



November 21, 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 and Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

Action Items

Treasurer's Report

Approval of Bills

- General Fund – \$1,839,774.54
- Food Service – \$32,280.47
- Capital Reserve - \$39,505.75
- GO NOTE 2022 - \$16,516.23

Approval of Minutes

Superintendent's Report & Recommendations

1. Advanced Equipment Bidding/Procurement
2. Health and Safety Plan
3. Special Education Due Process Settlement Agreement
4. Cyber Risk Management Insurance Policy
5. Central Elementary Project
6. Scholarship
7. Employment
8. Approve Policy – Second Reading
9. Retire Policies

General Information

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

EXECUTIVE SESSION: There will be an Executive Session BEFORE the regular board meeting regarding legal matters.

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

November 21, 2022

1. Advanced Equipment Bidding/Procurement

It is recommended the school board approve the advanced bidding of elements of the HVAC mechanical equipment and electrical equipment so that construction is not delayed while awaiting the arrival of these items. Current estimate of these items is \$2,257,600.00 for HVAC and \$313,800.00 for electrical.

2. Health and Safety Plan – Attachment #1

It is recommended the school board approve the Health and Safety Plan. This plan is required to be reviewed every six months, with the last review occurring on June 20, 2022.

3. Special Education Due Process Settlement Agreement

It is recommended the school board approve the settlement agreement and release related to disputes involving student educational services.

4. Cyber Risk Management Insurance Policy

It is recommended the school board approve the purchase of a Cyber Risk Management Insurance Policy with a maximum limit of \$1,000,000.00 through Ace/Chubb at a cost of \$10,096.00 plus a \$450 fee.

5. Central Elementary Project

It is recommended the school board authorize McKissick Architects to proceed with the design of the baseline project, and design project options E-1 and E-3 for alternate bids.

6. Scholarship

It is recommended the school board approve the Adriana Grace Memorial Scholarship. This scholarship will be for a graduating senior who has chosen a career in nursing at a post-secondary institution.

7. Employment

Resignations

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

- Louise Ferguson from her Food Service position effective November 7, 2022.
- Jayne McLaughlin from her High School Food Service Worker position effective November 9, 2022.
- Melissa Smith from her Instructional Paraprofessional position at Central Elementary effective November 10, 2022.

School Counselor

It is recommended the school board approve Mallee Hornberger for the 200-day School Counselor position for grades 9-12 effective December 5, 2022, with a salary of \$50,739 based on step B-1 of the South Williamsport Area Education Association Agreement.

Substitutes

It is recommended the school board approve Alicia Rossitto as a student/substitute teacher for Melinda Rodarmel's class for remainder of the 2022-2023 school year.

Food Service

It is recommended the school board approve Dodi Gower as a Food Service Worker at the High School for 3.5 hours/day at \$12.93/hour effective November 9, 2022, in accordance with the Education Support Professionals Association.

Guest Teacher List 2022-2023

It is recommended the school board add Jennifer Bender, Deborah Derby, and Tammy Palmatier to the list of Guest Teachers as submitted by BLaST IU 17 for the 2022-2023 school year.

Transportation Driver 2022-2023

It is recommended the school board approve Joel Henderson as bus driver for bus #2124. Joel is replacing Christine Shifflet who resigned in October.

Coaches

The athletic director is recommending school board approval of the following coaches and volunteer coaches for the 2022-2023 season:

Boys Basketball – Art Hengler – 7th Grade Coach - \$2,674; James Moser - Volunteer

Girls Basketball – Amy Kriebel and John Neylon, Jr. - Volunteers

Elementary Wrestling Volunteer Coaches – Donald Bower, Joe Engel, Lucas Franzen, Josh Hakes, Robert Killian, Ernie Naugle, and Kristopher Runner.

Game Workers – Curtis Anthony, Gregg Anthony, Jean Lowery, and Shane Reeder. All game workers are paid \$25/game.

8. Approve Policy – Second Reading

It is recommended the school board approve the second reading of the following policy:

- **Policy No. 246** – School Wellness – proposed wording change on page eight (8).

9. Retire Policies – Attachment #2

It is recommended the school board approve the retiring of the following policies:

- **Policy No. 248** – Unlawful Harassment - Students
- **Policy No. 348** – Unlawful Harassment - Staff

The above policies are being replaced with Policy No. 103 (Discrimination/Title IX Sexual Harassment Affecting Students) and Policy No. 104 (Discrimination/Title IX Sexual Harassment Affecting Staff).

BOARD INFORMATION
November 21, 2022

BOARD MEETING DATES

November 21 – School Board Meeting – 6:00 p.m.

December 05 – Reorganization Meeting – 6:00 p.m.

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

GENERAL FUND - Checking Account

Book Balance September 30, 2022 7,767,160.46

Receipts

Real Estate Taxes, Face	6111	209,988.49	
Real Estate Taxes, Discount	6211	(8.28)	
Public Utility Realty Tax	6113	8,416.89	
Earned Income Tax, less Commission	6151	180,942.08	
Real Estate Transfer Tax, less Commission	6153	15,754.48	
Delinquent Tax Collection, less Commission	6411	52,930.61	
Interest Income	6510	19,455.87	
Football Ticket Sales	6711	9,658.00	
Volleyball Ticket Sales	6724	634.00	
Attendance Fine	6990	115.70	
Basic Ed Subsidy	7111	999,986.63	
SD Transportation	7311	34,948.00	
Property Tax Relief	7340	353,563.29	
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	
Return Ticket Sales Start Up Funds	Offset Expenses	1,500.00	
Records Request	Offset Expenses	63.88	
Weis Store Donation	Offset Expenses	400.00	
COBRA Payments	Offset Expenses	3,851.19	
School Nutrition Program (Aug)	Transfer to Café Fund	6,635.70	
School Nutrition Program (Sept)	Transfer to Café Fund	52,821.46	
			2,032,362.42

Payments

Payments Issued in October 2022 (1,562,902.08)

Book Balance October 31, 2022 8,236,620.80

GENERAL FUND - PLGIT Investment Account

Book Balance September 30, 2022 63,796.24

Interest Income 158.43

Book Balance October 31, 2022 63,954.67

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance September 30, 2022 29,732.55

Receipts 300.00

Interest Income 76.06

Checks Issued in October 2022 (1,690.00)

Book Balance October 31, 2022 28,418.61

CAFETERIA FUND

Book Balance September 30, 2022		331,279.60
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Receipts

Cafeteria Deposits	21,980.37	
School Nutrition Program Funds	59,457.16	
Interest Income	<u>847.34</u>	82,284.87

Payments

Checks Issued in October 2022		<u>(34,784.49)</u>
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Book Balance October 31, 2022		<u><u>378,779.98</u></u>
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DEBT SVC FUND - GO NOTE 2022

Book Balance September 30, 2022		9,506,253.77
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Interest Income		24,222.15
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Checks Issued in October 2022		<u>(17,394.09)</u>
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Book Balance October 31, 2022		<u><u>9,513,081.83</u></u>
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CAPITAL RESERVE FUND

Book Balance September 30, 2022		1,041,668.28
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Transfer from General Fund		238,078.00
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Interest Income		2,888.55
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Checks Issued in October 2022		<u>(39,505.75)</u>
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Book Balance October 31, 2022		<u><u>1,243,129.08</u></u>
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STUDENT ACTIVITIES - CLUBS

