



**October 17, 2022**

6:00 P.M.  
H.S. Library

**Mr. Todd Engel**  
President  
Region III

**Mr. Steve Rupert**  
Vice President  
Region II

**Mrs. Cathy Bachman**  
Treasurer  
Region III

**Mrs. Sue Bowman**  
Region I

**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. Eric Briggs**  
Superintendent

**Mrs. Jamie Mowrey**  
Board Secretary

**Mr. Fred Holland**  
Solicitor

## **Agenda**

### **Regular Board Meeting**

#### ***Opening***

Call to Order

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

#### ***Action Items***

Treasurer's Report

Approval of Bills

- General Fund – \$2,875,855.24
- Cafeteria Fund – \$32,901.58
- GO NOTE 2022 - \$877.86

Approval of Minutes

Board Committee Reports

#### ***Superintendent's Report & Recommendations***

1. Out-of-State & Overnight Field Trip Requests
2. Unpaid Leave Requests
3. Employment
4. Capital Reserve Fund
5. Liquidation of Workbooks
6. Act 57 of 2022
7. Commonwealth University of PA Guaranteed Admissions Agreement
8. Agreement between SWASD and Lycoming College
9. Letter of Agreement – SWASD and Susquehanna Community Health
10. Agreement between SWASD and G. H. Harris Associates Inc.
11. Baseball and Softball Fields Scoreboard Project
12. Baseball and Softball Fields Scoreboard Project – Phase I
13. Approve Policy 246 – First Reading
14. Elementary Wrestling Tournament/Policy 707
15. Safety Committee

#### ***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 regular board meeting regarding student discipline.**

Adjournment

**SUPERINTENDENT'S REPORT AND RECOMMENDATIONS**  
**October 17, 2022**

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

It is recommended the school board approve Jennifer Kimball's overnight field trip request to take FBLA students to Kalahari Resort on October 30-31, 2022, for the State Leadership Workshop.

It is recommended the school board approve Eric Gerber's overnight field trip request to take wrestling students to Mount Aloysius College on December 16-17, 2022, for a wrestling tournament.

It is recommended the school board approve Robyn Rummings out-of-state field trip request to take High School Chorus students to New York City, NY on May 17, 2023, to attend the Making Music workshop and a Broadway show.

**2. Unpaid Leave Requests**

It is recommended the school board approve the unpaid leave for EE #1255 for September 15-16, 2022.

It is recommended the school board approve the unpaid leave for EE #1292 for September 22-23, 2022.

**3. Employment**

**Resignations**

The superintendent accepted the letters of resignation from the following employees:

- Billee Robbins from her Accountant position effective October 20, 2022 with last day worked on September 30, 2022.
- Edward March from his Events Security Staff position effective October 10, 2022.

**Van Driver/Stock Room Attendant**

It is recommended the school board approve Ed Williams as the Van Driver/Stock Room Attendant for the school district at a rate of \$11.79 per hour in accordance with the South Williamsport Area Support Professionals Association.

**Guest Teacher Program through BLaST IU**

It is recommended the school board add Kylie Crawford to the list of Guest Teachers as submitted by BLaST IU 17 for the 2022-2023 school year.

**Substitutes**

It is recommended the school board approve Stacy Barr as a classified substitute (secretary and paraprofessional), Connie Sciacca and Dodi Gower as classified substitutes (cafeteria), Christine Kennedy as a classified substitute (custodial), and Kevin Eck as a day-to-day certified teacher substitute for the 2022-2023 school year.

## **Winter Coaches**

The Athletic Director is recommending school board approval of the following Coaches for the 2022-2023 winter season:

- **Boys Basketball:** Joe Simon: Head Varsity Coach - \$5,056; Nick Koletar: JV Coach - \$3,565; Scott Lowery: 8<sup>th</sup> Grade Coach - \$4,335; and Pat McCormick: Volunteer
- **Elementary Boys Basketball Volunteer Coaches** – Jesse Manikowski and Paul McGinn
- **Girls Basketball:** Ryan Brown: JV Coach - \$3,805; Aaron Green: 8<sup>th</sup> Grade Coach - \$3,330; Gregg Anthony: 7<sup>th</sup> Grade Coach - \$2,854
- **Wrestling:** Eric Gerber: Head Varsity Coach - \$5,470; Tyler Watts: Assistant Varsity Coach - \$3,204; Chris Lusk: Head Jr. High Coach - \$2,500; Scott White: Assistant Jr. High Coach - \$2,074
- **Wrestling Volunteers:** Eric Caschera, Erick Fortin, Robert Gardner, Paul Gephart, Nate Jones, and Nick Lorson

## **4. Capital Reserve Fund**

It is recommended the school board approve the transfer of \$238,078 from the General Fund to the Capital Reserve Fund.

## **5. Liquidation of Workbooks**

It is recommended the school board approve the liquidation of unused/unneeded math workbooks due to a curriculum change. Attempts will be made to sell the workbooks and/or donate to another agency.

## **6. Act 57 of 2022 – Attachment #2**

It is recommended the school board approve Act 57 of 2022 authorizing the waiver of additional charges for the late payment of real estate taxes in certain circumstances.

## **7. Commonwealth of PA Guaranteed Admissions Agreement – Attachment #3**

It is recommended the school board approve the Guaranteed Admissions Agreement with Commonwealth University of Pennsylvania and the South Williamsport Area School District.

## **8. Agreement between SWASD and Lycoming College – Attachment #4**

It is recommended the school board approve the Agreement between SWASD and Lycoming College regarding student teaching placement within our district.

## **9. Letter of Agreement – SWASD and Susquehanna Community Health – Attachment #5**

It is recommended the school board approve the Letter of Agreement between the South Williamsport Area School District and Susquehanna Community Health as submitted.

**10. Agreement between SWASD and G. H. Harris Associates Inc. – Attachment #6**

It is recommended the school board approve the agreement between SWASD and G. H. Harris Associates Inc. for their debt collection services.

**11. Baseball and Softball Fields Scoreboard Project – LDG Agreement – Attachment #7**

It is recommended the school board bring from the table a motion to approve the revised Scope of Services documents from Larson Design Group for the baseball and softball fields scoreboard project.

**12. Baseball and Softball Fields Scoreboard Project – Phase I – Attachment #8**

It is recommended the school board approve Phase I of running electricity to the baseball and softball fields at a cost not to exceed \$10,000. Phase I will include PPL work to install a pole, run wires from a pole on E Mountain Ave to the new pole on our property, and run wires underground from the new pole to a junction box. Phase I also includes necessary trenching work performed by James Wacker LLC.

**13. Approve Policy – First Reading- Attachment #9**

It is recommended the school board approve the first reading of Policy No. 246 – School Wellness with the proposed wording change on page eight (8).

**14. Elementary Wrestling Tournament/Policy 707 – Attachment #10**

It is recommended the school board waive Policy 707 for the Elementary Wrestling Tournament being held in January 2023.

**15. Safety Committee – Attachment #11**

It is recommended the school board approve the Safety Committee By-Laws as submitted by Dr. Briggs.

**BOARD INFORMATION**  
**October 17, 2022**

**BOARD MEETING DATES**

October 17 – School Board Meeting – 6:00 p.m.  
November 07 – Work Session – 6:00 p.m.  
November 21 – School Board Meeting – 6:00 p.m.  
December 05 – Reorganization Meeting – 6:00 p.m.

**ADDITIONAL INFORMATION**

October 26 – Building Committee Meeting – 6:00 p.m.  
  
Athletic Committee Meeting Minutes from October 3, 2022

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF SEPTEMBER 30, 2022**

**GENERAL FUND - Checking Account**

Book Balance August 31, 2022 7,444,398.01

**Receipts**

Real Estate Taxes, Face	6111	1,473,548.83	
Real Estate Taxes, Discount	6211	(29,462.19)	
Earned Income Tax, less Commission	6151	262,245.03	
Real Estate Transfer Tax, less Commission	6153	20,860.02	
Interest Income	6510	16,234.83	
Football Ticket Sales	6711	4,068.00	
Volleyball Ticket Sales	6724	1,212.00	
Tuition	6941	1,351.20	
Attendance Fine	6990	3.08	
Special Education Subsidy	7271	143,530.00	
Ready to Learn Block Grant	7505	228,011.00	
Retirement Subsidy	7820	486,561.06	
Title IV	8517	1,746.20	
ESSER II	8743	29,842.98	
ARP ESSER	8744	47,193.45	
ARP ESSER 7% Learning Loss	8751	2,620.00	
ARP ESSER 7% Summer Programs	8752	524.00	
ARP ESSER 7% Afterschool	8753	524.00	
Transportation Reimbursement	Offset Expenses	3,813.17	
Due from Payroll Fund	Offset Expenses	82.75	
Records Request	Offset Expenses	31.52	
Cyber Charter School Refund	Offset Expenses	207.43	
Quarterly HI Premium Share	Offset Expenses	8,039.20	
COBRA Payments	Offset Expenses	4,152.72	
P-EBT Funds	Transfer to Café Fund	628.00	
			2,707,568.28

**Payments**

Payments Issued in September 2022 (2,384,805.83)

Book Balance September 30, 2022 7,767,160.46

**GENERAL FUND - PLGIT Investment Account**

Book Balance August 31, 2022 63,672.42

Interest Income 123.82

Book Balance September 30, 2022 63,796.24

**GENERAL FUND - 2020 SINKING FUND**

Book Balance August 31, 2022 -

Transfer from General Fund 548,934.10

Debt Service Payment (548,934.10)

Interest Income -

Book Balance September 30, 2022 -

**GENERAL FUND - TECHNOLOGY INSURANCE FUND**

Book Balance August 31, 2022	18,791.18
Receipts	13,765.00
Interest Income	(2,876.78)
Checks Issued in September 2022	53.15
Book Balance September 30, 2022	<u>29,732.55</u>

**CAFETERIA FUND**

Book Balance August 31, 2022	328,775.36
Receipts	
Cafeteria Deposits	18,036.81
P-EBT Funds	628.00
Interest Income	<u>674.19</u>
	19,339.00
Payments	
Checks Issued in September 2022	<u>(16,834.76)</u>
Book Balance September 30, 2022	<u>331,279.60</u>

**DEBT SVC FUND - GO NOTE 2022**

Book Balance August 31, 2022	9,491,408.54
Interest Income	19,307.80
Checks Issued in September 2022	<u>(4,462.57)</u>
Book Balance September 30, 2022	<u>9,506,253.77</u>

**CAPITAL RESERVE FUND**

Book Balance August 31, 2022	1,039,552.77
Interest Income	2,115.51
Checks Issued in September 2022	<u>-</u>
Book Balance September 30, 2022	<u>1,041,668.28</u>

**STUDENT ACTIVITIES - CLUBS**

Book Balance August 31, 2022	57,931.30
Receipts	2,950.27
Interest Income	121.33
Checks Issued in September 2022	<u>(746.15)</u>
Book Balance September 30, 2022	<u>60,256.75</u>

**STUDENT ACTIVITIES - ATHLETIC BOOSTERS**

Book Balance August 31, 2022	36,731.92
Receipts	6,122.50
Interest Income	79.27
Checks Issued in September 2022	<u>(3,064.39)</u>
Book Balance September 30, 2022	<u>39,869.30</u>

# BOARD SUMMARY

## Fund: 10 - GENERAL FUND    Encumbrances Included

As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>1100 REGULAR PROGRAMS</b>						
100 SALARIES	4,569,180.00	4,569,180.00	0.00	515,237.05	4,053,942.95	11.28
200 EMPLOYEE BENEFITS	3,084,221.00	3,084,221.00	0.00	575,790.81	2,508,430.19	18.67
300 PURCH PROF & TECH SVCS	16,160.00	16,160.00	0.00	6,340.06	9,819.94	39.23
400 PURCHASED PROPERTY SVCS	34,105.00	34,105.00	0.00	6,095.98	28,009.02	17.87
500 OTHER PURCHASED SVCS	958,447.00	958,447.00	0.00	206,580.39	751,866.61	21.55
600 SUPPLIES	175,172.00	175,172.00	2,907.53	195,435.30	(23,170.83)	113.23
700 PROPERTY	3,058.00	3,058.00	0.00	1,929.99	1,128.01	63.11
800 OTHER OBJECTS	10,705.00	10,705.00	4,973.09	284.00	5,447.91	49.11
<b>Totals for 1100s</b>	<b>8,851,048.00</b>	<b>8,851,048.00</b>	<b>7,880.62</b>	<b>1,507,693.58</b>	<b>7,335,473.80</b>	<b>17.12</b>
<b>1200 SPECIAL PROGRAMS</b>						
100 SALARIES	1,232,608.00	1,232,608.00	0.00	155,881.18	1,076,726.82	12.65
200 EMPLOYEE BENEFITS	835,835.00	835,835.00	0.00	154,279.68	681,555.32	18.46
300 PURCH PROF & TECH SVCS	422,900.00	422,900.00	0.00	5,726.25	417,173.75	1.35
400 PURCHASED PROPERTY SVCS	270.00	270.00	0.00	0.00	270.00	0.00
500 OTHER PURCHASED SVCS	7,487.00	7,487.00	0.00	0.00	7,487.00	0.00
600 SUPPLIES	16,916.00	16,916.00	220.05	7,072.91	9,623.04	43.11
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Totals for 1200s</b>	<b>2,521,016.00</b>	<b>2,521,016.00</b>	<b>220.05</b>	<b>322,960.02</b>	<b>2,197,835.93</b>	<b>12.82</b>
<b>1300 VOCATIONAL EDUCATION</b>						
100 SALARIES	271,460.00	271,460.00	0.00	30,388.65	241,071.35	11.19
200 EMPLOYEE BENEFITS	188,851.00	188,851.00	0.00	36,022.05	152,828.95	19.07
300 PURCH PROF & TECH SVCS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
500 OTHER PURCHASED SVCS	246,495.00	246,495.00	0.00	0.00	246,495.00	0.00
600 SUPPLIES	7,691.00	7,691.00	0.00	1,948.76	5,742.24	25.34
<b>Totals for 1300s</b>	<b>719,497.00</b>	<b>719,497.00</b>	<b>0.00</b>	<b>68,359.46</b>	<b>651,137.54</b>	<b>9.50</b>
<b>1400 OTHER INSTRUCTION</b>						



# BOARD SUMMARY

Fund: Encumbrances Included  
As of: 06/30/2023

## Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
100 SALARIES	203,607.00	203,607.00	0.00	23,932.28	179,674.72	11.75
200 EMPLOYEE BENEFITS	116,213.00	116,213.00	0.00	17,435.62	98,777.38	15.00
300 PURCH PROF & TECH SVCS	34,817.00	34,817.00	0.00	3,316.66	31,500.34	9.53
500 OTHER PURCHASED SVCS	136,500.00	136,500.00	0.00	259.50	136,240.50	0.19
600 SUPPLIES	4,078.00	4,078.00	664.51	1,244.92	2,168.57	46.82
800 OTHER OBJECTS	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
<b>Totals for 1400s</b>	497,965.00	497,965.00	664.51	46,188.98	451,111.51	9.41
<b>2100 SUPPORT FOR STUDENTS</b>						
100 SALARIES	302,034.00	302,034.00	0.00	53,172.10	248,861.90	17.60
200 EMPLOYEE BENEFITS	183,011.00	183,011.00	0.00	41,064.71	141,946.29	22.44
300 PURCH PROF & TECH SVCS	26,000.00	26,000.00	0.00	26,000.00	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	9,313.00	9,313.00	0.00	14,893.85	(5,580.85)	159.93
800 OTHER OBJECTS	325.00	325.00	0.00	220.00	105.00	67.69
<b>Totals for 2100s</b>	521,683.00	521,683.00	0.00	135,350.66	386,332.34	25.95
<b>2200 SUPPORT FOR INSTRUCTION</b>						
100 SALARIES	243,847.00	243,847.00	0.00	24,010.18	219,836.82	9.85
200 EMPLOYEE BENEFITS	245,559.00	245,559.00	0.00	56,514.55	189,044.45	23.01
300 PURCH PROF & TECH SVCS	203,425.00	203,425.00	1,887.80	85,435.14	116,102.06	42.93
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
500 OTHER PURCHASED SVCS	28,879.00	28,879.00	0.00	11,511.90	17,367.10	39.86
600 SUPPLIES	42,196.00	42,196.00	2,122.24	11,628.82	28,444.94	32.59
700 PROPERTY	25,000.00	25,000.00	0.00	19,328.61	5,671.39	77.31
<b>Totals for 2200s</b>	793,906.00	793,906.00	4,010.04	208,429.20	581,466.76	26.76
<b>2300 ADMINISTRATION</b>						
100 SALARIES	605,970.00	605,970.00	0.00	132,368.82	473,601.18	21.84
200 EMPLOYEE BENEFITS	568,149.00	568,149.00	0.00	166,431.04	401,717.96	29.29
300 PURCH PROF & TECH SVCS	97,000.00	97,000.00	0.00	28,352.61	68,647.39	29.23

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

10/12/2022 08:27:00 AM

# BOARD SUMMARY

Fund: Encumbrances Included  
As of: 06/30/2023

## Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	6,137.16	13,322.84	31.54
600 SUPPLIES	24,813.00	24,813.00	67.47	5,687.00	19,058.53	23.19
700 PROPERTY	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00
800 OTHER OBJECTS	17,060.00	17,060.00	0.00	10,728.04	6,331.96	62.88
<b>Totals for 2300s</b>	<b>1,334,452.00</b>	<b>1,334,452.00</b>	<b>67.47</b>	<b>349,704.67</b>	<b>984,679.86</b>	<b>26.21</b>
<b>2400 PUPIL HEALTH</b>						
100 SALARIES	118,891.00	118,891.00	0.00	13,585.19	105,305.81	11.43
200 EMPLOYEE BENEFITS	56,232.00	56,232.00	0.00	6,362.64	49,869.36	11.31
300 PURCH PROF & TECH SVCS	5,100.00	5,100.00	0.00	0.00	5,100.00	0.00
400 PURCHASED PROPERTY SVCS	303.00	303.00	0.00	0.00	303.00	0.00
500 OTHER PURCHASED SVCS	275.00	275.00	0.00	0.00	275.00	0.00
600 SUPPLIES	6,184.00	6,184.00	1,019.45	3,451.88	1,712.67	72.30
<b>Totals for 2400s</b>	<b>186,985.00</b>	<b>186,985.00</b>	<b>1,019.45</b>	<b>23,399.71</b>	<b>162,565.84</b>	<b>13.06</b>
<b>2500 BUSINESS OFFICE</b>						
100 SALARIES	164,350.00	164,350.00	0.00	23,093.72	141,256.28	14.05
200 EMPLOYEE BENEFITS	149,046.00	149,046.00	0.00	52,227.45	96,818.55	35.04
300 PURCH PROF & TECH SVCS	20,259.00	20,259.00	0.00	14,724.96	5,534.04	72.68
400 PURCHASED PROPERTY SVCS	2,482.00	2,482.00	0.00	1,140.89	1,341.11	45.97
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	235.63	15,264.37	1.52
600 SUPPLIES	3,266.00	3,266.00	30.86	1,568.13	1,667.01	48.96
<b>Totals for 2500s</b>	<b>354,903.00</b>	<b>354,903.00</b>	<b>30.86</b>	<b>92,990.78</b>	<b>261,881.36</b>	<b>26.21</b>
<b>2600 PLANT SERVICES</b>						
100 SALARIES	709,386.00	709,386.00	0.00	180,290.35	529,095.65	25.41
200 EMPLOYEE BENEFITS	623,197.00	623,197.00	0.00	191,409.05	431,787.95	30.71
400 PURCHASED PROPERTY SVCS	256,115.00	256,115.00	41,077.00	107,437.47	107,600.53	57.99
500 OTHER PURCHASED SVCS	115,820.00	115,820.00	0.00	83,360.64	32,459.36	71.97
600 SUPPLIES	419,005.00	419,005.00	11,479.71	102,531.59	304,993.70	27.21
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

