 1.

Thank you.

A handwritten signature in cursive script that reads "Lawrence Fryda".

Lawrence Fryda

BEN BRIGANDI

Jamie Mowrey
Business Manager
South Williamsport School District

Oct. 1, 2021

Jamie,

This is a letter of application for one of the newly opened seats on the South Williamsport school board. I live at _____ which puts me in Region I, and that is one of the open spots. I am writing to you at the direction of board president Todd Engel, with whom I've had some exchanges about the openings this past week.

I have two children at Rommelt. As you can see from my resume, I am an instructor at Lycoming College. Before that, I was sports editor at the Williamsport Sun-Gazette for nearly two decades. At Lycoming, I have taught students from not only local schools, but also several states away. Life changes fast with a high school diploma in hand, and it's up to us to make sure our students are as prepared as possible.

At the Sun-Gazette, I met regularly with not only the public readership, but school parents across the coverage area. Being open, honest, and available has always been the best policy for the best relationships.

I would love to discuss this open position further with anyone interested. I can be reached at _____

Best regards,

Ben Brigandi

BEN BRIGANDI

PROFESSIONAL EXPERIENCE

Adjunct faculty, Lycoming College. 2019-

- Taught Writing for Corporate Communication and Sports Media in the college's Corporate Communications department. Developed Sports Media course from scratch. Led classes before and during pandemic, including time teaching all-remote, remote from the classroom for some students logging in, and classrooms both masked and distanced.

Sports Editor, Williamsport Sun-Gazette, 1999-2018

- Managed five full-time employees, four part-time employees, and freelancers for 30,000 daily 35,000 Sunday circulation morning newspaper in north-central Pennsylvania.
- Daily responsibility for mentoring staff, assigning and editing stories, assigning and selecting art, headline writing, page design and layout, setting story budget, managing breaking news, overseeing sections on Sun-Gazette and corporate web sites, collaboration with neighboring sister papers. Engaged audiences and promoted work on social media. Multiple web site relaunches and redesigns.
- Conducted dozens of job interviews from hundreds of resumes for full and part-time positions. Trained part-timers and interns for eventual full-time work.

Sports Editor, Lock Haven Express, 1996-99

- Management and mentoring of a full-time employee, two part-time employees, and freelancers for 10,000 circulation afternoon newspaper in north-central Pennsylvania.

COMMUNITY SERVICE ORGANIZATIONS

- South Williamsport Little League, 2021. Major Softball manager and All-Star coach.
- Lycoming County Library System Board of Directors. 2012-present. Board oversees six library branches, The Learning Center, and two mobile libraries in Lycoming County.
- Lycoming County United Way fund disbursement panel, 2011-2012. Panel meets with charities to review grant proposals, monitor their progress, and allocate available money each spring.

PROFESSIONAL ORGANIZATIONS AND SERVICE

- Leadership Lycoming, Class of 2011. Class project consisted of devising marketing plans to parents for the Welch Children's Wing of the James V. Brown Library.
- Associated Press Sports Editors, 2002-present. Won national election for 3rd Vice-President term from 2010-12 as voice of the smaller paper within the organization dedicated to fairness, sensitivity, and the highest standards of sports journalism whether it be print, digital, or broadcast. Role also included service on the executive committee, which led the organization and planned both judging events and conventions.

EDUCATION:

- M.L.A., Lock Haven University, 2012
- B.A., Journalism, Minor in Political Science, Pennsylvania State University, 1996

Jessica Smith

Region 1 School Board Position

School Board Members
C/O Jamie Mowrey
SWASD
South Williamsport, PA 17702

Dear School Board Members,

I would like to express my interest in becoming a member of the South Williamsport Area School Board. I am married with 3 children, 2 of whom are already in the district, so I am very invested in the future of South Williamsport.

My job as a Property Manager and a Pharmacy Technician allows me to interact with different people daily. There are many high stress situations that I have dealt with in my line of work over the years and I feel confident with the current state of Affairs I would be prepared for any situation. I have been on the Elementary PTO for the last 3 years and feel that can benefit the Board. I coach different sports in the district so I will continue to have the kids and their safety be at the forefront of my mind.

I have also attached my resume for your records and can be available to answer any questions you might have. I really appreciate the opportunity to apply for this position and hope you will see that I am the best person for the job. Thank you for your consideration and I hope to hear from you soon.

Sincerely,

Jessica Smith

Enclosure

Jessica Smith

EDUCATION

Central State University, Expected May 2024
Bachelor of Science in Business Management 3.5/4.0

Wilberforce, OH

Relevant Coursework: Principles of Macroeconomics, Business Calculus I & II, Principles of Microeconomics, Contemporary American Business, Business Communications I & II, Principles of Management, Legal Environment of Business, Financial Accounting, Business Statistics I & II, Human Resource Management, Principals of Marketing, Survey of International Business, Managerial Accounting, Organizational Behavior

Eastern Gateway Community College, Graduated 2019
Associate Degree Human Resources

Steubenville, OH

SKILLS AND SOFTWARE PROFICIENCIES

- | | | |
|-----------------------|---------------------|-----------------------|
| • Microsoft Office | • Communication | • Customer Service |
| • Organization | • Resilience | • Property Management |
| • Conflict Resolution | • Critical Thinking | • Leadership |

WORK & LEADERSHIP EXPERIENCE

July 2015- Present

BCS Property Solution

Williamsport, PA

Property Manager

- Oversee and perform management of 2 Manufactured home communities and 75 apartments
- Work closely with residents and vendors
- Manage all applicant and resident paperwork
- Perform day to day accounting operations to include accounts payable and receivable and employee payroll.

July 2007-Present

UPMC North

Williamsport, PA

Pharmacy Technician/Office Assistant

- Correctly ascertain and enter patient information and prescription information into computer
- Maintain confidential information
- Assist in training new employees and maintaining licensure
- Provide excellent customer service
- Perform patient scheduling and work closely with doctors and other professionals
- Maintain inventory and manage supplies

HONORS & ACTIVITIES

Central State University Dean's List. Spring 2021, Summer 2021. Phi Theta Kappa Honor Society AYSO Youth Coach, SWF&C Youth Coach, South Williamsport Youth Softball Coach, Girls on the Run Coach.

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF SEPTEMBER 30, 2021**

GENERAL FUND - Checking Account

Book Balance August 31, 2021 4,659,706.29

Receipts

Real Estate Taxes, Face	6111	2,790,798.96	
Real Estate Taxes, Discount	6211	(55,798.70)	
Earned Income Tax, less Commission	6151	206,797.69	
Real Estate Transfer Tax, less Commission	6153	15,618.75	
Delinquent Tax Collection, less Commission	6411	37,268.87	
Interest Income	6510	626.91	
Interest Income from Payroll Account FY21	6510	2,996.95	
Football Ticket Sales	6711	7,329.00	
Volleyball Ticket Sales	6724	276.00	
Attendance Fine	6990	106.02	
Special Education Subsidy	7270	135,325.00	
Ready to Learn Block Grant	7505	228,011.00	
Retirement Subsidy	7820	466,787.55	
Quarterly HI Premium Share	Offset Expenses	7,826.53	
Cyber School Refund	Offset Expenses	2,694.80	
HI COBRA Payments	Offset Expenses	769.02	
Dental COBRA Payments	Offset Expenses	93.55	
National Lunch & Breakfast Program	Transfer to Café Fund	8,573.30	3,856,101.20

Payments

Payments Issued in September 2021 (3,342,543.88)

Book Balance September 30, 2021 5,173,263.61

GENERAL FUND - PLGIT Investment Account

Book Balance August 31, 2021 63,393.41

Interest Income 0.97

Book Balance September 30, 2021 63,394.38

GENERAL FUND - 2020 SINKING FUND

Book Balance August 31, 2021 2.66

Transfer from General Fund 742,919.56

Debt Service Payment (742,922.22)

Interest Income -

Book Balance September 30, 2021 0.00

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance August 31, 2021 13,830.57

Receipts 11,975.00

Interest Income 1.90

Checks Issued in September 2021 -

Book Balance September 30, 2021 25,807.47

CAFETERIA FUND

Book Balance August 31, 2021		28,957.81
Receipts		
Cafeteria Deposits	3,447.53	
School Nutrition Program	8,573.30	
Interest Income	<u>3.75</u>	12,024.58
Payments		
Checks Issued in September 2021		<u>(15,997.37)</u>
Book Balance September 30, 2021		<u><u>24,985.02</u></u>

CAPITAL RESERVE FUND

Book Balance August 31, 2021	374,031.24
Transfer from General Fund	489,044.00
Interest Income	50.09
Checks Issued in September 2021	<u>(5,437.85)</u>
Book Balance September 30, 2021	<u><u>857,687.48</u></u>

STUDENT ACTIVITIES - CLUBS

Book Balance August 31, 2021	82,487.26
Receipts	1,189.97
Interest Income	10.13
Checks Issued in September 2021	<u>(1,994.15)</u>
Book Balance September 30, 2021	<u><u>81,693.21</u></u>

STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance August 31, 2021	56,842.98
Receipts	2,294.28
Interest Income	7.04
Checks Issued in September 2021	<u>(1,696.13)</u>
Book Balance September 30, 2021	<u><u>57,448.17</u></u>

