



April 25, 2022

6:00 P.M.
High School 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

Mr. Ben Brigandi
Region I

Mrs. Summer Bukeavich
Region II

Mrs. Diane Cramer
Region II

Mr. John Hitesman
Region III

Mr. Nathan Miller
Region I

Dr. Mark Stamm
Superintendent

Mrs. Jamie Mowrey
Board Secretary

Mr. Fred Holland
Solicitor

Agenda

Regular Board Meeting

Opening

Call to Order

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

Administrative Project Updates

Action Items

Treasurer's Report

Approval of Bills

- General Fund – \$1,573,482.37
- Food Service – \$85,280.78
- Capital Reserve - \$1,948.20

Approval of Minutes

Board Committee Reports

2022-2023 District Calendar – 2nd Reading – Attachment #1

Superintendent's Report & Recommendations

1. Employment
2. Property Tax Exoneration – Sylvan Dell
3. Bullying/Cyberbullying Policy Review
4. Approve Policies: Tobacco, Vape, and Controlled Substance
5. Approve Policy: Conflict of Interest
6. Approve Policy: Procurement Policies
7. Financial Award for Graduating Senior
8. Appointment of School District Solicitor
9. Food Service Renewal with Nutrition Inc.
10. Budget Process Update
11. Facilities Update
12. Debt Presentation
13. Tennis Co-Op

General Information

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

EXECUTIVE SESSION

There will be an Executive Session after the board meeting regarding personnel and real estate.

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

April 25, 2022

1. Employment

Transfer Requests

It is recommended the school board approve the following transfer requests by staff for the 2022-2023 school year:

- Ashley Zielewicz from Special Education K-12 to Elementary All Subjects Grades 4-6 (Rommelt Grade 5 ELA)
- Madelyn Matthews from Special Education 7-12 to Math 7-12 (Grade 7 Math)
- Tara Battaglia from Elementary K-6 to English 7-12 (grade 7 ELA)

Transfer Requests – Superintendent Approved

The following transfer requests were approved for the 2022-2023 school year. Since they do not require a change in teacher certification, board action is not required.

- Kendra Billman from Elementary Art to JR/SR High School Art
- Andy Brown from Grade 6 Math to Grade 6 Science/Social Studies
- Mike Steppe from Elementary Technology Education to JR/SR High School Technology Education
- Karen Fink from Grade 7 Math to High School Math
- Agnes Coder from Supplemental Special Education Grades 7/8 to Supplemental Special Education Grades 9-12
- Hailey Carson from Special Education Grade 6 to Supplemental Special Education Grades 7/8
- Joella Harvey to Grade 6 Math at Step B-2 at a salary of \$48,020

Open Positions

The following positions remain open for the 2022-2023 school year and accepting applications:

- Art Education K-12 for Grades K-6
- Elementary Special Education for Central (1)
- Elementary Special Education for Rommelt (1)
- Family and Consumer Science K-12 for JR/SR High School
- Secondary Special Education for the JR/SR High School (1)
- Technology Education K-12 for Grades K-6
- Speech Pathologist

Resignation

The superintendent accepted the letter of resignation from the following employee:

- Rebecca Swinehart from her Speech Pathologist position effective June 2, 2022

Instructional Paraprofessional Position

It is recommended the school board approve Gina Stoetzel as an instructional paraprofessional at Central Elementary School effective March 25, 2022 with a starting rate of \$13.24/hour in accordance with the South Williamsport Education Support Professionals Association.

Maintenance and Custodial Positions

It is recommended the school board approve the following maintenance and custodial employees:

- Danny Reaser, Jr. from full time custodian to Maintenance I effective April 26, 2022 at a rate of \$20.50 per hour in accordance with the AFSCME agreement
- Skye McNamee as 2nd shift full time custodian effective June 6, 2022 at a rate of \$12.00 per hour in accordance with the AFSCME agreement
- Cody Conser as 2nd shift full time custodian effective April 26, 2022 at a rate of \$11.50 per hour in accordance with the AFSCME agreement
- James Karnes as 2nd shift part time custodian at a rate of \$11.50 per hour in accordance with the AFSCME agreement pending receipt of clearances

Guest Teacher List 2021-2022

It is recommended the school board add Destinee Chapman to the list of Guest Teachers as submitted by BLaST IU 17 for the 2021-2022 school year.

Unpaid Medical Leave - Extension

It is recommended the school board approve EE #1164 for an extension of unpaid medical leave from April 25 through April 28, 2022.

Leave of Absence

It is recommended that the Board approve the leave of absence, without pay, for EE #1255 for personal reasons, from May 2 through June 2, 2022. This request was submitted according to district policy #336 Personal Necessity Leave. The employee will return to regular employment for the 2022-2023 school year.

2. Property Tax Exoneration – Sylvan Dell

Armstrong Township is requesting an exoneration of real estate property taxes for tax year 2020 related to tax parcel no. 02-350-156 (1724 Sylvan Dell Rd) which is the real estate Armstrong Township acquired in connection with the Sylvan Dell Conservation Project. Armstrong Township took title of the property in March 2020. Tax exempt status was granted in September 2020. School district real estate tax bills generated in July 2020 at a face amount of \$5,902.20.

3. Bullying/Cyberbullying Policy Review - Refer to attachments on the April 11, 2022 work session agenda.

The school board approved the 2022-2025 Future Ready Comprehensive Plan which identifies the reduction in incidents of bullying as a strategic goal. The first action step in that goal for June 2022 is the creation of a streamlined process for reporting and tracking of bullying incidents and the creation of an awareness program for students and staff. This initial goal will be accomplished by a new one-page reporting tool, new classroom posters, and connecting these pieces with the Bullying Prevention Program in Second Step and Healthy Me Healthy Us. Attached in the April 11 agenda was the Bullying/Cyberbullying Policy (249) for review, revised reporting form, classroom poster, and program logo.

4. **Approve Policies – First Reading; Tobacco, Vape, and Controlled Substance** - Refer to attachments on the April 11, 2022 work session agenda.

It is recommended the school board approve the PSBA recommended changes to local policies 222, 227, 227.1, 323, and 904 relating to tobacco and vape products. In addition, the administration is recommending approval of the American Lung Association program INDEPTH as an alternative to suspension and prosecution for the first-time incidents for nicotine and vape products. These changes will allow the administration to more effectively respond to changes in nicotine delivery products and THC products appearing in schools and educate students of the dangers their products present.

5. **Approve Policy – First & Second Reading; Conflict of Interest Policy** - Refer to attachment on the April 11, 2022 work session agenda.

It is recommended the Board approve the recommended change to Policy 827 related to Conflict of Interest. The change in policy is related to additional information needed to stay in compliance with Federal regulations.

6. **Approve Policy – First & Second Reading; Procurement Policies** – Attachment #2

It is recommended the Board approve Policy 610 Purchases Subject to Bid/Quotation; Policy 611 Purchases Budgeted and the revised Procurement Procedure Attachment to Policy 626 Federal Fiscal Compliance. This revision changes the procurement thresholds for Federal Fund spending. The revisions are needed to stay in compliance with Federal regulations.

7. **Financial Award for Graduating Senior** – Attachment #3

As detailed in Policy 913, it is recommended that the Board approve the creation of a new student financial award: The Jacqueline and Joseph Hamm Award for \$600.

8. **Appointment of School District Solicitor** – Attachment #4

It is recommended the school board reappoint Fred A. Holland as school district solicitor for the 2022-2023 school year as submitted.

9. **Food Service Renewal with Nutrition Inc.** - Refer to attachment on the April 11, 2022 work session agenda.

It is recommended the school board approve the renewal agreement with Nutrition, Inc. for the 2022-2023 school year. There will be no increases in student breakfast or lunch prices and a guarantee to the District of a \$307.80 profit. Full price breakfast costs \$1.05 for grades K-6 and \$1.15 for grades 7-12. Full price lunch costs \$2.25 for grades K-6 and \$2.50 for grades 7-12.

10. **Budget Process Update**

Mrs. Mowrey, Business Manager, will review the Budget Binders and provide an update on the budget timeline.

11. **Facilities Update**

Bill Reifsnnyder, Director of Buildings and Grounds, will provide an update on the school facilities.

12. Debt Presentation

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

13. Tennis Co-Op

BOARD INFORMATION
April 25, 2022

BOARD MEETING DATES

April 25 – School Board Meeting - 6:00 p.m.
May 23 – School Board Meeting – 6:00 p.m.
June 20 – School Board Meeting – 6:00 p.m.
July 18 – School Board Meeting – 6:00 p.m.

BOARD WORK SESSION DATES

May 09 – Work Session Meeting - 6:00 p.m.
June 06 – Work Session Meeting - 6:00 p.m.

ADDITIONAL INFORMATION

April 25 – Athletic Committee Meeting – 5:00 p.m. - **CANCELED**

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
TREASURER'S REPORT AS OF MARCH 31, 2022**

GENERAL FUND - Checking Account

Book Balance February 28, 2022 3,939,621.25

Receipts

Real Estate Taxes, Face (Interim Billing)	6111	901.45	
Real Estate Taxes, Discount (Interim Billing)	6211	(18.03)	
Earned Income Tax, less Commission	6151	235,236.53	
Real Estate Transfer Tax, less Commission	6153	12,393.32	
Delinquent Tax Collection, less Commission	6411	48,082.45	
Interest Income	6510	635.79	
Foundation Grant	6920	400.00	
Miscellaneous Income	6990	4.00	
Special Education Subsidy	7270	135,279.00	
Transportation Subsidy	7310	45,536.00	
Health Services Subsidy	7330	21,885.35	
Retirement Subsidy	7820	522,978.18	
Title I	8514	22,926.53	
Title II	8515	3,157.13	
Title IV	8517	1,741.20	
ESSER II	8743	29,842.98	
ARP ESSER 7% Learning Loss	8751	5,240.00	
ARP ESSER 7% Summer Programs	8752	1,048.00	
ARP ESSER 7% Afterschool	8753	1,048.00	
Records Request	Offset Expenses	31.94	
COBRA Payments	Offset Expenses	1,630.41	
PSERS Refund for Nonqualified	Offset Expenses	800.64	
Quarterly HI Premium Share	Offset Expenses	8,252.52	
National Lunch & Breakfast Program	Transfer to Café Fund	71,110.60	1,170,143.99

Payments

Payments Issued in March 2022 (1,861,822.78)

Book Balance March 31, 2022 3,247,942.46

GENERAL FUND - PLGIT Investment Account

Book Balance February 28, 2022 63,399.84

Interest Income 4.29

Book Balance March 31, 2022 63,404.13

GENERAL FUND - 2020 SINKING FUND

Book Balance February 28, 2022 -

Transfer from General Fund 3,148.26

Debt Service Payment (3,148.26)