# BOARD SUMMARY

Fund: Encumbrances Included  
As of: 06/30/2023

## Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 OTHER OBJECTS	200.00	200.00	0.00	200.00	0.00	100.00
<b>Totals for 2600s</b>	2,125,223.00	2,125,223.00	52,556.71	665,229.10	1,407,437.19	33.77
<b>2700 STUDENT TRANSPORTATION</b>						
100 SALARIES	19,116.00	19,116.00	0.00	0.00	19,116.00	0.00
200 EMPLOYEE BENEFITS	8,203.00	8,203.00	0.00	0.00	8,203.00	0.00
300 PURCH PROF & TECH SVCS	3,250.00	3,250.00	0.00	0.00	3,250.00	0.00
500 OTHER PURCHASED SVCS	363,000.00	363,000.00	0.00	8,650.08	354,349.92	2.38
600 SUPPLIES	58,500.00	58,500.00	0.00	10,965.90	47,534.10	18.75
<b>Totals for 2700s</b>	452,069.00	452,069.00	0.00	19,615.98	432,453.02	4.34
<b>3100 FOOD SERVICE</b>						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	19,587.54	(19,587.54)	0.00
<b>Totals for 3100s</b>	0.00	0.00	0.00	19,587.54	(19,587.54)	0.00
<b>3200 STUDENT ACTIVITIES</b>						
100 SALARIES	284,673.00	284,673.00	0.00	6,134.87	278,538.13	2.16
200 EMPLOYEE BENEFITS	133,121.00	133,121.00	0.00	10,509.17	122,611.83	7.89
300 PURCH PROF & TECH SVCS	74,066.00	74,066.00	0.00	21,360.18	52,705.82	28.84
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
500 OTHER PURCHASED SVCS	58,453.00	58,453.00	0.00	13,155.15	45,297.85	22.51
600 SUPPLIES	50,638.00	50,638.00	251.44	27,089.93	23,296.63	53.99
800 OTHER OBJECTS	28,870.00	28,870.00	0.00	8,682.45	20,187.55	30.07
<b>Totals for 3200s</b>	634,821.00	634,821.00	251.44	86,931.75	547,637.81	13.73
<b>3300 COMMUNITY SERVICES</b>						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	430.00	430.00	0.00	0.00	430.00	0.00
500 OTHER PURCHASED SVCS	15,100.00	15,100.00	0.00	0.00	15,100.00	0.00
<b>Totals for 3300s</b>	16,530.00	16,530.00	0.00	0.00	16,530.00	0.00
<b>5100 DEBT SERVICE</b>						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	429.80	1,570.20	21.49

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

# BOARD SUMMARY

Fund: Encumbrances Included

As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
900 OTHER USES OF FUNDS	1,286,143.00	1,286,143.00	0.00	548,934.10	737,208.90	42.68
<b>Totals for 5100s</b>	1,288,143.00	1,288,143.00	0.00	549,363.90	738,779.10	42.65
<b>5900 BUDGETARY RESERVE</b>						
800 OTHER OBJECTS	101,575.00	101,575.00	0.00	0.00	101,575.00	0.00
<b>Totals for 5900s</b>	101,575.00	101,575.00	0.00	0.00	101,575.00	0.00
<b>Expenditure Totals</b>	<b>20,399,816.00</b>	<b>20,399,816.00</b>	<b>66,701.15</b>	<b>4,095,805.33</b>	<b>16,237,309.52</b>	<b>20.40</b>
<b>6100 REAL ESTATE/EARNED INCOME TAXES</b>						
000 .	(8,509,455.00)	(8,509,455.00)	0.00	(5,995,938.90)	(2,513,516.10)	70.46
<b>Totals for 6100s</b>	(8,509,455.00)	(8,509,455.00)	0.00	(5,995,938.90)	(2,513,516.10)	70.46
<b>6200 DISCOUNTS ON TAXES</b>						
000 .	102,750.00	102,750.00	0.00	102,100.27	649.73	99.37
<b>Totals for 6200s</b>	102,750.00	102,750.00	0.00	102,100.27	649.73	99.37
<b>6300 PENALTIES ON TAXES</b>						
000 .	(18,592.00)	(18,592.00)	0.00	(1,237.27)	(17,354.73)	6.65
<b>Totals for 6300s</b>	(18,592.00)	(18,592.00)	0.00	(1,237.27)	(17,354.73)	6.65
<b>6400 DELINQUENCIES ON TAXES</b>						
000 .	(375,000.00)	(375,000.00)	0.00	(72,244.30)	(302,755.70)	19.27
<b>Totals for 6400s</b>	(375,000.00)	(375,000.00)	0.00	(72,244.30)	(302,755.70)	19.27
<b>6500 EARNINGS ON INVESTMENTS</b>						
000 .	(15,000.00)	(15,000.00)	0.00	(30,315.44)	15,315.44	202.10
<b>Totals for 6500s</b>	(15,000.00)	(15,000.00)	0.00	(30,315.44)	15,315.44	202.10
<b>6700 REVENUES FROM LEA ACTIVITIES</b>						
000 .	(33,900.00)	(33,900.00)	0.00	(9,799.00)	(24,101.00)	28.91
<b>Totals for 6700s</b>	(33,900.00)	(33,900.00)	0.00	(9,799.00)	(24,101.00)	28.91
<b>6800 REVENUES FROM IU/PASS THROUGHs</b>						
000 .	(196,153.00)	(196,153.00)	0.00	30,057.61	(226,210.61)	(15.32)
<b>Totals for 6800s</b>	(196,153.00)	(196,153.00)	0.00	30,057.61	(226,210.61)	(15.32)

# BOARD SUMMARY

Fund: Encumbrances Included  
As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>6900 OTHER LOCAL REVENUES</b>						
000 .	(27,000.00)	(27,000.00)	0.00	17,802.21	(44,802.21)	(65.93)
<b>Totals for 6900s</b>	(27,000.00)	(27,000.00)	0.00	17,802.21	(44,802.21)	(65.93)
<b>7100 BASIC SUBSIDY INCOME</b>						
000 .	(6,743,440.00)	(6,743,440.00)	0.00	(957,672.00)	(5,785,768.00)	14.20
<b>Totals for 7100s</b>	(6,743,440.00)	(6,743,440.00)	0.00	(957,672.00)	(5,785,768.00)	14.20
<b>7200 REVENUE FOR SPECIAL EDUCATIONAL PROGRAMS</b>						
000 .	(901,863.00)	(901,863.00)	0.00	(287,060.00)	(614,803.00)	31.83
<b>Totals for 7200s</b>	(901,863.00)	(901,863.00)	0.00	(287,060.00)	(614,803.00)	31.83
<b>7300 REVENUES FOR NON-EDUCATIONAL PROGRAMS</b>						
000 .	(909,294.00)	(909,294.00)	0.00	(371,037.00)	(538,257.00)	40.80
<b>Totals for 7300s</b>	(909,294.00)	(909,294.00)	0.00	(371,037.00)	(538,257.00)	40.80
<b>7500 READY TO LEARN GRANT</b>						
000 .	(228,011.00)	(228,011.00)	0.00	(228,011.00)	0.00	100.00
<b>Totals for 7500s</b>	(228,011.00)	(228,011.00)	0.00	(228,011.00)	0.00	100.00
<b>7800 REVENUE FROM COMMONWEALTH OF PA</b>						
000 .	(1,845,654.00)	(1,845,654.00)	0.00	195,840.07	(2,041,494.07)	(10.61)
<b>Totals for 7800s</b>	(1,845,654.00)	(1,845,654.00)	0.00	195,840.07	(2,041,494.07)	(10.61)
<b>8500 TITLE FUNDS</b>						
000 .	(411,668.00)	(411,668.00)	0.00	(9,378.08)	(402,289.92)	2.28
<b>Totals for 8500s</b>	(411,668.00)	(411,668.00)	0.00	(9,378.08)	(402,289.92)	2.28
<b>8700 FEDERAL STIMULUS FUNDING</b>						
000 .	(287,536.00)	(287,536.00)	0.00	(188,068.10)	(99,467.90)	65.41
<b>Totals for 8700s</b>	(287,536.00)	(287,536.00)	0.00	(188,068.10)	(99,467.90)	65.41
<b>Revenue Totals</b>	<b>(20,399,816.00)</b>	<b>(20,399,816.00)</b>	<b>0.00</b>	<b>(7,804,960.93)</b>	<b>(12,594,855.07)</b>	<b>38.26</b>
<b>Fund 10 Totals</b>						
<b>Total Expenditure</b>	<b>19,010,098.00</b>	<b>19,010,098.00</b>	<b>66,701.15</b>	<b>3,546,441.43</b>	<b>15,396,955.42</b>	<b>19.01</b>

# BOARD SUMMARY

Fund: Encumbrances Included

As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Other Expenditure	1,389,718.00	1,389,718.00	0.00	549,363.90	840,354.10	39.53
Total Revenue	(20,399,816.00)	(20,399,816.00)	0.00	(7,804,960.93)	(12,594,855.07)	38.26
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

# BOARD SUMMARY

Fund: Encumbrances Included

As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Expenditure	19,010,098.00	19,010,098.00	66,701.15	3,546,441.43	15,396,955.42	19.01
Total Other Expenditure	1,389,718.00	1,389,718.00	0.00	549,363.90	840,354.10	39.53
Total Revenue	(20,399,816.00)	(20,399,816.00)	0.00	(7,804,960.93)	(12,594,855.07)	38.26
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

# Condensed Board Summary Report

Fund: 10

From 07/01/2022 To 06/30/2023

Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1110	GENERAL FUND - REGULAR PROGRAMS	8,851,048.00	1,507,693.58	1,507,693.58	7,880.62	7,335,473.80	17.12
1200	GENERAL FUND - SPECIAL PROGRAMS	98,584.00	31,554.08	31,554.08	0.00	67,029.92	32.01
1211	GENERAL FUND - LIFE SKILLS SUPPORT	358,330.00	55,612.60	55,612.60	0.00	302,717.40	15.52
1221	GENERAL FUND - HEARING SUPPORT	4,800.00	0.00	0.00	0.00	4,800.00	0.00
1224	GENERAL FUND - VISUAL SUPPORT	14,100.00	0.00	0.00	0.00	14,100.00	0.00
1225	GENERAL FUND - SPEECH SUPPORT	130,674.00	16,700.86	16,700.86	0.00	113,973.14	12.78
1231	GENERAL FUND - EMOTIONAL SUPPORT	125,000.00	0.00	0.00	0.00	125,000.00	0.00
1232	GENERAL FUND - EMOTIONAL SUPPORT PRRI	0.00	0.00	0.00	0.00	0.00	0.00
1233	GENERAL FUND - AUTISTIC SUPPORT	199,800.00	0.00	0.00	0.00	199,800.00	0.00
1240	GENERAL FUND - LEARNING SUPPORT	1,516,603.00	219,092.48	219,092.48	220.05	1,297,290.47	14.46
1243	GENERAL FUND - GIFTED SUPPORT	4,125.00	0.00	0.00	0.00	4,125.00	0.00
1260	GENERAL FUND - PHYSICAL SUPPORT	60,000.00	0.00	0.00	0.00	60,000.00	0.00
1280	GENERAL FUND - EARLY INTERVENTION	9,000.00	0.00	0.00	0.00	9,000.00	0.00
1340	GENERAL FUND - HOME ECONOMICS	108,613.00	15,944.54	15,944.54	0.00	92,668.46	14.68
1350	GENERAL FUND - INDUSTRIAL ARTS	129,608.00	17,789.65	17,789.65	0.00	111,818.35	13.73
1360	GENERAL FUND - BUSINESS EDUCATION	230,276.00	34,625.27	34,625.27	0.00	195,650.73	15.04
1390	GENERAL FUND - OTHER VOCATIONAL PROG	251,000.00	0.00	0.00	0.00	251,000.00	0.00
1430	GENERAL FUND - HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
1442	GENERAL FUND - ALTERNATIVE EDUCATION	130,000.00	259.50	259.50	0.00	129,740.50	0.20
1490	GENERAL FUND - OTHER INSTRUCTION	367,965.00	45,929.48	45,929.48	664.51	321,371.01	12.66
2110	GENERAL FUND - STUDENT SERVICES	145,365.00	73,532.38	73,532.38	0.00	71,832.62	50.58
2120	GENERAL FUND - GUIDANCE SERVICES	288,761.00	34,326.67	34,326.67	0.00	254,434.33	11.89
2130	GENERAL FUND - ATTENDANCE SERVICES	2,573.00	0.00	0.00	0.00	2,573.00	0.00
2140	GENERAL FUND - PSYCHOLOGICAL SERVICES	84,984.00	27,491.61	27,491.61	0.00	57,492.39	32.35
2210	GENERAL FUND - INNOVATIVE LEARNING	182,715.00	27,420.60	27,420.60	0.00	155,294.40	15.01



# Condensed Board Summary Report

Fund: 10

From 07/01/2022 To 06/30/2023

Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2240	GENERAL FUND - COMPUTER SUPPORT	346,330.00	141,900.22	141,900.22	3,715.22	200,714.56	42.05
2250	GENERAL FUND - SCHOOL LIBRARY SERVICE	143,130.00	20,798.43	20,798.43	294.82	122,036.75	14.74
2260	GENERAL FUND - CURRICULUM DEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00
2270	GENERAL FUND - STAFF DEVELOPMENT	121,731.00	18,309.95	18,309.95	0.00	103,421.05	15.04
2310	GENERAL FUND - BOARD SERVICES	174,167.00	49,614.29	49,614.29	0.00	124,552.71	28.49
2320	GENERAL FUND - BOARD TREASURER	275.00	0.00	0.00	0.00	275.00	0.00
2330	GENERAL FUND - TAX COLLECTION SERVICES	62,161.00	28,288.35	28,288.35	0.00	33,872.65	45.51
2350	GENERAL FUND - LEGAL & ACCOUNTING SVCS	41,000.00	6,437.92	6,437.92	0.00	34,562.08	15.70
2360	GENERAL FUND - SUPERINTENDENT SVCS	287,469.00	88,083.28	88,083.28	0.00	199,385.72	30.64
2380	GENERAL FUND - PRINCIPAL SVCS	769,380.00	177,280.83	177,280.83	67.47	592,031.70	23.05
2390	GENERAL FUND - OTHER ADMIN SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2420	GENERAL FUND - MEDICAL SERVICES	5,000.00	0.00	0.00	0.00	5,000.00	0.00
2430	GENERAL FUND - DENTAL SERVICES	100.00	0.00	0.00	0.00	100.00	0.00
2440	GENERAL FUND - NURSING SERVICES	181,885.00	23,399.71	23,399.71	1,019.45	157,465.84	13.43
2500	GENERAL FUND - BUSINESS OFFICE	354,903.00	92,990.78	92,990.78	30.86	261,881.36	26.21
2610	GENERAL FUND - PLANT SUPERVISOR	135,493.00	17,510.53	17,510.53	0.00	117,982.47	12.92
2620	GENERAL FUND - PLANT OPERATIONS	1,861,162.00	610,521.88	610,521.88	52,556.71	1,198,083.41	35.63
2660	GENERAL FUND - SECURITY SERVICES	128,568.00	37,196.69	37,196.69	0.00	91,371.31	28.93
2700	GENERAL FUND - STUDENT TRANSPORTATION	424,750.00	19,615.98	19,615.98	0.00	405,134.02	4.62
2730	GENERAL FUND - BUS MONITORING SERVICES	27,319.00	0.00	0.00	0.00	27,319.00	0.00
3100	GENERAL FUND - FOOD SERVICE	0.00	19,587.54	19,587.54	0.00	(19,587.54)	0.00
3200	GENERAL FUND - STUDENT ACTIVITIES	71,053.00	14,558.45	14,558.45	0.00	56,494.55	20.49
3210	GENERAL FUND - BAND EXPENSE	23,907.00	474.80	474.80	0.00	23,432.20	1.99
3249	GENERAL FUND - GIRLS VOLLEYBALL	18,981.00	3,324.20	3,324.20	0.00	15,656.80	17.51
3250	GENERAL FUND - FOOTBALL	78,353.00	23,907.98	23,907.98	0.00	54,445.02	30.51

# Condensed Board Summary Report

Fund: 10

From 07/01/2022 To 06/30/2023

Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
3251	GENERAL FUND - BOYS BB	38,623.00	1,400.00	1,400.00	0.00	37,223.00	3.62
3252	GENERAL FUND - GIRLS BB	38,229.00	1,400.00	1,400.00	0.00	36,829.00	3.66
3253	GENERAL FUND - WRESTLING	29,110.00	1,100.00	1,100.00	0.00	28,010.00	3.78
3254	GENERAL FUND - TRACK	21,929.00	0.00	0.00	0.00	21,929.00	0.00
3255	GENERAL FUND - BOYS SOCCER	23,368.00	3,050.99	3,050.99	0.00	20,317.01	13.06
3256	GENERAL FUND - BOYS TENNIS	15,290.00	604.65	604.65	0.00	14,685.35	3.95
3257	GENERAL FUND - GIRLS TENNIS	14,481.00	964.37	964.37	0.00	13,516.63	6.66
3258	GENERAL FUND - SOFTBALL	25,342.00	687.95	687.95	0.00	24,654.05	2.71
3259	GENERAL FUND - CROSS COUNTRY	9,739.00	928.38	928.38	0.00	8,810.62	9.53
3260	GENERAL FUND - CHEERLEADING	17,229.00	63.57	63.57	0.00	17,165.43	0.37
3261	GENERAL FUND - BASEBALL	22,050.00	0.00	0.00	0.00	22,050.00	0.00
3262	GENERAL FUND - GIRLS SOCCER	23,304.00	3,359.02	3,359.02	0.00	19,944.98	14.41
3263	GENERAL FUND - ATHLETIC ADMINISTRATION	158,333.00	29,782.39	29,782.39	251.44	128,299.17	18.97
3264	GENERAL FUND - ACADEMIC DECATHLON	5,500.00	1,325.00	1,325.00	0.00	4,175.00	24.09
3310	GENERAL FUND - COMMUNITY RECREATION	1,430.00	0.00	0.00	0.00	1,430.00	0.00
3320	GENERAL FUND - CIVIC SERVICE	15,100.00	0.00	0.00	0.00	15,100.00	0.00
5100	GENERAL FUND - DEBT SERVICE	1,288,143.00	549,363.90	549,363.90	0.00	738,779.10	42.65
5120	GENERAL FUND - REFUNDED LTD	0.00	0.00	0.00	0.00	0.00	0.00
5130	GENERAL FUND - REFUND OF PY REVENUES	0.00	0.00	0.00	0.00	0.00	0.00
5200	GENERAL FUND - FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5230	GENERAL FUND - TRANS TO CAPITAL PROJEC	0.00	0.00	0.00	0.00	0.00	0.00
5251	GENERAL FUND - TRANS TO FOOD SERVICE	0.00	0.00	0.00	0.00	0.00	0.00
5900	GENERAL FUND - BUDGETARY RESERVE	101,575.00	0.00	0.00	0.00	101,575.00	0.00
Fund 10 Totals							
Total Expenditure		19,010,098.00	3,546,441.43	3,546,441.43	66,701.15	15,396,955.42	19.01

## Condensed Board Summary Report

Total Other Expenditure	1,389,718.00	549,363.90	549,363.90	0.00	840,354.10	39.53
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
	20,399,816.00	4,095,805.33	4,095,805.33	66,701.15	16,237,309.52	

## Condensed Board Summary Report

Grand Totals All Funds	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	19,010,098.00	3,546,441.43	3,546,441.43	66,701.15	15,396,955.42	19.01
Total Other Expenditure	1,389,718.00	549,363.90	549,363.90	0.00	840,354.10	39.53
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
	20,399,816.00	4,095,805.33	4,095,805.33	66,701.15	16,237,309.52	

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/08/2022 - 10/12/2022

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
0000021287	09/08/2022	AED SUPERSTORE	GENERAL SUPPLIES		1,732.75
0000021288	09/08/2022	AMERICAN TIME	GENERAL SUPPLIES		555.94
0000021289	09/08/2022	BARR'S HARDWARE	GENERAL SUPPLIES		517.58
0000021290	09/08/2022	KEN BERGREN INC.	GENERAL SUPPLIES		249.99
0000021291	09/08/2022	BLAST INTERMEDIATE UNIT 17	Alternative Ed		27,350.81 #
0000021292	09/08/2022	CANON FINANCIAL SERVICES	Repairs & Maintenance		1,408.41
0000021293	09/08/2022	CINTAS	GENERAL SUPPLIES		54.81
0000021294	09/08/2022	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		120,632.89
0000021295	09/08/2022	EAGLE JANITORIAL SUPPLY CO.	GENERAL SUPPLIES		83.10
0000021296	09/08/2022	ETTINGERS LANDSCAPEING	Repairs & Maintenance		475.00
0000021297	09/08/2022	GOPHER SPORTS	GENERAL SUPPLIES		4,552.07
0000021298	09/08/2022	GRAND RENTAL STATION	Repairs & Maintenance		316.00
0000021299	09/08/2022	SOUTH WILLIAMSPORT JR/SR HIGH SCHOOL	Imprest Account		206.96 #
0000021300	09/08/2022	KURTZ BROTHERS	GENERAL SUPPLIES		151.00
0000021301	09/08/2022	Labels By Pulizzi	GENERAL SUPPLIES		2,304.10
0000021302	09/08/2022	LCWSA	Sewer Service		1,775.00
0000021303	09/08/2022	LEZZER LUMBER CO	GENERAL SUPPLIES		342.00 #
0000021304	09/08/2022	LYCOMING CO RMS	Disposal Service		40.00
0000021305	09/08/2022	PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL		1,981.86
0000021306	09/08/2022	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		11,752.11
0000021307	09/08/2022	NCS PEARSON INC	GENERAL SUPPLIES		125.00
0000021308	09/08/2022	J. W. PEPPER & SON INC	GENERAL SUPPLIES		91.49