Book Balance September 30, 2022		60,256.75
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Receipts		7,544.15
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Interest Income		160.82
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Checks Issued in October 2022		<u>(3,984.37)</u>
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Book Balance October 31, 2022		<u><u>63,977.35</u></u>
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STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance September 30, 2022		39,869.30
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Receipts		4,593.37
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Interest Income		108.42
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Checks Issued in October 2022		<u>(1,293.54)</u>
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Book Balance October 31, 2022		<u><u>43,277.55</u></u>
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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
1100 REGULAR PROGRAMS						
100 SALARIES	4,569,180.00	4,569,180.00	0.00	1,038,435.33	3,530,744.67	22.73
200 EMPLOYEE BENEFITS	3,084,221.00	3,084,221.00	0.00	887,046.17	2,197,174.83	28.76
300 PURCH PROF & TECH SVCS	16,160.00	16,160.00	0.00	8,577.56	7,582.44	53.08
400 PURCHASED PROPERTY SVCS	34,105.00	34,105.00	0.00	10,481.45	23,623.55	30.73
500 OTHER PURCHASED SVCS	958,447.00	958,447.00	0.00	359,158.14	599,288.86	37.47
600 SUPPLIES	175,172.00	175,172.00	1,194.61	198,678.67	(24,701.28)	114.10
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	8,309.47	12,381.03	(9,985.50)	193.28
Totals for 1100s	8,851,048.00	8,851,048.00	9,504.08	2,516,688.34	6,324,855.58	28.54
1200 SPECIAL PROGRAMS						
100 SALARIES	1,232,608.00	1,232,608.00	0.00	316,065.52	916,542.48	25.64
200 EMPLOYEE BENEFITS	835,835.00	835,835.00	0.00	241,870.97	593,964.03	28.94
300 PURCH PROF & TECH SVCS	422,900.00	422,900.00	0.00	102,507.97	320,392.03	24.24
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	348.00	7,139.00	4.65
600 SUPPLIES	16,916.00	16,916.00	220.05	7,274.90	9,421.05	44.31
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Totals for 1200s	2,521,016.00	2,521,016.00	220.05	668,067.36	1,852,728.59	26.51
1300 VOCATIONAL EDUCATION						
100 SALARIES	271,460.00	271,460.00	0.00	60,537.30	210,922.70	22.30
200 EMPLOYEE BENEFITS	188,851.00	188,851.00	0.00	54,946.53	133,904.47	29.10
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	5,369.11	2,321.89	69.81
Totals for 1300s	719,497.00	719,497.00	0.00	120,852.94	598,644.06	16.80
1400 OTHER INSTRUCTION						

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	49,506.07	154,100.93	24.31
200 EMPLOYEE BENEFITS	116,213.00	116,213.00	0.00	28,533.86	87,679.14	24.55
300 PURCH PROF & TECH SVCS	34,817.00	34,817.00	0.00	6,633.32	28,183.68	19.05
500 OTHER PURCHASED SVCS	136,500.00	136,500.00	0.00	2,092.75	134,407.25	1.53
600 SUPPLIES	4,078.00	4,078.00	0.00	1,950.69	2,127.31	47.83
800 OTHER OBJECTS	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
Totals for 1400s	497,965.00	497,965.00	0.00	88,716.69	409,248.31	17.82
2100 SUPPORT FOR STUDENTS						
100 SALARIES	302,034.00	302,034.00	0.00	87,824.49	214,209.51	29.08
200 EMPLOYEE BENEFITS	183,011.00	183,011.00	0.00	59,304.04	123,706.96	32.40
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	198.00	802.00	19.80
600 SUPPLIES	9,313.00	9,313.00	0.00	16,441.12	(7,128.12)	176.54
800 OTHER OBJECTS	325.00	325.00	0.00	220.00	105.00	67.69
Totals for 2100s	521,683.00	521,683.00	0.00	189,987.65	331,695.35	36.42
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	243,847.00	243,847.00	0.00	51,435.94	192,411.06	21.09
200 EMPLOYEE BENEFITS	245,559.00	245,559.00	0.00	74,370.60	171,188.40	30.29
300 PURCH PROF & TECH SVCS	203,425.00	203,425.00	3,370.00	107,846.17	92,208.83	54.67
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	12,938.70	15,940.30	44.80
600 SUPPLIES	42,196.00	42,196.00	2,290.74	15,259.43	24,645.83	41.59
700 PROPERTY	25,000.00	25,000.00	0.00	19,328.61	5,671.39	77.31
Totals for 2200s	793,906.00	793,906.00	5,660.74	281,179.45	507,065.81	36.13
2300 ADMINISTRATION						
100 SALARIES	605,970.00	605,970.00	0.00	202,033.33	403,936.67	33.34
200 EMPLOYEE BENEFITS	568,149.00	568,149.00	0.00	222,116.83	346,032.17	39.09
300 PURCH PROF & TECH SVCS	97,000.00	97,000.00	0.00	32,534.40	64,465.60	33.54
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
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	8,159.46	11,300.54	41.93
600 SUPPLIES	24,813.00	24,813.00	209.83	6,676.99	17,926.18	27.75
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	12,108.54	4,951.46	70.98
Totals for 2300s	1,334,452.00	1,334,452.00	209.83	483,629.55	850,612.62	36.26
2400 PUPIL HEALTH						
100 SALARIES	118,891.00	118,891.00	0.00	29,704.78	89,186.22	24.98
200 EMPLOYEE BENEFITS	56,232.00	56,232.00	0.00	13,297.95	42,934.05	23.65
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	0.00	4,884.33	1,299.67	78.98
Totals for 2400s	186,985.00	186,985.00	0.00	47,887.06	139,097.94	25.61
2500 BUSINESS OFFICE						
100 SALARIES	164,350.00	164,350.00	0.00	38,756.95	125,593.05	23.58
200 EMPLOYEE BENEFITS	149,046.00	149,046.00	0.00	64,737.14	84,308.86	43.43
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	0.00	1,671.73	1,594.27	51.19
Totals for 2500s	354,903.00	354,903.00	0.00	121,267.30	233,635.70	34.17
2600 PLANT SERVICES						
100 SALARIES	709,386.00	709,386.00	0.00	260,184.75	449,201.25	36.68
200 EMPLOYEE BENEFITS	623,197.00	623,197.00	0.00	249,116.16	374,080.84	39.97
400 PURCHASED PROPERTY SVCS	256,115.00	256,115.00	36,507.30	141,514.09	78,093.61	69.51
500 OTHER PURCHASED SVCS	115,820.00	115,820.00	0.00	85,073.89	30,746.11	73.45
600 SUPPLIES	419,005.00	419,005.00	9,836.68	140,063.23	269,105.09	35.78
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