Interest Income -

Book Balance March 31, 2022 -

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance February 28, 2022	24,150.27
Receipts	-
Interest Income	4.03
Checks Issued in March 2022	(755.00)
Book Balance March 31, 2022	<u>23,399.30</u>

CAFETERIA FUND

Book Balance February 28, 2022	227,319.91
Receipts	
Cafeteria Deposits	11,824.50
School Nutrition Program	71,110.60
Interest Income	<u>35.28</u>
	82,970.38
Payments	
Checks Issued in March 2022	<u>(58,002.89)</u>
Book Balance March 31, 2022	<u>252,287.40</u>

CAPITAL RESERVE FUND

Book Balance February 28, 2022	739,151.32
Interest Income	124.38
Checks Issued in March 2022	<u>(22,738.39)</u>
Book Balance March 31, 2022	<u>716,537.31</u>

STUDENT ACTIVITIES - CLUBS

Book Balance February 28, 2022	88,246.85
Receipts	15,675.05
Interest Income	16.64
Checks Issued in March 2022	<u>(6,040.86)</u>
Book Balance March 31, 2022	<u>97,897.68</u>

STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance February 28, 2022	63,114.08
Receipts	10,319.50
Interest Income	11.69
Checks Issued in March 2022	<u>(17,365.99)</u>
Book Balance March 31, 2022	<u>56,079.28</u>

Condensed Board Summary Report

Fund: 10

From 07/01/2021 To 06/30/2022

Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6111	GENERAL FUND - REAL ESTATE TAX	(5,860,140.00)	(5,826,031.39)	(5,826,031.39)	0.00	(34,108.61)	99.42
6113	GENERAL FUND - PUBLIC UTILITY REALTY	(7,500.00)	(8,224.71)	(8,224.71)	0.00	724.71	109.66
6114	GENERAL FUND - PMTS IN LIEU OF TAXES	(22,095.00)	(22,095.02)	(22,095.02)	0.00	0.02	100.00
6151	GENERAL FUND - EARNED INCOME TAX	(2,128,420.00)	(1,778,574.97)	(1,778,574.97)	0.00	(349,845.03)	83.56
6153	GENERAL FUND - REAL ESTATE TRANSFER	(125,000.00)	(111,803.49)	(111,803.49)	0.00	(13,196.51)	89.44
6211	GENERAL FUND - DISCOUNTS REAL ESTATE	106,500.00	97,932.98	97,932.98	0.00	8,567.02	91.96
6311	GENERAL FUND - PENALTIES REAL ESTATE	(28,100.00)	(17,872.15)	(17,872.15)	0.00	(10,227.85)	63.60
6411	GENERAL FUND - DELINQUENT REAL ESTATE	(350,000.00)	(286,777.90)	(286,777.90)	0.00	(63,222.10)	81.94
6510	GENERAL FUND - INTEREST ON INVESTMENTS	(15,000.00)	(4,739.24)	(4,739.24)	0.00	(10,260.76)	31.59
6711	GENERAL FUND - FOOTBALL SALES	(19,000.00)	(11,120.00)	(11,120.00)	0.00	(7,880.00)	58.53
6712	GENERAL FUND - BOYS BB SALES	(7,000.00)	(8,501.00)	(8,501.00)	0.00	1,501.00	121.44
6713	GENERAL FUND - GIRLS BB SALES	(5,000.00)	(4,047.00)	(4,047.00)	0.00	(953.00)	80.94
6714	GENERAL FUND - WRESTLING SALES	(2,000.00)	(2,641.00)	(2,641.00)	0.00	641.00	132.05
6724	GENERAL FUND - GIRLS VOLLEYBALL SALES	(900.00)	(2,822.00)	(2,822.00)	0.00	1,922.00	313.56
6830	GENERAL FUND - IU REV FEDERAL FUNDS	(193,164.00)	(0.93)	(0.93)	0.00	(193,163.07)	0.00
6833	GENERAL FUND - FEDERAL ARP ACT IDEA PASSTHROUGH	0.00	0.00	0.00	0.00	0.00	0.00
6910	GENERAL FUND - RENTALS	(3,000.00)	0.00	0.00	0.00	(3,000.00)	0.00
6920	GENERAL FUND - PRIVATE SOURCE DONATION	(10,000.00)	(2,824.61)	(2,824.61)	0.00	(7,175.39)	28.25
6941	GENERAL FUND - TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6944	GENERAL FUND - TUITION FROM OTHER LEAS	(10,000.00)	(503.38)	(503.38)	0.00	(9,496.62)	5.03
6990	GENERAL FUND - MISC REVENUE	(1,000.00)	(2,170.31)	(2,170.31)	0.00	1,170.31	217.03
6992	GENERAL FUND - ENERGY INCENTIVE REBATE	(3,000.00)	(5,847.22)	(5,847.22)	0.00	2,847.22	194.91
7111	GENERAL FUND - BEF FORMULA	(6,154,310.00)	(3,792,211.00)	(3,792,211.00)	0.00	(2,362,099.00)	61.62
7112	GENERAL FUND - BEF SOCIAL SECURITY	(390,128.00)	(158,688.15)	(158,688.15)	0.00	(231,439.85)	40.68
7160	GENERAL FUND - SECTION 1305/1306	0.00	0.00	0.00	0.00	0.00	0.00

Condensed Board Summary Report

Fund: 10
From 07/01/2021 To 06/30/2022
Summarization Level: FULL FUND/FULL FUNCTION

Account Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7270 GENERAL FUND - SPECIAL ED SUBSIDY	(873,486.00)	(676,579.00)	(676,579.00)	0.00	(196,907.00)	77.46
7310 GENERAL FUND - TRANSPORTATION	(182,168.00)	(145,713.00)	(145,713.00)	0.00	(36,455.00)	79.99
7312 GENERAL FUND - N P Transportation	0.00	0.00	0.00	0.00	0.00	0.00
7330 GENERAL FUND - HEALTH SERVICES	(20,000.00)	(21,885.35)	(21,885.35)	0.00	1,885.35	109.43
7340 GENERAL FUND - PROPERTY TAX REDUCTION	(561,789.00)	(561,144.71)	(561,144.71)	0.00	(644.29)	99.89
7361 GENERAL FUND - SCHOOL SAFETY SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
7369 GENERAL FUND - OTHER SAFESCHOOLS GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7505 GENERAL FUND - READY TO LEARN GRANT	(228,011.00)	(228,011.00)	(228,011.00)	0.00	0.00	100.00
7599 GENERAL FUND - OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
7820 GENERAL FUND - RETIREMENT INCOME	(1,847,299.00)	(817,537.79)	(817,537.79)	0.00	(1,029,761.21)	44.26
8512 GENERAL FUND - IDEA, PART B	(495.00)	(420.82)	(420.82)	0.00	(74.18)	85.01
8514 GENERAL FUND - TITLE I	(343,898.00)	(209,975.15)	(209,975.15)	0.00	(133,922.85)	61.06
8515 GENERAL FUND - TITLE II	(47,357.00)	(28,414.17)	(28,414.17)	0.00	(18,942.83)	60.00
8517 GENERAL FUND - TITLE IV	(26,118.00)	(11,564.20)	(11,564.20)	0.00	(14,553.80)	44.28
8741 GENERAL FUND - CARES ESSER	(7,500.00)	(12,496.85)	(12,496.85)	0.00	4,996.85	166.62
8742 GENERAL FUND - GOV EMER ED RELIEF GEER	(1,100.00)	(987.58)	(987.58)	0.00	(112.42)	89.78
8743 GENERAL FUND - ESSER II	(504,738.00)	49,197.24	49,197.24	0.00	(553,935.24)	(9.75)
8744 GENERAL FUND - ESSER III	(452,919.00)	25,223.18	25,223.18	0.00	(478,142.18)	(5.57)
8747 GENERAL FUND - ARP ECF - EMERG CONNECTIVITY FUND	0.00	0.00	0.00	0.00	0.00	0.00
8749 GENERAL FUND - OTHER CARES ACT FUNDS	(19,150.00)	(18,932.31)	(18,932.31)	0.00	(217.69)	98.86
8751 GENERAL FUND - ARP ESSER LEARNING LOSS	0.00	(5,240.00)	(5,240.00)	0.00	5,240.00	0.00
8752 GENERAL FUND - ARP ESSER SUMMER PROGRAMS	0.00	(1,048.00)	(1,048.00)	0.00	1,048.00	0.00
8753 GENERAL FUND - ARP ESSER AFTERSCHOOL PROGRAMS	0.00	(1,048.00)	(1,048.00)	0.00	1,048.00	0.00
Fund 10 Totals						

Condensed Board Summary Report

Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	(20,344,285.00)	(14,616,140.00)	(14,616,140.00)	(14,616,140.00)	(5,728,145.00)	71.84
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	(20,344,285.00)	(14,616,140.00)	(14,616,140.00)	0.00	(5,728,145.00)	

Condensed Board Summary Report

Grand Totals All Funds	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	(20,344,285.00)	(14,616,140.00)	(14,616,140.00)	0.00	(5,728,145.00)	71.84
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	(20,344,285.00)	(14,616,140.00)	(14,616,140.00)	0.00	(5,728,145.00)	

BOARD SUMMARY

Fund: 10 - GENERAL FUND

As of: 06/30/2022

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	3,128,148.40	1,553,341.60	66.82
200 EMPLOYEE BENEFITS	3,149,152.00	3,149,152.00	0.00	2,182,107.59	967,044.41	69.29
300 PURCH PROF & TECH SVCS	15,900.00	15,900.00	0.00	13,515.42	2,384.58	85.00
400 PURCHASED PROPERTY SVCS	33,885.00	33,885.00	0.00	22,492.38	11,392.62	66.38
500 OTHER PURCHASED SVCS	753,756.00	753,756.00	0.00	876,337.86	(122,581.86)	116.26
600 SUPPLIES	172,342.00	172,342.00	0.00	169,396.56	2,945.44	98.29
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	15,940.19	(4,585.19)	140.38
Totals for 1100s	8,824,244.00	8,824,244.00	0.00	6,408,970.86	2,415,273.14	72.63
1200 SPECIAL PROGRAMS						
100 SALARIES	1,252,601.00	1,252,601.00	0.00	854,956.50	397,644.50	68.25
200 EMPLOYEE BENEFITS	813,920.00	813,920.00	0.00	553,647.87	260,272.13	68.02
300 PURCH PROF & TECH SVCS	447,600.00	447,600.00	0.00	337,047.01	110,552.99	75.30
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	1,336.60	6,205.40	17.72
600 SUPPLIES	17,171.00	17,171.00	0.00	9,919.44	7,251.56	57.77
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	1,756,907.42	787,196.58	69.06
1300 VOCATIONAL EDUCATION						
100 SALARIES	284,203.00	284,203.00	0.00	191,062.40	93,140.60	67.23
200 EMPLOYEE BENEFITS	182,989.00	182,989.00	0.00	131,288.65	51,700.35	71.75
500 OTHER PURCHASED SVCS	258,040.00	258,040.00	0.00	3,422.58	254,617.42	1.33
600 SUPPLIES	11,547.00	11,547.00	0.00	6,208.43	5,338.57	53.77
Totals for 1300s	736,779.00	736,779.00	0.00	331,982.06	404,796.94	45.06
1400 OTHER INSTRUCTION						
100 SALARIES	201,650.00	201,650.00	0.00	138,722.38	62,927.62	68.79