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/08/2022 - 10/12/2022

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
0000021309	09/08/2022	PENNSYLVANIA COLLEGE OF TECHNOLOGY	PC NOW FEE		500.00 #
0000021310	09/08/2022	PENNSYLVANIA INTERSCHOLASTIC ATHLETIC ASSN	GENERAL SUPPLIES		29.74
0000021311	09/08/2022	PITNEY BOWES GLOBAL FIN SERVICES	Repairs & Maintenance		209.73
0000021312	09/08/2022	PAYROLL FUND	GROSS 9-9-22	ER RETIRE 9-9-22	433,214.85
0000021313	09/08/2022	WILLIAM REIFSNYDER	GENERAL SUPPLIES		63.56
0000021314	09/08/2022	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		434.88
0000021315	09/08/2022	ROBERT M. SIDES INC.	GENERAL SUPPLIES		15.00
0000021316	09/08/2022	W R SIMS AGENCY INC	Insurance		81,233.00
0000021317	09/08/2022	ALYSON STONER	GENERAL SUPPLIES		257.33
0000021318	09/08/2022	STUKENT INC	GENERAL SUPPLIES		880.00
0000021319	09/08/2022	SUN GAZETTE CO	Advertising		748.16
0000021320	09/08/2022	SMART SOURCE LLC	GENERAL SUPPLIES		379.40 #
0000021321	09/08/2022	UGI UTILITIES INC.	Gas		4,098.75
0000021322	09/08/2022	UNITED RENTALS (NORTH AMERICA) INC	Repairs & Maintenance		1,271.67
0000021323	09/08/2022	WELD-TEC SERVICE & SALES	GENERAL SUPPLIES		38.00
0000021324	09/08/2022	WOODLANDS BANK	payment		508,226.39
0000021325	09/09/2022	WOODLANDS BANK	payment		40,812.92
0000021326	09/15/2022	AMTRUST FINANCIAL SERVICES INC	WORKERS COMP		4,310.00
0000021327	09/15/2022	BAYADA HOME HEALTH CARE	Support Services		1,406.25
0000021328	09/15/2022	BLAST INTERMEDIATE UNIT 17	Emotional Support - Secondary	Emotional Support - Elementary	42,682.28 #

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/08/2022 - 10/12/2022

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
0000021329	09/15/2022	Ceramic Shop	GENERAL SUPPLIES		47.60
0000021330	09/15/2022	DICK BLICK ART MATERIALS	GENERAL SUPPLIES		4,195.11
0000021331	09/15/2022	J C EHRlich	Repairs & Maintenance		481.72
0000021332	09/15/2022	STEPHANIE FAY	CLASS SUPPLIES		149.00
0000021333	09/15/2022	JAMES GIRARDI	Tuition - J Girardi		853.10
0000021334	09/15/2022	GRAINGER	GENERAL SUPPLIES		61.98
0000021335	09/15/2022	GRAND RENTAL STATION	Repairs & Maintenance		196.00
0000021336	09/15/2022	KEYSTONE ADVERTISING SPECIALTIES	GENERAL SUPPLIES		38.00
0000021337	09/15/2022	KEYSTONE COMMUNICATIONS	GENERAL SUPPLIES		5,801.60
0000021338	09/15/2022	KURTZ BROTHERS	GENERAL SUPPLIES		1,178.80
0000021339	09/15/2022	Labels By Pulizzi	GENERAL SUPPLIES		2,172.75
0000021340	09/15/2022	LAMINATOR.COM & Binding Machine.com	Equipment		1,929.99
0000021341	09/15/2022	DOTTIE WHITE MERTZ	Tax Collector Bills Payment		3,116.00
0000021342	09/15/2022	NCS PEARSON INC	GENERAL SUPPLIES		185.00
0000021343	09/15/2022	PITNEY BOWES GLOBAL FIN SERVICES	Repairs & Maintenance		110.48
0000021344	09/15/2022	RYONET SCREEN PRINTING	GENERAL SUPPLIES		70.24
0000021345	09/15/2022	SCHOLASTIC INC MAGAZINES	GENERAL SUPPLIES		648.29
0000021346	09/15/2022	SPORTSMAN'S	GENERAL SUPPLIES		1,029.80
0000021347	09/15/2022	SUPER DUPER PUBLICATIONS	GENERAL SUPPLIES		192.00
0000021348	09/15/2022	UGI ENERGY SERVICES	Natural Gas		4,377.10
0000021349	09/15/2022	VERIZON WIRELESS	Wireless		198.93
0000021350	09/15/2022	EMILY WAGNER	School Supplies		936.52

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/08/2022 - 10/12/2022

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
0000021351	09/15/2022	WELD-TEC SERVICE & SALES	GENERAL SUPPLIES		48.00
0000021352	09/15/2022	W. F. WELLIEVER & SONS	GENERAL SUPPLIES		501.48
0000021353	09/15/2022	LYCOMING COLLEGE WARRIOR VOLLEYBALL TEAM	Volleyball Open Gyms		400.00
0000021354	09/21/2022	ABBY SIGN COMPANY LLC	GENERAL SUPPLIES		168.33
0000021355	09/21/2022	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,491.00
0000021356	09/21/2022	BAYADA HOME HEALTH CARE	Therapy Services		1,102.50
0000021357	09/21/2022	BLAST INTERMEDIATE UNIT 17	Data Center Hosting	Darts Software	29,344.57
0000021358	09/21/2022	CARDMEMBER SERVICES	General Supplies		5,440.41
0000021359	09/21/2022	CARNEGIE LEARNING	Professional Development		10,800.00
0000021360	09/21/2022	21st CENTURY CYBER CHARTER SSSHOOL	CHARTER SCHOOL		990.93
0000021361	09/21/2022	CENTRAL PA ACADEMIC DECATHLON	Academic Decathlon		150.00
0000021362	09/21/2022	CGA-HUSKY FUND	Cross Country Invitational		150.00
0000021363	09/21/2022	COMMONWEALTH UNIVERSITY OF PA	Cross Country Invitational		100.00
0000021364	09/21/2022	GUARDIAN CSC	Repairs & Maintenance		733.00
0000021365	09/21/2022	FOLLETT SCHOOL SOLUTIONS INC	Enc Transfer from FY22 GENERAL SUPPLIES		136.04 #
0000021366	09/21/2022	FRY'S FIRE	Repairs & Maintenance		1,262.50 #
0000021367	09/21/2022	GBM	Repairs & Maintenance		72.51
0000021368	09/21/2022	GIPPER MEDIA INC	Dues and Fees		500.00
0000021369	09/21/2022	Hobart Service	Repairs & Maintenance		2,108.82 #
0000021370	09/21/2022	HUDL	PURCHASE TECH SERVICE	Purchase Service Tech	13,500.00
0000021371	09/21/2022	Insight PA Cyber Charter School	CHARTER SCHOOL		2,972.79



# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/08/2022 - 10/12/2022

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
0000021372	09/21/2022	LEWISBURG AREA HIGH SCHOOL	Dues and Fees		90.00
0000021373	09/21/2022	MCNERNEY PAGE VANDERLIN & HALL	Professional Services		1,314.50
0000021374	09/21/2022	OTTO'S BOOK STORE	BOOKS		188.79
0000021375	09/21/2022	PENNSYLVANIA ACADEMIC DECATHLON	Academic Decathlon		475.00
0000021376	09/21/2022	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		8,779.31
0000021377	09/21/2022	PPL ELECTRIC UTILITIES	Electricity		17,071.50
0000021378	09/21/2022	PAYROLL FUND	GROSS 9-23-22	ER RETIRE 9-23-22	459,485.81
0000021379	09/21/2022	ROBERT M. SIDES INC.	GENERAL SUPPLIES		76.00
0000021380	09/21/2022	THE SIGN SHOP	GENERAL SUPPLIES		30.00
0000021381	09/21/2022	TESTOUT	GENERAL SUPPLIES		175.00
0000021382	09/21/2022	UPMC	Athletic Trainer		2,894.18
0000021383	09/21/2022	WMWA	Water		354.33
0000021384	09/21/2022	WILLIAMSPORT AREA SCHOOL DISTRICT	Career & Tech Program		223,796.44 #
0000021385	09/21/2022	WOODBURN PRESS	GENERAL SUPPLIES		1,087.71
0000021386	09/21/2022	DWIGHT WOODLEY	Mileage		22.50
0000021387	09/22/2022	EPLUS TECHNOLOGY INC	Enc Transfer from FY22 Replacement Printers for Central & HS	Enc Transfer from FY22 Printers	3,016.29 #
0000021388	09/22/2022	ROBERT M. SIDES INC.	Enc Transfer from FY22 Elementary Drum Set		1,229.00 #
0000021389	09/22/2022	TRI DIM FILTER CORP	Enc Transfer from FY22 GENERAL SUPPLIES		871.00 #
0000021390	09/22/2022	UPMC	MEDICAL SERVICES	Professional Services	6,820.00 #
0000021391	09/29/2022	B & H PHOTO VIDEO	GENERAL SUPPLIES		119.90

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/08/2022 - 10/12/2022

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
0000021392	09/29/2022	BAYADA HOME HEALTH CARE	Therapy Services		1,383.75
0000021393	09/29/2022	EMILY BRUMBACH	CLASS SUPPLIES		154.13
0000021394	09/29/2022	BUREAU OF EDUCATION & RESEARCH	Professional Development		279.00
0000021395	09/29/2022	CENTER FOR EXCELLENCE IN EDUCATION	BIO Olympiad		95.00
0000021396	09/29/2022	CERAMIC ARTS NETWORK	GENERAL SUPPLIES		39.99
0000021397	09/29/2022	CM REGENT LLC	Oct 22 Life Ins Premiums		761.88
0000021398	09/29/2022	COLUMN SOFTWARE PBC	Advertising		28.34
0000021399	09/29/2022	DELTA DENTAL OF PA	Oct 22 Dental Ins Premiums		7,600.00
0000021400	09/29/2022	GBM	Repairs & Maintenance		1,200.31
0000021401	09/29/2022	LINDSAY HUFF	Professional Development		48.50
0000021402	09/29/2022	JOHNSON CONTROLS FIRE PROTECTION LP	Repairs & Maintenance		1,514.78
0000021403	09/29/2022	JusticeWorks YouthCare Inc.	Title II Behavioral Support	Title I Behavioral Support	8,249.26
0000021404	09/29/2022	KURTZ BROTHERS	GENERAL SUPPLIES		940.05
0000021405	09/29/2022	LCWSA	Sewer Service		9,360.00
0000021406	09/29/2022	MADISON NATIONAL LIFE INSURANCE CO INC	Income Protection Plan		1,032.34
0000021407	09/29/2022	NCS PEARSON INC	GENERAL SUPPLIES		609.00
0000021408	09/29/2022	PETTY CASH	GENERAL SUPPLIES	TRAVEL	163.34
0000021409	09/29/2022	PIONEER ATHLETICS	GENERAL SUPPLIES		271.93
0000021410	09/29/2022	QBS	GENERAL SUPPLIES		4.00 #
0000021411	09/29/2022	ADAM RUBERT	CLASS SUPPLIES		700.00
0000021412	09/29/2022	SCHOLASTIC INC MAGAZINES	GENERAL SUPPLIES		329.67

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/08/2022 - 10/12/2022

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
0000021413	09/29/2022	LAURA SCHRECKENGAST	Music Lessons		1,181.25
0000021414	09/29/2022	ROBERT M. SIDES INC.	GENERAL SUPPLIES		47.00
0000021415	09/29/2022	SPORTSMAN'S	GENERAL SUPPLIES		1,417.59
0000021416	09/29/2022	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS		5,836.83
0000021417	09/29/2022	VERIZON	Telephone Service		179.89
0000021418	09/29/2022	GRANVILLE ASSOCIATES INC	GENERAL SUPPLIES		653.49
0000021419	09/29/2022	WARDS SCIENCE	GENERAL SUPPLIES		414.69
0000021420	09/29/2022	WM CORPORATE SERVICES INC	Disposal Service		2,899.00
0000021421	09/29/2022	WMWA	Water		904.41
0000021422	09/29/2022	JAY RHOADS	Tuition Reconciliation		844.50
0000021423	09/29/2022	STEPHANIE FAY	Subscription		298.00 #
0000021424	09/29/2022	UPMC	School Physician Services		160.00 #
0000021425	10/06/2022	AMERICAN TIME	GENERAL SUPPLIES		555.94
0000021426	10/06/2022	LORRI AMROM	GENERAL SUPPLIES		297.17
0000021427	10/06/2022	APR SUPPLY CO	GENERAL SUPPLIES		561.72
0000021428	10/06/2022	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,675.00
0000021429	10/06/2022	BAYADA HOME HEALTH CARE	Therapy Services		1,158.75
0000021430	10/06/2022	BREAKOUT INC	GENERAL SUPPLIES		99.00
0000021431	10/06/2022	ERIC BRIGGS	Cell Phone Reimbursement		124.20
0000021432	10/06/2022	CAFETERIA FUND	All Staff Breakfast		351.40
0000021433	10/06/2022	ENCOVA INSURANCE	WORKERS COMP		2,656.00 #
0000021434	10/06/2022	GBM	Repairs & Maintenance		31.91

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/08/2022 - 10/12/2022

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
0000021435	10/06/2022	GRAINGER	GENERAL SUPPLIES		256.01
0000021436	10/06/2022	GRAND RENTAL STATION	GENERAL SUPPLIES	Repairs & Maintenance	316.00
0000021437	10/06/2022	JOHNSON CONTROLS INC	GENERAL SUPPLIES		443.44
0000021438	10/06/2022	LEIGH JONES	CLASS SUPPLIES		183.26
0000021439	10/06/2022	KEYSTONE NATURAL TURF	Repairs & Maintenance		7,650.00
0000021440	10/06/2022	KURTZ BROTHERS	GENERAL SUPPLIES		268.49
0000021441	10/06/2022	LJC JANITORIAL DISTRIBUTORS	GENERAL SUPPLIES		201.60
0000021442	10/06/2022	MICHELE LOOMIS	Cell Phone Reimbursement		124.20
0000021443	10/06/2022	LOWE'S COMPANIES INC	GENERAL SUPPLIES		688.62
0000021444	10/06/2022	MEIER SUPPLY CO INC	GENERAL SUPPLIES		35.52
0000021445	10/06/2022	JAMIE MOWREY	Cell Phone Reimbursement		46.59
0000021446	10/06/2022	NI TTANY OIL	Diesel	Gasoline	9,413.43
0000021447	10/06/2022	PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL		990.93
0000021448	10/06/2022	MARIA PIERCE	Cell Phone Reimbursement		124.20
0000021449	10/06/2022	PITNEY BOWES GLOBAL FIN SERVICES	Repairs & Maintenance		410.34
0000021450	10/06/2022	PMEA DISTRICT 8	Chorus Pre-Auditions		10.00
0000021451	10/06/2022	PAYROLL FUND	GROSS 10-7-22	ER RETIRE 10-7-22	465,006.38
0000021452	10/06/2022	SAGE TECHNOLOGY SOLUTIONS	GENERAL SUPPLIES		324.17
0000021453	10/06/2022	SCHAE DLER YESCO DISTRIBUTION	GENERAL SUPPLIES		454.10
0000021454	10/06/2022	SHI INTERNATIONAL CORP	Large Format Printer for Ann Neely		1,511.00
0000021455	10/06/2022	ROBERT M. SIDES INC.	GENERAL SUPPLIES		827.70
0000021456	10/06/2022	STEVE SHANNON TIRE & AUTO CENTERS	Repairs & Maintenance		37.94

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 09/08/2022 - 10/12/2022

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
0000021457	10/06/2022	THE READING LEAGUE	Conference		374.25
0000021458	10/06/2022	UNIVERSITY OF OREGON	GENERAL SUPPLIES		460.00
0000021459	10/06/2022	WELLS FARGO VENDOR FIN SERV	Computer Service Equipment		12,678.26
0000021460	10/06/2022	WELD-TEC SERVICE & SALES	GENERAL SUPPLIES		48.00
0000021461	10/06/2022	SUSAN ZAYDELL	Cell Phone Reimbursement		124.20
* 000E232264	09/09/2022	WOODLANDS BANK	Direct Deposit Fee		10.00
* 000E232265	09/23/2022	WOODLANDS BANK	Direct Deposit Fee		10.00
* 000E232266	09/25/2022	WEX HEALTH INC	HSA Fee for Aug 2022		239.25
* 000E232267	09/27/2022	CAFETERIA FUND	P-EBT Local Admin Funds		628.00
* 000E232268	10/03/2022	PSERS	PSERS Employer POS		14.45
* 000E232269	10/03/2022	PSERS	PSERS Employer POS		836.12
* 000E232270	10/03/2022	PSERS	PSERS Employer POS		21.53
* 000E232271	10/03/2022	PSERS	PSERS Employer POS		2,615.75
* 000E232272	10/07/2022	WOODLANDS BANK	Direct Deposit Fee		10.00
* 000E232274	09/29/2022	LYCOMING COUNTY INSURANCE CONSORTIUM	Sept 22 Health Insurance Premiums		183,847.78
* 000E232275	09/29/2022	WOODLANDS BANK	Wire Transfer Fee		25.00
* 000E232276	10/03/2022	DELUXE	G.F. Deposit Tickets		124.79

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 09/08/2022 - 10/12/2022

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

10 - GENERAL FUND	2,875,855.24
Grand Total All Funds	2,875,855.24
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	188,382.67
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	2,687,472.57
Grand Total All Payments	2,875,855.24

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 09/08/2022 - 10/12/2022

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
0000006262	09/09/2022	PAYROLL FUND	9.9.22 PAYROLL		4,061.09
0000006263	09/16/2022	CENTRAL RESTAURANT PRODUCTS	General Supplies		561.71
0000006264	09/23/2022	PAYROLL FUND	9.23.22 PAYROLL		12,629.04
0000006265	10/06/2022	BEITER'S	GENERAL SUPPLIES		738.00
0000006266	10/06/2022	LOWE'S COMPANIES INC	GENERAL SUPPLIES		759.05
0000006267	10/06/2022	NUTRITION INC	Kitchen Towels		58.01
0000006268	10/06/2022	PAYROLL FUND	GROSS 10-7-22	ER RETIRE 10-7-22	14,094.68
50 - FOOD SERVICE FUND					32,901.58
Grand Total All Funds					32,901.58
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					32,901.58
Grand Total All Payments					32,901.58

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GO22 - GO NOTE 2022    Payment Dates: 09/08/2022 - 10/12/2022

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
0000001003	10/12/2022	MCKISSICK ARCHITECTS	Feasibility Study		877.86
				41 - DEBT SERVICE FUND	877.86
				Grand Total All Funds	877.86
				Grand Total Credit Cards	0.00
				Grand Total Direct Deposits	0.00
				Grand Total Manual Checks	877.86
				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	877.86



September 12, 2022

The regular meeting of the South Williamsport Area School Board was called to order at 6:08 PM in the High School Library by the President, Todd Engel.

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

Board Members Present: Bachman, Bowman, Brigandi, Bukeavich, Cramer, Engel, Hitesman, Miller, and Rupert.

Others Present: Scott Hill – HS Assistant Principal/Athletic Director, Maria Pierce – Rommelt Elementary Principal/Director of Student Services, Dwight Woodley – Director of Innovative Learning/IT, Mike Samar – School Police Officer, Eric Briggs – Superintendent, Tom Burkhart – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Jen Kimball, John Thompson, and Dick Knecht.

There was an executive session prior to the meeting regarding safety and security.

#### **APPROVE TREASURER'S REPORT**

A motion to approve the treasurer's report from August 2022 was moved by Cramer, seconded by Brigandi. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

#### **APPROVE BILLS**

A motion to approve the payment of bills from the General Fund in the amount of \$768,939.18, Food Service Fund in the amount of \$40,741.99, Capital Reserve in the amount of \$13,055.00, and GO Note 2022 in the amount of \$4,462.57 as funds become available was moved by Bachman, seconded by Rupert. Roll call: Bachman-yes, Bowman-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 August 22, 2022 as written was moved by Bukeavich, seconded by Engel. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

#### **SUPERINTENDENT RECOMMENDATIONS**

Dr. Eric Briggs, Superintendent, provided a debrief about the safety incident that occurred at Central Elementary on September 7, 2022.