BOARD SUMMARY

Fund: 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
Totals for 2600s	2,125,223.00	2,125,223.00	46,343.98	876,152.12	1,202,726.90	43.41
2700 STUDENT TRANSPORTATION						
100 SALARIES	19,116.00	19,116.00	0.00	859.82	18,256.18	4.50
200 EMPLOYEE BENEFITS	8,203.00	8,203.00	0.00	65.77	8,137.23	0.80
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	97,120.61	265,879.39	26.75
600 SUPPLIES	58,500.00	58,500.00	0.00	20,248.22	38,251.78	34.61
Totals for 2700s	452,069.00	452,069.00	0.00	118,294.42	333,774.58	26.17
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	23,949.36	(23,949.36)	0.00
Totals for 3100s	0.00	0.00	0.00	23,949.36	(23,949.36)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	284,673.00	284,673.00	0.00	48,854.02	235,818.98	17.16
200 EMPLOYEE BENEFITS	133,121.00	133,121.00	0.00	26,348.33	106,772.67	19.79
300 PURCH PROF & TECH SVCS	74,066.00	74,066.00	0.00	26,656.36	47,409.64	35.99
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	25,683.62	32,769.38	43.94
600 SUPPLIES	50,638.00	50,638.00	584.09	29,682.74	20,371.17	59.77
800 OTHER OBJECTS	28,870.00	28,870.00	0.00	12,934.88	15,935.12	44.80
Totals for 3200s	634,821.00	634,821.00	584.09	170,159.95	464,076.96	26.90
3300 COMMUNITY SERVICES						
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
Totals for 3300s	16,530.00	16,530.00	0.00	0.00	16,530.00	0.00
5100 DEBT SERVICE						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	429.80	1,570.20	21.49

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

11/16/2022 09:01:43 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
900 OTHER USES OF FUNDS	1,286,143.00	1,286,143.00	0.00	548,934.10	737,208.90	42.68
Totals for 5100s	1,288,143.00	1,288,143.00	0.00	549,363.90	738,779.10	42.65
5900 BUDGETARY RESERVE						
800 OTHER OBJECTS	101,575.00	101,575.00	0.00	0.00	101,575.00	0.00
Totals for 5900s	101,575.00	101,575.00	0.00	0.00	101,575.00	0.00
Expenditure Totals	20,399,816.00	20,399,816.00	62,522.77	6,256,196.09	14,081,097.14	30.97
Fund 10 Totals						
Total Expenditure	19,010,098.00	19,010,098.00	62,522.77	5,706,832.19	13,240,743.04	30.35
Total Other Expenditure	1,389,718.00	1,389,718.00	0.00	549,363.90	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

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	62,522.77	5,706,832.19	13,240,743.04	30.35
Total Other Expenditure	1,389,718.00	1,389,718.00	0.00	549,363.90	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

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
6111	GENERAL FUND - REAL ESTATE TAX	(6,112,308.00)	(5,804,481.34)	(5,804,481.34)	0.00	(307,826.66)	94.96
6113	GENERAL FUND - PUBLIC UTILITY REALTY	(7,500.00)	(8,416.89)	(8,416.89)	0.00	916.89	112.23
6114	GENERAL FUND - PMTS IN LIEU OF TAXES	(22,095.00)	(7,095.02)	(7,095.02)	0.00	(14,999.98)	32.11
6151	GENERAL FUND - EARNED INCOME TAX	(2,217,552.00)	(786,829.18)	(786,829.18)	0.00	(1,430,722.82)	35.48
6153	GENERAL FUND - REAL ESTATE TRANSFER	(150,000.00)	(67,970.18)	(67,970.18)	0.00	(82,029.82)	45.31
6211	GENERAL FUND - DISCOUNTS REAL ESTATE	102,750.00	102,100.27	102,100.27	0.00	649.73	99.37
6311	GENERAL FUND - PENALTIES REAL ESTATE	(18,592.00)	(1,267.33)	(1,267.33)	0.00	(17,324.67)	6.82
6411	GENERAL FUND - DELINQUENT REAL ESTATE	(375,000.00)	(89,125.02)	(89,125.02)	0.00	(285,874.98)	23.77
6510	GENERAL FUND - INTEREST ON INVESTMENTS	(15,000.00)	(49,847.37)	(49,847.37)	0.00	34,847.37	332.32
6711	GENERAL FUND - FOOTBALL SALES	(17,900.00)	(13,726.00)	(13,726.00)	0.00	(4,174.00)	76.68
6712	GENERAL FUND - BOYS BB SALES	(7,000.00)	0.00	0.00	0.00	(7,000.00)	0.00
6713	GENERAL FUND - GIRLS BB SALES	(5,000.00)	(613.00)	(613.00)	0.00	(4,387.00)	12.26
6714	GENERAL FUND - WRESTLING SALES	(2,000.00)	0.00	0.00	0.00	(2,000.00)	0.00
6724	GENERAL FUND - GIRLS VOLLEYBALL SALES	(2,000.00)	(2,174.00)	(2,174.00)	0.00	174.00	108.70
6830	GENERAL FUND - IU REV FEDERAL FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
6832	GENERAL FUND - FEDERAL IDEA PASS THRU	(196,153.00)	(79,538.83)	(79,538.83)	0.00	(116,614.17)	40.55
6833	GENERAL FUND - FEDERAL ARP ACT IDEA PASSTHROUGH	0.00	28,980.00	28,980.00	0.00	(28,980.00)	0.00
6910	GENERAL FUND - RENTALS	(3,000.00)	0.00	0.00	0.00	(3,000.00)	0.00
6920	GENERAL FUND - PRIVATE SOURCE DONATION	(10,000.00)	22,752.97	22,752.97	0.00	(32,752.97)	(227.53)
6941	GENERAL FUND - TUITION	0.00	(506.70)	(506.70)	0.00	506.70	0.00
6944	GENERAL FUND - TUITION FROM OTHER LEAS	(10,000.00)	0.00	0.00	0.00	(10,000.00)	0.00
6990	GENERAL FUND - MISC REVENUE	(1,000.00)	(4,888.20)	(4,888.20)	0.00	3,888.20	488.82
6992	GENERAL FUND - ENERGY INCENTIVE REBATE	(3,000.00)	(3,614.27)	(3,614.27)	0.00	614.27	120.48
7111	GENERAL FUND - BEF FORMULA	(6,350,088.00)	(1,998,796.63)	(1,998,796.63)	0.00	(4,351,291.37)	31.48
7112	GENERAL FUND - BEF SOCIAL SECURITY	(393,352.00)	41,138.00	41,138.00	0.00	(434,490.00)	(10.46)