BOARD SUMMARY

Fund:

As of: 06/30/2022

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	79,690.87	34,709.13	69.66
300 PURCH PROF & TECH SVCS	30,215.00	30,215.00	0.00	26,557.00	3,658.00	87.89
500 OTHER PURCHASED SVCS	86,000.00	86,000.00	0.00	36,995.69	49,004.31	43.02
600 SUPPLIES	3,978.00	3,978.00	0.00	2,081.13	1,896.87	52.32
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	284,197.01	153,245.99	64.97
2100 SUPPORT FOR STUDENTS						
100 SALARIES	295,534.00	295,534.00	0.00	198,988.76	96,545.24	67.33
200 EMPLOYEE BENEFITS	189,573.00	189,573.00	0.00	116,190.21	73,382.79	61.29
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	6,035.16	3,069.84	66.28
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	341,134.13	174,102.87	66.21
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	237,265.00	237,265.00	0.00	151,869.10	85,395.90	64.01
200 EMPLOYEE BENEFITS	250,587.00	250,587.00	0.00	165,628.04	84,958.96	66.10
300 PURCH PROF & TECH SVCS	280,645.00	280,645.00	0.00	246,144.24	34,500.76	87.71
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	321.75	4,678.25	6.44
500 OTHER PURCHASED SVCS	17,879.00	17,879.00	0.00	11,685.68	6,193.32	65.36
600 SUPPLIES	48,702.00	48,702.00	0.00	32,158.72	16,543.28	66.03
700 PROPERTY	424,161.00	424,161.00	0.00	492,493.14	(68,332.14)	116.11
Totals for 2200s	1,264,239.00	1,264,239.00	0.00	1,100,300.67	163,938.33	87.03
2300 ADMINISTRATION						
100 SALARIES	605,121.00	605,121.00	0.00	457,337.50	147,783.50	75.58
200 EMPLOYEE BENEFITS	570,348.00	570,348.00	0.00	419,546.64	150,801.36	73.56
300 PURCH PROF & TECH SVCS	79,300.00	79,300.00	0.00	71,356.75	7,943.25	89.98
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	19,739.36	(279.36)	101.44

BOARD SUMMARY

Fund:

As of: 06/30/2022

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
600 SUPPLIES	28,375.00	28,375.00	0.00	14,272.63	14,102.37	50.30
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	13,885.58	2,574.42	84.36
Totals for 2300s	1,320,064.00	1,320,064.00	0.00	996,138.46	323,925.54	75.46
2400 PUPIL HEALTH						
100 SALARIES	116,566.00	116,566.00	0.00	87,299.00	29,267.00	74.89
200 EMPLOYEE BENEFITS	54,979.00	54,979.00	0.00	38,157.34	16,821.66	69.40
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	97.00	206.00	32.01
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	2,973.78	2,584.22	53.50
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	129,273.12	54,253.88	70.44
2500 BUSINESS OFFICE						
100 SALARIES	160,500.00	160,500.00	0.00	114,818.16	45,681.84	71.54
200 EMPLOYEE BENEFITS	141,724.00	141,724.00	0.00	122,316.61	19,407.39	86.31
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	2,297.51	229.49	90.92
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	12,886.14	2,613.86	83.14
600 SUPPLIES	3,266.00	3,266.00	0.00	521.24	2,744.76	15.96
Totals for 2500s	338,686.00	338,686.00	0.00	267,452.66	71,233.34	78.97
2600 PLANT SERVICES						
100 SALARIES	696,361.00	696,361.00	0.00	541,770.13	154,590.87	77.80
200 EMPLOYEE BENEFITS	620,610.00	620,610.00	0.00	492,446.47	128,163.53	79.35
400 PURCHASED PROPERTY SVCS	255,871.00	255,871.00	0.00	205,237.10	50,633.90	80.21
500 OTHER PURCHASED SVCS	103,950.00	103,950.00	0.00	98,009.66	5,940.34	94.29
600 SUPPLIES	393,918.00	393,918.00	0.00	344,471.77	49,446.23	87.45
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

BOARD SUMMARY

Fund:

As of: 06/30/2022

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	1,681,935.13	390,474.87	81.16
2700 STUDENT TRANSPORTATION						
100 SALARIES	18,464.00	18,464.00	0.00	802.88	17,661.12	4.35
200 EMPLOYEE BENEFITS	7,863.00	7,863.00	0.00	61.46	7,801.54	0.78
300 PURCH PROF & TECH SVCS	3,250.00	3,250.00	0.00	3,250.00	0.00	100.00
500 OTHER PURCHASED SVCS	324,361.00	324,361.00	0.00	257,033.21	67,327.79	79.24
600 SUPPLIES	50,000.00	50,000.00	0.00	45,517.95	4,482.05	91.04
Totals for 2700s	403,938.00	403,938.00	0.00	306,665.50	97,272.50	75.92
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	60,606.23	(60,606.23)	0.00
Totals for 3100s	0.00	0.00	0.00	60,606.23	(60,606.23)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	272,943.00	272,943.00	0.00	196,990.46	75,952.54	72.17
200 EMPLOYEE BENEFITS	127,049.00	127,049.00	0.00	80,961.61	46,087.39	63.72
300 PURCH PROF & TECH SVCS	73,515.00	73,515.00	0.00	53,480.26	20,034.74	72.75
400 PURCHASED PROPERTY SVCS	4,000.00	4,000.00	0.00	4,724.19	(724.19)	118.10
500 OTHER PURCHASED SVCS	44,273.00	44,273.00	0.00	52,669.78	(8,396.78)	118.97
600 SUPPLIES	51,789.00	51,789.00	0.00	37,018.40	14,770.60	71.48
800 OTHER OBJECTS	25,770.00	25,770.00	0.00	19,687.96	6,082.04	76.40
Totals for 3200s	599,339.00	599,339.00	0.00	445,532.66	153,806.34	74.34
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	1,027.10	972.90	51.36

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

BOARD SUMMARY

Fund:

As of: 06/30/2022

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	746,070.48	25.52	100.00
Totals for 5100s	748,096.00	748,096.00	0.00	747,097.58	998.42	99.87
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	14,858,193.49	5,486,091.51	73.03
Fund 10 Totals						
Total Expenditure	19,256,536.00	19,256,536.00	0.00	14,111,095.91	5,145,440.09	73.28
Total Other Expenditure	1,087,749.00	1,087,749.00	0.00	747,097.58	340,651.42	68.68
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

BOARD SUMMARY

Fund:

As of: 06/30/2022

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	14,111,095.91	5,145,440.09	73.28
Total Other Expenditure	1,087,749.00	1,087,749.00	0.00	747,097.58	340,651.42	68.68
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: 03/17/2022 - 04/20/2022

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000020624	03/24/2022	APR SUPPLY CO	GENERAL SUPPLIES		150.55
0000020625	03/24/2022	BARR'S HARDWARE	GENERAL SUPPLIES		36.96
0000020626	03/24/2022	BAYADA HOME HEALTH CARE	Therapy Services		2,610.00
0000020627	03/24/2022	CARDMEMBER SERVICES	General Supplies		6,580.20
0000020628	03/24/2022	CINTAS	GENERAL SUPPLIES		48.28
0000020629	03/24/2022	COLLINS SPORTS MEDICINE	GENERAL SUPPLIES		388.34
0000020630	03/24/2022	DAVE'S PRO AUTO SERVICE	Repairs & Maintenance		85.68
0000020631	03/24/2022	GUARDIAN CSC	Repairs & Maintenance		712.66
0000020632	03/24/2022	FOLLETT SCHOOL SOLUTIONS INC	Audio Books		313.68
0000020633	03/24/2022	FOLLETT SCHOOL SOLUTIONS INC	GENERAL SUPPLIES		334.33
0000020634	03/24/2022	ERIC GERBER	Wrestling Championships		914.57
0000020635	03/24/2022	GRAINGER	GENERAL SUPPLIES		9.18
0000020636	03/24/2022	GRAND RENTAL STATION	Repairs & Maintenance		294.00
0000020637	03/24/2022	KURTZ BROTHERS	GENERAL SUPPLIES		62.76
0000020638	03/24/2022	LOWE'S COMPANIES INC	GENERAL SUPPLIES		406.53
0000020639	03/24/2022	LYCOMING CO RMS	Disposal Service		20.00
0000020640	03/24/2022	JAMIE MOWREY	Cell Phone Reimbursement		46.56
0000020641	03/24/2022	MCNERNEY PAGE VANDERLIN & HALL	Professional Services		929.00
0000020642	03/24/2022	PAFPC	Conference		380.00
0000020643	03/24/2022	PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL		1,394.81
0000020644	03/24/2022	PENN'S CAVE INC.	Field Trip Deposit		50.00
0000020645	03/24/2022	MARIA PIERCE	Cell Phone Reimbursement		124.17