#### **JOB DESCRIPTION**

A motion to approve the Instructional Coach Job Description was moved by Miller, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

#### **AGREEMENT TO ESTABLISH MENTAL HEALTH PSYCHIATRIC SCHOOL-BASED OUTPATIENT SERVICES**

A motion to approve the Agreement to Establish Mental Health Psychiatric School-Based Outpatient Services for the 2022-2023 school year was moved by Brigandi, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

## **REVISED BASEBALL AND SOFTBALL FIELDS SCOREBOARD PROJECT WITH LARSON DESIGN GROUP**

A motion to table the revised Scope of Services documents from Larson Design Group for the baseball and softball fields scoreboard project was moved by Engel, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

## **EMPLOYMENT**

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

### **Stipend Positions**

- Senior Class Advisors: Mike Allison/Karen Fink - \$335/person
- Junior Class Advisors: Keith Cremer/Ambrelinne Birth - \$307.50/person
- Sophomore Class Advisors: Eric Gerber/Brooke Rowles - \$230/person
- Freshman Class Advisors: Agnes Coder/Mike Steppe - \$220/person
- Yearbook Advisor: Kelly Shearer - \$1,700
- Yearbook Business Advisor: Kelly Shearer - \$465
- Builders Club Advisor: Karen Fink - \$465
- Jr High Yearbook Advisors: Karen Fink/Mike Rodgers - \$465/person
- Key Club Advisors: Scott Manning/Jamie Bloom - \$465/person
- FCCLA Advisor: Amy Vance - \$930
- FBLA Advisor: Jennifer Kimball - \$1,860
- Mini-Thon Advisors: Mike Rodgers/Mike Allison - \$465/person
- Academic Decathlon Advisors: Kyle Essick/Adam Rubert - \$525/person
- Senior High National Honor Society Advisor: Manny Tsikitas - \$930
- Junior High National Honor Society Advisor: 7<sup>th</sup> Grade Team - \$465
- Leo Club Advisor: Stephanie Fay/Hilarie German - \$465/person
- Coordinator – Audio Visual: Keith Cremer - \$500
- Academic Department Chairs: Jamie Bloom (Math), Matt Eisley (Science); Jessica Kaledas (Non-Core), Josie Kennedy (Social Studies), and Kelly Shearer (English) - \$750/person

### **Drama Director**

Jared Whitford for the 2022-2023 school year. Stipend for Fall play is \$1,050. Spring Musical stipends will be approved at a future board meeting

### **Game Worker**

Tony Birch as a game worker for the 2022-2023 school year at \$25 per game

### **Part-Time Custodian**

Cynthia Lowell as a 5 hour per day, school year only, part time custodian with the rate of pay of \$11.50 per hour in accordance with the AFSCME agreement.

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

A motion to adjourn the meeting was made by Hitesman, seconded by Brigandi. All members present voting yes, the meeting was adjourned at 6:25 PM.

### **Attest**

Jamie Mowrey  
Board Secretary

October 3, 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, Cramer, Engel, Hitesman, and Rupert.

Others Present: Michele Loomis – Central Elementary, Dwight Woodley – Director of Innovative Learning/IT, Bill Reifsnnyder – Director of Buildings & Grounds, Eric Briggs – Superintendent, Tom Burkhart – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Brenda Trimble, Ty Gatling, and Grace Phillips.

There was an executive session prior to the meeting regarding safety and security. No action to follow.

## **ACTION ITEMS**

### **EMPLOYMENT – COACHES**

A motion to approve Dean Kriebel as Head Girls Varsity Basketball Coach a for the 2022-2023 season at a rate of \$4,756 was moved by Rupert, seconded by Cramer. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes.

## **DISCUSSION ITEMS**

### **ADA ACCESSIBLE RAMP AT CENTRAL ELEMENTARY**

Dr. Briggs informed the school board that there is currently one quote for \$138,000 for the ADA Accessible Ramp at Central Elementary. Dr. Briggs met with South Williamsport Borough to discuss potential funding source for some of the cost of the ramp. The District is also waiting to hear back on a quote from a chair lift company.

### **SCOREBOARD PROJECT AT THE BALL FIELDS**

Dr. Briggs discussed Phase I of the Scoreboard project which is to get electricity to the property. A permit was obtained to be able to run electricity. Wires will run from an existing pole on E Mountain Avenue to a new above ground pole in the vicinity of the bike rack. Then, the remainder will be run underground to a junction box which is approximately 740 away from the new pole. The estimated cost is \$9,580.

### **CENTRAL ELEMENTARY RENOVATION PROJECT.**

Dr. Briggs presented a historical timeline of the Central Elementary project. A Feasibility Study was performed in 2018-2019. In Summer 2019, a matrix of options was presented. Option 2b was modified, refined and selected as the final option for design which arranged Central Elementary as K-6, High School as 7-12, and a new stadium built between the schools. Design work began; however, everything was put on hold due to COVID-19. In Fall of 2021, the Feasibility Study was revisited and the Central Elementary would become K-5 and the High School would become 6-12. Since January 2022, the Central Elementary project was reduced to a maintenance project to upgrade mechanical, electrical, and plumbing systems.

After discussions regarding grade level configurations, timing of construction, and layouts, there was consensus from the board to gather more information from McKissick Associates. Specifically, there are 4 scenarios with projected cost amounts that are requested.

- Grades K-5 at Central Elementary; additional classrooms on the West end, multi-purpose room/cafeteria on the East end
- Grades K-5 at Central Elementary; additional classrooms on the East end, multi-purpose room/cafeteria on the Southwest side.

- Grades K-6 at Central Elementary; additional classrooms on the West end, multi-purpose room/cafeteria on the East end
- Grades K-6 at Central Elementary; additional classrooms on the East end, multi-purpose room/cafeteria on the Southwest side.

Dr. Briggs will request these scenarios be prepared and ready to be discussed at the Building Committee meeting on Wednesday, October 26, 2022.

#### **COURTESY TO THE FLOOR**

The following individuals spoke on the following topics:

- Ty Gatling – student threats

A motion to adjourn the meeting was made by Bachman, seconded by Cramer. All members present voting yes, the meeting was adjourned at 7:37 PM.

Attest

Jamie Mowrey  
Board Secretary

# Field Trip Request

Print Form



Attachment 1

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

Teacher: **Jennifer Kimball**  
Grade / Club **FBLA**  
Building **Jr / Sr High School**  
Date of Application **9-21-22**

## General Information

Place to be Visited **Kalahari - state leadership workshop**  
Date of Visitation **10-30-22 through 10-31-22**  
Number of Students **9**  
Number of Faculty **1**  
Additional Chaperones **0**

## Transportation

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

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

Students will participate in leadership and community service activities for personal growth be networking in workshops with students all across PA.

**Additional information if needed:**

## Fees

Admission Fees (\$) **1500**  
Funding Source for Admission **FBLA Budget**  
Funding Source for Transportation **FBLA Budget**

## Substitute Coverage

**Number and duration of coverage needed:**

1 full teacher day

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

## Approval / Signature Required

Principal:

*Jesse Smith*

Superintendent:

*E. Byr*

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

# Field Trip Request

Print Form



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

Teacher: **Eric Gerber**  
Grade / Club **Varsity Wrestling Team**  
Building **Jr / Sr High School**  
Date of Application **9/7/2022**

## General Information

Place to be Visited **Mount Aloysius College**  
Date of Visitation **12/16/2022 & 12/17/2022**  
Number of Students **14**  
Number of Faculty **4**  
Additional Chaperones **0**

## Transportation

Transportation Needs **School Bus(s)**  
Departure Time **6:00 am on 12/16/2022**  
Time Leaving Destination **end of tournament 12/17/22**

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

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

**Additional information if needed:**

## Fees

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

## Substitute Coverage

**Number and duration of coverage needed:**

12/17/2021 for Eric Gerber & Chris Lusk

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

## Approval / Signature Required

Principal:

*[Signature]* 9/8/2022

Superintendent:

*[Signature]* 9/12/2022

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

# Field Trip Request

Print Form



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

Teacher: **Robyn Rummings**  
Grade / Club **9-12 Chorus**  
Building **Jr / Sr High School**   
Date of Application **9/12/2022**

## General Information

Place to be Visited **NYC - Broadway Show/Workshop**  
Date of Visitation **May 17, 2023**  
Number of Students **60**  
Number of Faculty **2**  
Additional Chaperones **10**

## Transportation

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

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

The 9-12 chorus will attend a "Making Music" Workshop which will allow the students to work with an acting director and actor from the stage of the show we will be seeing. They will learn about stage presence and vocal production. They will attend a Broadway Show in the afternoon.

### Additional information if needed:

The students will be paying for this trip on their own. They will also be bringing in their own money to buy food and souvenirs. This is always a fun filled day that the students look forward to every year.

## Fees

Admission Fees (\$) **N/A**  
Funding Source for Admission **Individual Students**  
Funding Source for Transportation **Students will pay for their own tickets**

## Substitute Coverage

### Number and duration of coverage needed:

2 substitutes will be needed for the full school day.

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

## Approval / Signature Required

Principal:

*Jesse Amite*

Superintendent:

*E. Byr*

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

**South Williamsport School District  
Resolution No. 3**

**A RESOLUTION OF THE BOARD OF SCHOOL DIRECTORS OF THE SOUTH  
WILLIAMSPORT AREA SCHOOL DISTRICT AUTHORIZING THE WAIVER OF  
ADDITIONAL CHARGES FOR THE LATE PAYMENT OF REAL ESTATE TAXES IN  
CERTAIN CIRCUMSTANCES TO COMPLY WITH ACT 57 OF 2022**

WHEREAS, the South Williamsport Area School District (School District”) is a taxing district as defined in the Local Tax Collection Law, 53 Pa. C.S. § 8001 *et seq.*;

WHEREAS, the School District adopts its annual budget on or before June 30 of each year, and issue its real estate tax bills thereafter on or about July 1 of each year;

WHEREAS, the real estate tax bills provide for payment by certain dates of either the discount, face and/or penalty amount depending on the date when such payment is made;

WHEREAS, from time to time there may be errors and/or delays with the distribution and/or delivery system of real estate tax bills and property owners may not receive their real estate tax bills and/or do not receive them in a timely fashion; and

WHEREAS, Act 57 of 2022 amended the Local Tax Collection Law to authorize, in limited and certain circumstances, for the waiver of additional charges and other forms of relief for taxpayers’ late payment of the face amount of real estate taxes; and

WHEREAS, Act 57 of 2022 requires the School District to adopt a resolution to require its real estate tax collector(s) to waive additional charges for real estate taxes, subject to a taxpayer’s compliance with the requirements Act 57 of 2022, beginning July 1, 2023 and each tax year thereafter.

NOW, THEREFORE, BE IT RESOLVED by the Board of School Directors of *South Williamsport School District*, as follows:

1. **Definitions.** In compliance with Act 57 of 2022, the following terms shall be defined as:
  - a. “Additional charge” shall mean any interest, fee, penalty or charge accruing to and in excess of the face amount of the real estate taxes as provided in the real estate tax notice.
  - b. “Tax collector” shall mean an elected or appointed tax collector, delinquent tax collector, tax claim bureau or alternative collector assigned to collect the School District’s real estate taxes.
  - c. “Qualifying event” shall mean either the date ownership of real estate is transferred, the date ownership of a mobile/manufactured home is transferred or the date a lease agreement commences for the original location or relocation of a mobile/manufactured home on a parcel of land not owned by the owner of the mobile/manufactured home.



2. **Tax Collector Compliance.** Each tax collector shall waive additional charges for the late payment of real estate taxes for a particular property, if a taxpayer does all of the following:
  - a. The taxpayer provides a waiver request of additional charges within twelve (12) months of a qualifying event;
  - b. The taxpayer attests a real estate tax notice was not received and/or not received in a timely manner;
  - c. The taxpayer provides proof of the property transfer within the previous twelve (12) months by means of:
    - i. a copy of the deed showing the date of the real property transfer; or
    - ii. a copy of the title showing the date of acquisition of a mobile/manufactured home or an executed lease agreement for a mobile/manufactured home shown the date on which the lease began; and
  - d. The taxpayer makes full payment of the face amount on real estate tax bill at the time of the waiver request.
3. **Taxpayer Waiver and Attestation Form.** A taxpayer shall use the standardized form developed by the Pennsylvania Department of Community and Economic Development for purposes of submitting the waiver request and attestation under Paragraph 2.
4. **Tax Collector Liability.** A tax collector who in good faith accepts a waiver request and full payment of the face amount on real estate tax bill shall not be personally liable for any amount due or arising from the real estate tax that is the subject of the waiver request.
5. **Effective Date.** This resolution shall become effective beginning July 1, 2023 or the date on which the School District's 2023 real estate tax notices are issued, if earlier.

**DULY ADOPTED**, by the Board of School Directors of South Williamsport School District, in lawful session duly assembled, this *3<sup>rd</sup>* day of *October* 2022.

***SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT***

By: \_\_\_\_\_  
President of the Board of School Directors

**ATTEST:** \_\_\_\_\_  
Secretary of the Board of School Directors  
(SEAL)

**GUARANTEED ADMISSIONS AGREEMENT  
BETWEEN  
COMMONWEALTH UNIVERSITY OF PENNSYLVANIA  
and  
SOUTH WILLIAMSPORT SCHOOL DISTRICT**

THIS AGREEMENT made and entered into this 17th day of October, 2022, between Commonwealth University of Pennsylvania of the State System of Higher Education (including Bloomsburg, Lock Haven, and Mansfield campuses) and South Williamsport School District.

NOW, THEREFORE, for and in consideration of the foregoing and the mutual promises hereinafter expressed and intending to be legally bound hereby, the Parties agree as follows:

**A. INTRODUCTION**

Commonwealth University of Pennsylvania and South Williamsport School District (hereinafter referred to as “Commonwealth University and “South Williamsport Area School District”) agree to establish this Guaranteed Admissions agreement. South Williamsport Area School District students who apply for admission to and graduate from South Williamsport Area School District are guaranteed admission to Commonwealth University on the condition they graduate from South Williamsport Area School District, apply to Commonwealth University by December 15 of the students’ senior year, and satisfy all application requirements to the major at Commonwealth University.

Nursing and some science programs remain selective and have enrollment capacities. It is critical students apply as early as possible to these majors to receive early consideration for admission.

Commonwealth University will recognize and reward students for their academic preparation at South Williamsport Area School District by awarding a tiered scholarship merit program for South Williamsport Area School District graduates. The following criteria for admission and scholarship consideration must be met:

1. Apply for admission to Commonwealth University no later than December 15 of the students’ senior year.
2. Graduate from South Williamsport Area School District.
3. Commonwealth University will award 4 tiers of academic merit scholarships to South Williamsport Area School District graduates according to the following academic preparedness of the student applicant:
  - i. **Tier 1 - 95% or above cumulative GPA at South Williamsport Area School District - \$28,000; \$7,000 annually**
  - ii. **Tier 2 - 90-94% cumulative GPA at South Williamsport Area School District - \$24,000; \$6,000 annually**

- iii. **Tier 3 - 85-89% cumulative GPA at South Williamsport Area School District - \$16,000; \$4,000 annually**
- iv. **Tier 4 – 80-84% cumulative GPA at South Williamsport Area School District - \$12,000; \$3,000 annually**
- 4. South Williamsport Area School District scholarship recipients must remain enrolled full-time at Commonwealth University for a minimum of 12 credits per academic semester and must maintain an overall GPA of 2.50 at Commonwealth University to remain eligible for the scholarship.
- 5. The scholarship is renewable for up to four (4) academic years, or eight (8) consecutive fall and spring academic semesters, if the criteria in #4 above are met.
- 6. Commonwealth University will guarantee on-campus housing at the Bloomsburg, Lock Haven, or Mansfield campuses, for up to four (4) years of full-time student enrollment.

The purposes of this agreement are:

- 1. To establish a Guaranteed Admissions Agreement to recognize and reward the academic preparation of all South Williamsport School District graduates in their pursuit of higher education.
- 2. To enable graduates of South Williamsport High School to build upon their education and training by earning a baccalaureate degree in a seamless educational partnership.
- 3. To enable Commonwealth University to attract a more diverse population of students who have already demonstrated academic success.
- 4. To enable South Williamsport Area School District graduates to obtain a quality education at a low cost, and, in doing so, provide the commonwealth with additional qualified graduates.
- 5. To ensure recognition of the continuity of academic progress, consideration for the transferability of credits between secondary and post-secondary institutions, and to reward strong academic performance during the students' high school career.

## **B. PROCEDURES**

South Williamsport Area School District agrees to publicize this Guaranteed Admissions Agreement to students in its school district communications and correspondence, and to inform qualified, matriculating students of the opportunity for admission to, and scholarship qualifications, at Commonwealth University under the terms of this agreement. Commonwealth University will recognize student attendance at the Bloomsburg, Lock Haven, and Mansfield campuses.

South Williamsport Area School District students must enroll no later than the fall semester immediately following their high school graduation. They cannot attend another two-year or four-year institution after graduating from South

Williamsport Area School District. Otherwise, the Guaranteed Admissions and matching scholarship is null and void.

South Williamsport students must complete the Commonwealth University Application for Admission by December 15 of their senior year to qualify for the Guaranteed Admissions and scholarship criteria. Late applicants who apply for admission after that deadline may not be considered as part of the agreement and scholarship criteria.

The following items are the responsibility of students participating in the Guaranteed Admissions program:

1. Graduate from South Williamsport School District with a minimum overall grade point average that satisfies the academic standards of the school district and The Pennsylvania Department of Education.
2. At the time of application, provide transcripts of all courses completed up to and including the current grade reporting period.
3. Upon graduating from South Williamsport School District provide official final transcripts to Commonwealth University.
4. South Williamsport Area School District students must complete the Commonwealth University Application for Admission by December 15 if enrolling for the following fall semester, and to be considered for the Guaranteed Admissions and scholarship award criteria. Admission under this agreement will be contingent upon completing items 1 to 3, above, and graduation from South Williamsport Area School District.
5. Pay the required advanced deposit to hold a seat for the initial semester of admittance.
6. Pay Commonwealth University's tuition and fees for those semesters in which they are registered for courses at Commonwealth University.

### **C. CONDITIONS OF THE AGREEMENT**

1. A Program Coordinator shall be identified at South Williamsport Area School District and Commonwealth University who will assist all students in transition regarding the application process, housing requirements at Commonwealth University, major selection and campus location, academic advising, and consideration for a scholarship award to Commonwealth University.
2. The term of this agreement shall be five (5) years commencing when all applicable signatures are obtained. The first cohort of eligible South Williamsport Area School District students to participate in this agreement will be part of the graduating Class of 2023 who will enroll at Commonwealth University for the Fall 2023 academic semester
3. Any South Williamsport Area School District student who has successfully earned credits through dual enrollment programs at Bloomsburg, Lock Haven, or Mansfield Universities, or at other two-year or four-year accredited institutions, will have those credits appropriately applied to their

major of study, once a major is declared and the student is accepted to Commonwealth University.

4. Either institution may withdraw from the agreement upon written notification of the other, with exception to commitments already in effect for students who have applied to Commonwealth University. Such commitments will be honored. In the event of a substantial breach, such as, a lack of response to requests for information and or adequate participation, either party may terminate this agreement.
5. The relationship of the parties to this contract shall not be construed to constitute a partnership, joint venture, or any other relationship, other than that of independent contractors.
6. The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
7. Neither of the parties shall assume any liabilities as a result of this agreement. As to liability to each other, death to persons, or damages to property, the parties do not waive any defense as a result of entering into this contract. This provision shall not be construed to limit Commonwealth University of Pennsylvania's rights, claims or defenses, which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth of Pennsylvania or of the Pennsylvania State System of Higher Education or Commonwealth University.
8. This agreement represents the entire understanding between the parties. This agreement can be modified only in writing with the same formality as the original agreement.
9. This agreement shall be governed and interpreted in accordance with the laws of the Commonwealth of Pennsylvania.

In WITNESS WHEREOF, the parties hereto have caused this agreement to be executed pursuant to due and legal action authorizing the same to be done the date first written above.

Commonwealth University of  
Pennsylvania:

\_\_\_\_\_ School District :

\_\_\_\_\_  
President  
Commonwealth University  
Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent  
\_\_\_\_\_ School District  
Date: \_\_\_\_\_

\_\_\_\_\_  
Provost and Senior VP, Academic Affairs  
Commonwealth University  
Date: \_\_\_\_\_

\_\_\_\_\_  
High School Principal  
\_\_\_\_\_ School District  
Date: \_\_\_\_\_

\_\_\_\_\_  
University Legal Counsel  
Date: \_\_\_\_\_



## PLACEMENT OF FIELD PARTICIPANTS AND STUDENT TEACHING STUDENTS SCHOOL DISTRICT AGREEMENT

This Agreement is entered into by and between SCHOOL DISTRICT (the "District") with an address of said School District and Lycoming College, 1 College Place, Williamsport, PA 17701, and sets out the respective rights and responsibilities of the School District and Lycoming College with regard to any Lycoming student who is assigned as a student teacher, practicum student or field participant, as those terms are defined below, in the School.