BOARD SUMMARY

Fund: 10 - GENERAL FUND

As of: 10/27/2021

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	879,858.90	3,801,631.10	18.79
200 EMPLOYEE BENEFITS	3,149,152.00	3,149,152.00	0.00	738,131.90	2,411,020.10	23.44
300 PURCH PROF & TECH SVCS	15,900.00	15,900.00	0.00	5,614.87	10,285.13	35.31
400 PURCHASED PROPERTY SVCS	33,885.00	33,885.00	0.00	7,038.90	26,846.10	20.77
500 OTHER PURCHASED SVCS	753,756.00	753,756.00	0.00	450,576.27	303,179.73	59.78
600 SUPPLIES	172,342.00	172,342.00	0.00	134,685.94	37,656.06	78.15
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	2,217,223.24	6,607,020.76	25.13
1200 SPECIAL PROGRAMS						
100 SALARIES	1,252,601.00	1,252,601.00	0.00	233,944.52	1,018,656.48	18.68
200 EMPLOYEE BENEFITS	813,920.00	813,920.00	0.00	177,441.19	636,478.81	21.80
300 PURCH PROF & TECH SVCS	447,600.00	447,600.00	0.00	117,415.38	330,184.62	26.23
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	92.05	7,449.95	1.22
600 SUPPLIES	17,171.00	17,171.00	0.00	2,712.42	14,458.58	15.80
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	531,605.56	2,012,498.44	20.90
1300 VOCATIONAL EDUCATION						
100 SALARIES	284,203.00	284,203.00	0.00	53,187.48	231,015.52	18.71
200 EMPLOYEE BENEFITS	182,989.00	182,989.00	0.00	43,416.54	139,572.46	23.73
500 OTHER PURCHASED SVCS	258,040.00	258,040.00	0.00	1,540.00	256,500.00	0.60
600 SUPPLIES	11,547.00	11,547.00	0.00	3,065.36	8,481.64	26.55
Totals for 1300s	736,779.00	736,779.00	0.00	101,209.38	635,569.62	13.74
1400 OTHER INSTRUCTION						
100 SALARIES	201,650.00	201,650.00	0.00	36,451.01	165,198.99	18.08

BOARD SUMMARY

Fund:

As of: 10/27/2021

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	24,043.68	90,356.32	21.02
300 PURCH PROF & TECH SVCS	30,215.00	30,215.00	0.00	8,428.00	21,787.00	27.89
500 OTHER PURCHASED SVCS	86,000.00	86,000.00	0.00	2,520.00	83,480.00	2.93
600 SUPPLIES	3,978.00	3,978.00	0.00	1,660.19	2,317.81	41.73
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	73,252.82	364,190.18	16.75
2100 SUPPORT FOR STUDENTS						
100 SALARIES	295,534.00	295,534.00	0.00	56,336.38	239,197.62	19.06
200 EMPLOYEE BENEFITS	189,573.00	189,573.00	0.00	35,072.34	154,500.66	18.50
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	113,783.61	401,453.39	22.08
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	237,265.00	237,265.00	0.00	70,369.98	166,895.02	29.66
200 EMPLOYEE BENEFITS	250,587.00	250,587.00	0.00	67,718.97	182,868.03	27.02
300 PURCH PROF & TECH SVCS	280,645.00	280,645.00	0.00	188,456.72	92,188.28	67.15
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	3,165.28	14,713.72	17.70
600 SUPPLIES	48,702.00	48,702.00	0.00	16,317.18	32,384.82	33.50
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	544,326.97	719,912.03	43.06
2300 ADMINISTRATION						
100 SALARIES	605,121.00	605,121.00	0.00	202,503.29	402,617.71	33.46
200 EMPLOYEE BENEFITS	570,348.00	570,348.00	0.00	167,213.14	403,134.86	29.32
300 PURCH PROF & TECH SVCS	79,300.00	79,300.00	0.00	12,961.81	66,338.19	16.35
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	8,533.13	10,926.87	43.85

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

10/28/2021 06:57:23 AM

BOARD SUMMARY

Fund:

As of: 10/27/2021

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
600 SUPPLIES	28,375.00	28,375.00	0.00	9,085.41	19,289.59	32.02
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	10,514.83	5,945.17	63.88
Totals for 2300s	1,320,064.00	1,320,064.00	0.00	410,811.61	909,252.39	31.12
2400 PUPIL HEALTH						
100 SALARIES	116,566.00	116,566.00	0.00	23,264.23	93,301.77	19.96
200 EMPLOYEE BENEFITS	54,979.00	54,979.00	0.00	10,496.41	44,482.59	19.09
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	2,539.54	3,018.46	45.69
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	37,046.18	146,480.82	20.19
2500 BUSINESS OFFICE						
100 SALARIES	160,500.00	160,500.00	0.00	58,092.81	102,407.19	36.19
200 EMPLOYEE BENEFITS	141,724.00	141,724.00	0.00	55,808.21	85,915.79	39.38
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	952.41	1,574.59	37.69
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	1,533.00	13,967.00	9.89
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	131,244.58	207,441.42	38.75
2600 PLANT SERVICES						
100 SALARIES	696,361.00	696,361.00	0.00	220,331.36	476,029.64	31.64
200 EMPLOYEE BENEFITS	620,610.00	620,610.00	0.00	204,819.42	415,790.58	33.00
400 PURCHASED PROPERTY SVCS	255,871.00	255,871.00	0.00	109,252.36	146,618.64	42.70
500 OTHER PURCHASED SVCS	103,950.00	103,950.00	0.00	91,703.98	12,246.02	88.22
600 SUPPLIES	393,918.00	393,918.00	0.00	126,119.29	267,798.71	32.02
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

BOARD SUMMARY

Fund:

As of: 10/27/2021

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	752,226.41	1,320,183.59	36.30
2700 STUDENT TRANSPORTATION						
100 SALARIES	18,464.00	18,464.00	0.00	253.69	18,210.31	1.37
200 EMPLOYEE BENEFITS	7,863.00	7,863.00	0.00	19.41	7,843.59	0.25
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	51,186.72	273,174.28	15.78
600 SUPPLIES	50,000.00	50,000.00	0.00	6,958.20	43,041.80	13.92
Totals for 2700s	403,938.00	403,938.00	0.00	58,418.02	345,519.98	14.46
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	26,287.50	(26,287.50)	0.00
Totals for 3100s	0.00	0.00	0.00	26,287.50	(26,287.50)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	272,943.00	272,943.00	0.00	19,004.44	253,938.56	6.96
200 EMPLOYEE BENEFITS	127,049.00	127,049.00	0.00	11,804.22	115,244.78	9.29
300 PURCH PROF & TECH SVCS	73,515.00	73,515.00	0.00	26,602.36	46,912.64	36.19
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	15,771.49	28,501.51	35.62
600 SUPPLIES	51,789.00	51,789.00	0.00	10,260.62	41,528.38	19.81
800 OTHER OBJECTS	25,770.00	25,770.00	0.00	10,997.00	14,773.00	42.67
Totals for 3200s	599,339.00	599,339.00	0.00	94,440.13	504,898.87	15.76
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: 10/27/2021

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	5,835,204.61	14,509,080.39	28.68
Fund 10 Totals						
Total Expenditure	19,256,536.00	19,256,536.00	0.00	5,091,876.01	14,164,659.99	26.44
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: 10/27/2021

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	5,091,876.01	14,164,659.99	26.44
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: 09/30/2021 - 10/27/2021

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
0000019953	BARR'S HARDWARE	General Supplies		190.25
0000019954	BLAST INTERMEDIATE UNIT 17	Content Keeper	Support Engineer	9,002.57
0000019955	CM REGENT LLC	Oct 21 Life Ins Premiums		770.94
0000019956	DELTA DENTAL OF PA	Oct 21 Dental Premiums		7,600.00
0000019957	FLAGHOUSE INC	GENERAL SUPPLIES		431.75
0000019958	GBM	Repairs & Maintenance		912.07
0000019959	HILSHER GRAPHICS	GENERAL SUPPLIES		134.00
0000019960	HURWITZ BATTERIES	GENERAL SUPPLIES		47.05
0000019961	KEYSTONE ADVERTISING SPECIALTIES	GENERAL SUPPLIES		12.50
0000019962	KEYSTONE NATURAL TURF	Repairs & Maintenance		3,800.00
0000019963	KNARR BOILER SERVICE	Repairs & Maintenance		3,614.76
0000019964	KURTZ BROTHERS	GENERAL SUPPLIES		425.68
0000019965	Labels By Pulizzi	GENERAL SUPPLIES		570.00
0000019966	LCWSA	Sewer Service		6,765.00
0000019967	LEZZER LUMBER CO	GENERAL SUPPLIES		32.00
0000019968	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		1,065.52
0000019969	MCCCLURE COMPANY	Repairs & Maintenance	GENERAL SUPPLIES	1,859.84
0000019970	MEIER SUPPLY CO INC	GENERAL SUPPLIES		473.16
0000019971	JAMIE MOWREY	Cell Phone Reimbursement		46.56
0000019972	NORTH CENTRAL GARAGE DOOR INC	Repairs & Maintenance		321.00
0000019973	PASCO Scientific	GENERAL SUPPLIES		1,124.00
0000019974	PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL		2,821.34