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/17/2022 - 04/20/2022

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000020646	03/24/2022	PIONEER ATHLETICS	GENERAL SUPPLIES		79.35
0000020647	03/24/2022	PMEA	All State Band Audition Fee		275.00
0000020648	03/24/2022	PPL ELECTRIC UTILITIES	Electricity		12,167.38
0000020649	03/24/2022	PAYROLL FUND	GROSS 3-25-22	ER RETIRE 3-25-22	462,385.08
0000020650	03/24/2022	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		1,106.59
0000020651	03/24/2022	ROBERT M. SIDES INC.	GENERAL SUPPLIES		35.00
0000020652	03/24/2022	STEVE SHANNON TIRE & AUTO CENTERS	Repairs & Maintenance		66.90
0000020653	03/24/2022	UPMC	Athletic Trainer		2,894.18
0000020654	03/24/2022	WARDS SCIENCE	GENERAL SUPPLIES		1,092.72
0000020655	03/24/2022	WM CORPORATE SERVICES INC	Disposal Service		2,775.00
0000020656	03/24/2022	W. F. WELLIEVER & SONS	GENERAL SUPPLIES		65.62
0000020657	03/24/2022	SUSAN ZAYDELL	Cell Phone Reimbursement		124.17
0000020658	03/31/2022	ACE-TA LOCK AND SAFE CO	GENERAL SUPPLIES		51.00
0000020659	03/31/2022	LORRI AMROM	South Ticket Prizes		105.43
0000020660	03/31/2022	AMPLIFY EDUCATION INC	Training		3,950.00
0000020661	03/31/2022	BLAST INTERMEDIATE UNIT 17	PROFESS ED SERVICES IU		100,032.22
0000020662	03/31/2022	CM REGENT LLC	April 22 Life Insurance Premiums		766.19
0000020663	03/31/2022	DEMCO INC.	GENERAL SUPPLIES		181.07
0000020664	03/31/2022	DELTA DENTAL OF PA	April 22 Dental Insurance Premiums		7,600.00
0000020665	03/31/2022	DICK BLICK ART MATERIALS	GENERAL SUPPLIES		115.20
0000020666	03/31/2022	GBM	Repairs & Maintenance		902.76
0000020667	03/31/2022	JOSTENS INC	GENERAL SUPPLIES		768.53

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/17/2022 - 04/20/2022

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000020668	03/31/2022	JONES SCHOOL SUPPLY	GENERAL SUPPLIES		65.00
0000020669	03/31/2022	KEYSTONE ADVERTISING SPECIALTIES	GENERAL SUPPLIES		774.98
0000020670	03/31/2022	KURTZ BROTHERS	GENERAL SUPPLIES		272.07
0000020671	03/31/2022	LCWSA	Sewer Service		5,760.00
0000020672	03/31/2022	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		971.32
0000020673	03/31/2022	CHLOE SMITH	Conference		529.13
0000020674	03/31/2022	MEIER SUPPLY CO INC	GENERAL SUPPLIES		32.00
0000020675	03/31/2022	PETTY CASH	TRAVEL		171.10
0000020676	03/31/2022	PIONEER ATHLETICS	GENERAL SUPPLIES		4,498.00
0000020677	03/31/2022	SAGE TECHNOLOGY SOLUTIONS	GENERAL SUPPLIES		473.84
0000020678	03/31/2022	PATRICIA SCHICK	Gas for Van		103.25
0000020679	03/31/2022	SCHOOL SPECIALTY CURRICULUM	GENERAL SUPPLIES		129.46
0000020680	03/31/2022	LAURA SCHRECKENGAST	Music Lessons		1,625.00
0000020681	03/31/2022	ROBERT M. SIDES INC.	Band Repair		189.25
0000020682	03/31/2022	JORDAN SONNENBLICK	Author Visit		2,311.25
0000020683	03/31/2022	THOMPSON SPORTS & APPAREL	GENERAL SUPPLIES		748.16
0000020684	03/31/2022	UPMC	Therapy Services		4,640.20
0000020685	03/31/2022	VERIZON	Telephone Service		170.22
0000020686	03/31/2022	WTI	Repairs & Maintenance		1,287.77
0000020687	04/06/2022	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		4,830.13
0000020688	04/06/2022	BAYADA HOME HEALTH CARE	Therapy Services		1,395.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/17/2022 - 04/20/2022

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000020689	04/06/2022	CAFETERIA FUND	South Tickets		199.00
0000020690	04/06/2022	CANON FINANCIAL SERVICES	Repairs & Maintenance		1,408.41
0000020691	04/06/2022	COLLINS SPORTS MEDICINE	Athletic Trainer Supplies		1,435.76
0000020692	04/06/2022	COLUMN SOFTWARE PBC	Advertising		18.82
0000020693	04/06/2022	W A DEHART INC	GENERAL SUPPLIES		109.50
0000020694	04/06/2022	HILSHER GRAPHICS	Safety/Security		330.30
0000020695	04/06/2022	KURTZ BROTHERS	GENERAL SUPPLIES		58.37
0000020696	04/06/2022	LAKESHORE LEARNING MATERIALS	GENERAL SUPPLIES		953.34
0000020697	04/06/2022	LCWSA	Sewer Service		1,775.00
0000020698	04/06/2022	MEIER SUPPLY CO INC	GENERAL SUPPLIES		203.57
0000020699	04/06/2022	NITTANY OIL	Diesel	Gasoline	10,726.95
0000020700	04/06/2022	NORTH CENTRAL GARAGE DOOR INC	Repairs & Maintenance		371.88
0000020701	04/06/2022	PERMA-BOUND	BOOKS		350.36
0000020702	04/06/2022	PITNEY BOWES GLOBAL FIN SERVICES	Repairs & Maintenance	GENERAL SUPPLIES	701.48
0000020703	04/06/2022	PLAQUES AND SUCH	GENERAL SUPPLIES		485.00
0000020704	04/06/2022	PAYROLL FUND	GROSS 4-8-22	ER RETIRE 4-8-22	505,155.30
0000020705	04/06/2022	RESERVE ACCOUNT	Postage Reserve Account		10,000.00
0000020706	04/06/2022	ROBERT M. SIDES INC.	GENERAL SUPPLIES		46.75
0000020707	04/06/2022	W R SIMS AGENCY INC	Board Treasurer Bond		236.00
0000020708	04/06/2022	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS		41,256.96
0000020709	04/06/2022	DWIGHT WOODLEY	Mileage		43.29
0000020710	04/06/2022	SUSAN ZAYDELL	Mileage		39.79

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/17/2022 - 04/20/2022

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000020711	04/13/2022	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,575.00
0000020712	04/13/2022	BAYADA HOME HEALTH CARE	Therapy Services		2,610.00
0000020713	04/13/2022	CLARION AREA SCHOOL DISTRICT	Alternative Ed		1,885.52
0000020714	04/13/2022	AGNES CODER	CLASS SUPPLIES		110.10
0000020715	04/13/2022	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		55,741.37
0000020716	04/13/2022	DICK BLICK ART MATERIALS	GENERAL SUPPLIES		611.48
0000020717	04/13/2022	FOLLETT SCHOOL SOLUTIONS INC	GENERAL SUPPLIES		237.33
0000020718	04/13/2022	GBM	Repairs & Maintenance		22.92
0000020719	04/13/2022	SCOTT HILL	Mileage		731.98
0000020720	04/13/2022	HURWITZ BATTERIES	GENERAL SUPPLIES		13.00
0000020721	04/13/2022	Insight PA Cyber Charter School	CHARTER SCHOOL		990.93
0000020722	04/13/2022	JusticeWorks YouthCare Inc.	Title II Behavioral Support	Title I Behavioral Support	7,757.13
0000020723	04/13/2022	K & S MUSIC	GENERAL SUPPLIES		31.97
0000020724	04/13/2022	KETTERER CHARTER SCHOOL INC	CHARTER SCHOOL		3,615.74
0000020725	04/13/2022	KEYSTONE ADVERTISING SPECIALTIES	GENERAL SUPPLIES		290.00
0000020726	04/13/2022	KURTZ BROTHERS	GENERAL SUPPLIES		64.80
0000020727	04/13/2022	ELERY W'NAU INC	Repairs & Maintenance		239.84
0000020728	04/13/2022	NORTH CENTRAL SIGHT SERVICES	Disposal Service		44.00
0000020729	04/13/2022	P.S.B.A.	Legal Advertising		475.00
0000020730	04/13/2022	P STONE	GENERAL SUPPLIES		423.06

* - 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: 03/17/2022 - 04/20/2022

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000020731	04/13/2022	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		1,935.51
0000020732	04/13/2022	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		9,770.25
0000020733	04/13/2022	PENNYCOFF	GENERAL SUPPLIES		71.67
0000020734	04/13/2022	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		445.27
0000020735	04/13/2022	SHERWIN WILLIAMS	GENERAL SUPPLIES		209.85
0000020736	04/13/2022	SUN GAZETTE CO	Advertising		814.44
0000020737	04/13/2022	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS		13,332.03
0000020738	04/13/2022	UGI UTILITIES INC.	Gas		6,637.71
0000020739	04/13/2022	VERIZON WIRELESS	Wireless		188.88
0000020740	04/13/2022	VOYAGER SOPRIS LEARNING	GENERAL SUPPLIES		277.50
0000020741	04/13/2022	GLORIA HENNE	Tax Refund		146.95
0000020742	04/13/2022	PERDONI	Cookie Trays		200.00
0000020743	04/13/2022	SCOTT REED	Tax Refund		116.36
0000020744	04/13/2022	ROBERT TWIGG	Tax Refund		85.25
* 0000E22213	03/25/2022	WOODLANDS BANK	Direct Deposit Fee		10.00
* 0000E22214	03/25/2022	WEX HEALTH INC	HSA Fee for Feb 2022		231.00
* 0000E22215	03/31/2022	LYCOMING COUNTY INSURANCE CONSORTIUM	April 22 Health Insurance Premiums		168,897.29
* 0000E22216	03/31/2022	CAFETERIA FUND	Feb 22 NSLP Claims Subsidy		71,110.60
* 0000E22217	03/31/2022	WOODLANDS BANK	Wire Transfer Fee		25.00
* 0000E22218	04/04/2022	PSERS	PSERS Employer POS		174.56
* 0000E22219	04/04/2022	PSERS	PSERS Employer POS		6.47
* 0000E22220	04/08/2022	WOODLANDS BANK	Direct Deposit Fee		10.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/17/2022 - 04/20/2022

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

10 - GENERAL FUND	1,573,482.37
Grand Total All Funds	1,573,482.37
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	240,464.92
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	1,333,017.45
Grand Total All Payments	1,573,482.37

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 03/17/2022 - 04/20/2022

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000006240	03/25/2022	PAYROLL FUND	3.25.22 PAYROLL		13,956.57
0000006241	04/08/2022	PAYROLL FUND	4.8.22 PAYROLL		12,453.32
0000006242	04/13/2022	NUTRITION INC	INV 65905	INV 65928	44,737.87
0000006243	04/13/2022	PAYROLL FUND	4.22.22 PAYROLL		13,839.51
0000006244	04/13/2022	KELLIE BREEN	REFUND ACCT 24008		21.50
0000006245	04/13/2022	ANGELA WILLIAMS	REFUND ACCT 30026		36.41
0000006246	04/13/2022	DANA GARNER	REFUND ACCT 25018		165.40
0000006247	04/13/2022	CAROLE LIVORNO	REFUND ACCT 21140		12.70
0000006248	04/13/2022	CANDICE LOHMAN	REFUND ACCT 32064		57.50
50 - FOOD SERVICE FUND					85,280.78
Grand Total All Funds					85,280.78
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					85,280.78
Grand Total All Payments					85,280.78

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE Payment Dates: 03/17/2022 - 04/20/2022

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000001167	04/01/2022	MCKISSICK ARCHITECTS	Feasibility Study		1,948.20
			22 - CAPITAL RESERVE FUND		1,948.20
			Grand Total All Funds		1,948.20
			Grand Total Credit Cards		0.00
			Grand Total Direct Deposits		0.00
			Grand Total Manual Checks		1,948.20
			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		1,948.20

March 21, 2022

The regular meeting 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: Bachman, Brigandi, Bukeavich, Cramer, Engel, Hitesman, Miller and Rupert.