### I. DUTIES AND RESPONSIBILITIES OF THE COLLEGE

- a. *Selection of Students.* The College shall be responsible for the selection of qualified teacher candidates to participate in the field placement, or student teaching experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the School District.
- b. *Education of Students.* The College shall assume full responsibility for the classroom education of its students. The College shall be responsible for the administration of the program, the curriculum content, and the requirements of matriculation, grading and graduation.
- c. Lycoming will direct all communications to the District Placement Coordinator. Lycoming shall initiate the placement of a Student Teacher or Practicum Student filing an application for each proposed assignment setting out the background of the student and the type of assignment appropriate. The request will be sent to the District Placement Coordinator, exclusively. The request may be accompanied by suggested names of teachers of the District, who would be recommended by Lycoming as a Supervising Teacher. The final assignment of Student Teachers and Practicum Students shall be made by the District after consultation with the Supervising Teacher and Principal under whom the assignment will be completed.
- d. *Advising Students of Rights and Responsibilities.* The College will be responsible for advising the student of his or her own responsibilities under this Agreement. The student will be advised of his or her obligations to abide by the policies and procedures of the School District and should any student fail to abide by any policy and/or procedure, he or she may be expelled from the program. Student Teachers will follow the calendar of the District and the daily schedule of the individual school in which the experience is taking place. Any proposed deviation by Student Teachers, Practicum Students or Participants must be approved in advance by the Supervising Teacher, the Principal (if applicable) and Lycoming. Student Teachers, Practicum Students, and Participants will be advised that they are required to conform to standards of professional decorum that are consonant with prevailing standards in the school community and the education profession as a condition of the placement and its continuation.

One College Place  
Williamsport, PA 17701  
[www.lycoming.edu](http://www.lycoming.edu)

- e. *Supervision of Students.* Students shall be subject to the rules and regulations of the District and under the direction and control of the Supervising or Cooperating Teacher, Principal, and other administrative personnel while they are on the premises. The student teaching clinical supervisor or other designated representative of Lycoming shall have access, at all times, to visit the classroom(s) to which the student is assigned for the purpose of observation and supervision, upon approval of, and at the discretion of the District in coordination with the Principal.
- f. *Professional Liability Insurance.* Students are responsible for procuring professional liability insurance through Pennsylvania State Education Association (PSEA) at their own expense. The limits of the policy will be a minimum of \$1,000,000 per occurrence. This policy must remain in full force and effect for the duration of the field placement, practicum or student teaching experience.
- g. *Health & Security Clearances.* The College will require its students who are participating in the field study, practicum or student teaching experience to comply with the health status and security clearance requirements of the School District and/or state regulatory agencies, including but not limited to completion of Act 34 Pennsylvania state criminal history report, current Act 151 child abuse report, and Act 114 FBI federal criminal history background check. Proof of compliance must be presented to the College with appropriate authorization to release information to the student who will share with the School District prior to participating in the experience.

## II. DUTIES AND RESPONSIBILITIES OF THE SCHOOL DISTRICT

- a. *Establishment of Field Placement, Practicum or Student Teaching.*  
The School District authorizes the use of its facilities as may be agreed upon by the School District and the College as a field study, practicum or student teaching center. This field placement, practicum or student teaching experience is for students enrolled in the College's Teacher Certification Program. This field study, practicum or student teaching experience is required and authorized by law.
- b. *Policies of School District.* The College will review with each teacher candidate prior to the assignment any and all applicable policies, codes, or confidentiality issues related to the experience. The School District will provide the College all the applicable information at least two weeks In advance of the student's participation.
- c. *Administration.* The School District will have sole authority and control over all aspects of student services. The School District will be responsible for and retain control over the organization, and operation of its programs.



- d. *Removal of Noncompliant Student.* The School District shall have the authority to immediately remove a teacher candidate who fails to comply with School District policies and procedures. If such a removal occurs, the School District will immediately contact the responsible College Faculty Supervisor.
- e. *Designation of Representative.* The School District will designate a person to serve as a liaison between the parties who will meet periodically with representatives of the College in order to discuss, plan and evaluate the experience of the student(s).
- f. *Supervision of Students.* The School District will provide an employee of the School District to act as the Cooperating Teacher. The Cooperating Teacher will serve as a supervisor of student activities during the field study, practicum or student teaching experience.
- g. *Reporting of Student Progress.* The School District will provide all reasonable information requested by the College on a student's work performance. If there are any student evaluations, they will be completed and returned according to any reasonable schedule agreed to by the College and the School District.
- h. *Student Records.* The School District will protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent the written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

### III. MUTUAL TERMS AND CONDITIONS

- a. *Number of Participating Students.* The parties will mutually agree upon the number of college students assigned to the School District for the field placement teaching experience.
- b. *Term of Agreement.* The term of this Agreement shall be five (5) years from the date of execution. This Agreement may not exceed a period of five (5) years.
- c. *Termination of Agreement.* The College or the School District may terminate this Agreement for any reason with thirty (30) days notice. Either party may terminate this Agreement in the event of a substantial breach. However, should the School District terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination.


- d. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regards to sex, age, race, color, creed, national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the Americans with Disabilities Act.
- e. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- f. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- g. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this agreement to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- h. *Liability.* Neither of the parties shall assume any liabilities to each other, except as specifically stated in this Agreement. As to liability for damage, injuries or death to persons, or damages to property, the parties to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this Agreement unless such a waiver is expressly and clearly written into a part of this Agreement.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives of the parties have executed this agreement as of the date previously indicated.


***Lycoming College Authorized Signatures:***

  
\_\_\_\_\_  
Vice President for Finance and Administration

8/29/22  
Date

  
\_\_\_\_\_  
Signature of Provost of the College

8/29/22  
Date

  
\_\_\_\_\_  
Signature of Director of Teacher Education Program

8/29/22  
Date

  
\_\_\_\_\_  
Signature of Chairperson of Education Department

8/29/22  
Date

***School District Authorized Signatures:***

\_\_\_\_\_  
Signature of Authorized School District Administrator

\_\_\_\_\_  
Printed Name and Title of Authorized School District Administrator

South Williamsport Area School District  
School District

## Letter of Agreement

The purpose of this agreement is to set forth the terms and conditions under which the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT and Susquehanna Community Health & Dental Clinic, Inc. (SCH&DC) will work together to provide dental care services to students of SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT through the Dental School Program for the 2022-2023 school year.

Intending to be legally bound, SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT and SCH&DC agree:

1. SCH&DC will supply trained staff with full child abuse and criminal record clearances to provide dental services to students of SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT on-site at SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT.
2. Any student in SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT is eligible to participate in this program.
3. SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT staff and SCH&DC will provide information to aid families to understand the services provided and give informed consent to their involvement, including signed release of information forms allowing information sharing in support of the student's dental needs. Staff members will also assist with creating a plan for continued dental care for each student. In order to participate in the program, a parent or guardian will have to sign consent forms, health and social paperwork, and provide insurance information (if applicable) prior to receiving dental services.
4. Dental services such as cleanings, restorative care, sealants, and exams will be offered through this program, as well as supplemental education on proper oral and dental care.
5. The SCH&DC Dental Program Coordinator and other outreach staff will serve as an access point to connect students with services directed at their identified needs. These individuals will assist families in contacting service providers at SCH&DC who can address the identified issues and, in total, provide proper dental care for the student participating in the Dental School Program.
6. SCH&DC will provide services on-site at the schools within the district on the mobile care unit and portable equipment if applicable.

7. SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT and SCH&DC may terminate the agreement upon two weeks written notice should either fail to adhere to the items specified above.
8. SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT and SCH&DC will encourage families to regularly participate in the program to ensure proper dental care and hygiene of the identified students.
9. SCH&DC shall indemnify and hold harmless SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with SCH&DC's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the SCH&DC, including without limitation, any breach of the SCH&DC's representations contained in this Agreement, except in the event of acts of negligence or improper conduct by SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT, and any of its officials, employees, and representatives, which prohibit the SCH&DC from efficiently carrying out its duties.
10. SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT shall indemnify and hold harmless the SCH&DC, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT, including without limitation, any breach of the SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT's representations contained in this Agreement, except in the event of acts of negligence or other improper conduct by the SCH&DC, and any of its elected and appointed officials, employees, and representatives, which prohibit SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT from efficiently carrying out its duties.

SOUTH WILLIAMSPORT  
AREA SCHOOL DISTRICT

Susquehanna Community Health  
& Dental Clinic, Inc.

---

Superintendent

---

President & CEO

# G. H. HARRIS ASSOCIATES INC.

Municipal Accounts

[WWW.GHHARRIS.COM](http://WWW.GHHARRIS.COM)

Hours M-F 8-12 + 12:30-4:30 PM

P. O. BOX 216

DALLAS PA 18612

Phone / 570-639-5005 ~ Fax / 570-639-2964

DELINQUENT SCHOOL DEBT

COLLECTION SERVICES COLLECTOR

September 01, 2022

Account Number(s) 2012924451

Pay Online: [www.ghharris.com](http://www.ghharris.com)

JOHNNIE DOEY

1111 MAIN STREET

SOMEWHERE AA 12345

RE: Past Due SCHOOL DISTRICT SCHOOL DEBT COLLECTION SERVICES, COLLECTION

JOHNNIE DOEY:

Be advised of our representation of the SCHOOL DISTRICT of TEST VALLEY, County of TEST, as their collector of delinquent SCHOOL DISTRICT SCHOOL DEBT COLLECTION SERVICES, charges. The records indicate that **you currently owe \$100.00 for SCHOOL DISTRICT SCHOOL DEBT COLLECTION SERVICES, charges plus \$16.00 in Delinquent Fees totaling \$116.00** as the responsible party for 22. The School District has sent multiple notifications that these charges were outstanding, and this balance remains unpaid. We are hereby notifying you that the full amount presently due of \$116.00 is to be paid to the undersigned on or by **September 16, 2022**.

**UNLESS YOU DISPUTE THE VALIDITY OF THIS DEBT OR ANY PORTION THEREOF WITHIN THIRTY (30) DAYS OF YOUR RECEIPT OF THIS NOTICE, WE WILL ASSUME THAT THE DEBT IS VALID. IF YOU NOTIFY ME OF SUCH A DISPUTE, IN WRITING, WITHIN THIS THIRTY (30) DAY PERIOD, WE WILL OBTAIN VERIFICATION OF THE DEBT AND PROMPTLY SEND A COPY TO YOU.**

We urge you to give this matter your immediate attention. If you do not respond to this notice, your account will be subject to additional fee(s). Notice preparation, court filing costs, constable fees, sheriff fees, mileage fees, execution costs, newspaper advertising, and attorney's fees are likely to be imposed. Again, if you do not respond we will proceed accordingly. Once again, we will allow you until **September 16, 2022**, to send the full amount due of \$116.00, made payable to G. H. Harris Associates Inc. or to pay online at [WWW.GHHARRIS.COM](http://WWW.GHHARRIS.COM). Online we accept debit or credit Visa, Master Card, or Discover cards and the amount payable will include a small processing fee. If you cannot meet this date deadline with the full amount due, contact this Office immediately at [info@ghharris.com](mailto:info@ghharris.com), 1-570-639-5005, or 1-570-639-1481.

Sincerely,

G. H. Harris Associates Inc.

Delinquent School Debt Collection Services Collector

GHH/pda

**THIS NOTICE AND ANY FUTURE NOTICES FROM OUR COMPANY ARE AN ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE**

# DELINQUENT SCHOOL DEBT NOTICE

\_\_\_\_\_ School District

\_\_\_\_\_

Account Number:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your \_\_\_\_\_

\_\_\_\_\_

The student school debt and cost(s) now stand at \$ \_\_\_\_\_ and must be made directly to G. H. Harris Associates Inc.

We will allow you until \_\_\_\_\_ (Mid-night) to have the above amount paid in full. Failure to respond will result in our next legal method of collection being instituted against you. We urge you to give this matter your immediate attention.

Pay On-Line at [WWW.GHHARRIS.COM](http://WWW.GHHARRIS.COM) or make certified check or money order payable to the undersigned.

Date of Service:

G. H. Harris Associates Inc.  
Delinquent Collector  
PO Box 216  
Dallas PA 18612

Hour of Service:

\_\_\_\_\_ M

Deputy:

\_\_\_\_\_

[info@ghharris.com](mailto:info@ghharris.com)  
Hours: M-F 8-12 & 12:30-4:30  
Phone (570) 639-5005  
Phone (570) 639-1481  
Fax (570) 639-2964

Any payments made to the District will be credited to your student's account for future purchases and will not satisfy delinquent school debt balances.

THIS NOTICE AND ANY FUTURE NOTICES FROM OUR COMPANY ARE AN ATTEMPT TO COLLECT A DEBT AND ANY INFORMATION OBTAINED WILL BE USED FOR THAT PURPOSE

**IMPORTANT** – To assure proper credit on remittances by mail return this NOTICE.

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT PROPOSAL FOR  
DELINQUENT SCHOOL DEBT COLLECTION SERVICES

September 28, 2022

Submitted by:

G. H. Harris Associates, Inc.  
www.ghharris.com  
Paul Adamshick, Treasurer  
PO Box 216  
Dallas PA 18612  
1-800-836-1331 (T)  
1-570-639-2964 (F)  
paul@ghharris.com

About G. H. Harris Associates, Inc.

G. H. Harris Associates, Inc., is a family owned Sub Chapter S Corporation in business for over sixty years. Only taxes and fees owed to Pennsylvania School Districts and Municipalities are collected. Clients can be found in forty-one different counties and vary from School Districts, Townships, Boroughs, Cities, Counties, to Municipal Authorities. Most of these clients have been with G. H. Harris for over thirty (30) years. Various taxes collected and/or administered are per capita, occupation, earned income, streetlight, and LST to name a few. Various fees collected are sewer, refuse, cafeteria, technology, and bad check to name a few. G. H. Harris Associates, Inc., maintains a staff of fifteen (15), which includes three (3) full time field representatives. Since the implementation of a website designed for accepting credit and debit card payments, over 100,000 transactions have been made with only eight (8) chargebacks. Each open account is assigned a computer generated ten (10) digit account number, which is required to access their account and payment field at the website. When bonds are required, they are purchased through the Western Surety Company, AKA CNA Insurance. Ever since the first bond in 1957, Western Surety is the only issuer of bonds and G. H. Harris Associates, Inc., has a bond rating of A+/8.

Fair Debt Collection Experience

G. H. Harris Associates, Inc., closely monitors all business activities and account queries to ensure compliance under the Fair Debt Collection Practices Act (FDCPA), the Fair Credit Extension Uniformity Act (FCEUA), and the Consumer Protection Law (UTCPL). On two different occasions (1979 & 2003) suits were brought against G. H. Harris Associates, Inc., for FDCPA violations and both matters were successfully defended. These actions brought forth valuable insight to what can and can't be done in the collection of debt. Foremost all notices are carefully scrutinized for proper wording and no soliciting telephone calls are made to the unpaid accounts.



### Services to be provided

1. G. H. Harris Associates, Inc. (GHHAI) will mail a notice to each open account allowing fifteen (15) days to make payment.
2. GHHAI will bill the delinquent accounts exclusively for the cost of collection services as per the attached fee schedule with the exception of the last two paragraphs.
3. Follow up notices will be mailed dependent upon the unpaid accounts response or failure to respond.
4. From time-to-time GHHAI will send field Representatives to the last known address of the accounts to collect the unpaid balance and/or to gather information as to why the account is not paid.
5. Reasonable payment plans will be given to those accounts that need additional time to pay.
6. GHHAI will first consult with the School District before pursuing any course of legal action.
7. On the first business day of each month, providing there are any collected school debt monies, GHHAI will remit the full amount of said monies to the School District.
8. All delinquent fees collected will be retained by GHHAI.
9. GHHAI will comply with the Laws of the Commonwealth of Pennsylvania in carrying out its rights and obligations in the collection of the delinquent school debt.
10. If selected as the School District's collector of delinquent school debt, GHHAI has drafted and attached an agreement for the School District's consideration. This agreement between the School District and GHHAI shall perpetually continue until either party provides a written termination notice. The notification of termination must be made thirty (30) days in advance via United States Postal Service certified mail.
11. GHHAI will indemnify, hold free and harmless the School District from any and all acts or omissions of GHHAI in the collection of the delinquent accounts.
12. GHHAI provides a website where payment in full can be made by Visa, Discover, and Master Card debit/credit card. Partial debit/credit card payments can be made by calling GHHAI.
13. This proposal shall remain in effect for sixty (60) days.

## References

Canon-McMillan School District (cafeteria bill & school debt collections)  
One North Jefferson Avenue  
Canonsburg PA 15317  
Joni Mansmann, Director of Business and Finance - 724-746-2940

West Shore School District (cafeteria bill collections)  
Administration Center for Education  
Ryan Argot, Ed.D., Director of Federal Programs – 717-938-9577  
PO Box 803  
New Cumberland PA 17070

Governor Mifflin School District (cafeteria & school debt collections & per capita tax collections)  
10 South Waverly Street  
Shillington PA 19607  
Diane Richards, CPA/Chief Financial Officer - 610-775-1461, extension 1108

Jersey Shore Area School District (cafeteria bill & Technology debt collections)  
175 A & P Drive  
Jersey Shore PA 17740  
Benjamin J. Enders, Business Manager – 570-398-5050

Wilson School District (cafeteria & school debt collections)  
2601 Grandview Boulevard  
West Lawn PA 19609-1324  
Christine A. Schlosman, CPA, Chief Financial Officer – 610-670-0180, extension 1112

Township of Northampton (per capita tax and refuse fee collections)  
55 Township Road  
Richboro PA 18954-1592  
Robert M. Armelin, Finance Director - 215-357-6800, extension 241

Forest City Sewer (sewer service fee & garbage fee collections)  
PO Box 63  
Forest City PA 18421  
Cindy Stone, Sewer Department Aide - 570-785-3326

Stephen L. Needles & Associates (provider of legal services)  
80 North 2<sup>nd</sup> Street Pike  
Churchville PA 18966  
Stephen L. Needles, Esquire - 215-364-4529

## Delinquent School Debt Collection Services Fee Schedule

G. H. Harris Associates Inc. in the South Williamsport Area School District

September 28, 2022

First Notification of Delinquency (\$5.00 to \$99.99)	\$16.00
First Notification of Delinquency (\$100.00 to \$300.00)	\$22.00
First Notification of Delinquency (\$300.01 to \$500.00)	\$30.00
First Notification of Delinquency (\$500.01 to \$1,000.00)	\$40.00
First Notification of Delinquency (over \$1,000.00)	\$75.00
Preparation of a Civil Complaint	\$25.00
Mileage charge for delivery of Notice to the residence	\$10.00
Bad Check Fee Chargeback Fee	\$40.00
Follow up Notices	\$8.00
Processing Fee for voluntary internet debit/credit card payments.	3%

Certified mail charge as per current postal rates.

Civil Complaints - All Costs are Court determined and are advanced by GHHA.

Criminal Complaints - All Costs are Court determined and payable by the delinquent.

Execution - All Costs are Court determined and are advanced by GHHA.

Legal Representation - As needed at \$200.00 an hour – Before proceeding all matters are to be mutually agreed upon as most associated costs are not recoverable.

Court of Common Pleas (or higher) - Before proceeding all matters are to be mutually agreed upon as most associated costs are not recoverable.

## **DELINQUENT SCHOOL DEBT COLLECTION SERVICES AGREEMENT**

This agreement executed the day and year written below by and between G. H. Harris Associates Inc., of Dallas, PA, (hereinafter called GHHA), and the South Williamsport Area School District, Lycoming County, PA, (hereafter called SWASD).

Whereas, the SWASD wants to enter into an agreement with GHHA to allow SWASD to assign the collection of their delinquent school debt consistent with applicable law and SWASD School Board Policy

Now, therefore, in consideration of these premises and the mutual promises, covenants set forth herein, the parties hereto mutually agree as follows:

1. SWASD will provide GHHA with a list of delinquent school debt accounts eligible for collection that SWASD chooses to assign to GHHA for collection. Once turned over to GHHA, SWASD agrees to reset the account balances assigned to GHHA to zero and no longer accept payments towards the GHHA assigned amount owed.
2. GHHA will mail a notice to each open account allowing fifteen (15) days to make payment. Various follow up notices will be mailed to those accounts that remain unpaid. From time to time GHHA will send representatives to collect any unpaid balances and/or to gather information with regards to their non-payment. Reasonable payment plans will be allowed on request.
3. GHHA agrees to bill the delinquent school debt accounts for the cost of collection. However on any account turned over to GHHA that SWASD accepts payment towards the GHHA assigned amount owed or on any account turned over to GHHA that is determined not to be delinquent, SWASD will reimburse GHHA for all collection fees incurred on said account.
4. Before taking any legal action against a delinquent school debt account, GHHA will first obtain approval from the SWASD. On any matters that would require legal representation or involve non-refundable court costs, GHHA will obtain written authorization from SWASD before proceeding. Any Legal Representation or Court of Common Pleas or higher court costs incurred will be billed out to SWASD.
5. GHHA agrees that all delinquent fees and costs will be as specified in GHHA's Schedule of Delinquent Fees attached hereto and incorporated herein.
6. GHHA agrees to remit the full amount of all delinquent school debt account monies collected to SWASD the beginning of each month.
7. SWASD agrees to cooperate and to assist GHHA within the limits of the applicable law and policy in the collection of the delinquent accounts.