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
7160	GENERAL FUND - SECTION 1305/1306	0.00	0.00	0.00	0.00	0.00	0.00
7270	GENERAL FUND - SPECIAL ED SUBSIDY	0.00	0.00	0.00	0.00	0.00	0.00
7271	GENERAL FUND - SPECIAL EDUCATION SUBSIDY	(901,863.00)	(287,060.00)	(287,060.00)	0.00	(614,803.00)	31.83
7310	GENERAL FUND - TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7311	GENERAL FUND - S D Transportation	(182,168.00)	(52,422.00)	(52,422.00)	0.00	(129,746.00)	28.78
7312	GENERAL FUND - N P Transportation	0.00	0.00	0.00	0.00	0.00	0.00
7320	GENERAL FUND - RENTALS	0.00	0.00	0.00	0.00	0.00	0.00
7330	GENERAL FUND - HEALTH SERVICES	(20,000.00)	0.00	0.00	0.00	(20,000.00)	0.00
7340	GENERAL FUND - PROPERTY TAX REDUCTION	(707,126.00)	(707,126.29)	(707,126.29)	0.00	0.29	100.00
7361	GENERAL FUND - SCHOOL SAFETY SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
7369	GENERAL FUND - OTHER SAFESCHOOLS GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7505	GENERAL FUND - READY TO LEARN GRANT	(228,011.00)	(228,011.00)	(228,011.00)	0.00	0.00	100.00
7599	GENERAL FUND - OTHER STATE REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
7820	GENERAL FUND - RETIREMENT INCOME	(1,845,654.00)	195,840.07	195,840.07	0.00	(2,041,494.07)	(10.61)
8512	GENERAL FUND - IDEA, PART B	0.00	0.00	0.00	0.00	0.00	0.00
8514	GENERAL FUND - TITLE I	(339,232.00)	(3,766.00)	(3,766.00)	0.00	(335,466.00)	1.11
8515	GENERAL FUND - TITLE II	(46,731.00)	0.00	0.00	0.00	(46,731.00)	0.00
8517	GENERAL FUND - TITLE IV	(25,705.00)	(5,612.08)	(5,612.08)	0.00	(20,092.92)	21.83
8741	GENERAL FUND - CARES ESSER	0.00	0.00	0.00	0.00	0.00	0.00
8742	GENERAL FUND - GOV EMER ED RELIEF GEER	0.00	0.00	0.00	0.00	0.00	0.00
8743	GENERAL FUND - ESSER II	0.00	(31,844.66)	(31,844.66)	0.00	31,844.66	0.00
8744	GENERAL FUND - ARP ESSER	(287,536.00)	(140,829.25)	(140,829.25)	0.00	(146,706.75)	48.98
8747	GENERAL FUND - ARP ECF - EMERG CONNECTIVITY FUND	0.00	0.00	0.00	0.00	0.00	0.00
8749	GENERAL FUND - OTHER CARES ACT FUNDS	0.00	0.00	0.00	0.00	0.00	0.00
8751	GENERAL FUND - ARP ESSER LEARNING LOSS	0.00	(71,660.07)	(71,660.07)	0.00	71,660.07	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
8752	GENERAL FUND - ARP ESSER SUMMER PROGRAMS	0.00	(17,292.00)	(17,292.00)	0.00	17,292.00	0.00
8753	GENERAL FUND - ARP ESSER AFTERSCHOOL PROGRAMS	0.00	(7,146.55)	(7,146.55)	0.00	7,146.55	0.00
8810	GENERAL FUND - MEDICAL ASSISTANCE	0.00	0.00	0.00	0.00	0.00	0.00
9120	GENERAL FUND - PROCEEDS REFUNDING LTD	0.00	0.00	0.00	0.00	0.00	0.00
Fund 10 Totals							
	Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
	Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
	Total Revenue	(20,399,816.00)	(10,080,848.55)	(10,080,848.55)	0.00	(10,318,967.45)	49.42
	Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
		(20,399,816.00)	(10,080,848.55)	(10,080,848.55)	0.00	(10,318,967.45)	

Condensed Board Summary Report

Grand Totals All Funds	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	(20,399,816.00)	(10,080,848.55)	(10,080,848.55)	0.00	(10,318,967.45)	49.42
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	(20,399,816.00)	(10,080,848.55)	(10,080,848.55)	0.00	(10,318,967.45)	

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 10/13/2022 - 11/16/2022

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
0000021490	10/20/2022	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		15,484.05
0000021491	10/20/2022	AMTRUST FINANCIAL SERVICES INC	WORKERS COMP		4,290.00
0000021492	10/20/2022	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,427.00
0000021493	10/20/2022	BARR'S HARDWARE	GENERAL SUPPLIES		532.23
0000021494	10/20/2022	BLAST INTERMEDIATE UNIT 17	Dues and Fees		250.00
0000021495	10/20/2022	21st CENTURY CYBER CHARTER SSHOOL	CHARTER SCHOOL		990.93
0000021496	10/20/2022	CM REGENT LLC	Nov 22 Life Insurance Premiums		755.08
0000021497	10/20/2022	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		59,473.30
0000021498	10/20/2022	DELTA DENTAL OF PA	Nov 22 Dental Insurance Premiums	Dental	11,660.47
0000021499	10/20/2022	GBM	Repairs & Maintenance		331.91
0000021500	10/20/2022	TAMBRA ISENBERG	GENERAL SUPPLIES		41.26
0000021501	10/20/2022	JUSTICEWORKS YOUTHCARE INC	Title II Behavioral Support	Title I Behavioral Support	9,823.01
0000021502	10/20/2022	JENNIFER KIMBALL	FBLA Meals		420.00
0000021503	10/20/2022	DOTTIE WHITE MERTZ	Tax Collector Bills Payment		188.00
0000021504	10/20/2022	PA FBLA	FBLA Registration		1,131.00
0000021505	10/20/2022	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		2,926.43
0000021506	10/20/2022	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		15,623.11
0000021507	10/20/2022	PPL ELECTRIC UTILITIES	Electricity		15,356.04
0000021508	10/20/2022	PAYROLL FUND	GROSS 10-21-22	ER RETIRE 10-21-22	466,363.57
0000021509	10/20/2022	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		3,963.72

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 10/13/2022 - 11/16/2022

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
0000021510	10/20/2022	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS	TRAVEL	53,502.42
0000021511	10/20/2022	UPMC	Therapy Services		5,937.00
0000021512	10/20/2022	VERIZON WIRELESS	Wireless		198.84
0000021513	10/20/2022	WARDS SCIENCE	GENERAL SUPPLIES	CREDIT	151.47
0000021514	10/21/2022	MARIA PIERCE	Cell Phone Reimbursement		124.17
0000021515	10/27/2022	BREON'S INC.	Repairs & Maintenance		1,392.00
0000021516	10/27/2022	CARDMEMBER SERVICES	Grant Expense	Girls Who Code Club Foundation Expenses	10,231.70
0000021517	10/27/2022	C.M. EICHENLAUB CO.	Repairs & Maintenance		2,000.00
0000021518	10/27/2022	DAVE'S PRO AUTO SERVICE	Repairs & Maintenance		1,516.69
0000021519	10/27/2022	EAGLE JANITORIAL SUPPLY CO.	GENERAL SUPPLIES		24.30
0000021520	10/27/2022	FOLLETT CONTENT SOLUTIONS INC	BOOKS		275.90
0000021521	10/27/2022	GBM	Repairs & Maintenance		1,067.85
0000021522	10/27/2022	GRAND RENTAL STATION	Repairs & Maintenance		316.00
0000021523	10/27/2022	HUGH O'BRIAN YOUTH LEADERSHIP	Registration		225.00
0000021524	10/27/2022	HOMETOWN FLORAL & GIFTS	GENERAL SUPPLIES		284.60
0000021525	10/27/2022	HURWITZ BATTERIES	GENERAL SUPPLIES		326.60
0000021526	10/27/2022	KATOM RESTAURANT SUPPLY INC	GENERAL SUPPLIES		0.00
0000021527	10/27/2022	KEYSTONE ADVERTISING SPECIALTIES	GENERAL SUPPLIES		51.00
0000021528	10/27/2022	KEYSTONE NATURAL TURF	Repairs & Maintenance		4,750.00
0000021529	10/27/2022	KURTZ BROTHERS	GENERAL SUPPLIES		322.52
0000021530	10/27/2022	MADISON NATIONAL LIFE INSURANCE CO INC	Life Insurance Premiums		924.39