Others Present: Jesse Smith – HS Principal, Scott Hill – HS Assistant Principal/Athletic Director, Maria Pierce – Director of Student Services/Rommelt Principal, Michele Loomis – Central Principal, Kristin Bastian – Director of Special Education/School Psychologist, Dwight Woodley – Director of Innovative Learning/IT, Mike Samar – School Police Officer, Bill Reifsnyder – Director of Buildings & Grounds, Mark Stamm – Superintendent, Tom Burkhart – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Ann Neely, Jamie Bloom, Hilarie German, Karen Fink, Melinda Rodarmel, Tandra Isenberg, Melanie Rojas, Becky Swinehart, Melissa Ogden, Tina Pulver, Justine Cruz, Tara Battaglia, Matt Krach, Amanda White, Tara Stryker, Elyse Schopfer, Holly Niven, and Pat Crossley – Williamsport SunGazette.

PRELIMINARY COMMENTS ON AGENDA ITEMS

The following individuals spoke about the following topics:

- Tara Battaglia – CKLA curriculum for grade 5
- Justine Cruz – CKLA curriculum for grade 5
- Tandra Isenberg – CKLA curriculum
- Lisa Arp – CKLA curriculum
- Todd Engel – 2022/2023 school calendar

APPROVE TREASURER'S REPORTS

A motion to approve the Treasurer's Reports for February 2022 was moved by Rupert, seconded by Miller. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVE GENERAL FUND BILLS

A motion to approve the payment of bills from the General Fund in the amount of \$2,168,550.35 as funds become available was moved by Cramer, seconded by Rupert. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-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 \$70,244.04 as funds become available was moved by Bachman, seconded by Cramer. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-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 \$22,738.39 as funds become available was moved by Brigandi, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVE MINUTES

A motion to approve the minutes of February 14, 2022 and March 7, 2022, as written was moved by Rupert, seconded by Brigandi. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

SUPERINTENDENT RECOMMENDATIONS

PURCHASE OF NEW MONITORS FOR TEACHER DESKTOPS

A motion to approve the purchase of 95 new monitors for teacher desktops at a cost not to exceed \$25,000 was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVAL OF TITLE I PROGRAMS

Mrs. Neely, Federal Programs Coordinator, presented information on the Title I program at Central Elementary. A motion to approve the Central Elementary school guidelines for implementation of district Policy 918: Title I Parent and Family Policy, the Title I Home/School Compact, Memorandum of Understanding with STEP, Inc., Head Start, Parent Right-to-Know, School-Wide Program Information, and Equity Plan was moved by Miller, seconded by Cramer. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

WELLNESS COMMITTEE

A motion to create an Ad-Hoc Committee for the purposes of reviewing the District's Wellness Policy was moved by Bachman, seconded by Bukeavich. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

PILOT PROGRAM - MATH

Dr. Stamm, Mrs. German, Mrs. Fink, and Mr. Bloom discussed a two-year pilot program for 7th and 8th grade math. A motion to approve the two-year pilot program for 7th and 8th grade math was moved by Rupert, seconded by Hitesman. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

ENGLISH LANGUAGE ARTS CURRICULUM

A motion to approve Core Knowledge Language Arts (CKLA) as a new English Language Arts curriculum for grades K-5; with grades K-2 being implemented in 2022-2023 and grades 3-5 being implemented in the following years, was moved by Brigandi, seconded by Bukeavich.

A motion to defer the motion was moved by Brigandi, seconded by Cramer.

A motion to amend the original motion to purchase grades K-4 only was moved by Miller, seconded by Rupert.

Mr. Miller withdrew his motion.

A motion to amend the motion to purchase grades K-5, with grades K-2 being implemented in 2022-2023, grades 3-4 implemented in 2023-2024 and discuss grade 5 before implementation was moved by Cramer, seconded by Hitesman.

A motion to vote on the amended motion was moved by Miller, seconded by Rupert. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

Vote on the amended motion (purchase grades K-5, with grades K-2 being implemented in 2022-2023, grades 3-4 implemented in 2023-2024 and discuss grade 5 before implementation). Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

2021-2022 CALENDAR CHANGE REQUEST FOR PROFESSIONAL DEVELOPMENT

A motion to approve an amendment to the 2021-2022 school calendar to change June 1 & 2 to Act 80 full days for grades K-6 for the purpose of professional development for the new CKLA curriculum program was moved by Rupert, seconded by Bukeavich. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-no, Engel-no, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

OVERNIGHT FIELD TRIP REQUESTS

A motion to approve the following overnight field trip requests was moved by Bachman, seconded by Miller.

- Jessica Kaledas' overnight field trip request to take one band student to Kalahari Poconos on April 6-9, 2022, for the PMEA All-State Wind Ensemble.
- Christine Miller's overnight field trip request to take the Varsity Cheerleaders to Pine Forest Cheer Camp on June 11-14, 2022.

Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

EMPLOYMENT – RESIGNATIONS

Dr. Stamm, Superintendent, presented a resignation that has been accepted.

- Leigh Ann Aiken's resignation from her 2nd grade Paraprofessional position at Central Elementary effective March 14, 2022
- Manny Tsikitas from his position as Junior High Boys Soccer Assistant Coach for the 2022 Spring season.

EMPLOYMENT

A motion to approve the following employment was moved by Rupert, seconded by Bachman.

- Classroom Monitors for 2021-2022: Ashley Frei and Andrea Knapp
- Unpaid Medical Leave: EE# 193 for unpaid medical leave from March 11 through May 6, 2022
- Spring Athletic Coach & Stipend: Michael Gonzalez as Junior High Boys Soccer Assistant Coach at a stipend of \$2,006
- Substitute: Sara Caputo as a certified day-to-day substitute for the 2021-2022 school year
- Guest Teachers: Benjamin Landon and Lindsey Perry for the 2021-2022 school year

Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

2022-2023 SCHOOL DISTRICT CALENDAR – SECOND READING

A motion to approve the second reading of the 2022-2023 school calendar was moved by Bukeavich, seconded by Brigandi. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-no, Engel-no, Hitesman-yes, Miller-no, and Rupert-no; motion failed.

APPROVE POLICY – SECOND READING

A motion to approve the second reading of Policy No. 620 – Fund Balances was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

COURTESY TO THE FLOOR

The following individuals spoke about the following topics:

- Matt Krach – teacher work days and hours per day
- Lisa Arp – Act 80 days
- Melissa Ogden – Rommelt teachers

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

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

Attest

Jamie Mowrey
Board Secretary

April 11, 2022

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: Bachman, Brigandi, Bukeavich, Engel, Hitesman, Miller and Rupert.

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

Visitors: Connie McLaughlin, Matt Krach, Elyse Schopfer, Lauren Reynolds, Selena Loiselle, Sara Ireland, Cheryl Loudenslager, Tambra Isenberg, Samara McLaughlin, Melanie Rojas, Tara Battaglia, Tina Pulver, Jacki Miller, Amy Pregent, RaeAnn Pardoe, Jon Thompson, Dr. Pam Kastner, Danelle Saxe, Ashley Bastian, and Mark Maroney – Williamsport SunGazette.

PRELIMINARY COMMENTS ON AGENDA ITEMS

The following individuals spoke about the following topics:

- Connie McLaughlin – bullying/cyberbullying
- Sara Ireland – District calendar & need for professional development days
- RaeAnn Pardoe – District calendar & need for professional development days
- Samara McLaughlin – CKLA curriculum
- Melanie Rojas – need for professional development days
- Tambra Isenberg – Act 80 days
- Dr. Pam Kastner – Act 80 days for professional development

ACTION ITEMS

RESIGNATION

A motion to approve the resignation of Dr. Mark Stamm from his role of superintendent effective June 30, 2022 was moved by Hitesman, seconded by Miller. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes and Rupert-yes; motion carried.

HIRING PROCESS FOR SUPERINTENDENT

Todd Engel, Board President, discussed the Superintendent hiring process. A public survey is available on the District's website through Thursday, April 14. There are currently 84 responses to that survey. Applications are due by 3PM on Thursday, April 21. The board will meet in executive session on April 21 to review all applications to determine who will be interviewed. An interview committee, comprised of board members, board secretary, administrators, teachers, and community members will conduct the first round of interviews. They will then determine which applicants will return for a second round of interviews. The second round of interviews will consist of the entire board and the board secretary.

APPROVAL OF 2022-2023 DISTRICT CALENDAR

A motion to approve the revised 2022-2023 district calendar was moved by Rupert, seconded by Bukeavich. Roll call: Bachman-no, Brigandi-no, Bukeavich-no, Engel-yes, Hitesman-no, Miller-yes and Rupert-yes; motion failed.

DISCUSSION ITEMS

TOBACCO, VAPE & CONTROLLED SUBSTANCE POLICIES

The board discussed PSBA recommended changes to local policies 222, 227, 227.1, 323 and 904 relating to tobacco and vape products. In addition, the board discussed the adoption of the American Lung Association program INDEPTH as an alternative to suspension and prosecution for first-time incidents for nicotine and vape products.

BULLYING/CYBERBULLYING

The board discussed the streamlined process for the reporting and tracking of bullying incidents and the creation of an awareness program for students and staff.

CONFLICT OF INTEREST POLICY

The board discussed a change to Policy 827 which is required to stay in compliance with Federal regulations.

FOOD SERVICE RENEWAL

Ms. Mary Kay Bukeavich from Nutrition, Inc. spoke about the food service management company renewal for the 2022-2023 school year. The current Seamless Summer Option which provides free meals for all students has not been extended beyond June 30, 2022. Using that current information, Nutrition, Inc. provided the District with a renewal with breakfast prices at \$1.05 for grades K-6 and \$1.15 for grades 7-12; lunch prices at \$2.25 for grades K-6 and \$2.50 for grades 7-12; and a guarantee of \$307.80 to the District.