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/30/2021 - 10/27/2021

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
0000019975	PLANKENHORN STATIONERY CO.	GENERAL SUPPLIES		55.97
0000019976	PSERS	RETIREMENT		5,850.59 #
0000019977	WILLIAM SADLIER INC	GENERAL SUPPLIES		59.69
0000019978	SANICO INC	GENERAL SUPPLIES		5,751.25
0000019979	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		10.88
0000019980	LAURA SCHRECKENGAST	Music Lessons		725.00
0000019981	UNITED RENTALS (NORTH AMERICA) INC	Repairs & Maintenance		808.63
0000019982	UPMC	Athletic Trainer		2,894.18
0000019983	VERIZON	Telephone Service		176.23
0000019984	WM CORPORATE SERVICES INC	Disposal Service		2,797.00
0000019985	YOUR BUILDING CENTERS INC.	GENERAL SUPPLIES		333.00
0000019986	SUSAN ZAYDELL	Cell Phone Reimbursement		124.17
0000019987	LORRI AMROM	South Ticket Prizes		209.54
0000019988	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,534.00
0000019989	BRAIM REFRIGERATION AC HEAT PUMPS	GENERAL SUPPLIES		407.95
0000019990	BSN SPORTS LLC	Volleyball Supplies		530.00
0000019991	CAFETERIA FUND	South Tickets		47.00
0000019992	CAIU	TECH SERVICE		17,086.00
0000019993	CANON FINANCIAL SERVICES	Repairs & Maintenance		1,408.41
0000019994	DAVE'S PRO AUTO SERVICE	Repairs & Maintenance		443.97
0000019995	DICK BLICK ART MATERIALS	GENERAL SUPPLIES		3,204.17
0000019996	PORTA PHONE CO	GENERAL SUPPLIES		110.08

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/30/2021 - 10/27/2021

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
0000019997	GBM	Repairs & Maintenance		13.16
0000019998	GRAND RENTAL STATION	Repairs & Maintenance		218.00
0000019999	HUDL	Purchase Service Tech		10,149.00
0000020000	KEYSTONE COMMUNICATIONS	GENERAL SUPPLIES		4,046.28
0000020001	KURTZ BROTHERS	GENERAL SUPPLIES		603.22
0000020002	LCWSA	Sewer Service		1,775.00
0000020003	MEIER SUPPLY CO INC	GENERAL SUPPLIES		85.89
0000020004	MOUNTIEQUEST	Mountie Quest		7,620.31
0000020005	MURPHY BUTTERFIELD & HOLLAND P.C.	Professional Services		624.00
0000020006	NI TTANY OIL	Diesel	Gasoline	5,838.49
0000020007	PASBO	Professional Development		150.00
0000020008	95 PERCENT GROUP INC	GENERAL SUPPLIES		247.50
0000020009	PITNEY BOWES	Repairs & Maintenance		410.34
0000020010	PMEA DISTRICT 8	Chorus Pre-Auditions		30.00
0000020011	PAYROLL FUND	GROSS 10-8-21	ER RETIRE 10-8-21	465,763.65
0000020012	SADDLEBACK EDUCATIONAL INC	GENERAL SUPPLIES		156.24
0000020013	ROBERT M. SIDES INC.	GENERAL SUPPLIES		8,873.42
0000020014	SUN GAZETTE CO	Advertising		60.44
0000020015	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS		39,515.12
0000020016	THERAPY SHOPPE INC	GENERAL SUPPLIES		125.37
0000020017	UNIVERSITY OF OREGON	PBIS Supplies		320.83
0000020018	WILSON LANGUAGE TRAINING CORP	GENERAL SUPPLIES		688.28

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/30/2021 - 10/27/2021

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
0000020019	DWIGHT WOODLEY	TRAVEL		26.32
0000020020	SUSAN ZAYDELL	TRAVEL		34.16
0000020021	DUBOISTOWN AMBULANCE SERVICE	Ambulance for Games		1,000.00
0000020022	LORRI AMROM	Office Supplies		52.03
0000020023	BARR'S HARDWARE	General Supplies		3.42
0000020024	C.M. EICHENLAUB CO.	Repairs & Maintenance		2,000.00
0000020025	COMMERCIAL TECHNICAL SERVICES INC	Repairs & Maintenance		210.00
0000020026	DAVE'S PRO AUTO SERVICE	Repairs & Maintenance		523.51
0000020027	DICK BLICK ART MATERIALS	GENERAL SUPPLIES		52.00
0000020028	ENCOVA INSURANCE	WORKERS COMP		5,327.00
0000020029	GRAND RENTAL STATION	Porta-Pot at Football Field	Porta-Pot at Soccer Field	414.00
0000020030	TAMBRA ISENBERG	CLASS SUPPLIES		120.00
0000020031	JusticeWorks YouthCare Inc.	Title II Behavioral Support	Title I Behavioral Support	9,357.13
0000020032	K & S MUSIC	GENERAL SUPPLIES		24.99
0000020033	KENDALL HUNT PUBLISHING COMPANY	GENERAL SUPPLIES		423.99
0000020034	KIDSPACE CORPORATION	Alternative Ed		760.00
0000020035	KURTZ BROTHERS	GENERAL SUPPLIES		264.92
0000020036	LJC JANITORIAL DISTRIBUTORS	GENERAL SUPPLIES		2,921.75
0000020037	LOWE'S COMPANIES INC	General Supplies		479.89
0000020038	MEIER SUPPLY CO INC	GENERAL SUPPLIES		18.80
0000020039	MELISSA OGDEN	CLASS SUPPLIES		39.69
0000020040	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		1,785.89

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

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SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/30/2021 - 10/27/2021

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
0000020041	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		12,976.25
0000020042	PLANKENHORN STATIONERY CO.	GENERAL SUPPLIES		28.29
0000020043	AMY PREGENT	CLASS APP		230.00
0000020044	PSERS	RETIREMENT		2,334.93
0000020045	PAYROLL FUND	MEDICAL INSURANCE		4,316.00
0000020046	ROGERS UNIFORMS	Safety/Security		647.59
0000020047	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		25.95
0000020048	SCHOOL SPECIALTY CURRICULUM	GENERAL SUPPLIES		139.78
0000020049	TWIN VALLEY SCHOOL DISTRICT	Alternative Ed		93.28 #
0000020050	UGI ENERGY SERVICES	Natural Gas		1,915.15
0000020051	UGI UTILITIES INC.	Gas		3,781.16
0000020052	UNITED REFRIGERATION INC	GENERAL SUPPLIES		1,080.00
0000020053	VERIZON WIRELESS	Wireless		151.71
0000020054	WELD-TEC SERVICE & SALES	GENERAL SUPPLIES		24.50
0000020055	W. F. WELLIEVER & SONS	GENERAL SUPPLIES		202.36
0000020056	YVONNE MARKLE	Supplies		61.04
0000020057	ACHIEVE INC	Actively Learn Licenses		46,925.00
0000020058	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,692.00
0000020059	ELLEN BENFER	GENERAL SUPPLIES		100.00
0000020060	BLAST INTERMEDIATE UNIT 17	Early Intervention	Support Services	978.54 #
0000020061	BRAIM REFRIGERATION AC HEAT PUMPS	Repairs & Maintenance		669.57
0000020062	BSN SPORTS LLC	Volleyball Supplies	Girls Soccer Supplies	758.90

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/30/2021 - 10/27/2021

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
0000020063	CM REGENT LLC	Life Insurance Premiums		770.94
0000020064	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		68,168.02
0000020065	DELTA DENTAL OF PA	Dental Insurance Premiums		7,600.00
0000020066	BLICK ART MATERIALS	GENERAL SUPPLIES		738.89
0000020067	J C EHRLICH	Repairs & Maintenance		175.00
0000020068	HOMETOWN FLORAL & GIFTS	Homecoming Flowers		286.35
0000020069	TAMBRA ISENBURG	CLASS SUPPLIES		132.36
0000020070	KEYSTONE ADVERTISING SPECIALTIES	Softball Supplies		16.99
0000020071	KURTZ BROTHERS	GENERAL SUPPLIES		418.22
0000020072	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		979.86
0000020073	MEIER SUPPLY CO INC	GENERAL SUPPLIES		610.72
0000020074	PA FBLA	FBLA Registration		1,540.00
0000020075	PA PRINCIPALS ASSOCIATION	Membership - M Loomis		595.00
0000020076	J. W. PEPPER & SON INC	GENERAL SUPPLIES		271.99
0000020077	PLANKENHORN STATIONERY CO.	GENERAL SUPPLIES		85.10
0000020078	PPL ELECTRIC UTILITIES	Electricity		16,444.98
0000020079	PAYROLL FUND	GROSS 10-22-21	ER RETIRE 10-22-21	465,081.34
0000020080	LAUREN REYNOLDS	CLASS SUPPLIES		44.38
0000020081	SAVVAS LEARNING COMPANY	GENERAL SUPPLIES		2,339.79
0000020082	ROBERT M. SIDES INC.	GENERAL SUPPLIES		30.00
0000020083	SJA INTEGRATED LLC	GENERAL SUPPLIES		169.00
0000020084	EMMANUEL TSIKITAS	Gas for Van		20.01

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/30/2021 - 10/27/2021

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
0000020085	UPMC	Therapy Services	Athletic Trainer	9,574.18
0000020086	VERNIER SOFTWARE & TECHNOLOGY	GENERAL SUPPLIES		300.00
0000020087	BRITTANY MONOKSI	Mountie Academy Book		220.74
0000020088	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		4,607.23
0000020089	AMERICAN BAND ACCESSORIES	GENERAL SUPPLIES		97.85
0000020090	BLAST INTERMEDIATE UNIT 17	Autistic Support Elementary	Autistic Support Secondary	67,803.35
0000020091	CARDMEMBER SERVICES	Courses	GENERAL SUPPLIES	4,263.66
0000020092	ERIC GERBER	Wrestling Supplies		31.00
0000020093	MARK GERMAN	CLASS APP		230.00
0000020094	HAND2MIND INC	GENERAL SUPPLIES		335.12
0000020095	PERRY HALDEMAN	GENERAL SUPPLIES		42.20
0000020096	Insight PA Cyber Charter School	CHARTER SCHOOL		940.45
0000020097	JUNIOR LIBRARY GUILD	GENERAL SUPPLIES		2,940.06
0000020098	KURTZ BROTHERS	GENERAL SUPPLIES		559.06
0000020099	Labels By Pulizzi	Student Punch Cards		186.00
0000020100	PAAD	Academic Decathlon		450.00
0000020101	P.S.B.A.	Unemployment Comp		2,702.76
0000020102	PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL		940.45
0000020103	AMY PREGENT	CLASS SUPPLIES		94.45
0000020104	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		5,642.68
0000020105	WILLIAM REIFSNYDER	Gasoline		49.21
0000020106	ROBERT M. SIDES INC.	GENERAL SUPPLIES		87.00
0000020107	MARK STAMM	TRAVEL	GENERAL SUPPLIES	121.15