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 10/13/2022 - 11/16/2022

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
0000021531	10/27/2022	MEIER SUPPLY CO INC	GENERAL SUPPLIES		69.14
0000021532	10/27/2022	MCNERNEY PAGE VANDERLIN & HALL	Professional Services		512.00
0000021533	10/27/2022	ELERY W NAU INC	Repairs & Maintenance		1,499.40
0000021534	10/27/2022	PA PRINCIPALS ASSOCIATION	Dues and Fees		605.00
0000021535	10/27/2022	AMY PREGENT	CLASS SUPPLIES		265.87
0000021536	10/27/2022	WILLIAM REIFSNYDER	GENERAL SUPPLIES		104.29
0000021537	10/27/2022	ROGERS UNIFORMS	Uniforms		2,019.40
0000021538	10/27/2022	SANICO INC	GENERAL SUPPLIES		2,999.58
0000021539	10/27/2022	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		81.29
0000021540	10/27/2022	LAURA SCHRECKENGAST	Music Lessons		1,200.00
0000021541	10/27/2022	ROBERT M. SIDES INC.	Band Repair		212.50
0000021542	10/27/2022	SPORTSMAN'S RECONDITIONING INC	GENERAL SUPPLIES		421.88
0000021543	10/27/2022	STEVE SHANNON TIRE & AUTO CENTERS	Repairs & Maintenance		70.89
0000021544	10/27/2022	UPMC	Athletic Trainer		2,894.18
0000021545	10/27/2022	VERIZON	Telephone Service		181.07
0000021546	10/27/2022	WM CORPORATE SERVICES INC	Disposal Service		2,900.00
0000021547	10/27/2022	WMWA	Water		1,494.99
0000021548	10/27/2022	TEBBS FARMS & GREENHOUSES	GENERAL SUPPLIES		514.00
0000021549	10/27/2022	CARDMEMBER SERVICES	GENERAL SUPPLIES		1,081.00
0000021550	11/03/2022	B & H PHOTO VIDEO	GENERAL SUPPLIES		2,757.76
0000021551	11/03/2022	BAYADA HOME HEALTH CARE	Therapy Services		2,205.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 10/13/2022 - 11/16/2022

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
0000021552	11/03/2022	BSN SPORTS LLC	GENERAL SUPPLIES		1,600.00
0000021553	11/03/2022	CAFETERIA FUND	South Ticket Prizes		71.75
0000021554	11/03/2022	CENTRAL PA TENNIS CENTER	Dues and Fees		288.00
0000021555	11/03/2022	KEITH W CREMER	CLASS SUPPLIES	CLASS APP	325.42
0000021556	11/03/2022	GEORGE ELY ASSOC INC	GENERAL SUPPLIES		1,086.50
0000021557	11/03/2022	MARK GERMAN	CLASS APP		230.00
0000021558	11/03/2022	JUNIOR LIBRARY GUILD	BOOKS		3,052.78
0000021559	11/03/2022	KURTZ BROTHERS	GENERAL SUPPLIES		72.74
0000021560	11/03/2022	LEXIA LEARNING SYSTEMS LLC	Conference Materials		369.00
0000021561	11/03/2022	LOWE'S COMPANIES INC	GENERAL SUPPLIES		250.80
0000021562	11/03/2022	MATHEMATICAL ASSOC OF AMERICA	GENERAL SUPPLIES		115.00
0000021563	11/03/2022	NIITANY OIL	Diesel	Gasoline	10,462.78
0000021564	11/03/2022	P.S.B.A.	Unemployment Comp		8.29
0000021565	11/03/2022	PAYROLL FUND	GROSS 11-4-22	ER RETIRE 11-4-22	466,736.80
0000021566	11/03/2022	SHAMOKIN AREA SCHOOL DISTRICT	Wrestling Tournament		200.00
0000021567	11/03/2022	ROBERT M. SIDES INC.	GENERAL SUPPLIES		77.00
0000021568	11/03/2022	WILLIAMSPORT-LYCOMING	Dues and Fees		275.00
0000021569	11/03/2022	JACK CARR	Assigning Fee		135.00
0000021570	11/03/2022	DEVIL COUNTY WRESTLING BOOSTERS	Wrestling Tournament		700.00
0000021571	11/03/2022	JUNIATA WRESTLING CLUB	Wrestling Tournament		550.00
0000021572	11/03/2022	PANTHER WRESTLING BOOSTERS	Wrestling Tournament		400.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 10/13/2022 - 11/16/2022

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
0000021573	11/03/2022	BASD ATHLETICS	Wrestling Tournament		325.00
0000021574	11/03/2022	WOLFPACK WRESTLING BOOSTER CLUB	Wrestling Tournament		300.00
0000021575	11/10/2022	AMERICHEM INTERNATIONAL INC	Repairs & Maintenance		231.00
0000021576	11/10/2022	APR SUPPLY CO	GENERAL SUPPLIES		9.79
0000021577	11/10/2022	BARR'S HARDWARE	GENERAL SUPPLIES		604.26
0000021578	11/10/2022	BAYADA HOME HEALTH CARE	Therapy Services		1,147.50
0000021579	11/10/2022	BLAST INTERMEDIATE UNIT 17	Autistic Support - Elementary	Autistic Support - Secondary	15,631.57
0000021580	11/10/2022	BSN SPORTS LLC	GENERAL SUPPLIES		534.00
0000021581	11/10/2022	CANON FINANCIAL SERVICES	Repairs & Maintenance		1,408.41
0000021582	11/10/2022	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		47,999.34
0000021583	11/10/2022	MATT DEBLANDER	Cross Country State Meet		379.43
0000021584	11/10/2022	GBM	Repairs & Maintenance		16.39
0000021585	11/10/2022	GRAND RENTAL STATION	Repairs & Maintenance		196.00
0000021586	11/10/2022	HAND2MIND INC	GENERAL SUPPLIES		59.99
0000021587	11/10/2022	JOHNSON CONTROLS INC	Repairs & Maintenance		9,769.25
0000021588	11/10/2022	KMC MUSIC	GENERAL SUPPLIES		19.99
0000021589	11/10/2022	LCWSA	Sewer Service		1,775.00
0000021590	11/10/2022	MCKESSON MEDICAL-SURGICAL INC	GENERAL SUPPLIES		413.00
0000021591	11/10/2022	PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL		990.93
0000021592	11/10/2022	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		5,852.87
0000021593	11/10/2022	PIVOT INTERACTIVES	GENERAL SUPPLIES		130.00
0000021594	11/10/2022	PMEA DISTRICT 8	District Choral Festival		115.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 10/13/2022 - 11/16/2022