DISTRICT PHOTOGRAPHER RFP

Dr. Stamm informed the board that the District has a request for proposal for a district photographer due to the current agreement expiring on June 30, 2022. The new agreement may be divided into two services; one for student portraits and one for athletics/special events. Photographers may apply for one or both.

ENROLLMENT UPDATE

Dr. Stamm provided an enrollment update to the board. Kindergarten registration for 2022-2023 is currently at 68 students. Current district enrollment is at 1,206 students. Included in that number are 58 students in Mountie Academy. Excluded from that number are 54 students enrolled in outside cyber schools.

RESIGNATIONS

Dr. Stamm accepted letters of resignation from the following employees:

- Betsy Jones, High School Art Teacher, effective June 2, 2022
- Patricia Schick, High School Family & Consumer Sciences Teacher, effective June 2, 2022
- William Reighard, High School Industrial Arts Teacher, effective June 2, 2022
- Michelle McGee, High School Math Teacher, effective June 2, 2022
- Josie Sahm, 6th grade Teacher, effective June 2, 2022
- Max Houseknecht, Maintenance Worker, effective April 14, 2022

TITLE I REPRESENTATIVE

The District needs a board member to serve as Title I representative. Commitment is three to four meetings a year. Interested board members may email Dr. Stamm or the Board President.

COURTESY TO THE FLOOR

The following individuals spoke about the following topics:

- Danelle Saxe & Ashley Bastian – bus stop location in Duboistown

FINAL REMARKS BY BOARD MEMBERS

A motion to approve the school calendar presented at the January 24, 2022 meeting was moved by Bachman, seconded by Bukeavich.

A motion to amend the motion to approve the calendar presented at the April 11, 2022 meeting with additional Act 80 days on February 17, 2023 and May 26, 2023 was moved by Bachman, seconded by Bukeavich. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-no, Hitesman-yes, Miller-no and Rupert-yes; motion carried.

There will be an executive session following the meeting regarding real estate and personnel.

There will be an executive session on April 21, 2022 for the purpose of discussing matters relating to the appointment of the new Superintendent.

A motion to adjourn the meeting was made by Rupert, seconded by Brigandi. All members present voting yes, the meeting was adjourned at 7:10 PM.

Attest

Jamie Mowrey
Board Secretary

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT | 2022-2023 CALENDAR

Jul 4: Independence Day

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan 1: New Year's Day
Jan 2: Schools Closed
Jan 16: Schools Closed

20/20
99/100

Attachment 1

Aug 25: Professional Day
Aug 29: First Student Day

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

3/4
3/4

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb 17: Act 80 Day
Feb 20: Professional Day

Feb 17 & 20: Kindergarten Registration

19/20
118/120

Sept 5: Schools Closed- Labor Day

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

21/21
24/25

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar 17: Weather Day (1)

22/22
140/142

Oct 10: Act 80 Day

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

21/21
45/46

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr 6: Weather Day (2)
Apr 7: Schools Closed
Apr 11: Weather Day (3)
Apr 10: Weather Day (4)
Apr 24-28: PSSA GR3-8 ELA

16/16
156/158

Nov 21: Act 80 Day: (Modified Hours – 12:00pm-7:35pm)
Nov 22: Act 80 Day (Regular Hours – 7:40am-3:15pm)
Nov 23: Schools Closed
Nov 24: Thanksgiving Day
Nov 25: Schools Closed
Nov 28: Schools Closed

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18/18
63/64

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 29: Schools Closed- Memorial Day
May 1-5: PSSA GR 3-8 Math / Sci
May 15-25: Keystone Exams
May 26: Act 80 Day
May 31: K-6 Students Last Day

22/22
178/180

Dec 22: Student ½ Day
Dec 23: Schools Closed
Dec 25: Christmas Day
Dec 26-30: Schools Closed

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

16/16
79/80

JUNE 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jun 1-2: 7-12 Student ½ Days
Jun 1-2: K-6 Act 80 Days
Jun 2: 7-12 Students Last Day
Jun 2: Commencement

2/2
180/182

Student Day
Professional Day
Act 80 Day/ No School for Students
7-12 Student Half Day / K-6 Act 80 Days
Student Half Day
Weather Day
Schools Closed

Board Approval: 1st Reading:
Jan 24, 2022

Board Approval: 2nd Reading:
(DATE)

Total Days	
180	Student Days
182	Teacher Days
5	7-12 Act 80 Full Day
7	K-6 Act 80 Full Day
2	Professional Days
1	Student Half Days
2	7-12 Student Half Days
4	Weather Days

Rev:04-13-2022



Book	Policy Manual
Section	600 Finances
Title	Purchases Subject to Bid/Quotation
Code	610 Vol VI 2021
Status	First Reading

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[\[1\]](#)[\[2\]](#)

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Competitive Bids

When seeking competitive bids, the Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[1\]](#)[\[2\]](#)

After due public notice advertising for competitive bids, the Board shall be authorized to:

1. Purchase furniture, equipment, school supplies and appliances costing a base amount of **\$21,900** or more, unless exempt by law.[\[2\]](#)

2. Contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a total cost or value of more than **\$21,900**, unless exempt by law.[\[1\]](#)

The Board prohibits the practice of splitting purchases to avoid advertising and bidding requirements.[\[1\]](#)[\[2\]](#)

With kind, quality and material being equal, the bid of the lowest responsible bidder meeting bid specifications shall be accepted upon resolution of the Board, unless the Board chooses to reject all bids.[\[1\]](#)[\[2\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[\[1\]](#)

{X} Electronic Bidding

The Board shall receive bids electronically for competitive contracts, except for construction and design services, in compliance with applicable laws and Board policy.[\[4\]](#)[\[5\]](#)

The district shall electronically maintain the confidentiality of the bid until the bid opening.[\[5\]](#)

{XX} Competitive Electronic Auction Bidding

The Board shall adopt a resolution approving the use of competitive electronic auction bidding for contracts for supplies or services, but not for construction or design services.[\[4\]](#)[\[6\]](#)

An invitation for bids shall be issued and shall include:[\[6\]](#)

1. Procurement description.
2. All contractual terms, when practical.
3. Conditions applicable to procurement, including a notice that bids will be received in an electronic auction manner.

Public notice and advertisement of the invitation for bids shall be given in the manner required for non-electronic bidding.

Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids.

During the auction, bidders shall be able to review their bid rank or the low bid price, and may reduce their bid prices during the auction.

At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

After the auction period has expired, the district shall grant in writing withdrawal of a bid when the bidder requests relief and presents credible evidence of a clerical mistake due to reasons permitted by law, within the time period established by the district.

The contract shall be awarded within sixty (60) days of the auction by written notice to the lowest responsible bidder, or all bids may be rejected. Extensions of the award date may be made by written, mutual consent of both parties.

Price Quotations

Unless exempt by law, at least three (3) written or telephonic price quotations shall be requested by the Board for:[\[1\]](#)[\[2\]](#)

1. Furniture, equipment, school supplies and appliances costing a base amount of more than **\$11,800** but less than **\$21,900**.[\[2\]](#)
2. All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a total cost or value of more than **\$11,800** but less than **\$21,900**.[\[1\]](#)

If it is not possible to obtain three (3) quotations, a memorandum must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for three (3) years.

Work Performed by District Maintenance Personnel

The Board may authorize district maintenance personnel to perform construction, reconstruction, repairs or work having a total cost or value of less than **\$11,800**.[\[1\]](#)

Delegation of Responsibility

The Board may grant the Board Secretary or Purchasing Agent the authority to purchase supplies and award contracts in the amount and manner designated by applicable law.[\[1\]](#)[\[2\]](#)

NOTES:

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.

Act 4 of 1974 – Withdrawal of Bids – 73 P.S. Sec. 1602

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Legal	1. 24 P.S. 751
	2. 24 P.S. 807.1
	3. 24 P.S. 120
	4. 62 Pa. C.S.A. 4602
	5. 62 Pa. C.S.A. 4603
	6. 62 Pa. C.S.A. 4604
	62 Pa. C.S.A. 4601 et seq



Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611 Vol VI 2021
Status	First Reading

Authority

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.

[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than **\$21,900**, in which case prior approval by the Board is required.[\[1\]](#)[\[2\]](#)[\[3\]](#)

All purchase order requests must be referred to the

{XX} Purchasing Agent / Business Manager

{ } department head,

{ } building principal,

{ } Superintendent,

who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.[\[1\]](#)[\[2\]](#)[\[3\]](#)

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Legal	1. 24 P.S. 751
	2. 24 P.S. 807.1
	3. 24 P.S. 609
	24 P.S. 508

Procurement – Federal Programs

This document is intended to integrate standard district purchasing procedures with additional requirements applicable to procurements that are subject to the federal Uniform Guidance regulations, federal guidance of the Office of Management and Budget and/or U.S. Department of Agriculture (USDA) regulations governing school food service programs. The district maintains the following purchasing procedures, in accordance with federal and state laws, regulations and Board policy. (2 CFR 200.102, 200.318-200.325; 7 CFR 210.16, 210.19, 210.21, 215.14a, 220.16; 24 P.S. 120, 24 P.S. 504, 24 P.S. 508, 24 P.S. 521, 24 P.S. 607, 24 P.S. 609, 24 P.S. 751, 24 P.S. 807.1; 62 Pa. C.S.A. 4601 et seq; Pol. 610, 611, 612, 613, 808)

2022 Procurement Thresholds		
PA State Quotation Threshold	\$11,800	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
PA State Bid Threshold	\$21,900	Adjusted based on Consumer Price Index published in PA Bulletin (24 P.S. Sec. 120)
Federal Micro-Purchase Threshold	\$10,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget
Federal Simplified Acquisition Threshold	\$250,000	Adjusted periodically and published in Federal Register (48 CFR Subpart 2.1) or through guidance of the federal Office of Management and Budget

*Please review this Procurement attachment annually and update amounts accordingly

The district implements exceptions to the Micro-Purchase and Simplified Acquisition Threshold amounts announced by the federal Office of Management and Budget as part of its procurement procedures.