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/30/2021 - 10/27/2021

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
0000020108	SUSQUEHANNA TRANSIT CO	TRAVEL	CONTRACTED CARRIERS	6,968.02
0000020109	SVASBO	Membership		50.00
0000020110	TESTOUT	GENERAL SUPPLIES		300.00
0000020111	VERIZON	Telephone Service		173.68
0000020112	WM CORPORATE SERVICES INC	Disposal Service		2,775.00
* 0000E22176	WOODLANDS BANK	Wire Transfer Fee		25.00
* 0000E22177	LYCOMING COUNTY INSURANCE CONSORTIUM	Oct 21 Health Insurance Premiums		174,825.51
* 0000E22178	CAFETERIA FUND	Aug 21 NSLP Claims Subsidy		2,116.63
* 0000E22179	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E22180	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E22181	WEX HEALTH INC	HSA Fee for Sept 21		228.25
10 - GENERAL FUND				1,597,093.36
Grand Total All Funds				1,597,093.36
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				0.00
Grand Total Other Disbursement Non-negotiables				177,215.39
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				1,419,877.97
Grand Total All Payments				1,597,093.36

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 09/30/2021 - 10/27/2021

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
0000006221	PAYROLL FUND	10.8.21 PAYROLL		13,657.77
0000006222	SUE LLOYD	REFUND ACCT 30059	REFUND ACCT 33076	50.36
0000006223	PAYROLL FUND	10.22.21 PAYROLL		13,926.58
0000006224	NUTRITION INC	INV 65106	INV 65027	47,982.02
50 - FOOD SERVICE FUND				75,616.73
Grand Total All Funds				75,616.73
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				75,616.73
Grand Total All Payments				75,616.73

* - 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: 09/30/2021 - 10/28/2021

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

Payment #	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001162	MCCLURE COMPANY	Repairs & Maintenance		69,132.00
		22 - CAPITAL RESERVE FUND		69,132.00
		Grand Total All Funds		69,132.00
		Grand Total Credit Cards		0.00
		Grand Total Direct Deposits		0.00
		Grand Total Manual Checks		69,132.00
		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		69,132.00

October 4, 2021

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

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, Tom Burkhart – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Jonathan Thompson, Nate Hicks, A Grace Hicks, Renee Dawes, M Hipple, G Dixon, Uriah Pfirman, Brenda Trimble, JJ Manikowski, and Mike Reuther – SunGazette.

APPROVE TREASURER'S REPORT

A motion to approve the Treasurer's Report for August 2021 was moved by Rupert, seconded by Engel. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-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 \$2,402,557.82 as funds become available was moved by Cramer, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-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 \$15,140.38 as funds become available was moved by Bachman, seconded by Engel. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-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 \$5,437.85 as funds become available was moved by LaBarre, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes and Shope-yes; motion carried.

APPROVE MINUTES

A motion to approve the minutes of September 13, 2021 and September 27, 2021, as written was moved by Cramer, seconded by LaBarre. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-yes; Rupert-yes; and Shope-yes; motion carried.

SUPERINTENDENT RECOMMENDATIONS

LONG TERM DEBT PRESENTATION

Audrey Bear, Managing Director at Piper Sandler & Company discussed the District's existing debt service which will be paid off during fiscal year 2022-2023. She then offered scenarios about hypothetical \$35,000,000 borrowings to finance a future capital project.

OUT OF STATE AND OVERNIGHT FIELD TRIP REQUESTS

A motion to approve Robyn Rummung's out of state field trip request to take High School Chorus students to New York City, NY on May 18, 2022 and Jennifer Kimball's overnight field trip request to take FBLA students to Kalahari Resorts from October 31, 2021 – November 1, 2021 was moved by Cramer, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion carried.

EMPLOYMENT – RESIGNATIONS

Dr. Stamm, Superintendent, presented a list of resignations that have been accepted.

- 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.

EMPLOYMENT – GAME WORKERS

A motion to approve Heath Barry and Michael Shuman as game workers for the Fall 2021 season was moved by Bachman, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion carried.

EMPLOYMENT – SUBSTITUTES

A motion to approve Samuel Weaver as a certified substitute and Michael Steinbacher as a classified substitute for the 2021-2022 school year was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion carried.

EMPLOYMENT – STIPEND POSITIONS

A motion to approve the following stipend positions was moved by Rupert, seconded by Cramer.

- Senior Class Advisors: Hilarie German/Kelly Shearer - \$315/person
- Junior Class Advisors: Mike Allison/Karen Fink - \$287.50/person
- Sophomore Class Advisors: Keith Cremer/Ambreelinne Birth - \$210/person
- Yearbook Advisors: Betsy Jones and Kelly Shearer - \$812.50/person
- Yearbook Business Advisors: Betsy Jones and Kelly Shearer - \$220/person
- Jr High Yearbook Advisors: Karen Fink and Mike Rodgers - \$440/person
- Key Club Advisors: Scott Manning and Jamie Bloom - \$440/person
- FCCLA Advisor: Patty Schick - \$880
- FBLA Advisor: Jennifer Kimball - \$1,760
- Mini-Thon Advisors: Mike Rodgers/Mike Allison - \$440/person
- Academic Decathlon Advisor: Kevin Eck - \$1,050
- Senior High National Honor Society Advisor: Manny Tsikitas - \$880
- Junior High National Honor Society Advisor: 7th Grade Team - \$440
- Leo Club Advisor: Stephanie Fay/Hilarie German - \$440/person
- Builders Club Advisor: Karen Fink - \$440
- Coordinator – Audio Visual: Keith Cremer - \$475
- Special Education Transition Coordinator: Emily Wagner - \$750
- Title I Coordinators: Tandra Isenberg/Ann Neely - \$2,100/person
- Pathway Chairs: Jamie Bloom (EMIT), Scott Manning (HeS), Adam Rubert (BFIT), Elizabeth Steppe (AC), and Emily Wagner (HuS) - \$750/person
- Academic Department Chairs: Jamie Bloom (Math), Ryan Carper (Social Studies), Matt Eisley (Science), Jessica Kaledas (Non-Core), and Kelly Shearer (ELA) - \$750/person

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

EMPLOYMENT – MENTORS

A motion to approve the following staff as teacher mentors for the 2021-2022 school year at a stipend of \$500 per person was moved by Bachman, seconded by Cramer.

- 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

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

EMPLOYMENT – TECHNOLOGY COACHES

A motion to approve technology coaches for the 2021-2022 school year to assist classroom teachers with instructional technology support at a stipend of \$1,000 each was moved by Cramer, seconded by Engel.

Matt Krach	Grades K-1	Mike Rodgers	Social Studies 7-12
Lauren Reynolds	Grades 2-3	Keith Cremer	Science 7-12
Mike Steppe	Grade4/Elem Specials	Kelly Shearer	English 7-12
Tara Battaglia	Grades 5-6	Jamie Bloom	Math 7-12
		Jessica Kaledas	HS Electives 7-12

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

CHILD BEARING/CHILD REARING LEAVE

A motion to approve EE #472's child bearing/child rearing leave request from December 31, 2021 through the first quarter of the 2022-2023 school year was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion carried.

APPROVE POLICY – FIRST AND SECOND READING

A motion to 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 was moved by Bachman, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion carried.

AD HOC COMMITTEE

A motion to appoint an ad-hoc committee for the purpose of creating a board member introduction and training program was moved by Shope, seconded by Rupert. Board members Bowman and LaBarre volunteered to serve on the committee. Roll call: Bachman-yes, Bowman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion carried.

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. Responses will be presented to the board at the October 18, 2021 Work Session to be discussed and voted upon.

COURTESY TO THE FLOOR

The following individuals spoke about the following topics:

Grace Hicks – Panorama survey

Renee Dawes – Student Information System update

There will be an executive session after the meeting for real estate matters. No action to follow.

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

Attest

Jamie Mowrey
Board Secretary

October 18, 2021

The work session of the South Williamsport Area School Board was called to order at 6:00 PM in the High School Library by the President, Todd Engel.

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

Board Members Present: Cathy Bachman, Diane Cramer, Todd Engel, Micah LaBarre, Steve Rupert and Steve Shope.

Others Present: Jesse Smith – HS Principal, Scott Hill – HS Assistant Principal/Athletic Director, Maria Pierce – Director of Student Services/Rommelt Principal, Dwight Woodley – Director of Innovative Learning/IT, Kristin Bastian – Director of Special Education, Bill Reifsnyder – Director of Buildings & Grounds, Mark Stamm – Superintendent, Fred Holland – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Brenda Trimble, Lawrence Fryda, Jonathan Thompson, Pam Reifsnyder, Danielle Bradley, James Bradley, Amanda White, Ben Brigandi, Nate Hicks, A Grace Hicks, and Derek Dawes.

APPOINTMENT OF BOARD MEMBER FOR REGION I

There were 3 applicants for the vacant Region I position – Ben Brigandi, Lawrence Fryda, and Jessica Smith. Shope nominated Brigandi. Cramer nominated Fryda. There being no additional nominations, a motion to close nominations was made by Rupert, seconded by Bachman. All members present voting yes, the nominations were closed. Roll call: Bachman: Fryda, Cramer: Fryda, Engel: Brigandi, LaBarre: Fryda, Rupert: Brigandi, Shope: Brigandi; vote tied 3-3. A motion to table the appointment of board member for Region I was moved by Engel, seconded by Shope. Roll call: Bachman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion carried.