8. GHHA I agrees to comply with all applicable laws and SWASD policies in carrying out its rights and obligations under this agreement. GHHA I further agrees to follow all SWASD directives regarding the collection of any SWASD delinquent accounts.
9. Any student data that may be provided by SWASD under this Agreement between the parties is considered to be confidential under this Agreement as well as under the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g., and any other federal or state statutes or regulations pertaining to student records and will only be released in accordance with the applicable laws and regulations. Any student information provided by SWASD shall be maintained by GHHA I in a secure location. Any student information maintained by GHHA I shall be returned or destroyed upon termination of this Agreement and GHHA I shall certify the same upon termination.
10. The parties hereto agree that this agreement will continue perpetually until such time either party gives thirty (30) days written notice of termination via United States Postal Service certified mail.
11. Upon termination, GHHA I shall immediately remit any and all delinquent school debt account monies collected on behalf of SWASD to SWASD.
12. GHHA I will indemnify, hold free and harmless SWASD from any and all acts or omissions of GHHA I in the collection of the delinquent accounts.
13. SWASD will indemnify, hold free and harmless GHHA I from any and all acts or omissions of SWASD in the collection of the delinquent accounts.

Attest:

G. H. Harris Associates Inc.

\_\_\_\_\_  
Paul Adamshick, Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Patricia Harris Adamshick, President

Attest:

South Williamsport Area School District

\_\_\_\_\_  
Date

G. H. Harris Associates Inc., Preferred Client Guidelines/Procedures  
for successful Student School Debt Collections

A final notification to the parents/guardians should be sent saying if the account is not paid, the account is being turned over to a delinquent collector.

Prepare a list of accounts which the School District wishes us to turn over to us to collect.

Excel is the preferred format, but any legible list is accepted.

Alert all departments/personnel who might accept the return of any School Technology that the students account might be in collections.

On any Technology in collections that returned, GHHA should be notified, and the parent/guardian should be told they are still liable for the collection charges.

To initiate collections:

1. The name and address of the responsible parent(s)/guardian(s) & their address.
2. The students name & account number if applicable.
3. The amount that is owed & specify what Technology wasn't returned.
4. Provide us with a copy of a sample letter that was sent to the parent/guardian prior to being sent to GHHA.

If the debt is disputed, we would request a detail of what has sent to the parent/guardians.

We acknowledge the acceptance of all lists.

Once we process the list, you are given a copy of the list as inputted with our assigned account number.

Reports are sent the beginning of each month, providing there are monies to be remitted.

A 15 day notice is sent to the parent/guardian.

A second notice is sent 45 days or more after the first notice.

When our Representatives are in your area, we will visit the parent/guardians residence.

We only talk to the parent/guardian and if a notice is left and they are not home, the notice is left in a sealed envelope with the parent/guardians name on it.

Payments can be made by mail or by credit or debit card at our web-site.



September 6, 2022

Dr. Eric Briggs  
South Williamsport Area School District  
515 West Central Ave  
South Williamsport, PA 17702

**Re: Baseball and Softball Field Scoreboards - Revised  
South Williamsport Community Park  
South Williamsport, PA 17702**

Dear Eric,

Please review the attached revised Scope of Services document defining the services that we will be providing on this project along with the fee for the work. The revisions include removing the time associated with a Zoning Variance and adding the time for Structural design of additional infrastructure to meet Zoning requirements. If the proposal is acceptable, please sign and return a copy to me.

We look forward to working with your team in completion of this project. If you have any questions regarding this proposal or require additional information, please feel free to contact me at 570-244-3378 or via email to [jrodgers@larsondesigngroup.com](mailto:jrodgers@larsondesigngroup.com). Thanks for your time and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer C. Rodgers", is written over a light blue horizontal line.

Jennifer Rodgers, PE, LEED AP  
Project Engineer – Site  
Larson Design Group

cc: Brad Aurand (w/enclosure)

File 22-0551

JAR/jar

---

**Larson Design Group**

1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701  
570.323.6603 | [larsondesigngroup.com](http://larsondesigngroup.com)



## SCOPE OF SERVICES

### CIVIL ENGINEERING SERVICES

#### FOR

#### BASEBALL AND SOFTBALL FIELD SCOREBOARDS PROJECT

#### ARMSTRONG TOWNSHIP, LYCOMING COUNTY, PENNSYLVANIA

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We understand that the project consists of creating construction documents for installing new electrical service to support proposed athletic scoreboards at both the baseball and softball fields located off East Mountain Ave adjacent to the South Williamsport Community Park in Armstrong Township. Larson Design Group (LDG) has met with you to understand your project needs, and anticipates following the process summarized below:

- |        |  |
|--------|--|
| Task 1 | Existing Conditions and Preliminary Design |
| Task 2 | Final Design and Municipal Coordination    |

A detailed scope of work, schedule, anticipated fees, and price are provided below:

#### 1. EXISTING CONDITIONS AND PRELIMINARY DESIGN:

---

- 1.1. **Existing Conditions:** LDG will gather information such as Lidar contours, aerials, FEMA FIRM Map, and site photos to map approximate locations of existing features. LDG will use GIS data collection to gather the existing elevation within the floodplain of the proposed scoreboard locations.
- 1.2. **Preliminary Design:** LDG will estimate future load calculations to assist the District with the decision to install single phase or 3 phase power to the site. LDG will coordinate with SWASD and the utility company to show a location for both scoreboards and associated utility lines. Reviewing the Armstrong Township Floodplain Ordinance reveals that additional infrastructure, including a ladder and a platform, will be necessary due to ordinance height requirements for electrical distribution panels.
- 1.3. **Client Coordination/Design Revision:** LDG will provide the plans and cost estimate to the Client for review and comment. We anticipate making one revision to the plans after client review.

#### 2. FINAL DESIGN AND MUNICIPAL COORDINATION:

---

- 2.1. **Final Design:** Following client agreement with the Preliminary Design, LDG will commence Final Design of the electrical service and scoreboards. The foundations will be designed to

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An employee-owned company

1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701  
570.323.6603 | [larsondesigngroup.com](http://larsondesigngroup.com)





meet the Armstrong Township Floodplain Ordinance. A steel platform and access ladder will be integrated into one of the scoreboard support structures for electrical panel mounting out of the floodplain. LDG will create Final Plans to be submitted to Armstrong Township.

- 2.2. **Elevation Certification:** LDG will use GIS data collection to gather the elevation of the constructed scoreboards and submit the required floodplain elevation certification to the Township.

### **3. CONDITIONS, ASSUMPTION, AND EXCLUSIONS:**

---

The following items are not included in this scope of work, but can be provided for an additional fee:

- It is assumed that the District will select a pre-fabricated scoreboard, including any graphics. LDG will be provided with cut-sheets and specifications for use in the design of the electrical supply and structural foundations.
- It is assumed that the District will provide a list of appliances that are anticipated to be installed within the future concession stand(s).
- No additional permitting beyond what is outlined above is anticipated or included, including but not limited to NPDES, Land Development, Building, HOP, etc.
- No geotechnical report or investigation is part of this scope of work.
- No permit fees typically charged by review agencies such as Planning Commissions, Municipal review engineers, building permit fees, etc. They must be paid separately by the owner or can be a reimbursable expense to the consultant.
- No fees are included for detailed utility design or coordination outside of those associated with the proposed scoreboard.
- Environmental or Phase 1 site assessment is not included.
- No fees are included for detailed wetland delineation. If during design development it appears wetland areas will be affected, a design change order will be prepared to properly delineate.
- No stormwater management or conveyance design is included.
- Material testing of concrete, compaction, etc is not included
- Specifications will be provided as notes and details on the plans. Written technical specifications are not included
- Based on conversation with the Zoning Officer of Armstrong Township, it is assumed that there are no required municipal meetings for project approval and therefore there are no municipal meetings included in the fee.



#### 4. FEE & REIMBURSABLE EXPENSES:

---

Based upon the above outlined Scope of Services and associated assumptions and qualifications, we propose the following lump sum fee for a feasibility study and concept design:

Task 1: Preliminary Design	\$ 1,640
Task 2: Final Design	\$ 11,510
<b>Total:</b>	<b>\$ 13,150</b>

#### • SCHEDULE:

---

The following is a preliminary project schedule:

Notice to proceed	09/13/2022
Preliminary Design	
• Civil design presented to Client	10/07/2022
• Client feedback to LDG	10/14/2022
• Revised design presented to Client	10/21/2022
Final Design	
• Township Approval	11/30/2022

This document has important legal consequences; consultation with an attorney is encouraged with respect to its use or modification. This document should be adapted to the particular circumstances of the contemplated Project and the controlling Laws and Regulations.

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

Prepared by



and

Issued and Published Jointly by



AMERICAN COUNCIL OF ENGINEERING COMPANIES

ASSOCIATED GENERAL CONTRACTORS OF AMERICA

AMERICAN SOCIETY OF CIVIL ENGINEERS

PROFESSIONAL ENGINEERS IN PRIVATE PRACTICE  
*A Practice Division of the*  
NATIONAL SOCIETY OF PROFESSIONAL ENGINEERS

This Agreement has been prepared for use with the Standard General Conditions of the Construction Contract (EJCDC C-700, 2007 Edition) of the Engineers Joint Contract Documents Committee. Their provisions are interrelated, and a change in one may necessitate a change in the other.

### **SPECIAL NOTE ON USE OF THIS FORM**

This abbreviated Agreement form is intended for use only for professional services of limited scope and complexity. It does not address the full range of issues of importance on most projects. In most cases, Owner and Engineer will be better served by the Standard Form of Agreement Between Owner and Engineer for Professional Services (EJCDC E-500, 2008 Edition), or one of the several special purpose EJCDC professional services agreement forms.

Copyright © 2009 National Society of Professional Engineers  
1420 King Street, Alexandria, VA 22314-2794  
(703) 684-2882  
[www.nspe.org](http://www.nspe.org)

American Council of Engineering Companies  
1015 15th Street N.W., Washington, DC 20005  
(202) 347-7474  
[www.acec.org](http://www.acec.org)

American Society of Civil Engineers  
1801 Alexander Bell Drive, Reston, VA 20191-4400  
(800) 548-2723  
[www.asce.org](http://www.asce.org)

Associated General Contractors of America  
2300 Wilson Boulevard, Suite 400, Arlington, VA 22201-3308  
(703) 548-3118  
[www.agc.org](http://www.agc.org)

The copyright for this EJCDC document is owned jointly by the four EJCDC sponsoring organizations and held in trust for their benefit by NSPE.

SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES

THIS IS AN AGREEMENT effective as of \_\_\_\_\_ ("Effective Date") between

South Williamsport Area School District ("Owner")

And

Larson Design Group, Inc. (dba Larson Design Group) ("Engineer").

Owner's Project, of which Engineer's services under this Agreement are a part, is generally identified as follows:

Baseball and Softball Field Scoreboards ("Project").

Engineer's Services under this Agreement are generally identified as follows:

See the Attached Scope of Service

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above. Owner shall pay Engineer for its services as set forth in Paragraphs 7.01 and 7.02.
- B. Engineer shall complete its services within a reasonable time, or within the following specific time period: See Attached Scope of Service
- C. If the Project includes construction-related professional services, then Engineer's time for completion of services is conditioned on the time for Owner and its contractors to complete construction not exceeding 2 months. If the actual time to complete construction exceeds the number of months indicated, then Engineer's period of service and its total compensation shall be appropriately adjusted.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer's invoice, then the amounts due Engineer will be increased at the rate of 1.5%

per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension. Payments will be credited first to interest and then to principal. If collection efforts are exercised by Engineer, all costs associated with these efforts will be incurred by Owner.

### 3.01 Termination

A. The obligation to continue performance under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.

b. By Engineer:

1) Upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) Upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

Engineer shall have no liability to Owner on account of a termination by Engineer under Paragraph 3.01.A.1.b.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon Engineer's receipt of written notice from Owner.

B. The terminating party under Paragraph 3.01.A may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all services performed or furnished in accordance with this Agreement and all reimbursable expenses incurred through the effective date of termination.

#### 4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any contractor, subcontractor, supplier, other individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

#### 5.01 *General Considerations*

- A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Subject to the foregoing standard of care, Engineer and its consultants may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.
- B. Engineer shall not at any time supervise, direct, control, or have authority over any contractor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a contractor to comply with laws and regulations applicable to such contractor's furnishing and performing of its work. Owner agrees, to the fullest extent permitted by law, to indemnify and defend Engineer against all claims asserted by the contractor or subcontractors against Engineer which arise out of or are related to the design or construction phase services provided by Engineer under this agreement.
- C. This Agreement is to be governed by the law of the state or jurisdiction in which the Project is located.

- D. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in accordance with the contract between Owner and such contractor. Engineer is not responsible for variations between actual construction bids or costs and Engineer's opinions or estimates regarding construction costs.
- E. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any of their agents or employees or of any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any construction work; or for any decision made regarding the construction contract requirements, or any application, interpretation, or clarification of the construction contract other than those made by Engineer.
- F. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (EJCDC C-700, 2007 Edition) unless the parties agree otherwise.
- G. All documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed. Owner shall have a limited license to use the documents on the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment for all services relating to preparation of the documents and subject to the following limitations: (1) Owner acknowledges that such documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer; (2) any such use or reuse, or any modification of the documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and consultants; (3) Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and consultants from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from any use, reuse, or modification of the documents without written verification, completion, or adaptation by Engineer; and (4) such limited license to Owner shall not create any rights in third parties.
- H. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.
- I. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste as defined by the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq., or radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (1) retains appropriate specialist consultants or contractors to identify



and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (2) warrants that the Site is in full compliance with applicable Laws and Regulations.

- J. Owner and Engineer agree to negotiate each dispute between them in good faith during the 30 days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated. If mediation is unsuccessful, then the parties may exercise their rights at law.
- K. The Owner and Engineer agree that if Engineer's Basic Services under this Agreement do not include (a) Project Observation or other review or examination of contractor performance, and/or (b) any other Construction Phase Services, then the Owner shall assume full and complete responsibility for such services. This includes, but is not limited to, responding to questions regarding the intent of the contract documents, reviewing submittals, transmittals, shop drawings, applications for payment, or any other document prepared or submitted by the contractor or owner during construction, attendance at project meetings, preparation of a punch-list or other itemization of remaining work, preparation of correspondence or any other such duty.
- L. Where Engineer has a duty to review any shop drawings, submittals or other such documents, it is agreed Engineer's review shall be for design intent only. Engineer is not responsible for deficiencies, errors or omissions in the shop drawings, or submittals, or other such documents provided by contractor.
- M. Where Engineer has a duty to review certified payrolls of the Contractor, it is agreed that Engineer's review is only for purpose of determining the approximate value of the work performed by the Contractor. Engineer's recommendations as to payment of applications for payment shall not be construed as Engineer's acceptance of any work.
- N. Changes in Pennsylvania's One-Call law have imposed new responsibilities upon project owners "to utilize sufficient quality levels of subsurface utility engineering or other similar techniques whenever practicable to properly determine the existence and positions of underground facilities when designing known complex projects having an estimated cost of four hundred thousand dollars (\$400,000) or more." In addition, Engineer sometimes makes recommendations to owners that subsurface utility engineering is necessary based upon job conditions, regardless of project cost.

The American Society of Civil Engineers standard which is referenced in the One-Call Law, sets forth four (4) quality levels designated as A (highest), B, C and D (lowest). Engineer typically provides services at level C. This includes requesting line and utility information from the PA One Call System, locating marked utilities and visible above ground utility features, and identifying approximate locations of utility lines on the plans using its professional judgment in correlating the information obtained from the field survey, existing records, oral statements, information from PA One Call System.

Based upon job conditions, Engineer may recommend levels A or B. Engineer does not provide services at level A or B, but has the ability to coordinate a subconsultant that does provide this level. If Engineer recommends level A or B and if the Owner agrees with this recommendation, Engineer will enter into a subconsultant agreement to have this work performed at an additional cost to the Owner.

- O. Engineer will not provide advice as it relates to municipal securities and thus is not a "Municipal Advisor" as defined by the Security and Exchange Commission "Municipal Advisor Rule". However

Engineer may qualify as a municipal representative and if such should apply, will be subject to all benefits accordingly.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.
- B. In the event that Owner and Engineer have not executed this Agreement for Professional Services, Owner's verbal or written authorization to Engineer to proceed with the performance of the services set forth therein, or any payment received from Owner toward this project, shall constitute acceptance by Owner of this Agreement for Professional Services. The parties agree that, notwithstanding its terms, no subsequently executed purchase order or other Owner submitted terms and conditions shall modify, contradict or supplement the terms of this Agreement for Professional Services. In particular, no such subsequently executed document shall create any warranty with regard to the services performed by Engineer and its subconsultants nor shall it create any right of indemnification or any remedy for the benefit of Owner that is not expressly set forth in this agreement.

7.01 *Basis of Payment—Lump Sum.*

- A. Using the procedures set forth in Paragraph 2.01, Owner shall pay Engineer as follows:

- 1. Total **\$ 13,150.00** which includes some reimbursable expenses.

Note: Reimbursable expenses included in this fee are mileage and copies. Anything above beyond those services will be an additional expense.

- B. The portion of the compensation amount billed monthly for Engineer's services will be based upon Engineer's estimate of the percentage of the total services actually completed during the billing period plus billable reimbursable expenses which are above and beyond the Lump Sum.

- 7.02 *Additional Services:* For additional Services, Engineer shall submit a written change order to the Owner in advance of commencing services. Such change order shall document the additional scope of services and appropriate fee. Upon mutual agreement of said change order, Engineer will commence additional services.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Address for giving notices:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ENGINEER: Larson Design Group, Inc.

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Engineer License or Firm's

Certificate Number: 23-2615527

State of: PA

Address for giving notices:

Larson Design Group, Inc.  
dba Larson Design Group  
1000 Commerce Park Drive, Suite 201  
Williamsport, PA 17701



This is **Appendix 1, Engineer's Standard Hourly Rates**, referred to in and part of the Short Form of Agreement between Owner and Engineer for Professional Services dated\_\_\_\_,\_\_\_\_.

### **Engineer's Standard Hourly Rates**

#### *A. Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 1 and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Paragraphs 7.01 and 7.02, and are subject to annual review and adjustment.

#### *B. Schedule of Hourly Rates:*

Hourly rates for services performed on or after the Effective Date are:

Billing Class VIII	\$ ____/hour
Billing Class VII	____/hour
Billing Class VI	____/hour
Billing Class V	____/hour
Billing Class IV	____/hour
Billing Class III	____/hour
Billing Class II	____/hour
Billing Class I	____/hour
Support Staff	____/hour

**JAMES WACKER LLC**

545 E. 7<sup>th</sup> Ave.  
 S.Williamsport, PA 17702  
 570-279-7190  
 jwllcexc@yahoo.com

10/3/22

South Williamsport Sports Complex  
 Attention: Todd Engel

We propose to furnish all necessary labor, material and equipment to complete the following:

**Utility Trench Work**

**Scope of Work**

Excavate trench 42" in depth  
 Place 3" of screenings in bottom of trench for bedding  
 Place 12" of screenings for cover on conduit  
 Place electric marking tape on top of screenings  
 Finish backfilling in trench  
 Clean up, haul remaining soil off site  
 Seed, fertilize and mulch

Finish Main Run 350 ft	5,250.00
To scoreboard at boys field and sleeve under walk path 150 ft	2,250.00
To scoreboard near left foul line behind outfield, girls field, 450 ft.	6,750.00

Note: Placing conduit by owner

**Alternate # 1**

To scoreboard near left foul line behind left field girls field 450' (from boys scoreboard)	
Trenching 18" deep	
Backfill half of trench	
Place electric marking tape	
Finish backfill	
Clean up	
Seed	
Estimate-----	5,300.00

**Alternate # 2**

Excavate from pole to transformer- 470"	
Estimate-----	7,000.00

Respectfully submitted,  
 James Wacker LLC

*James Wacker*

James Wacker

[Skip To Main Content](#)

Book	Policy Manual
Section	200 Pupils
Title	School Wellness
Code	246
Status	First Reading
Adopted	May 21, 2018

### **Purpose**

South Williamsport Area School District recognizes that student wellness and proper nutrition are related to students' physical well-being, growth, development and readiness to learn. The Board is committed to providing a school environment that promotes student wellness, proper nutrition, nutrition education and promotion, and regular physical activity as part of the total learning experience. In a healthy school environment, students will learn about and participate in positive dietary and lifestyle practices that can improve student achievement.

### **Authority**

The Board adopts this policy based on the recommendations of the Wellness Committee and in accordance with federal and state laws and regulations.<sup>[1][2]</sup>

To ensure the health and well-being of all students, the Board establishes that the district shall provide to students:

1. A comprehensive nutrition program consistent with federal and state requirements.
2. Access at reasonable cost to foods and beverages that meet established nutrition guidelines.
3. Physical education courses and opportunities for developmentally appropriate physical activity during the school day.
4. Curriculum and programs for grades K-12 that are designed to educate students about proper nutrition and lifelong physical activity, in accordance with State Board of Education curriculum regulations and academic standards.