Responsibility for Purchasing

The Board has outlined standard district purchasing responsibility, methods of purchasing, price quotations and bid requirements in the following Board policies and their accompanying administrative regulations or procedures:

- Policy 610. Purchases Subject to Bid/Quotation
- Policy 611. Purchases Budgeted
- Policy 612. Purchases Not Budgeted
- Policy 613. Cooperative Purchasing

Purchase Methods

When a request for purchase of equipment, supplies or services has been submitted and approved as outlined below, the procurement method to be used will be determined based on the type of purchase and the total cost of the purchase as further outlined below. This procedure outlines how the cost thresholds for determining when the quote or formal bidding procedures that are required by state law as reflected in Policy 610 must be modified when making purchases for federally funded purposes to which the Uniform Grant Guidance or USDA regulations apply, so as to comply with both state and federal requirements. At each point where requirements for food service-related procurement under USDA regulations differ, a note will refer to the Food Service Program Notes at the end of this procedure. Final determination of which purchasing procedures are to be applied is delegated to the

{ XX } Business Manager

{ } Superintendent

under the authority of the Board.

Standard Procurement Documents and Purchase Request Process

The district shall use

{ XX} purchase orders

{ } requisitions

for purchase requests in accordance with the applicable purchase method.

The district shall use

{XX} paper and

{XX} electronic

purchasing records, which are pre-numbered and are accessible to designated purchasing staff in

{ } the district office.

{ XX} the Business Office.

{ } Purchasing Agent's office.

{ } Other _____.

Purchase requests by an employee must be submitted to the building administrator or immediate supervisor. Purchase of all budgeted items or items approved by an administrator or supervisor must be initiated by use of a purchase order or requisition submitted to the

☐ Board Secretary.

☒ Business Manager.

☐ Superintendent.

☐ Purchasing Agent.

Purchase orders and requisitions shall contain information including, but not limited to:

1. Description of the services to be performed or goods to be delivered.
2. Location of where services will be performed, or goods will be delivered.
3. Appropriate dates of service or delivery.
4. ☐ Other (describe) _____.

Documentation on purchase orders and requisitions shall be maintained in accordance with the district's Records Management Policy and records retention schedule. (Pol. 800)

Contracts shall be reviewed by the

☐ Board Secretary

☒ Business Manager and

☒ Superintendent

☐ school solicitor

prior to submission to the Board for approval.

Contracts to which the Uniform Grant Guidance apply shall contain the clauses specified in Appendix II to 2 CFR Part 200 (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards), when applicable.

[See Food Service Program Notes below for specific clauses required by USDA regulations to be included in cost reimbursable procurement contracts.]

Micro-Purchases Not Requiring Quotes or Bidding

For purposes of this procedure, **micro-purchase** means a purchase of equipment, supplies or services for use in federally funded programs using simplified acquisition procedures, the aggregate amount of which does not exceed a base amount of \$10,000. The micro-purchase dollar threshold is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$10,000.(48 CFR Subpart 2.1)

Note: The micro-purchase maximum for federal purposes is lower than the amount below which the School Code allows purchase for nonfederal purposes to be made without obtaining at least three (3) written or telephonic quotes or using formal competitive bidding.

The micro-purchase method is used in order to expedite the completion of its lowest dollar small purchase transactions and minimize the associated administrative burden and cost. Procurement by micro-purchase is the acquisition of equipment, supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold.

To the extent practicable, the district distributes micro-purchases equitably among qualified suppliers when the same or materially interchangeable products are identified and such suppliers offer effectively equivalent rates, prices and other terms. The

{ } Superintendent

{ XX} Business Manager

{ } Purchasing Agent

{ } Board Secretary

will be responsible to determine the equitable distribution of micro-purchases.

Micro-purchases may be awarded without soliciting competitive quotations if the district considers the price to be reasonable. The district will maintain evidence of this reasonableness in the records of all micro-purchases. Reasonable means that sound business practices were followed and the purchase is comparable to market prices for the geographic area. Such determinations of reasonableness may include comparison of the price to previous purchases of the same item or comparison of the price of items similar to the item being purchased.

Even if the cost of a purchase qualifies it as a micro-purchase, bidding or small purchase procedures may be used optionally when those procedures may result in cost savings.

Small Purchase Procedures

For purposes of this procedure, **small purchase procedures** are those relatively simple and informal procurement methods for securing equipment or supplies that cost more than the amount qualifying as a micro-purchase and do not cost **\$21,900** or more, or in the case of services other than construction, maintenance or repair on school facilities, where the total cost does not exceed the \$250,000 federal Simplified Acquisition Threshold at which formal competitive bidding or competitive proposals are required. Small purchase procedures cannot be used for purchases of equipment or supplies or for construction, repair or maintenance services costing **\$21,900** or more because the School Code requires formal competitive bidding at that level of cost.

The base amount at which bidding is required under state law for purchases of equipment, supplies and construction, maintenance or repair services on school facilities is adjusted for inflation annually, and the adjusted amount most recently determined and published in the Pennsylvania Bulletin shall apply if other than **\$21,900**. (24 P.S. Sec. 120)

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$250,000. (48 CFR Subpart 2.1, 2 CFR 200.102)

Because state law does not require competitive bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost, small purchase procedures, including a request for proposal (RFP) procedure, may be used for procurement of such other services except when the estimated total cost will be at or over the federal threshold at which formal competitive bidding or competitive proposals are required (\$250,000).

[See Food Service Program Notes below for exemption from bidding for purchases of perishable food items costing less than \$250,000.]

If small purchase procedures are used, written or telephonic price or rate quotations are obtained from at least three (3) qualified sources and records of quotes are maintained as provided in Policy 610. (Pol. 610)

Formal Competitive Bidding

Publicly Solicited Sealed Competitive Bids:

For purchases of equipment or supplies, or of services for construction, maintenance or repairs of school facilities, sealed competitive bids are publicly solicited and awarded to the lowest responsive and responsible bidder as provided in Policy 610 when the total cost is estimated to be **\$21,900** or more. (Pol. 610)

Note: The amount at which formal competitive bidding or competitive proposals are required by federal regulations is much higher than the base amount at which the School Code requires competitive bidding. Therefore, the lower base amount specified by the School Code, as annually adjusted, is used to determine when bidding will be used for purchases of equipment or supplies, or for obtaining services for construction, maintenance or repairs on school facilities. (24 P.S. Sec. 120)

State law does not require bidding for the purchase of services other than construction, maintenance or repairs on school facilities regardless of total cost. For procurement of such other services for federally funded purposes to which the Uniform Grant Guidance applies, formal competitive bidding or competitive proposals will be used when the estimated total cost will be at or over the federal threshold of \$250,000.

The federal Simplified Acquisition Threshold at which competitive bidding or competitive proposals are required is adjusted periodically by the federal government, and the threshold most recently established and published in the Federal Register or announced as an exception by the federal Office of Management and Budget shall apply if other than \$250,000. (48 CFR Subpart 2.1, 2 CFR 200.102)

For procurement of services costing at or over the \$250,000 federal threshold other than for construction, maintenance or repairs on school facilities, the use of competitive sealed bidding is considered feasible and appropriate when:

1. A complete, adequate, and realistic specification or purchase description is available;
2. Two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. The procurement lends itself to a firm fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of. Any or all bids may be rejected if there is a sound documented reason.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Competitive Proposals

State law does not require public school entities to solicit competitive bids for services other than construction, repairs or maintenance of school facilities, for which competitive bidding is required if the cost will be a base amount of **\$21,900** or more. State law allows competitive proposals relating to work on facilities in lieu of bidding only in the context of guaranteed energy savings contracts.

Federal regulations allow the use of competitive proposals as an alternative to formal competitive bidding when conditions are not appropriate for the use of sealed bids.

In the case of services other than for construction, repairs or maintenance of school facilities costing less than that threshold, the district may use small purchase procedures or micro-purchase procedures as applicable based on total cost. A request for proposal (RFP) process can also meet or exceed the small purchase competition requirements under state law and Policy 610 for the acquisition of services other than for construction, repairs or maintenance of school facilities, and can be used if the total cost will be less than \$250,000.

When permitted, the technique of competitive proposals is normally conducted with more than one (1) source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. Competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The district shall comply with other applicable state and federal law and regulations, Board policy and administrative regulations regarding purchasing; the district may consult with the school solicitor or other qualified counsel in determining the required process for purchasing through competitive proposals when necessary.

If this method is used, the following requirements apply:

1. Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical.
2. Proposals must be solicited from an adequate number of qualified sources.
3. Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

An alternative form of competitive proposal is permitted only for qualifications-based procurement of architectural and engineering services, in which price is not a selection factor and reasonable compensation is negotiated after source selection. This alternative is not permitted for procurement of other types of services.

Competitive proposals shall be evaluated by the

{ XX } Superintendent and

{ XX } Business Manager

{ } Federal Programs Coordinator

based on factors including but not limited to:

1. Cost.

☒ Experience of contractor.

☒ Availability.

☒ Personnel qualifications.

☒ Financial stability.

☒ Minority business, women's business enterprise, or labor surplus area firm status.

☒ Project management expertise.

☒ Understanding of district needs.

☐ Other _____.

Evaluations shall be completed in a timely manner, documented and shall be reviewed by the

☐ Board.

☒ Superintendent and

☒ Business Manager.

☐ Federal Programs Coordinator.

☐ school solicitor.

Contract/Price Analysis

The district performs a cost or price analysis in connection with every procurement action in excess of \$250,000, including contract modifications. (2 CFR Sec. 200.323(a)).

A **cost analysis** generally means evaluating the separate cost elements that make up the total price, while a **price analysis** means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the

☐ Superintendent

☒ Business Manager

{ } Federal Programs Coordinator

must come to an independent estimate prior to receiving bids or proposals. (2 CFR Sec. 200.323(a)). As part of the analysis, the _____ will enact established business practices which may include evaluation of similar prior procurements and a review process.

Negotiated Profit

In any procurement in which there has been no price competition, or in which a cost-analysis is performed, profit must be negotiated separately as an element of price. Accordingly, solicitations of bids, proposals or quotes shall require that bids, proposals or quotes be limited to costs other than profit, and exclude profit.

To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work. (2 CFR Sec. 200.323(b)).

When profit must be negotiated as a separate element of the total price, it shall be negotiated by the

{ XX} Superintendent and

{ XX} Business Manager.

{ } Federal Programs Coordinator.

Noncompetitive Proposals (Sole Sourcing)

Procurement by noncompetitive proposals means procurement through solicitation of a proposal from only one (1) source and may be used only when one or more of the following circumstances apply:

1. The item is available only from a single source.
2. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation. An **emergency** exists whenever the time required for the Board to act in accordance with regular procedures would endanger life or property or threaten continuance of existing school classes.
3. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the district.
4. After solicitation of a number of sources, the district determines the competition is inadequate.