APPOINTMENT OF BOARD MEMBER FOR REGION III

There were 3 applicants for the vacant Region III position – Thomas Henderson, John Hitesman, and Johnathan Thompson. Bachman nominated Thompson. There being no additional nominations, a motion to close nominations was made by Cramer, seconded by Engel. All members present voting yes, the nominations were closed. Roll call: Bachman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion to appoint Johnathan Thompson to the vacant Region III position carried.

WELLS FARGO TRUST DESOLATION

A motion to approve the Wells Fargo Trust Desolation for scholarship funds was moved by Bachman, seconded by Rupert. Roll call: Bachman-yes, Cramer-yes, Engel-yes, LaBarre-yes, Rupert-yes; and Shope-yes; motion carried.

SUPERINTENDENT'S ITEMS FOR DISCUSSION

GRANT UPDATES – ESSER

Mrs. Mowrey, Business Manager, provided an update on Federal COVID Funding. There have been 11 different grants awarded through October 18, 2021 totaling \$4,855,745. Mrs. Mowrey then spoke about the 11 grants and provided updates on what has been spent, what has been allocated, and what is remaining as unallocated.

GRANT UPDATES – EITC FUNDS

Dr. Stamm, Superintendent, provided an update on \$27,000 of Earned Income Tax Credit grant funds available through the First Community Foundation Partnership that need to be allocated by the end of December 2021. Dr. Stamm presented his vision for a Bridges to Learning drop in center for students utilizing Mountie Academy or other students that take additional online courses through Mountie Academy, Mansfield University, Penn College of Technology, etc.

GRANT UPDATES – EMERGENCY CONNECTIVITY FUND

Mr. Woodley, Director of Innovative Learning/IT, provided an update on applying for Emergency Connectivity Funds to help offset the cost of iPads for students and the required documentation that will be needed should the District qualify for funds.

ATHLETIC COACHES – 15 PARTICIPANT RULE

Mr. Hill, Athletic Director, spoke about the total number of paid coaches budgeted and the complication of having a set participant rule for paid coaches.

SCHOOL COLORS

Dr. Stamm, Superintendent, provided the School Board with a Color Guide which specified the district's colors, logo/mascot, and branding.

HEALTH AND SAFETY UPDATES – COVID UPDATES & DOH PROCESS UPDATE

Dr. Stamm, Superintendent, provided an update on COVID cases and exclusions. As of October 5, 2021, the PA Department of Health is allowing districts to perform contact tracing.

HEALTH AND SAFETY UPDATES – EDUCATIONAL SUPPORTS

At the elementary level, the elementary long-term substitutes are being used in classrooms to allow the classroom teacher to focus on content for at home learning. Staff is being trained on how to live stream their classes for students that are at home. During remote learning at the High School level, teachers are spending the first part of the period teaching content and then giving students time to do their work so that students aren't live streaming all day long.

HEALTH AND SAFETY UPDATES – PANORAMA STUDENT SURVEY BRIEF

Mrs. Pierce, Director of Student Services, provided a handout to show overall scores on the Panorama Survey. She then provided results broken down by economic status, gender, race, and grade to show where efforts can be focused to help students.

HEALTH AND SAFETY UPDATES – AT HOME TESTS

Dr. Stamm, Superintendent, provided an update about the availability of At Home COVID Tests. Currently, they are only available in pallets at a significant cost.

STRATEGIC PLANNING UPDATES

Agenda items under the Strategic Planning Update section were tabled for a future meeting.

IN-SERVICE DAY UPDATE

Dr. Stamm, Superintendent, spoke about the In-Service day on October 11, 2021 and the types of trainings that were offered.

BOARD MEETINGS & WORK SESSIONS

The board discussed the type of structure, scheduling, and times for upcoming board meetings which will be approved in December 2021.

PRINCIPAL SPOTLIGHTS

Mr Smith, HS Principal and Mrs. Pierce, Rommelt Principal, provided updates about activities going on in their buildings.

There will be an executive session after the meeting for personnel matters. No action to follow.

A motion to adjourn the meeting was made by LaBarre, seconded by Cramer. All members present voting yes, the meeting was adjourned at 8:19 PM.

Attest

Jamie Mowrey
Board Secretary

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: **Eric Gerber**
Grade / Club **Varsity Wrestling Team**
Building **Jr / Sr High School**
Date of Application **10/18/2021**

General Information

Place to be Visited **Mount Aloysius College**
Date of Visitation **12/17/2021 & 12/18/2021**
Number of Students **25**
Number of Faculty **3**
Additional Chaperones **1**

Transportation

Transportation Needs **School Bus(s)**
Departure Time **6:00 am on 12/17/2021**
Time Leaving Destination **end of tournament 12/18/21**

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

We will be competing in a 50 team wrestling tournament at Mount Aloysius College. This will give our athletes the chance to compete against high level competition to prepare them for post-season tournaments. It will also give them a chance to gain exposure from college coaches who may be interested in recruiting them.

Additional information if needed:

Fees

Admission Fees (\$) **375.00**
Funding Source for Admission **Wrestling budget**
Funding Source for Transportation **Wrestling budget**

Substitute Coverage

Number and duration of coverage needed:

12/17/2021 for Eric Gerber & Chris Lusk

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

Approval / Signature Required

Principal: *[Signature]* **10/18/2021**

Superintendent: *[Signature]* **10-18-21**

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: **Eric Gerber**
Grade / Club **Varsity Wrestling Team**
Building **Jr / Sr High School**
Date of Application **10/18/2021**

General Information

Place to be Visited **Tunkhannock High School**
Date of Visitation **12/29/2021 & 12/30/2021**
Number of Students **25**
Number of Faculty **3**
Additional Chaperones **1**

Transportation

Transportation Needs **School Bus(s)**
Departure Time **6:00 am on 12/29/2021**
Time Leaving Destination **End of tournament 12/30/21**

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

We will be competing against numerous teams that we will see in post season tournaments. This will give our athletes the chance to compete against high level competition to prepare them for post-season tournaments. It will also give them a chance to gain exposure from college coaches who may be interested in recruiting them.

Additional information if needed:

Fees

Admission Fees (\$) **300**
Funding Source for Admission **Wrestling budget**
Funding Source for Transportation **Wrestling budget**

Substitute Coverage

Number and duration of coverage needed:

none

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

Approval / Signature Required

Principal:

Scott H. H. H. 10/18/2021

Superintendent:

Michael J. J. 10-18-21

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

CONTRACT FOR "IN SCHOOL" NURSING SERVICES FOR STUDENT

This AGREEMENT is made and entered into this 13th day of October 2021, by **BAYADA Home Health Care, Inc.**, with a service office located at 49 E. 4th Street, Williamsport, PA 17701 (hereinafter referred to as **BAYADA**) and **South Williamsport Area School District**, located at 515 W. Central Avenue, South Williamsport, PA 17701 (hereinafter referred to as **SCHOOL**).

BAYADA is a home health care agency, engaged in the business of providing nursing and aide services and **SCHOOL** has identified a need for in-school nursing services for its students (hereinafter referred to as **STUDENTS**).

WHEREAS, it is the desire of both parties to make provision for onsite daily nursing and aide care for its **STUDENTS**, in accordance with the terms of this Agreement.

THEREFORE, in consideration for the mutual covenants expressed herein, **BAYADA** and **SCHOOL** agree to the terms and conditions outlined herein:

I. RESPONSIBILITIES OF BAYADA

- A. Qualifications of Personnel. The employee supplied by **BAYADA** will be a Licensed Practical Nurse (LPN) who will hold a current license, registration, or certification to practice in the State of Pennsylvania, and will provide services pursuant to the applicable state laws.
- B. Personnel Records Inspection. **BAYADA** will make available for inspection, upon the request of **SCHOOL**, the personnel files of its employees who are caring for **STUDENTS**. The contents of such file may include:
 1. Verification of current licensure or certification as applicable; and
 2. Completed application for employment or resume; and
 3. Verified references; and
 4. Evidence of annual performance evaluation; and
 5. A criminal record check, conducted upon hire, if required by state law; and
 6. Evidence of at least one, annual in-service education or training in accordance with applicable state regulations.
- C. Service. **BAYADA** will provide those **STUDENTS** requiring one-on-one nursing services with an LPN each day that they attend **SCHOOL**. Services will be provided subject to the availability of qualified nurse/aide. The services to be provided may include escorting **STUDENTS** to/from **SCHOOL** on the bus and providing care to **STUDENTS** during the school day, to include any setting where **STUDENT** is receiving educational services during **SCHOOL** hours. Prior to providing any services, **SCHOOL** will provide **BAYADA** with the names of those **STUDENTS** requiring services, along with any accompanying doctors' orders, IEP materials, etc. Any student may be added or removed from receiving services under this Agreement, at any time, without needing to amend the terms of this Agreement. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse/aide. Upon execution of this Agreement, **SCHOOL** will provide **BAYADA** with a schedule of the **SCHOOL** calendar including all scheduled days off.