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
0000021595	11/10/2022	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		85.50
0000021596	11/10/2022	LAURA SCHRECKENGAST	Music Lessons		1,037.50
0000021597	11/10/2022	SHI INTERNATIONAL CORP	Accessories for Canon Printer		1,121.82
0000021598	11/10/2022	ROBERT M. SIDES INC.	GENERAL SUPPLIES		73.00
0000021599	11/10/2022	SPHERO Inc.	EITC Grant Funds		6,378.03
0000021600	11/10/2022	SUN GAZETTE CO	Advertising		1,213.72
0000021601	11/10/2022	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS		48,913.01
0000021602	11/10/2022	SUSQUEHANNA VALLEY SOUND	Repairs & Maintenance		1,200.00
0000021603	11/10/2022	UGI UTILITIES INC.	Gas		4,811.08
0000021604	11/10/2022	EMILY WAGNER	CLASS SUPPLIES		67.50
0000021605	11/10/2022	WARDS SCIENCE	GENERAL SUPPLIES		174.34
0000021606	11/10/2022	WILLIAMSPORT CRANE & RIGGING INC	Repairs & Maintenance		800.00
0000021607	11/14/2022	PMEA DISTRICT 8	PMEA Pre-Auditions District Band		50.00
* 000E232273	10/21/2022	WOODLANDS BANK	Direct Deposit Fee		10.00
* 000E232277	10/25/2022	WEX HEALTH INC	HSA Fee for Sept 22		244.75
* 000E232278	10/20/2022	CAFETERIA FUND	Aug SNP Claims Subsidy		6,635.70
* 000E232279	10/20/2022	CAPITAL RESERVE FUND	Transfer from GF		238,078.00
* 000E232280	10/25/2022	PSERS	PSERS Employer POS		43.14
* 000E232281	10/25/2022	PSERS	PSERS Employer POS		4,477.34
* 000E232282	10/28/2022	CAFETERIA FUND	Sept 22 SNP Claims Subsidy		52,821.46
* 000E232283	11/01/2022	WOODLANDS BANK	Wire Transfer Fee		25.00
* 000E232284	11/01/2022	LYCOMING COUNTY INSURANCE CONSORTIUM	Nov 22 Health Insurance Premiums		176,905.21

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 10/13/2022 - 11/16/2022

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

10 - GENERAL FUND	1,839,774.54
50 - FOOD SERVICE FUND	49.94
Grand Total All Funds	1,839,824.48
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	(1,081.00)
Grand Total Other Disbursement Non-negotiables	479,240.60
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	1,361,664.88
Grand Total All Payments	1,839,824.48

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 10/13/2022 - 11/16/2022

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
0000006269	10/20/2022	PAYROLL FUND	GROSS 10-21-22	ER RETIRE 10-21-22	13,854.98
0000006270	10/21/2022	NUTRITION INC	Nutrition Sales		5,279.77
0000006271	11/03/2022	PAYROLL FUND	GROSS 11-4-22	ER RETIRE 11-4-22	13,130.47
0000006272	11/15/2022	SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT	Ipad Insurance - Central		15.25
50 - FOOD SERVICE FUND					32,280.47
Grand Total All Funds					32,280.47
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					32,280.47
Grand Total All Payments					32,280.47

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE Payment Dates: 10/13/2022 - 11/16/2022

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
0000001178	10/18/2022	W. F. WELLIEVER & SONS	Ventrac		32,038.07
0000001179	10/18/2022	W. F. WELLIEVER & SONS	Ventrac Parts		670.90
0000001180	10/24/2022	LARSON DESIGN GROUP	ADA Ramp at Central Elementary		2,000.00
0000001181	10/31/2022	BREON'S INC.	Generator Repair at Rommelt		4,796.78
22 - CAPITAL RESERVE FUND					39,505.75
Grand Total All Funds					39,505.75
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					39,505.75
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					39,505.75

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GO22 - GO NOTE 2022 Payment Dates: 10/13/2022 - 11/16/2022

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
0000001004	10/24/2022	MCKISSICK ARCHITECTS	Central Elem School		16,516.23
			41 - DEBT SERVICE FUND		16,516.23
			Grand Total All Funds		16,516.23
			Grand Total Credit Cards		0.00
			Grand Total Direct Deposits		0.00
			Grand Total Manual Checks		16,516.23
			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		16,516.23

October 17, 2022

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

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

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

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

Visitors: Matthew Krach, Dottie Mertz, Tax Collector, and Bethany Barrett – Williamsport SunGazette.

APPROVE TREASURER'S REPORT

A motion to approve the treasurer's report from September 2022 was moved by Miller, seconded by Rupert. Roll call: Bachman-yes, Brigandi-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 \$2,875,855.24, Food Service Fund in the amount of \$32,901.58, and GO Note 2022 in the amount of \$877.86 as funds become available was moved by Bachman, seconded by Rupert. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVE MINUTES

A motion to approve the minutes of September 12, 2022 and October 3, 2022 as written was moved by Brigandi, seconded by Cramer. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

SUPERINTENDENT RECOMMENDATIONS

OUT OF STATE AND OVERNIGHT FIELD TRIP REQUESTS

A motion to approve the following out of state and overnight field trip requests was moved by Rupert, seconded by Miller.

- Overnight field trip for FBLA students to Kalahari Resort on October 30-31, 2022 for the State Leadership Workshop
- Overnight field trip for wrestling students to Mount Aloysius College on December 16-17, 2022 for a wrestling tournament
- Out of state field trip for high school chorus students to New York City, NY on May 17, 2023 to attend the Making Music workshop and a Broadway show.

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

UNPAID LEAVE REQUESTS

A motion to approve the unpaid leave requests for EE #1255 for September 15-16, 2022 and EE #1292 for September 22-23, 2022 was moved by Bachman, seconded by Hitesman. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

EMPLOYMENT - RESIGNATIONS

Dr. Eric Briggs, Superintendent, accepted a letter 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.

EMPLOYMENT

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

- Van Driver/Stock Room Attendant – Norman (Ed) Williams at a rate of \$11.79 per hour in accordance with the Education Support Professionals Association
- Guest Teacher Program through Blast IU for the 2022-2023 School Year – Kylie Crawford
- Substitutes for the 2022-2023 School Year
 - Certified Substitutes – Kevin Eck
 - Classified Substitutes – Stacy Barr, Connie Sciacca, Dodi Gower, and Christine Kennedy
- Winter Coaches
 - Boys Basketball – Joe Simon as Head Varsity Coach at \$5,056; Nick Koletar as JV Coach at \$3,565; Scott Lowery as 8th Grade Coach at \$4,335; and Pat McCormick as a volunteer
 - Elementary Boys Basketball – Jesse Manikowski and Paul McGinn as volunteers
 - Girls Basketball – Ryan Brown as JV Coach at \$3,805; Aaron Green as 8th Grade Coach at \$3,330; Gregg Anthony as 7th Grade Coach at \$2,854
 - Wrestling – Eric Gerber as Head Coach at \$5,470; Tyler Watts as Assistant Varsity Coach at \$3,204; Chris Lusk as Head Junior High Coach at \$2,500; and Scott White as Assistant Junior High Coach at \$2,074
 - Wrestling Volunteers – Eric Caschera, Erick Fortin, Robert Gardner, Paul Gephart, Nate Jones, and Nick Lorson

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

TRANSFER TO CAPITAL RESERVE FUND

A motion to approve the transfer of \$238,078 from the General Fund to the Capital Reserve Fund related to the 2021-2022 school year was moved by Rupert, seconded by Brigandi. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

LIQUIDATION OF WORKBOOKS

A motion to liquidate unused/unneeded math workbooks due to a curriculum change was moved by Bachman, seconded by Miller. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

ACT 57 OF 2022

A motion to approve the Resolution for Act 57 of 2022 which authorizes the waiver of additional charges for the late payment of real estate taxes in certain circumstances was moved by Cramer, seconded by Brigandi. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

COMMONWEALTH OF PENNSYLVANIA GUARANTEED ADMISSIONS AGREEMENT

A motion to approve the 5 Year Agreement for Guaranteed Admissions with Commonwealth University of Pennsylvania was moved by Hitesman, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

AGREEMENT WITH LYCOMING COLLEGE FOR STUDENT TEACHING PLACEMENT

A motion to approve the 5 Year Agreement with Lycoming College regarding student teaching placement within the South Williamsport Area School District was moved by Cramer, seconded by Miller. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