In addition to standard procurement policy and procedures, the district will document the grounds for using the noncompetitive method in lieu of an otherwise required competitive method of procurement, which may include written confirmation from the contractor as the sole source of the item. Documentation must be submitted to and maintained by the Business Office.

All noncompetitive proposals will ultimately be approved by the Board. The district may utilize legal advice from the solicitor regarding noncompetitive proposals.

Profit must be negotiated separately for noncompetitive proposals, and a cost or price analysis will also be performed for noncompetitive proposals when the price exceeds \$250,000.

Purchase Cards

The district approves the use of procurement cards for permissible purchases by designated employees to improve the efficiency of purchasing activities, reduce processing expenses, improve controls for small-dollar purchases, and streamline contractor payment.

Procurement cards may be used for purchases under federal programs. The use of procurement cards is governed by Board policy 625 Procurement Cards and established administrative regulations. (Pol. 625)

Full and Open Competition

All procurement transactions must be conducted in a manner providing full and open competition consistent with 2 CFR Sec. 200.319. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

1. Placing unreasonable requirements on firms in order for them to qualify to do business.
2. Requiring unnecessary experience and excessive bonding.
3. Noncompetitive pricing practices between firms or between affiliated companies.
4. Noncompetitive contracts to consultants that are on retainer contracts.
5. Organizational conflicts of interest.
6. Specifying only a "brand name" product instead of allowing "an equal" product to be offered and describing the performance or other relevant requirements of the procurement.
7. Any arbitrary action in the procurement process.

Minority Businesses, Women's Business Enterprises, Labor Surplus Area Firms

The district must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include: (2 CFR Sec. 200.321)

1. Placing qualified small and minority business and women's business enterprises on solicitation lists.
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources.
3. Dividing total purchasing requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority business and women's business enterprises.
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises.
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
6. Requiring the prime contractor, if subcontracts are let, to take the affirmative steps listed above.

Geographical Preferences Prohibited

The district must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable federal statutes expressly mandate or encourage geographic preference. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

[See Food Service Program Notes below for permissibility of geographic preferences and "Buy American" practices in purchasing certain food products]

Prequalified Lists

The district must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the district must not preclude potential bidders from qualifying during the solicitation period.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

Solicitation Language

The district must ensure that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

Avoiding Acquisition of Unnecessary or Duplicative Items

The district must avoid the acquisition of unnecessary or duplicative items. Additionally, consideration must be given to consolidating or breaking out procurements to obtain a more economical purchase; and, where appropriate, an analysis must be made of leases versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

These considerations are given as part of the process to determine the allowability of each purchase made with federal funds. Such considerations are accessible in the procedure attached to Policy 626: Allowability of Costs – Federal Programs.

Use of Intergovernmental Agreements and Cooperative Purchasing

To foster greater economy and efficiency, the district enters into state and local intergovernmental agreements where appropriate for cooperative purchasing or use of common or shared goods and services, as permitted by the Intergovernmental Cooperation Act, the School Code and the Commonwealth Procurement Code. (Pol. 613; 53 Pa. C.S. Ch. 23; 24 P.S. 521; 62 Pa. C.S. Ch. 19)

When procuring supplies or services for federally funded purposes to which the Uniform Grant Guidance applies, the district shall verify that the organization conducting the procurement pursuant to such agreements complies with the applicable procurement methods, requirements and standards of the Uniform Grant Guidance as outlined in this procedure.

Use of Federal Excess and Surplus Property

The district considers the use of federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

Debarment and Suspension

The district awards contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

[See Food Service Program Notes below for reference to state requirements regarding contracts with food service management companies and contractors of pre-plated meals.]

The district may not subcontract with or award subgrants to any person or company who is debarred or suspended. For all contracts over \$25,000 the district verifies that the contractor with whom the district intends to do business is not excluded or disqualified. (2 CFR Part 200, Appendix II, and 2 CFR Sec. 180.220 and 180.300).

All successful contractors must provide written certification that they have not been suspended or debarred from federal projects. The

{ XX } Business Manager

{ } Federal Programs Coordinator

will be responsible for verification. Such verification may include accessing the online federal System for Award Management (SAM) to determine whether any relevant party is subject to any suspension or debarment restrictions.

Maintenance of Procurement Records

The district must maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and verification that the contractor is not suspended or debarred.

Maintenance of records of procurement will be governed by Board policy 800 Records Management and the district's established records retention schedule. (Pol. 800)

Time and Materials Contracts

The district may use a time and materials type contract only: (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. **Time and materials type contract** means a contract whose cost to the district is the sum of: the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the district must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Settlements of Issues Arising Out of Procurements

The district alone is responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the district of any contractual responsibilities under its contracts. Violations of law will be referred to the local, state, or federal authority having proper jurisdiction.

Protest Procedures to Resolve Dispute

The district maintains protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency. Protest procedures will be acted on in accordance with current state law and regulations, established district administrative regulations and the advice of the solicitor. (Pol. 610)

Food Service Program Notes:

Exemption from Bidding for Perishable Food Items -

The School Code exempts purchases of perishable food items from bidding requirements. Bidding for perishable food items is required only if the cost would be at or over the federal threshold at which formal competitive bidding is required (\$250,000). Small purchase procedures may be used for purchases below \$250,000, or micro-purchase procedures for purchases below \$10,000. Use of bidding should be considered as an option if it is feasible and likely to result in cost savings.(24 P.S. Sec. 504(d))

Geographic Preferences -

The district is permitted to apply a geographic preference when procuring unprocessed locally grown or locally raised agricultural products. When a geographic preference is applied, the district has discretion to determine the local area to which the geographic preference option will be applied.

Unprocessed locally grown or locally raised agricultural products means only those agricultural products that retain their inherent character. The effects of the following food handling and preservation techniques shall not be considered as changing an agricultural product into a product of a different kind or character: cooling; refrigerating; freezing; size adjustment made by peeling, slicing, dicing, cutting, chopping, shucking, and grinding; forming ground products into patties without any additives or fillers; drying/dehydration; washing; packaging (such as placing eggs in cartons), vacuum packing and bagging (such as placing vegetables in bags or combining two (2) or more types of vegetables or fruits in a single package); the addition of ascorbic acid or other preservatives to prevent oxidation of produce; butchering livestock and poultry; cleaning fish; and the pasteurization of milk. (7 CFR Sec. 210.21, 215.14a, 220.16)

Buy American -

The district shall purchase, to the maximum extent practicable, domestic commodities or products for food service purposes. The term **domestic commodity or product** means: (7 CFR Sec. 210.21, 220.16)

1. An agricultural commodity that is produced in the United States; and
2. A food product that is processed in the United States substantially using agricultural commodities that are produced in the United States.

Mandatory Contract Clauses -

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. (a) The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

(b) The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;

3. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
4. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
5. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
6. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

Contracts with Food Service Management Companies -

Procedures for selecting and contracting with a food service management company (FSMC) shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 215.14a, 220.16)

Pre-Plated Meals -

Procedures for selecting and contracting with contractors of pre-plated meals shall comply with guidance provided by the Pennsylvania Department of Education, Division of Food and Nutrition, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts. (7 CFR Sec. 210.16, 210.19, 210.21, 220.16)

KATHLEEN M. RIDER

April 18, 2022

Dr. Mark Stamm
Superintendent of Schools
South Williamsport Area School District
515 W. Central Ave.
South Williamsport, PA 17702

Dear Dr. Stamm,

In recognition of my parents' service as former teachers in the South Williamsport Area, Karen Stugart Cindy Sullivan, and I (their daughters) would like to establish an award in honor of Jacqueline and Joseph Hamm.

Jackie and Joe Hamm devoted themselves to the teaching mission of the South Williamsport Area School District for over 60+ combined years. While they have been happily retired for many years, they continue their dedication to student learning. As educators, they have witnessed first-hand the diverse range of skills and student learning styles and are firm believers that not every student needs to attend a traditional 4-year college to be successful. They also appreciate the need of skilled trades people and through this award, would like to recognize students who intend to continue their post-high school education with the goal of becoming skilled in a trade. Below are the details of the award we would like to establish:

1. The name of the award would be: The Jacqueline and Joseph Hamm Award
2. The gift will be provided by Kathleen Rider, Karen Stugart and Cindy Sullivan
3. The Jacqueline and Joseph Hamm award supports the SWASD's commitment to diversity, equity and inclusion and will be open to all students, regardless of economic status, who fit the specific criteria of the award and who model the mission and values of the school district.
4. Award amount is \$600 and we support the district determining if the entire amount should be awarded to one student or split between two students.
5. The Jacqueline and Joseph Hamm Award recognizes high school senior students in the SWAHS school district who are continuing their education to become skilled in a trade. Eligible students should be enrolled or planning to enroll in a certificate program or in a required degree program.

Thank you for your consideration in establishing this award. Please feel free to contact me with any questions or concerns.

Sincerely,

Kathleen Rider

March 21, 2022

Mark E. Stamm, D.ED
Superintendent
South Williamsport Area School District
515 West Central Avenue
South Williamsport, PA 17702

Re: Legal Services

Dear Mark:

On behalf of McNerney, Page, Vanderlin & Hall, I propose to continue to act as solicitor for South Williamsport Area School District for the coming year on the following terms and conditions. Those terms are that the retainer shall be \$5,000.00 per year and that the hourly rate for services not covered by the retainer shall be \$160.00. These are the same rates that were charged last year.

As you know, the retainer covers my attendance at regular meetings of the School Board and legal advice on general matters that arise for the administration and board members. In the event that any matter addressed will require a significant amount of attention on my part, including court filings or proceedings, administrative filings or proceedings, or negotiation of terms, I will create a separate billing file and send monthly bills reflecting the time expended and any costs advanced. As has been past practice, bond issues will be handled separately, and are typically done at a fixed fee which covers my time in preparing for the bond issue and for all follow up items required in connection therewith.

The rate quoted above covers general solicitor services as have been provided in the past. The South Williamsport Area School District sometimes uses special counsel to deal with other areas, such as labor negotiations and special education challenges. I would like to point out that this firm is willing and able to provide specialized services, especially in the area of labor and employment law, at competitive rates. If you would like more information on other areas in which we might be able to serve you, please let me know.

If you need further information, please let me know. I look forward to the opportunity to continue to act as solicitor for the District as we move through very challenging times in the world of public education and municipal finance.

South Williamsport Area School District
March 21, 2022
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Very truly yours,

McNERNEY, PAGE, VANDERLIN & HALL


Fred A. Holland
fholland@mpvhlaw.com

FAH/klw