1. **BAYADA** RN Clinical Manager will be responsible for initial and ongoing assessment of **STUDENTS** clinical needs while attending school. Responsibilities include:
 - a. Will work with physician to develop a Plan of Care ("POC") and update the plan per **BAYADA** policy.
 - b. Will conduct supervision to monitor employees and confirm the efficacy of the Plan of Care.
 - c. Will collaborate with school nurse and teachers as needed to ensure best possible experience for the **STUDENT**.
 - d. Be ultimately responsible for the overall coordination, supervision and evaluation of the services provided to **STUDENT** under this Agreement.
- D. Place of Performance. **BAYADA** will provide services primarily at schools located within **SCHOOL**'s district or other specified location where **STUDENTS** will be during the school day. **SCHOOL** acknowledges and understands that **BAYADA** cannot guarantee services. All services will be provided subject to the availability of a qualified nurse/aide.
- E. Insurance.
 1. **BAYADA** will maintain general liability and professional liability coverage for any negligent acts or omissions of **BAYADA** employees, which may give rise to liability under this Agreement.
 2. **BAYADA** will maintain Workers' Compensation insurance for its employees providing services to **STUDENT**.
- F. Indemnification. **BAYADA** agrees to indemnify and hold harmless **SCHOOL** from all bodily injury and/or property damage claims arising out of the sole negligence of **BAYADA**, acting through its directors, agents, and employees.
- G. Payment of Personnel. **BAYADA**, as an employer, will remain responsible for the payment of wages and other compensation, reimbursement of expenses and compliance with Federal, State and local tax withholdings, Workers' Compensation, Social Security, employment and other insurance requirements for its personnel.
- H. Policies and Procedures. **BAYADA** will follow the **SCHOOL**'s policies and procedures while providing care in the **SCHOOL** setting.

II. RESPONSIBILITIES OF SCHOOL

- A. Payment for Services. **SCHOOL** will remain responsible to compensate **BAYADA** for services rendered pursuant to this Agreement. Section III hereunder shall govern billing terms and compensation.
- B. Insurance.
 1. **SCHOOL** shall maintain at its sole expense valid policies of general liability insurance, covering the negligent acts or omissions of **SCHOOL** acting through its directors, agents, employees or other personnel which may give rise to liability under this Agreement.
 2. **SCHOOL** shall maintain, at its sole expense, Workers' Compensation insurance for its employees.

- C. Indemnification. **SCHOOL** agrees to indemnify and hold harmless **BAYADA** from all bodily injury and/or property damage claims arising from any act or omission of **SCHOOL**, acting through its directors, agents, employees or other personnel.
- D. Employment Status. **SCHOOL** shall not, at any time during the term of this Agreement, or for a period of one (1) year immediately following the expiration or termination of this Agreement, without prior written consent of **BAYADA** directly or indirectly solicit or hire any of **BAYADA**'s employees or clients in connection with the provision of home care or staffing services.

SCHOOL recognizes the recruiting, training and retention expenses that **BAYADA** encounters as an employer and acknowledges that **BAYADA** is not a placement or referral service. Should **SCHOOL** desire to hire one of **BAYADA**'s employees, **SCHOOL** agrees to provide **BAYADA** with written notice and pay a liquidated damages fee equal to four (4) months of the specific employee's annual gross salary or \$5,000.00 whichever is greater. This fee shall apply to any **BAYADA** employee **SCHOOL** wishes to hire.

- E. Compliance Program. **BAYADA** values honesty and confidentiality in all business interactions. In order to assure adherence to these values, **BAYADA** maintains a corporate compliance program, designed to detect and prevent illegal and unethical activities, including breaches of confidentiality. **SCHOOL** agrees to abide by this program, and understands its obligation to report questionable activities involving **BAYADA**'s employees to the local office Director named below or to the Compliance Hotline at 1-866-665-4295.

III. BILLING AND COMPENSATION

- A. **SCHOOL** agrees to compensate **BAYADA** at a rate of \$45.00/hour for LPN services provided under this Agreement.
- A. **BAYADA** will forward to **SCHOOL** an itemized bill on a weekly basis. Each weekly bill will itemize the name of the **BAYADA** employee providing care, the date of service, the type and length of service provided.
- B. **SCHOOL** agrees to pay submitted bills within thirty (30) days of receipt. Any bill not paid within the thirty (30) day period will be considered delinquent. **BAYADA** may charge interest, at a rate of 1¼% each month (15% per year) on all delinquent accounts. **BAYADA** will also pursue collection remedies in an attempt to resolve a delinquent account. **SCHOOL** agrees to reimburse **BAYADA** for all collection costs, including attorneys' fees and expenses.

IV. TERM AND TERMINATION

- A. This Agreement will come into effect beginning on December 15, 2021 and will remain in effect through June 30, 2022. This Agreement may be extended upon the written consent of each party outlining the terms and time for extension of extended school year.
- B. Either party may terminate this Agreement, for any reason, upon thirty (30) days prior written notice.
- C. Either party may terminate this Agreement for cause due to the occurrence of one of the following events by giving ten (10) days prior written notice:
1. Dissolution or bankruptcy of either **BAYADA** or **SCHOOL**.

2. Failure of either **BAYADA** or **SCHOOL** to maintain the insurance coverages required hereunder.
3. Breach by **BAYADA** or **SCHOOL** of any of the material provisions in this Agreement.

V. ADDITIONAL TERMS

- A. Governing Law. This Agreement will be construed and governed in all respects according to the laws of the State of Pennsylvania.
- B. Relationship to Parties. The parties enter into this Agreement as independent contractors. Nothing contained in this Agreement will be construed to create a partnership, joint venture, agency or employment relationship between the parties.
- C. Assignment. This Agreement may not be assigned by either party, in whole or in part.
- D. Modification of Terms. No amendments or modifications to the terms of this Agreement will be binding unless evidenced in writing and signed by an authorized representative of each party hereto.
- E. Notices. Any Notice given in connection with this Agreement will be given in writing and will be delivered either by hand or by certified mail, return receipt requested, to the other party, at the party's address listed above. Any party may change its address as stated herein by giving Notice of the change of address in accordance with this Paragraph.
- F. Confidentiality. Except for acknowledging the existence of this Agreement, the parties understand and agree that the terms of this Agreement, including all payment terms, shall be kept confidential unless disclosure is required by law or the parties agree, in writing, to such disclosure. All methods and mode of conduct of business for **SCHOOL** and **BAYADA** are to be kept confidential by **SCHOOL** and **BAYADA** and not disclosed to any other party or used in part or whole without the permission of **SCHOOL** and/or **BAYADA**.
- G. Entire Agreement. This writing evidences the entire Agreement between **BAYADA** and **SCHOOL**; there are no prior written or oral promises or representations incorporated herein. Any documents referenced herein and/or attached to this Agreement (i.e. Addendum and Rider) are incorporated herein as if the same was set out in full in the text of this Agreement. This Agreement may be executed in two or more counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument. Delivery of an executed signature page of this Agreement by facsimile or electronic (email) transmission shall be effective as delivery of a manually executed counterpart hereof.

Date: _____

Date: _____

Terry Abernatha
Director
Signing with authority for
BAYADA Home Health Care, Inc.

Kristin Bastian
Director Special Ed
Signing with authority for
South Williamsport Area School District



Book	Policy Manual
Section	000 Local Board Procedures
Title	Membership
Code	004
Status	Active
Adopted	October 7, 2019

Number

The Board shall consist of nine (9) members.[\[1\]](#)

The Superintendent shall have a seat on the Board and the right to speak on all matters, but not the right to vote.[\[2\]](#)

Qualifications

Each school director shall meet the following qualifications:

1. Be of good moral character, be at least eighteen (18) years of age, have been a resident of the district for at least one (1) year prior to the date of election or appointment, and not be a holder of any office or position as specified in Section 322 of the School Code; nor shall the individual be a member of the municipal council.[\[3\]](#)
2. Shall not have been removed from any office of trust under federal, state or local laws for any malfeasance in such office.[\[4\]](#)
3. Shall not be engaged in a business transaction with the school district, be employed by the school district, or receive pay for services from the school district, except as provided by law.[\[5\]](#)[\[6\]](#)
4. Shall take and subscribe to the oath or affirmation prescribed by statute before entering the duties of the office.[\[7\]](#)
5. Shall file a statement of financial interests with the Board Secretary or designee at the following times:[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)
 - a. Before taking the oath of office or entering upon duties.
 - b. Annually by May 1 while serving on the Board.
 - c. By May 1 of the year after leaving the Board.

Election

Election of members of the Board shall be in accordance with law.[\[13\]](#)

Vacancies

A vacancy shall occur by reason of death, resignation, removal from a district or region, or otherwise. Such vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the vacancy.[14][15][16][17][18][19]

If a vacancy occurs during the last two (2) years of the former school director's term, the individual appointed to fill that vacancy shall serve for the remainder of the term. If a vacancy occurs during the first two (2) years of the term, the new appointee shall serve only until the first Monday in December following the first municipal election that is scheduled for more than sixty (60) days after the vacancy occurred.[14]

When a majority of the memberships are vacant, such vacancies shall be filled by the Court of Common Pleas of Lycoming County.[15][16]

Temporary Vacancy – Active Military Service –

A temporary vacancy shall be declared when a school director is ordered to active duty in the military forces of the United States for a period of more than thirty (30) days. The temporary vacancy shall be filled in accordance with the School Code and Sunshine Act and by appointment by a majority vote of the remaining members of the Board within thirty (30) days of the occurrence of the temporary vacancy. The school director so appointed shall serve either until the school director returns from active duty or until expiration of the term for which s/he was elected, whichever occurs first.[14][19][20]

Term

In election years, the term of office for all newly elected and re-elected school directors shall begin on the first Monday in December. The term of office of each school director shall be four (4) years, **expiring** on the first Monday of December **of the fourth year of service.**[1][14]

The term of office for an individual appointed or elected to fill a Board vacancy shall be determined by the number of years remaining on the term the school director was appointed or elected to fill, as stated above under Vacancies.[14]

Removal

Whenever a school director is no longer a resident of the region s/he was elected to represent, eligibility to serve on the Board shall cease.[14][21]

If a school director shall neglect or refuse to attend two (2) successive regular meetings of the Board, unless detained by sickness or prevented by necessary absence from the district, or if in attendance at any meeting s/he shall neglect or refuse to act in **an** official capacity as a school director, the remaining members of the Board may declare such office vacant on the affirmative vote of a majority of the remaining members of the Board.[18][22]

If a person elected or appointed as a school director, having been notified, shall refuse or neglect to qualify as such director, the remaining members may, within ten (10) days following the beginning of **the school director's** term of office, declare said office vacant on the affirmative vote of a majority of the remaining members of the Board.[18][22]

Orientation

The Board believes that the preparation of each school director for the performance of duties is essential to the effectiveness of the Board's functioning. The Board shall encourage each new school director to understand the functions of the Board, acquire knowledge of matters related to the operation of the schools, and review Board procedures and policies.