### **Delegation of Responsibility**

The Superintendent or designee shall be responsible for the implementation and oversight of this policy to ensure each of the district's schools, programs and curriculum is compliant with this policy, related policies and established guidelines or administrative regulations.<sup>[1][2]</sup>

Each building principal or designee shall annually report to the Superintendent or designee regarding compliance in his/her school.<sup>[2]</sup>

Staff members responsible for programs related to school wellness shall report to the Superintendent or designee regarding the status of such programs.

{X} The Superintendent or designee shall annually report to the Board on the district's compliance with law and policies related to school wellness. The report may include:

1. { } Assessment of school environment regarding school wellness issues.
2. {X} Evaluation of food services program.
3. {X} Review of all foods and beverages sold in schools for compliance with established nutrition guidelines.
4. { } Listing of activities and programs conducted to promote nutrition and physical activity.
5. {X} Recommendations for policy and/or program revisions.
6. {X} Suggestions for improvement in specific areas.
7. {X} Feedback received from district staff, students, parents/guardians, community members and the Wellness Committee.

The Superintendent or designee and the established Wellness Committee shall conduct an assessment at least once every three (3) years on the contents and implementation of this policy as part of a continuous improvement process to strengthen the policy and ensure implementation. This triennial assessment shall be made available to the public in an accessible and easily understood manner and include:[1][2]

1. The extent to which each district school is in compliance with law and policies related to school wellness.
2. The extent to which this policy compares to model wellness policies.
3. A description of the progress made by the district in attaining the goals of this policy.

At least once every three (3) years, the district shall update or modify this policy as needed, based on the results of the most recent triennial assessment and/or as district and community needs and priorities change; wellness goals are met; new health science, information and technologies emerge; and new federal or state guidance or standards are issued.[2]

The district shall annually inform and update the public, including parents/guardians, students, and others in the community, about the contents, updates and implementation of this policy via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods. This annual notification shall include information on how to access the School Wellness policy; information about the most recent triennial assessment; information on how to participate in the development, implementation and periodic review and update of the School Wellness policy; and a means of contacting Wellness Committee leadership.[1][2]

## **Guidelines**

### **Recordkeeping**

The district shall retain records documenting compliance with the requirements of the School Wellness policy, which shall include:[2][3]

1. The written School Wellness policy.
2. Documentation demonstrating that the district has informed the public, on an annual basis, about the contents of the School Wellness policy and any updates to the policy.
3. Documentation of efforts to review and update the School Wellness policy, including who is involved in the review and methods used by the district to inform the public of their ability to participate in the review.
4. Documentation demonstrating the most recent assessment on the implementation of the School Wellness policy and notification of the assessment results to the public.

### Wellness Committee

The district shall establish a Wellness Committee comprised of, but not necessarily limited to, at least one (1) of each of the following: School Board member, district administrator, district food service representative, student, parent/guardian, school health professional, physical education teacher and member of the public. It shall be the goal that committee membership will include representatives from each school building and reflect the diversity of the community.[1]

The Wellness Committee shall serve as an advisory committee regarding student health issues and shall be responsible for developing, implementing and periodically reviewing and updating a School Wellness policy that complies with law to recommend to the Board for adoption.

The Wellness Committee shall review and consider evidence-based strategies and techniques in establishing goals for nutrition education and promotion, physical activity and other school based activities that promote student wellness as part of the policy development and revision process.[2]

### Nutrition Education

Nutrition education will be provided within the sequential, comprehensive health education program in accordance with curriculum regulations and the academic standards for Health, Safety and Physical Education, and Family and Consumer Sciences.[5][6][7]

{X} Nutrition education in the district shall teach, model, encourage and support healthy eating by students. Promoting student health and nutrition enhances readiness for learning and increases student achievement.

{X} Nutrition education shall provide all students with the knowledge and skills needed to lead healthy lives.

{X} Nutrition education lessons and activities shall be age-appropriate.

{X} Nutrition curriculum shall teach behavior-focused skills, which may include menu planning, reading nutrition labels and media awareness.

{X} School food service and nutrition education classes shall cooperate to create a learning laboratory.

{X} Nutrition education shall be integrated into other subjects such as math, science, language arts and social sciences to complement but not replace academic standards based on nutrition education.

{X} Lifelong lifestyle balance shall be reinforced by linking nutrition education and physical activity.

{ } The staff responsible for providing nutrition education shall be properly trained and prepared and shall participate in appropriate professional development. The district shall develop standards for such training and professional development.[8]

{X} Nutrition education shall extend beyond the school environment by engaging and involving families and the community.

{ } \_\_\_\_\_ other.

### Nutrition Promotion

Nutrition promotion and education positively influence lifelong eating behaviors by using evidence-based techniques and nutrition messages, and by creating food environments that encourage healthy nutrition choices and encourage participation in school meal programs.

{X} District schools shall promote nutrition through the implementation of Farm to School activities, where possible. Activities may include, but not be limited to, the initiation/maintenance of school



gardens, taste-testing of local products in the cafeteria and classroom, classroom education about local agriculture and nutrition, field trips to local farms and incorporation of local foods into school meal programs.

{ } District staff shall cooperate with agencies and community organizations to provide opportunities for appropriate student projects related to nutrition.

{X} District food service personnel shall review and implement research-based, behavioral economics techniques in the cafeteria to encourage consumption of more whole grains, fruits, vegetables and legumes, and to decrease plate waste.

{ } Consistent nutrition messages shall be disseminated and displayed throughout the district, schools, classrooms, cafeterias, homes, community and media.

{ } Consistent nutrition messages shall be demonstrated by avoiding use of unhealthy food items in classroom lesson plans and school staff avoiding eating less healthy food items in front of students.

{X} District schools shall offer resources about health and nutrition to encourage parents/guardians to provide healthy meals for their children.

{ } \_\_\_\_\_ other.

### Physical Activity

{X} District schools shall strive to provide opportunities for developmentally appropriate physical activity during the school day for all students.

{ } District schools shall contribute to the effort to provide students opportunities to accumulate at least sixty (60) minutes of age-appropriate physical activity daily, as recommended by the Centers for Disease Control and Prevention. Opportunities offered at school will augment physical activity outside the school environment, such as outdoor play at home, sports, etc.

{ } Students shall participate daily in a variety of age-appropriate physical activities designed to achieve optimal health, wellness, fitness and performance benefits.

{X} Age-appropriate physical activity opportunities, such as outdoor and indoor recess, before and after school programs, during lunch, clubs, intramurals and interscholastic athletics, shall be provided to meet the needs and interests of all students, in addition to planned physical education.

{X} A physical and social environment that encourages safe and enjoyable activity for all students shall be maintained.

{ } Extended periods of student inactivity, two (2) hours or more, shall be discouraged.

{ } Physical activity breaks shall be provided for students during classroom hours.

{ } Before and/or after-school programs shall provide developmentally appropriate physical activity for participating children.

{ } District schools shall partner with parents/guardians and community members and organizations, such as YMCAs, Boys & Girls Clubs, local and state parks, hospitals, etc., to institute programs that support lifelong physical activity.

{X} Physical activity shall not be used or withheld as a form of punishment.

{ } District schools shall promote physical activity through encouragement of walking and biking as a means of transportation to and from school.

{ } Students and their families shall be encouraged to utilize district-owned physical activity facilities, such as playgrounds and fields, outside school hours in accordance with established district rules.

{ } \_\_\_\_\_ other.

### Physical Education

A sequential physical education program consistent with curriculum regulations and Health, Safety and Physical Education academic standards shall be developed and implemented. All district students must participate in physical education.[6][7][9]

{X} Quality physical education instruction that promotes lifelong physical activity and provides instruction in the skills and knowledge necessary for lifelong participation shall be provided.

{X} Physical education classes shall be the means through which all students learn, practice and are assessed on developmentally appropriate skills and knowledge necessary for lifelong, health-enhancing physical activity.

{X} A comprehensive physical education course of study that focuses on providing students the skills, knowledge and confidence to participate in lifelong, health-enhancing physical activity shall be implemented.

{X} A varied and comprehensive curriculum that promotes both team and individual activities and leads to students becoming and remaining physically active for a lifetime shall be provided in the physical education program.

{ } Adequate amounts of planned instruction shall be provided in order for students to achieve the proficient level for the Health, Safety and Physical Education academic standards.

{X} A local assessment system shall be implemented to track student progress on the Health, Safety and Physical Education academic standards.

{X} Students shall be moderately to vigorously active as much time as possible during a physical education class. Documented medical conditions and disabilities shall be accommodated during class.

{X} Safe and adequate equipment, facilities and resources shall be provided for physical education courses.

{X} Physical education shall be taught by certified health and physical education teachers.

{X} Appropriate professional development shall be provided for physical education staff.

{X} Physical education classes shall have a teacher-student ratio comparable to those of other courses for safe and effective instruction.

{ } Physical activity shall not be used or withheld solely as a form of punishment.

{ } \_\_\_\_\_ other.

### Other School Based Activities

Safe drinking water shall be available and accessible to students, without restriction and at no cost to the student, at all meal periods and throughout the school day.[10][11][12][13]

Nutrition professionals who meet hiring criteria established by the district and in compliance with federal regulations shall administer the school meals program. Professional development and continuing education shall be provided for district nutrition staff, as required by federal regulations.[8][14][15][16]

{X} District schools shall provide adequate space, as defined by the district, for eating and serving school meals.

{X} Students shall be provided a clean and safe meal environment.

{X} Students shall be provided adequate time to eat: ten (10) minutes sit down time for breakfast; twenty (20) minutes sit down time for lunch.

{ } District schools shall implement alternative service models to increase school breakfast participation where possible, such as breakfast served in the classroom, "grab & go breakfast" and breakfast after first period to reinforce the positive educational, behavioral and health impacts of a healthy breakfast.

{X} Meal periods shall be scheduled at appropriate hours, as required by federal regulations and as defined by the district.[10]

{X} Students shall have access to hand washing or sanitizing before meals and snacks.

{X} Access to the food service operation shall be limited to authorized staff.

{X} Nutrition content of school meals shall be available to students and parents/guardians.

{X} Students and parents/guardians may be involved in menu selections through various means, such as taste testing and surveys.

{X} To the extent possible, the district shall utilize available funding and outside programs to enhance student wellness.

{X} The district shall provide appropriate training to all staff on the components of the School Wellness policy.

{ } Goals of the School Wellness policy shall be considered in planning all school based activities.

{ } Fundraising projects submitted for approval shall be supportive of healthy eating and student wellness.

{ } Administrators, teachers, food service personnel, students, parents/guardians and community members shall be encouraged to serve as positive role models through district programs, communications and outreach efforts.

{ } The district shall support the efforts of parents/guardians to provide a healthy diet and daily physical activity for children by communicating relevant information through various methods.

{ } The district shall maintain a healthy school environment to optimize conditions for learning and minimize potential health risks to students, in accordance with the district's school environmental health program and applicable laws and regulations.

{ } \_\_\_\_\_ other.

#### Nutrition Guidelines for All Foods/Beverages at School

All foods and beverages available in district schools during the school day shall be offered to students with consideration for promoting student health and reducing obesity.

Foods and beverages provided through the National School Lunch or School Breakfast Programs shall comply with established federal nutrition standards.[10][11][14][15]

Foods and beverages offered or sold at school-sponsored events outside the school day, such as athletic events and dances, shall offer healthy alternatives in addition to more traditional fare.

#### *Competitive Foods -*

Competitive foods available for sale shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School). These standards shall apply in all locations and through all services where foods and beverages are sold to students, which may include, but are not limited to: a la carte options in cafeterias, vending machines, school stores, snack carts and fundraisers.[2][17][18]

**Competitive foods** are defined as foods and beverages offered or sold to students on school campus during the school day, which are not part of the reimbursable school breakfast or lunch.

For purposes of this policy, **school campus** means any area of property under the jurisdiction of the school that students may access during the school day.[2][17]

For purposes of this policy, **school day** means the period from midnight before school begins until thirty (30) minutes after the end of the official school day.[2][17]

The district may impose additional restrictions on competitive foods, provided that the restrictions are not inconsistent with federal requirements.[17]

#### *Fundraiser Exemptions -*

Fundraising activities held during the school day involving the sale of competitive foods shall be limited to foods that meet the Smart Snacks in School nutrition standards, unless an exemption is approved in accordance with applicable Board policy and administrative regulations.[19]

The district may allow a limited number of exempt fundraisers as permitted by the Pennsylvania Department of Education each school year: up to five (5) exempt fundraisers in elementary and middle school buildings, and up to ten (10) exempt fundraisers in high school buildings. **Exempt fundraisers** are fundraisers in which competitive foods are available for sale to students that do not meet the Smart Snacks in School nutrition standards.[17]

The district shall establish administrative regulations to implement fundraising activities in district schools, including procedures for requesting a fundraiser exemption.

#### *Non-Sold Competitive Foods -*

Non-sold competitive foods available to students, which may include but are not limited to foods and beverages offered as rewards and incentives, at classroom parties and celebrations, or as shared classroom snacks, shall meet or exceed the standards established by the district.

If the offered competitive foods do not meet or exceed the Smart Snacks in School nutrition standards, the following standards shall apply:

##### 1. Rewards and Incentives: **(CHOOSE ONE OF THE OPTIONS BELOW)**

- a. { } Foods and beverages shall not be used as a reward or incentive in district schools.
- b. { } Foods and beverages shall not be used as a reward for classroom or school activities unless the reward is an activity that promotes a positive nutrition message (e.g., guest chef, field trip to a farm or farmers market, etc.).
- c. {X} Competitive foods and beverages used as a reward or incentive shall be used sparingly and with prior approval from the building administrator.

##### 2. Classroom Parties, Celebrations, and Shared Classroom Snacks: **(CHOOSE ONE OR MORE OF THE OPTIONS BELOW)**

- a. { } Only non-food based parties and celebrations shall occur on the school campus during the school day in district schools.
- b. {X} Classroom parties/celebrations with food/beverages shall be limited to no more than one (1) per month in each classroom.

- c. {X} Parents/Guardians shall be informed through newsletters or other efficient communication methods that foods/beverages should only be brought in when requested for scheduled parties.
- d. Shared treats / snacks (i.e. birthdays) are permitted for Elementary grades K-6 but must comply with (d.) below. Such treats / snacks will not be distributed until at least 30 minutes after the end of that grade level's lunch period.
- e. For the safety of students, all foods (snacks, treats, etc.) and beverages for parties / celebrations shall be store bought and arrive to school in the original packaging with a complete ingredient list **and nutrition information label**.
- f. { } Classroom parties shall offer a minimal amount of foods (maximum 2-3 items) containing added sugar as the primary ingredient (e.g., cupcakes, cookies) and will provide the following:
  - i. Fresh fruits/vegetables; and
  - ii. Water, 100 percent juice, 100 percent juice diluted with water, low-fat milk or nonfat milk.
- g. { } When possible, foods/beverages for parties and celebrations shall be provided by the food service department to help prevent food safety and allergy concerns.
- h. { } Food celebrations shall not occur until thirty (30) minutes after the end of the last lunch period.
- i. { } \_\_\_\_\_ other.

### 3. ~~Shared Classroom Snacks: (CHOOSE ONE OF THE OPTIONS BELOW)~~

- a. ~~{ } Shared classroom snacks are not permitted in district schools.~~
- b. { } \_\_\_\_\_ other.

~~The district shall provide a list of suggested nonfood ideas and healthy food and beverage alternatives to parents/guardians and staff, which may be posted via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.~~

### *Marketing/Contracting -*

Any foods and beverages marketed or promoted to students on the school campus during the school day shall meet or exceed the established federal nutrition standards (USDA Smart Snacks in School) and comply with established Board policy and administrative regulations.<sup>[2][17]</sup>

Exclusive competitive food and/or beverage contracts shall be approved by the Board, in accordance with provisions of law. Existing contracts shall be reviewed and modified to the extent feasible to ensure compliance with established federal nutrition standards, including applicable marketing restrictions.<sup>[20]</sup>

### Management of Food Allergies in District Schools

The district shall establish Board policy and administrative regulations to address food allergy management in district schools in order to:<sup>[21]</sup>

1. Reduce and/or eliminate the likelihood of severe or potentially life-threatening allergic reactions.
2. Ensure a rapid and effective response in case of a severe or potentially life-threatening allergic reaction.
3. Protect the rights of students by providing them, through necessary accommodations when required, the opportunity to participate fully in all school programs and activities.

### Safe Routes to School

{X} The district shall assess and, to the extent possible, implement improvements to make walking and biking to school safer and easier for students.

{X} The district shall cooperate with local municipalities, public safety agency, police departments and community organizations to develop and maintain safe routes to school.

{X} District administrators shall seek and utilize available federal and state funding for safe routes to school, when appropriate.

## **PSBA Revision 8/18 © 2018 PSBA**

### **Legal**

1. 42 U.S.C. 1758b
2. 7 CFR 210.31
3. 7 CFR 210.15
4. 24 P.S. 1422
5. 24 P.S. 1513
6. Pol. 102
7. Pol. 105
8. Pol. 808
9. 24 P.S. 1512.1
10. 7 CFR 210.10
11. 7 CFR 220.8
12. 24 P.S. 701
13. 24 P.S. 742
14. 42 U.S.C. 1751 et seq
15. 42 U.S.C. 1773
16. 7 CFR 210.30
17. 7 CFR 210.11
18. 7 CFR 220.12
19. Pol. 229
20. 24 P.S. 504.1
21. Pol. 209.1
- 24 P.S. 1337.1
- 24 P.S. 1422.3
- P.L. 111-296
- 7 CFR Part 210
- 7 CFR Part 220
- Pol. 103
- Pol. 103.1





**ANNUAL SOUTH WILLIAMSPORT WRESTLING  
6-MAN ROUND ROBIN WRESTLING TOURNAMENT  
SATURDAY, JANUARY 14<sup>th</sup>, 2023  
Wrestling begins at 8:30 am  
Registration 7:30 – 8 am – Everyone MUST Check In  
(Doors will open at 7:30 am)**



**\*\*\*NO WALK INS ACCEPTED\*\*\***

**PLACE:** South Williamsport Area High School - 700 Percy Street, South Williamsport, PA 17702

**REGISTRATION:**

- 1) Entry Fee - \$30.00 per wrestler - Limited to first 250 paid entries
- 2) ~NO REFUNDS~
- 3) Registration completed via PY WRESTLING
- 4) Proof of age required if challenged and weights checked if challenged
- 5) All weights and experience is done by the honor system
- 6) Registration form to be fully completed

**REGISTRATION FORMS MUST BE RECEIVED BY THURSDAY, JANUARY 12<sup>th</sup>, 2023  
NO PHONE IN OR EMAIL REGISTRATIONS WILL BE ACCEPTED**

**ELIGIBILITY:** Age as of January 14<sup>th</sup>, 2023. K-6 Grades Only!!!

**WEIGHT CLASSES:** Brackets will be determined by weight, age and experience levels.

**RULES:** Tournament directors reserve the right to eliminate/combine weight classes for the benefit of the participants or make any decisions they deem appropriate.

**AGE DIVISIONS:** 6 & U      7 & 8      9 & 10      11 & 12 (no 7<sup>th</sup> graders)

**MATCHES:** PIAA Officials. Bout Length (1-1-1). Overtime: 1 minute or first takedown. Double Overtime: 30 sec. ride out

**AWARDS:** 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Place Medals will be awarded.  
1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> places will be determined by the following criteria:  
1) Win/Loss Record 2) Head to Head Winner 3) # of Pins 4) Total Points 5) Total Take downs

**REFRESHMENTS:** Concession Stand will be open all day

**ADMISSION:** Adults - \$6.00 (including coaches)      Students - \$3.00

**FOR ADDITIONAL INFORMATION, PLEASE CONTACT  
ERIC GERBER – EGERBER@SWASD.ORG**

**Annual South Williamsport Wrestling Tournament**

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_ GRADE: \_\_\_\_\_

PARENT ADDRESS: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

DIVISION: (PLEASE CIRCLE) 6 & U      7 & 8      9 & 10      11 & 12 (no 7<sup>th</sup> graders)      WEIGHT \_\_\_\_\_

YEAR'S EXPERIENCE: (PLEASE CIRCLE) 1      2      3      4      5

SCHOOL / CLUB: \_\_\_\_\_ LAST YEARS RECORD: \_\_\_\_\_

I hereby give my son/daughter permission to wrestle in the "South Williamsport Wrestling Tournament" release all sponsoring bodies, their officers, tournament officials, school administrators, and referees from all liability.