LETTER OF AGREEMENT WITH SUSQUEHANNA COMMUNITY HEALTH

A motion to approve the Letter of Agreement with Susquehanna Community Health for dental care services to students for the 2022-2023 school year was moved by Brigandi, seconded by Rupert. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

AGREEMENT WITH GH HARRIS ASSOCIATES INC

A motion to approve the agreement with GH Harris Associates Inc for debt collection services was moved by Miller, seconded by Engel. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

LARSON DESIGN GROUP AGREEMENT FOR BASEBALL AND SOFTBALL FIELDS

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

A motion to not approve the revised Scope of Services Agreement with Larson Design Group for the baseball and softball fields scoreboard project was moved by Engel, seconded by Rupert. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

BASEBALL AND SOFTBALL FIELDS SCOREBOARD PROJECT – PHASE 1

A motion to approve Phase I of running electricity to the baseball and softball fields at a cost not to exceed \$10,000 which includes work performed by PPL and by James Wacker LLC to install a pole, run wires from a pole on E Mountain Avenue to a new pole on our property, and run wires underground from the new pole to a junction box was moved by Rupert, seconded by Cramer.

A revised motion to approve Phase I of running electricity to the baseball and softball fields at a cost not to exceed \$3,000 for PPL and at a cost not to exceed \$7,000 for James Wacker LLC was moved by Miller, seconded by Rupert. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVE POLICY – FIRST READING

A motion to approve the first reading of Policy No. 246 – School Wellness was moved by Rupert, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

ELEMENTARY WRESTLING TOURNAMENT/POLICY 707

A motion to waive Policy 707 for the Elementary Wrestling Tournament being held in January 2023 was moved by Miller, seconded by Engel. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

SAFETY COMMITTEE

A motion to approve the Safety Committee By-Laws was moved by Bachman, seconded by Cramer. Roll call: Bachman-yes, Brigandi-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

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

A motion to adjourn the meeting was made by Miller, seconded by Rupert. All members present voting yes, the meeting was adjourned at 6:33 PM.

Attest

Jamie Mowrey
Board Secretary

November 7, 2022

The work session of the South Williamsport Area School Board was called to order at 6:01 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: Bowman, Brigandi, Bukeavich, Cramer, Engel, Hitesman, and Rupert.

Others Present: Maria Pierce – Director of Student Services/Rommelt Elementary, Michele Loomis – Central Elementary, Dwight Woodley – Director of Innovative Learning/IT, Bill Reifsnyder – Director of Buildings & Grounds, Eric Briggs – Superintendent, Fred Holland – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Hilarie German, Jeff Richards, Tara Battaglia, Rebecca Sones, Ashley Zielewicz, and Mike Reuther – SunGazette.

ACTION ITEMS

EMPLOYMENT

A motion to approve Hugh Sprague as School Accountant at a salary of \$45,000 effective November 14, 2022 and Jayne McLaughlin as a Food Service Worker at the High School for 3.5 hours per day at \$12.93 per hour effective November 8, 2022 was moved by Rupert, seconded by Cramer. Roll Call: Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes.

MCNEES, WALLACE & NURICK LLC

A motion to accept the special education legal services from McNees, Wallace & Nurick LLC at a rate not to exceed \$425 per hour for a due process for a district student was moved by Brigandi, seconded by Bukeavich. Roll Call: Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes.

CLASSROOM MONITOR PROGRAM

A motion to approve Ashley Frei, Selena Lopez, and Brandi Smith as Classroom Monitors for the 2022-2023 school year was moved by Hitesman, seconded by Cramer. Roll Call: Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes.

DISCUSSION ITEMS

PAYS SURVEY PRESENTATION

Dr. Briggs, Superintendent, presented the results of the District's PAYS Survey. The PAYS Survey is the Pennsylvania Youth Survey administered to 6th, 8th, 10th and 12th grade students to learn about their behavior, attitudes and knowledge concerning alcohol, tobacco, other drugs and violence. The survey is completely anonymous. 80% of South Williamsport students completed the survey.

PANORAMA SURVEY DATA

Panorama Education is an independent education technology company that partners with schools and districts to support student literacy and social emotional learning (SEL). Schools use the technology to gather feedback from students, families, and educators. There are five areas of questions; supportive relationships, social awareness, challenging feelings, self-efficacy, and emotional regulation. Overall, there was 89% participation for grades 3-5 and 79% participation for grades 6-12.

SAFE SCHOOLS COMMITTEE DEVELOPMENT

The Safe Schools Committee was developed and will begin on November 9, 2022. The committee will meet four times a year. Topics include school safety, social emotional learning, etc.

AMPLIFY CKLA

Dr. Michele Loomis, Central Elementary Principal, provided a history of the Amplify CKLA curriculum, including current implementation of the program and a snapshot of student data.

CENTRAL ELEMENTARY RENOVATION PROJECT.

Dr. Briggs presented 7 options for the Central Elementary project as generated by McKissick Associates that were requested at the October 3, 2022 board meeting. Dr. Briggs also presented a request from Vern McKissick to move ahead with the advanced bidding/procurement of equipment for HVAC and electrical to ensure there are no delays when construction is ready to begin.

Various board members spoke about the options as presented. By the end of discussions, there was a consensus to move forward with the base bid, alternate E-1 and alternate E-3.

BASEBALL AND SOFTBALL SCOREBOARD UPDATE

After reviewing the spec sheets for the scoreboards, it was determined that our Maintenance Department will be unable to install the necessary poles. The District will now be reaching out to companies to secure estimates for the cost of installing the poles.

HEALTH AND SAFETY PLAN REVIEW

The Health and Safety plan was reviewed with no changes suggested. It is required that it be reviewed every 6 months. Official approval of the Health and Safety plan will occur at the November 21, 2022 board meeting.

2023 BOARD MEETING DATES/TIMES

The 2023 board meeting dates and times will need to be approved at the reorganization meeting in December. Dr. Briggs asked for feedback regarding the number of meetings per month and the start time. There was a consensus that there should be two meetings a month due to the upcoming building project. The start time of 6PM seemed to be agreeable. The official list of dates and time will be presented to the school board at the December reorganization meeting.

There will be an executive session after the meeting regarding student discipline, no action to follow.

A motion to adjourn the meeting was made by Rupert, seconded by Brigandi. All members present voting yes, the meeting was adjourned at 8:37 PM.

Attest

Jamie Mowrey
Board Secretary



ARP ESSER Health and Safety Plan Guidance & Template

Health and Safety Plan Summary: **South Williamsport Area School District**

Initial Effective Date: 8/31/2021

Date of Last Review: 6/6/2022

Date of Last Revision: 6/20/2022

1. **How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?**

The South Williamsport Area School District is committed to providing in-person learning to all K-12 students every day. To meet the objective safely, the district will, to the maximum extent possible, consult the most current CDC guidance for schools and abide by Orders from the AP Department of Health.

2. **How will the LEA ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may**

include student health and food services?