Accordingly, each new school director shall, no later than the first regular meeting, be provided access to the following items during the school director's term on the Board:

1. The Board Policy Manual.
2. The current budget statement, audit report and related fiscal materials.
3. District information on comprehensive planning, curriculum, assessments, facilities planning and district programs.

Each new school director shall be invited to meet with the Board President, Superintendent, and Board Secretary to discuss Board functions, procedures and policy.

Inservice Educational Opportunities and Required Training Programs

The Board places a high priority on the importance of a planned and continuing program of education and training for its members. The purpose of the planned program shall be to enhance the quality and effectiveness of the Board's governance and leadership by providing both inservice educational opportunities and required school director training by an approved provider.

Inservice Education -

The Board, in conjunction with the Superintendent, shall plan specific inservice education programs and activities designed to assist school directors to improve their skills as policy-making leaders; expand their knowledge about issues, programs, and initiatives affecting the district's educational programs and student achievement; and deepen their insights into the nature of leadership, governance and community engagement.

The Board shall annually budget funds to support its planned program of inservice education and training.

The Board establishes the following activities as the basis for its planned program of inservice education and training:

1. Participation in School Board conferences, workshops and conventions.[\[25\]](#)
 - a. The Board shall identify annually the issues, objectives, and cost benefits that can be ascribed to participation by school directors in conferences, workshops and conventions.
 - b. The Superintendent shall inform school directors, in a timely manner, of upcoming conferences, workshops and conventions.
 - c. When a conference, workshop or convention is not attended by the full Board, those who do participate shall share information, recommendations and materials acquired at the meeting that will be beneficial to the district.
2. District-sponsored inservice education and training programs designed to meet Board needs.
3. Subscriptions to publications addressing school directors' concerns.
4. Maintenance of current resources and reference materials accessible to school directors.

Required Training Program: Newly Elected or Appointed School Directors -[\[26\]](#)

Each newly elected or appointed school director shall complete a training program consisting of at least five (5) hours of instruction, including, at a minimum, information regarding:

1. Instruction and academic programs, to include, but not be limited to, a minimum of one (1) hour of instruction on best practices related to trauma-informed approaches.
2. Personnel.

3. Fiscal management.
4. Operations.
5. Governance.
6. Ethics and open meetings, to include accountability requirements.

Required Training Program: Re-elected or Re-appointed School Directors -[\[26\]](#)

Each re-elected or re-appointed school director shall, within one (1) year after such re-election or re-appointment, complete an advanced training program consisting of at least three (3) hours of instruction, including:

1. Information on relevant changes to federal and state public school law and regulations.
2. Fiscal management.
3. Trauma-informed approaches.
4. Other information deemed appropriate by the PA Department of Education to enable school directors to serve effectively.

Expenses [\[7\]](#)

Funds for school director education and training shall be budgeted on an annual basis.

Each school director shall receive Board approval prior to attending a conference, workshop or convention at Board expense.

When attendance has been authorized by the Board, school directors, a nonmember Board Secretary, and solicitor(s) shall be reimbursed for actual and necessary expenses incurred as delegates to any state convention or association of school directors' convention held within the state, or for attendance at any other meeting held within the state or at an educational convention out-of-state. All such expenses shall be itemized and made available for public inspection at the next succeeding Board meeting. Expenses shall be reimbursed by the Treasurer in the usual manner, upon presentation of an itemized, verified statement.[\[27\]](#)

Advance payments may be made upon presentation of estimated expenses to be incurred, to be followed by a final itemized, verified statement of such expenses actually incurred, and a refund shall be made to the district of such funds remaining, or an additional payment shall be made by the district to meet the verified expenses actually incurred.[\[27\]](#)

No school director shall be reimbursed for more than two (2) out-of-state meetings in one (1) school year.

Reimbursement shall be limited to actual expenses incurred, and shall not include or be construed to include compensation to individual **school directors**.[\[7\]](#)

Student Representation

The Board authorizes student representation on the Board in order to facilitate effective communication and to provide an opportunity for students to participate in school governance.

Legal

1. 24 P.S. 303
2. 24 P.S. 1081
3. 24 P.S. 322
4. 24 P.S. 323
5. 24 P.S. 324
6. 65 Pa. C.S.A. 1101 et seq
7. 24 P.S. 321
8. 51 PA Code 15.2
9. 51 PA Code 15.3
10. 65 Pa. C.S.A. 1102
11. 65 Pa. C.S.A. 1104
12. 65 Pa. C.S.A. 1105
13. 24 P.S. 301 et seq
14. 24 P.S. 315
15. 24 P.S. 316
16. 24 P.S. 317
17. 24 P.S. 318
18. 24 P.S. 319
19. 65 Pa. C.S.A. 701 et seq
20. 24 P.S. 407
21. 65 P.S. 91
22. Pol. 006
23. Pol. 011
24. Pol. 901
25. 24 P.S. 516
26. 24 P.S. 328
27. 24 P.S. 516.1
- 24 P.S. 519
- Pol. 331



Book	Policy Manual
Section	000 Local Board Procedures
Title	Copy of Organization and Committees
Code	005
Status	First Reading
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Last Revised	November 1, 2021

Organization Meeting

The Board members shall meet and organize annually during the first week of December. Notice of the time and place of the organization meeting shall be given to all Board members by mail at least five (5) days before the proposed meeting by the Board Secretary. The organization meeting shall be a regular meeting.[1][2][3]

Order

The organization meeting shall be called to order by the past President, who shall preside over the election of a temporary President from among the hold-over Board members. The Board Secretary shall be secretary of the meeting. In an election year, the certificates of election or appointment of all new Board members shall be read, and a list shall be prepared of the legally elected or appointed and qualified Board members.[4]

The temporary President may administer the oath or affirmation of office to those Board members who have not previously taken and subscribed to the same.[5]

Officers

Election of officers shall be by a majority vote of those present and voting. Where no such majority is achieved on the first ballot, a second ballot shall be cast for the two (2) candidates who received the greatest number of votes.

1. The school directors shall annually, during the first week of December, elect from their members a President and Vice-President who shall serve for one (1) year.[2]
2. The school directors shall annually, during the month of May, elect a Treasurer who shall serve for one (1) year beginning the first day of July after such election. The Treasurer may be a corporation duly qualified and legally authorized to transact a fiduciary business in the Commonwealth, and may be a member of the Board.[2]

The Treasurer shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Treasurer shall be compensated in the manner and at the rate determined by the Board.[6][7][8]

3. The school directors shall, during the month of May in every fourth year, elect a Secretary who shall serve a term of four (4) years beginning the first day of July following such election, and shall not be a member of the Board.[\[2\]](#)

The Secretary shall not enter upon his/her duties until furnishing bond in accordance with law and with Board approval. The Secretary shall be compensated in the manner and at the rate determined by the Board.[\[9\]](#)[\[10\]](#)[\[8\]](#)

Vacancies in any office shall be filled by Board action, and such appointed officers shall serve for the remainder of the unexpired term.

The same school director may not hold more than one (1) office of the Board. No commissioned officer or professional employee of the Board shall serve, temporarily or permanently, as an officer of the Board.[\[2\]](#)

Officers of the Board serve at the pleasure of the Board and may be removed from such office by the affirmative vote of a majority of the full number of Board members.[\[12\]](#)[\[22\]](#)

Appointments

The Board shall appoint:

1. A tax collector, where a tax collector is not elected to collect taxes, there is a vacancy, or an elected tax collector refuses to qualify.[\[13\]](#)[\[14\]](#)
2. School physician(s).[\[15\]](#)
3. School dentist(s).[\[15\]](#)
4. Solicitor.[\[16\]](#)[\[17\]](#)
5. Independent auditor.[\[18\]](#)
6. Delegates to a state convention or association of school directors.[\[19\]](#)
7. Other appointments the Board deems necessary.

Appointees serve at the pleasure of the Board and may be removed from such appointment by the affirmative vote of a majority of the full number of Board members.[\[12\]](#)[\[22\]](#)

Resolutions

The Board may at the organization meeting, but shall prior to July 1 next following, designate a:

1. Depository(s) for school funds.[\[20\]](#)
2. Newspaper(s) of general circulation as defined in law.[\[21\]](#)
3. Normal day, place and time for regular meetings.[\[3\]](#)
4. Normal day, place and time for open committee meetings.

Committees

Purpose and Function

Committees of Board members shall conduct studies, make recommendations, and act in an advisory capacity, but shall not take action on behalf of the Board. Committees shall consist of no more than four (4) members. Committees shall not include a majority of the membership of the Board.

Each committee will meet every other month on a rotating schedule established and published with the list of regular board meetings annually.