WRESTLER SIGNATURE: \_\_\_\_\_ PARENT SIGNATURE: \_\_\_\_\_



Book	Policy Manual
Section	700 Property
Title	Use of School Facilities
Code	707
Status	Active
Adopted	February 3, 2003
Last Revised	May 23, 2022
Last Reviewed	August 19, 2019

### **Purpose**

The Board recognizes that although the primary purpose of the school buildings, facilities and property is to provide students with an appropriate learning environment, the Board may make school facilities available to community based and school-affiliated organizations in accordance with this policy, provided the use does not interfere with the educational or extracurricular programs of the schools.

### **Authority**

It is the intention of the Board that the school facilities will be available primarily for use by organized residents and community groups within the boundaries of the district. These groups are permitted to use school facilities when such use conforms to established regulations and does not interfere with school programs or school maintenance. School facilities may not be used for any activity that is forbidden by law or other district policy.

The Board believes that appropriate fees shall be assessed to the user to cover operation and maintenance costs. The Board further believes that maintenance and cleaning of facilities is essential. Maintenance and cleaning has priority over public use of school facilities.

The Board directs that the use of school facilities may be granted to organizations and groups for one (1) of the prioritized classifications:

Class A	<ul style="list-style-type: none"> <li>School district organizations. Examples include: Key Club, Student Council.</li> <li>School district or school affiliated activities. Examples include: SWASD athletics, PTO Fall Festival, Jr Dodgeball Tournament, Mountie Milers, Mini-Thon, prom, employee health/wellness activities, Winter Walking, district sponsored employee events.</li> <li>School district affiliated organization meetings. Examples include: PTO, Booster organization, employee associations.</li> </ul>
Class B	<ul style="list-style-type: none"> <li>Non-profit and non-school affiliated organizations that provide a beneficial service to the citizens of the community. These groups are</li> </ul>



	<p>primarily located within the district for the benefit of the districts' residents. Examples include: community youth programs, Lions Club events, Little League Baseball.</p> <ul style="list-style-type: none"> <li>Lycoming county regional municipal and governmental organizations / branches.</li> </ul>
Class C	<ul style="list-style-type: none"> <li>Non-Profit and non-school affiliated organizations that provide a beneficial service to the citizens and community of the district, but may not be primarily located within the district and are open to non-district residents. Examples include: travel athletic teams, Odyssey of the Mind, Boy / Girl Scouts, exercise programs, PIAA events, regional orchestra, PIAA Officials meetings.</li> </ul>
Class D	<ul style="list-style-type: none"> <li>For-profit groups, special interest groups, college/university programs, and other organizations that are not affiliated with the school district or are not primarily located within the district, but have some beneficial impact on the residents of the community. Examples include: performance / recitals, hunter safety program, college classes, athletic camps</li> </ul>

The Board shall establish a schedule of fees for the use of school facilities by approved groups.

## **Guidelines**

### **General**

- 1.This policy does not create any rights to the use of school buildings and grounds.
- 2.The Board reserves the right to refuse the use of school buildings and grounds for cause at any time.
- 3.The board reserves the right to revoke any prior agreement for facility use granted prior to the adoption of this policy.
- 4.The availability of the school facilities shall at all times be subject to the conveniences, requirements, and activities of the school.
- 5.The district reserves the right to assign necessary employees to staff the building and grounds at the expense of the organization using the facilities.
- 6.The district reserves the right to refuse any application if personnel are not available to accommodate the event(s).

### **Eligibility**

- 1.School, school affiliated, community, or civic/service and other organizations or groups offering a program of sound educational, civic, recreational, or cultural value that is instructive and beneficial are eligible to use school facilities. Governmental agencies may use school facilities for hearings and public meetings.
- 2.The district shall provide secondary students a limited public forum for student groups wishing to meet to engage in speech, subject to Policy 122.1 Equal Access.

### **Ineligibility**

- 1.The district has a compelling interest to shield its students and personnel from harassment as well as vulgar, obscene and/or inflammatory speech or other similar activities that are not compatible with the mission and function of the district. No organization shall utilize school facilities for any purpose that would tend to violate these interests.
- 2.Private social functions such as family reunions, parties, funerals, etc. are ineligible to use district facilities.
- 3.No meetings shall be held in school facilities for purposes that are essentially commercial.

### **Definitions**

1. School district organization – Board approved student organization whose primary purpose and function is support of the educational activities of the district.
2. Affiliated – Board approved organization connected to or a subsidiary of the school district.
3. Booster organization – A district affiliated organization that promotes, assists or augments the mission of the district. Consideration for district approval as an affiliate requires presentation to the Board of names / addresses of club officers, bylaws, and 501(c)3 certification.
4. Community, Civic/Service organization – Any non- profit organization within the district whose primary purpose is the betterment of the community and provides services to the residents in general.
5. Community – The geographical area encompassed by the school district.
6. Personnel Fee – Fee charged to building users for personnel costs incurred as a result of a given activity.
7. Equipment Fee – Fee charged for the use of specific equipment.
8. Rental Fee – Fee charged for temporary use of a space.

### Application for Use

Applications for facility use must be submitted to the superintendent. The superintendent shall review applications for use of facilities for completeness and compliance with board policies. Complete applications will be assigned to an appropriate classification (A-D) for determination of fees and priority of use.

All applicants must submit volunteer background clearances as a condition of using district facilities.

Applications not requiring board approval, must be submitted to the superintendent 10 days before the event. The superintendent or designee may approve applications for Class A, B, and C.

Class B, C, D:

1. Applications must be submitted along with the following information:
  - a. Certificate of insurance with liability coverage of at least \$1 million naming the district as an additional insured.
  - b. Samples of any promotional fliers containing the following information:
    - i. Disclaimer:
      - i. This activity is NOT sponsored by the South Williamsport Area School District and WILL NOT be supervised or chaperoned by any South Williamsport Area School District Administrators, Teachers or Staff.
    - ii. Proper name and physical address of the facility:
      - i. Central Elementary School 555 West Mountain Ave.
      - ii. Rommelt Elementary School 515 West Central Ave.
      - iii. South Williamsport Jr / Sr High School 700 Percy St.

Class D: Applications for Class D organizations must be submitted to the superintendent 10 days before the next Board meeting for board approval.

Applications must be approved by each appropriate facility manager before requests can be approved by the superintendent or recommended to the Board.

Applications that are denied will be returned to the sender with an explanation for the denial.

Activities may be canceled or postponed by the applicant. In the event of a cancelation by the applicant, fees paid in advance will be refunded.

Applications will be accepted up to one year in advance. Scheduling is completed on a first come/first serve basis with the following exceptions:

1. Class A groups will be given priority in use of facilities. They may negate any previously approved events for Class B, C, or D groups if a conflict occurs where 15 days exist between the Class A request and the event date approved from Class B, C, or D.
2. In the event of inclement weather or other similar unforeseen circumstances, interscholastic events or practices will have priority over Class B, C, and D groups without restriction. In such

cases the Athletic Director will make all reasonable attempts to accommodate all groups.

### Restrictions in Use of Facilities

An organization/group shall not be permitted to use school facilities if it interferes with school programs. The district may cancel any approved applications in the event that a conflict with school programs develop.

No application to use the school facilities shall be approved if the proposed activity would result in any of the following:

1. Access to school facilities closed due to renovations, maintenance, cleaning, school calendar conflicts, or Board action.
2. Access to school facilities containing equipment or furnishings which would be detrimental to the operation of a district program if damaged or operated by an unqualified operator.
3. Access to school facilities that would prevent or encumber district personnel from preparing school facilities for their primary purpose because of the duration or nature of the activity.

### Limitations

When groups / individuals receive permission to use school facilities under this policy, such use shall be conditioned upon strict compliance with the following:

1. The use of the facility will automatically be canceled when facilities are closed due to inclement weather or other emergencies.
2. The use of school facilities must comply with all state laws, local ordinances, and rules of the police and fire departments regarding public assemblies.
3. Outdoor facilities are closed after dark, except those areas lighted for night time use.
4. Organizations which charge admission shall be fully responsible for paying all applicable taxes as required by law.
5. Individuals shall not access any portion of the facility or use any contents/equipment not specified in the application.
6. Organizations / groups using school facilities shall be responsible for the conduct of both participants and spectators, and damages caused by them.
7. Storage of scenery or other equipment in school facilities is prohibited without administrative approval.
8. Hanging scenery / decorations or moving of district furnishings is prohibited unless approved by the building principal.
9. No decorations shall be fastened to the floor, walls, ceilings with nails, screws, or any adhesive that could cause damage to surface or paint. Open flame decorations such as luminaries are not permitted.
10. Only gym shoes or sneakers shall be worn on gym floors.
11. Advertisements or informational materials for events held at school facilities must contain the district disclaimer clearly.
12. School equipment used in conjunction with the facilities request shall be identified when the application is submitted. Users of school equipment must accept liability for damages to or loss of use that occurs while in their use. Where rules specify, equipment can only be used by qualified district employee.

The district reserves the right to require school security to be present for any event. Costs for security will be assessed to the applicant.

### Prohibited Activities

The following activities are strictly prohibited in school facilities when individuals and organizations are granted written permission to use school facilities:

1. Direct payments to staff.

2. Possession of food or beverages in the auditorium, gym, or classrooms.
3. Possession, use, or distribution of illegal drugs and/or alcoholic beverages prohibited by state or federal law.
4. Possessions of weapons.
5. Conduct that would alter, damage, or be injurious to any district property, equipment, or furnishings.
6. Conduct that would constitute a violation of Pennsylvania Crimes Code and/or state and federal laws and regulations.
7. Gambling, games of chance, lotteries, raffles, or other activities requiring a license under the Local Option Small Games of Chance Act, unless such activity has been expressly authorized by the Board.
8. Use of tobacco products, **nicotine, and nicotine delivery** products. **This policy does not prohibit the use of a nicotine patch, gum or lozenge as a smoking cessation product by adults using the school facilities.**

### Violations

The district reserves the right to remove from district premises any individual or organization that fails to comply with the terms and conditions of this policy and established procedures.

### Fee Schedule

Use of school facilities for Class A, B, and C activities/events shall be without cost to the users except personnel fees beyond normal working hours.

Facility fees shall be determined by the facility usage fee schedule approved by the board. All checks should be made payable to the South Williamsport Area School District.

Facility rental and equipment fees will be deposited into the capital reserve fund. Personnel fees represent actual costs and will be deposited into the general fund.

When the district cancels a previously approved facility use application, all prepaid fees to the district will be refunded.

### Use of District Staff

Organizations / groups requiring use of district staff shall be billed at the appropriate hourly rate.

Payment to district staff will be made by the district in accordance with Board policy.

In the event that required district staff are not available, the facility request shall be denied.

#### Legal

1. 24 P.S. 775
2. 20 U.S.C. 7181 et seq
3. 35 P.S. 1223.5

Facility USE Fee Schedule 9-2017.docx (21 KB)

South Williamsport Area School District

Use of Facility Fee Schedule

JR / SR High School	Seating Capacity	Class D 4 Hours
Auditorium	790	\$350
Gymnasium	650	\$350
Auxiliary Gymnasium	165	\$280
Locker Rooms	NA	\$70
Cafeteria	280	\$175
Cafeteria Kitchen	NA	\$350
Library	65	\$175
Classroom	30	\$100
Computer Lab	25	\$175

Rommelt Elementary	Seating Capacity	Class D 4 Hours
Auditorium	325	\$350
Gymnasium	NA	\$350
Locker Rooms	NA	\$70
Cafeteria	120	\$105
Cafeteria Kitchen	NA	\$350
Library	30	\$105
Classroom	30	\$100
Computer Lab	25	\$175
Board / Conference Room	40	\$175

Central Elementary	Seating Capacity	Class D
Gymnasium / Cafeteria	200	\$350
Cafeteria Kitchen	NA	\$350
Library	36	\$175
Classroom	25	\$100
Computer Lab	25	\$175
Conference Room	12	\$70
Play Ground	NA	\$175

Athletic Areas	Seating Capacity	Class D 4 Hours
Football Stadium – No Lights		\$450
Football Stadium – With Lights		\$675
Practice Field	NA	\$225
Baseball Field	NA	\$315
Softball Field	NA	\$315
Soccer Field	NA	\$225

### Guidelines

1. Class D rates are for 4 consecutive hours of access to the facility. Each additional hour is billed at  $\frac{1}{4}$  the rate.
2. Rates are for the facility requested only. Use of additional equipment such as risers, sound system, special lighting, piano, electronic clocks, score boards are billed at the rate of \$50 per unit for the duration of the event.
3. Hourly rates for custodians, food service, security, or other staff will be billed at the actual hourly rate at the time of the event.
4. For events which the Board determines are of special interest to the district, it may wave the facility use fee, equipment fee, labor costs, and insurance requirements.
5. Rates for facility space not listed on this schedule will be determined by the board at the time of the request.
6. When the school district is a co-sponsor of an event with another organization, the division of costs will be negotiated by the parties with the insurance requirement waived.

## **SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT SAFETY COMMITTEE BY LAWS**

### **Purpose**

The purpose of the South Williamsport Area School District Safety Committee is to provide a conduit for all South Williamsport Area School District employees to contribute to workplace safety in the hope of achieving and maintaining a safe, healthful working environment.

### **Goal**

The goal of the South Williamsport Area School District Safety Committee is to eliminate workplace incidents and illnesses by involving employees and administration in identifying hazards and suggesting ways to eliminate and prevent them from occurring. This can be facilitated by reviewing incidents, identifying root causes of incidents and suggesting ways to prevent future incidents.

### **Objectives**

The South Williamsport Area School District Safety Committee has four objectives:

- Provide measures for employee involvement in achieving a safe, healthful working environment.
- Promptly review all safety-related incidents, injuries, accidents, illnesses and deaths.
- Conduct monthly, or as needed, workplace inspections, identify hazards and recommend methods for eliminating or controlling hazards. Establish procedures to ensure follow-up and closure for all reported hazards.
- Annually evaluate the South Williamsport Area School District workplace safety and health program and recommend improvements to administration.

### **Representatives**

The South Williamsport Area School District Safety Committee will have members representing employees and school district. The committee will be comprised of at least four committee members at all times and shall not contain more school district representatives than employee representatives at any time. Employee representatives can volunteer for committee service or can be appointed by the district. Employee representatives will serve a continuous term of at least one year and can be rotated onto the committee as needs dictate keeping at least one experienced representative on the committee at all times.

### **Member Terms**

Each member will serve for a one-year term, which may automatically renew for an additional year, with not term limit. Member vacancies will be filled by volunteers from the appropriate labor classification

### **Committee Chair and Vice-Chair**

The committee should elect a committee chair and vice-chair. Committee offices can rotate on an annual basis.

### **Duties of the Committee Chair**

- Schedule monthly committee meetings.
- Develop and distribute written agendas for committee meetings.
- Conduct committee meetings.
- Present committee correspondence and reports for committee approval.
- Ensure the preparation and distribution of committee meeting minutes.

### **Duties of the committee Vice-Chair**

- In the absence of the committee chair, assume the duties of the chair.
- Perform other duties as directed by the chair.

### **Election of Committee Chair and Vice-Chair**

The election of the committee chair and vice-chair will be held during the monthly committee meeting the month before the incumbent's term expires. If the chair or vice-chair leave office before the term expires, an election will be held during the next scheduled safety committee meeting. The elected officer will serve for the remainder of the term.

### **Committee Member Training**

All committee members will be trained annually during South Williamsport Area School District's annual workers' compensation policy period in the topics of safety committee operation, hazard detection and inspection, accident and illness prevention and investigation (including substance abuse awareness and prevention training) and health and safety concerns specific to the operation of the district. Additional committee/employee training topics will be determined by any identified anticipated workplace hazard and exposure. The committee will submit a copy of the training records to the South Williamsport Area School District personnel office, and the personnel office will retain the training records for five years.

### **Meeting agenda**

The agenda will prescribe the order in which the South Williamsport Area School District Safety Committee conducts its business. The agenda will also include the following, when applicable:

- A review of new safety and health concerns.
- A status report of employee safety and health concerns under review.
- A review of all workplace near-miss incidents, accidents, illnesses, or deaths occurring since the last committee meeting.

### **Safety Committee Meetings**

Monthly schedule: The South Williamsport Area School District Safety Committee will meet on the third Thursday of each month at 8:00 AM. A quorum of committee members, being one more than half of official committee members, must be present to conduct the meeting. If, for reasons beyond the control of the committee, the meeting must be canceled, the committee will reschedule at a later date in the same month.



### **Meeting Attendance**

Each representative will attend the monthly safety committee meeting and participate in hazard identification inspections, as well as other committee functions as requested.

### **Meeting Minutes**

Minutes will be recorded at each committee meeting and distributed to each committee member. Minutes of each committee meeting will be made available to all employees by posting on the district's intra-net site. All reports, evaluations and recommendations of the committee will be included in the minutes. The minutes will also identify committee members who were in attendance and who were absent from each committee meeting.

### **Employee Involvement**

The South Williamsport Area School District Safety Committee will encourage employees to identify health and safety concerns and hazards in the workplace. Concerns raised by employees will be presented to and reviewed by the committee.

### **Voting**

The committee shall make decisions by virtue of a majority vote of regular committee members.

### **Incident and Accident Investigation**

The South Williamsport Area School District Safety Committee will conduct workplace inspections of all district facilities. Committee members are encouraged to include all employees in discussion relating to safety concerns in their respective work areas. The committee will provide a written report/form to the committee and administration that documents the location of all health or safety hazards identified during the inspection. The report will recommend options for eliminating or controlling hazards.

## Athletic Committee Meeting

October 3, 2022, 5 PM

- Meeting called to order at 5:00 PM by Todd Engel
- Members present: Dr. Eric Briggs, Cathy Bachman, Ben Brigandi, Steve Rupert, Todd Engel, Jesse Smith, Jamie Mowrey, and John Hitesman
- **Track and Field:** Request from the coach for an additional position and presenting additional tools for the program: spikez, jav, shot, disc, run way, rake and broom, pole vault, and 100-foot tape measure.
- Mr. Engel questioned how the sports finances are represented in the budget.
- Mr. Rupert asked about the javelin and was noted that the cost was high.
- Mr. Engel asked if the program has javelin throwers each year.
- Mr. Hill reviewed that the district had about three meets last year.
- Mr. Hill shared with the committee the numbers for all sports from 2016-2017 through 2022-2023.
- Mr. Hill shared that he is presenting this so the committee can be prepared for the request. He shared he is somewhat worried that if we do not answer some/all the demands, she may not continue coaching.
- Mr. Brigandi asked about the decrease in participants. Mr. Hill says he is uncertain why the decrease in participants from 2016-2017 to 2022-2023.
- Dr. Briggs asked if there was a minimum number of participants needed to have the sport. Mr. Hill said for this sport, not to his knowledge.
- Mr. Engel asked when the last time the board placed money in the program. Mrs. Bachman stated this was the first time the committee saw a list.
- Mrs. Bachman asked when winter sports sign-ups were scheduled. Mr. Hill said they were slated for next week.
- Mr. Smith asked if there were coaches in mind for the additional position. Mr. Hill was not sure.
- Mr. Engel asked what the cost would be for an additional paid assistant. Mr. Hill was not sure.
- **Elementary Sports – Maintenance and Event Staff responsibilities**
- Reviewed the Use of School Facilities policy (portion).
- Mr. Rupert asked how many Sunday's were used for elementary wrestling. Mr. Hill was not sure, but believed all monies will be taken out of the general fund.
- Mrs. Bachman asked if the issue was they were getting paid, but from where?
- Dr. Briggs brought up concerns that were brought to him. The struggle is that maintenance/custodial staff are not always available for youth events. Dr. Briggs also shared the issue with a student who wants to use the gymnasium to twirl batons. The cost to do so is \$350 per policy for the gymnasium.
- Mr. Rupert shared he would like to keep the policy and if individuals want to waive the policy then come to the school board.

- Mr. Engel asked what the cost would be for an elementary wrestling event. The gymnasium cost was shared and the cost of maintenance/custodial and security. Mrs. Mowrey shared that some staff would be paid time and a half with PSERS benefits.
- It was determined that we follow the current policy and if organizations want to waive certain fees they come to the board.
- **Restore the Elementary Coaching Stipends:** Mr. Hill shared some historical perspective on why the elementary coaching stipends have been removed.
- Mr. Smith shared that the reasons they were paid because some sports (wrestling and basketball) didn't have a facility they could turn to so they would come to the school.
- **For New Board Business:** Mr. Hill shared the district may consider looking to purchase a van due to bussing issues, driver's issue.
- Mrs. Bachman asked if a neighboring non-profit organization would consider funding the new van.
- Mrs. Mowrey shared that the process began with the agency, but was never finalized.
- Mr. Rupert asked if the district looked at a lease price.
- Mr. Engel is recommending not approaching Little League for the vehicle purchase as he believes there are other avenues to get additional funds from Little League.
- Mr. Engel asked if it was worth contacting another local business for funds for a van.
- Meeting adjourned at 5:55 PM.

Respectfully,

Dr. Eric Briggs