Membership

Members shall be appointed annually by the President at the first board meeting in January. . Each Board committee shall be convened by a chairperson, who shall:

1. Conduct a the committee meeting according the district policy and state laws,
2. Provide a summary report for the board at the next regular board meeting,
3. Prepare minutes of open committee meetings and submit to the Secretary of the Board for Board approval

~~Standing Committees~~

~~The board will consist of two standing committees: Vision and Leadership and Operations. Each member of the board will serve on one committee excluding the treasurer who will serve as an alternate member of both committees.~~

~~Vision and Leadership Committee shall be chaired by the president of the board. The primary functions of the committee shall include advisement on the development and execution of the district's strategic plan and the development of new programs, positions, and services such as:~~

- ~~1. Development of new policy~~
- ~~2. Creation of new positions, programs, and services,~~
- ~~3. Recommendations to appoint new staff,~~
- ~~4. Preliminary development of new budgets,~~
- ~~5. Feasibility studies for future building projects~~

~~Operations Committee shall be chaired by the Vice President of the board. The primary function of the Operations Committee shall include oversight of the current budget and the advisement on current policy, programs, and services such as:~~

- ~~1. Review and revision to existing policy,~~
- ~~2. Job descriptions for existing positions, programs, and services,~~
- ~~3. Recommendation for reappointment of existing and returning staff,~~
- ~~4. Review of current budget,~~
- ~~5. Evaluation of current facilities and recommendations for maintenance and repairs.~~

Additional Committees:

Ad hoc committees may be created, charged, and assigned a fixed termination date, which may be extended by the President. Ad hoc committees may be created for special circumstances that require student, staff, or community input and membership.

Legal

1. 24 P.S. 401
2. 24 P.S. 404
3. 24 P.S. 421
4. 24 P.S. 426
5. 24 P.S. 402
6. 24 P.S. 436
7. 24 P.S. 438
8. Pol. 811
9. 24 P.S. 431
10. 24 P.S. 432
12. Pol. 006
13. 24 P.S. 508
14. 24 P.S. 683
15. 24 P.S. 1410
16. 24 P.S. 324
17. 24 P.S. 406
18. 24 P.S. 2401
19. 24 P.S. 516
20. 24 P.S. 621
21. 24 P.S. 106
22. PA Const. Art. VI Sec. 7
- 24 P.S. 434



Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
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Parliamentary Authority

All Board meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]](#)[\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[8\]](#)[\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[\[8\]](#)[\[9\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]](#)[\[9\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[8\]](#)[\[9\]](#)

4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all open meetings shall be given to any newspaper(s) circulating in Lycoming County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[\[9\]](#)[\[10\]](#)

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least 3 days before the meeting.

If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[9\]](#)

1. **On the district's website.**
2. **At the location of the meeting.**
3. **At the district's administrative office.**

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[9\]](#)

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board Secretary, **and Board President**, to prepare an agenda of the items of business **anticipated** to come before the Board at each **open** meeting.

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall be as follows, unless altered by the President or a majority of those present and voting:

- **Opening**
- **Call to Order**
- **Silent Meditation and Pledge of Allegiance**
- **Roll Call**
- **Preliminary Comments on Agenda Items**
- **Action Items**
- **Superintendent's Report and Recommendations**
- **Old Business**
- **New Business**
- **Courtesy to the Floor**
- **Final Remarks from Board Members**
- **Adjournment**

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[11]

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[8][11]

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[11]

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[11][12]

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.
[11]

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[9][11][13]

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be **open** and shall be held at specified places at least once every two (2) months.[2][14]

Special Meetings

Special meetings may be called for special or general purposes and shall be **open** except when conducted as an executive session for purposes authorized by law.[2][5][10][15]

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.[5]

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.[10]

Public Participation

At each **open** Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy.[\[2\]](#)[\[12\]](#)

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes also must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.*[\[16\]](#)[\[17\]](#)
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[\[17\]](#)[\[18\]](#)[\[19\]](#)
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[\[17\]](#)[\[19\]](#)
 - c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
 - d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[\[17\]](#)[\[20\]](#)
 - e. Incurring temporary debt (non-emergency).*[\[19\]](#)[\[22\]](#)
 - f. Dismissing a tenured professional employee after a hearing.*[\[17\]](#)[\[23\]](#)
 - g. Borrowing in anticipation of current revenue.*[\[17\]](#)[\[24\]](#)
3. Actions requiring the affirmative votes of two-thirds of those voting in the presence of a quorum:
 - a. Incurring temporary debt to meet an emergency or catastrophe.*[\[17\]](#)[\[19\]](#)
 - b. Adopting or changing textbooks without the recommendation of the Superintendent.*[\[17\]](#)[\[25\]](#)
4. Actions requiring the affirmative votes of a majority of the full membership of the Board:
 - a. Fixing the length of the school term.*[\[17\]](#)
 - b. Adopting textbooks recommended by the Superintendent.*[\[17\]](#)[\[26\]](#)
 - c. Appointing the district Superintendent and Assistant Superintendent(s).*[\[17\]](#)[\[27\]](#)[\[28\]](#)

- d. Appointing teachers and principals.*[17]
- e. Adopting the annual budget.*[17][29]
- f. Appointing tax collectors and other appointees.*[17][30][31]
- g. Levying and assessing taxes.*[17][32]
- h. Purchasing, selling, or condemning land.*[17]
- i. Locating new buildings or changing the location of old ones.*[17]
- j. Creating or increasing any indebtedness.*[17]
- k. Adopting planned instruction.[17][33]
- l. Establishing additional schools or departments.*[17]
- m. Designating depositories for school funds.*[17][34][35]
- n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[17][19]
- o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).*[17][36]
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[17]
- q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[17]
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[17][37][38]
- s. Determining the location and amount of any real estate required by the school district for school purposes.*[17][39]
- t. Vacating and abandoning property to which the Board has title.*[17][40]
- u. Appointing a school director to fill a vacancy on the Board.*[17][41]
- v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[5]
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[42]
- x. Adopting, amending or repealing Board procedures and policy.[43]
- y. Combining or reorganizing into a larger school district.[44]
- z. Adopting a corporate seal for the district.[45]

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[46][47][48]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of **their** office or any confidential information received **through** holding public office for the private pecuniary benefit of **the public official**, a member of **their** immediate family or a business with which **the public official** or a member of **their** immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of **their** immediate family or a business with which **the public official** or a member of **their** immediate family is associated.[46]

De minimis economic impact – an economic consequence which has an insignificant effect.[46]

Immediate family – parent, spouse, child, brother or sister.[46]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[46]

2. Relative recommended for appointment to or dismissal from a teaching position.[23][49]

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[47][48]

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all **open** Board meetings. Said minutes shall be comprehensible and complete and shall show:[50][51]

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken.[52]
7. Names of all residents who appeared officially and the subject of their testimony.
8. **Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable.**[9][11]

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting.[1]

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary.[53]

Notations and any tape or audiovisual recordings shall not be the official record of an **open** Board meeting but may be available for public access, upon request, in accordance with Board policy. Any

notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule.[\[1\]](#)[\[54\]](#)[\[55\]](#)

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy.[\[8\]](#)[\[9\]](#)[\[56\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of an **open** meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the **open** meeting prior to or after the executive session.[\[13\]](#)[\[15\]](#)[\[57\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would:[\[15\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.
 - b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at an **open** meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an **open** meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[\[2\]](#)[\[56\]](#)

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[\[8\]](#)[\[9\]](#)[\[56\]](#)

Board Committee Meetings

Standing committee meetings of the Board may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by a majority of the members of the committee.[\[8\]](#)[\[9\]](#)[\[56\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[\[2\]](#)

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.

Legal

1. 24 P.S. 407
2. 65 Pa. C.S.A. 701 et seq
3. 24 P.S. 422
4. 24 P.S. 405
5. 24 P.S. 426
6. 24 P.S. 427
7. 24 P.S. 428
8. 65 Pa. C.S.A. 703
9. 65 Pa. C.S.A. 709
10. 24 P.S. 423
11. 65 Pa. C.S.A. 712.1
12. Pol. 903
13. 65 Pa. C.S.A. 707
14. 24 P.S. 421
15. 24 P.S. 425
16. 24 P.S. 324
17. 24 P.S. 508
18. 24 P.S. 609
19. 24 P.S. 687
20. 24 P.S. 707
21. 24 P.S. 671
22. 24 P.S. 634
23. 24 P.S. 1129
24. 24 P.S. 640
25. 24 P.S. 803
26. Pol. 108
27. 24 P.S. 1071
28. 24 P.S. 1076
29. Pol. 604
30. Pol. 005
31. Pol. 606
32. Pol. 605
33. Pol. 107
34. 24 P.S. 621
35. Pol. 608
36. Pol. 610

- 37. 24 P.S. 1080
- 38. 24 P.S. 514
- 39. 24 P.S. 702
- 40. 24 P.S. 708
- 41. 24 P.S. 315
- 42. Pol. 004
- 43. Pol. 003
- 44. 24 P.S. 224
- 45. 24 P.S. 212
- 46. 65 Pa. C.S.A. 1102
- 47. 65 Pa. C.S.A. 1103
- 48. Pol. 827
- 49. 24 P.S. 1111
- 50. 24 P.S. 518
- 51. 65 Pa. C.S.A. 706
- 52. 65 Pa. C.S.A. 705
- 53. 24 P.S. 433
- 54. Pol. 800
- 55. Pol. 801
- 56. Pol. 006
- 57. 65 Pa. C.S.A. 708
- 24 P.S. 408
- 24 P.S. 1075
- 24 P.S. 1077
- 65 Pa. C.S.A. 1101 et seq
- Pol. 612