The South Williamsport Area School District will utilize available resources to support and maintain the continuity of education and support services for students and staff throughout the school term. To this end, the district will continue to expand its remote learning capabilities, ensure access to counselors and mental health programs, and continue food service options for in-person and remote learning.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of masks ;	Unless approved by the Board of Directors, or determined by the superintendent to be an emergency situation, face masks are not required, but are allowed, in school. Emergency decisions made by the superintendent must receive board approval at the next regular meeting.
b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);	Given the current state of the pandemic, the district is using normal student grouping practices and classroom spacing.
c. Handwashing and respiratory etiquette ;	The district will continue to emphasize healthy habits for handwashing and respiratory etiquette.
d. Cleaning and maintaining healthy facilities, including improving ventilation ;	The district will continue to follow CDC recommendation and industry standards for facilities.
e. Contact tracing in combination with isolation and quarantine , in collaboration with the State and local health departments;	Consistent with Title 28 Pa. Code Chapter 27 related to notification and exclusions of individuals.
f. Diagnostic and screening testing;	The district will not conduct any diagnostic screening for COVID-19
g. Efforts to provide vaccinations to school communities ;	Without board approval, the district will not host vaccination clinics.
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	The district will ensure FAPE for all students.
i. Coordination with state and local health	The district will continue to proactively communicate with PA-DOH and other

ARP ESSER Requirement	Strategies, Policies, and Procedures
officials.	community health professionals as necessary.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **South Williamsport Area School District** reviewed and approved the Health and Safety Plan on **November 21, 2022**

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **November 21, 2022**

By:

(Signature of Board President)*

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.



Book	Policy Manual
Section	200 Pupils
Title	Unlawful Harassment
Code	248
Status	Active
Adopted	February 3, 2003

Purpose

The Board strives to provide a safe, positive learning climate for students in the schools. Therefore, it shall be the policy of the district to maintain an educational environment in which harassment in any form is not tolerated.

Authority

The Board prohibits all forms of unlawful harassment of students and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages students and third parties who have been harassed to promptly report such incidents to the designated employees.[1][6][7][8]

The Board directs that complaints of harassment shall be investigated promptly, and corrective action be taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, gender, age, disability, sexual orientation or religion when such conduct:[7]

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance.
3. Otherwise adversely affects an individual's learning opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[9]

1. Submission to such conduct is made explicitly or implicitly a term or condition of a student's academic status.

2. Submission to or rejection of such conduct is used as the basis for academic or work decisions affecting the individual.
3. Such conduct deprives a student of educational aid, benefits, services or treatment.
4. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the student's school performance or creating an intimidating, hostile or offensive educational environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a student's ability to work or learn or creates an intimidating, hostile or offensive learning or working environment.

Delegation of Responsibility

In order to maintain an educational environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.[5]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and employees regarding all aspects of unlawful harassment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment.

Each student shall be responsible to respect the rights of their fellow students and district employees and to ensure an atmosphere free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the student or third party of the right to file a complaint and the complaint procedure.
2. Inform the complainant that s/he may be accompanied by a parent/guardian during all steps of the complaint procedure.
3. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
4. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Guidelines

Complaint Procedure – Student/Third Party

Step 1 – Reporting

A student or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal or a district employee.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the student, third party or employee shall report the incident directly to the Compliance Officer.

The complainant or reporting employee is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare a written report within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

Copies of the report shall be provided to the complainant, the accused, and the Compliance Officer.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur.

Disciplinary actions shall be consistent with the Student Code of Conduct, Board policies and district procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that a student has knowingly made a false complaint under this policy, such student shall be subject to disciplinary action.

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the corrective action recommended in the investigative report, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Legal

1. 42 U.S.C. 2000e et seq
5. Pol. 103
6. 20 U.S.C. 1681 et seq
7. 29 CFR 1606.8
8. 43 P.S. 951 et seq
9. 29 CFR 1604.11

248-Attach.doc (23 KB)



Book	Policy Manual
Section	300 Employees
Title	Unlawful Harassment
Code	348
Status	Active
Adopted	June 2, 2014

Authority

The Board strives to provide a safe, positive working climate for its administrative, professional and support employees. Therefore, it shall be the policy of the district to maintain an employment environment in which harassment in any form is not tolerated.

The Board prohibits all forms of unlawful harassment of employees and third parties by all district students and staff members, contracted individuals, vendors, volunteers, and third parties in the schools. The Board encourages employees and third parties who have been harassed to promptly report such incidents to the designated administrators.[1][2][3][8][9]

The Board directs that complaints of harassment shall be investigated promptly, and corrective action taken when allegations are substantiated. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations.

No reprisals nor retaliation shall occur as a result of good faith charges of harassment.

Definitions

For purposes of this policy, **harassment** shall consist of verbal, written, graphic or physical conduct relating to an individual's race, color, national origin/ethnicity, sex, age, disability, sexual orientation, religion or genetic information when such conduct:[3][8]

1. Is sufficiently severe, persistent or pervasive that it affects an individual's ability to perform job functions or creates an intimidating, threatening or abusive work environment.
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work performance.
3. Otherwise adversely affects an individual's employment opportunities.

For purposes of this policy, **sexual harassment** shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:[10]

1. Acceptance of such conduct is made, explicitly or implicitly, a term or condition of an individual's continued employment.
2. Submission to or rejection of such conduct is the basis for employment decisions affecting the individual.

3. Such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute **sexual harassment** include but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendoes; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with a employee's ability to work or creates an intimidating, hostile or offensive working environment.

Delegation of Responsibility

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Superintendent as the district's Compliance Officer.[6]

The Compliance Officer shall publish and disseminate this policy and the complaint procedure at least annually to students, parents/guardians, employees, independent contractors, vendors, and the public. The publication shall include the position, office address and telephone number of the Compliance Officer.

The administration shall be responsible to provide training for students and district employees regarding unlawful harassment.

Each employee shall be responsible to maintain a working environment free from all forms of unlawful harassment.

The building principal or designee shall be responsible to complete the following duties when receiving a complaint of unlawful harassment:

1. Inform the employee or third party of the right to file a complaint and the complaint procedure.
2. Notify the complainant and the accused of the progress at appropriate stages of the procedure.
3. Refer the complainant to the Compliance Officer if the building principal is the subject of the complaint.

Guidelines

Complaint Procedure – Employee/Third Party

Step 1 – Reporting

An employee or third party who believes s/he has been subject to conduct that constitutes a violation of this policy is encouraged to immediately report the incident to the building principal.

If the building principal is the subject of a complaint, the employee or third party shall report the incident directly to the Compliance Officer.

The complainant is encouraged to use the report form available from the building principal, but oral complaints shall be acceptable.

Step 2 – Investigation

Upon receiving a complaint of unlawful harassment, the building principal shall immediately notify the Compliance Officer. The Compliance Officer shall authorize the building principal to investigate the complaint, unless the building principal is the subject of the complaint or is unable to conduct the investigation.

The investigation may consist of individual interviews with the complainant, the accused, and others with knowledge relative to the incident. The investigator may also evaluate any other information and materials relevant to the investigation.

The obligation to conduct this investigation shall not be negated by the fact that a criminal investigation of the incident is pending or has been concluded.

Step 3 – Investigative Report

The building principal shall prepare and submit a written report to the Compliance Officer within fifteen (15) days, unless additional time to complete the investigation is required. The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual and whether it is a violation of this policy, and a recommended disposition of the complaint.

The complainant and the accused shall be informed of the outcome of the investigation, including the recommended disposition of the complaint.

Step 4 – District Action

If the investigation results in a finding that the complaint is factual and constitutes a violation of this policy, the district shall take prompt, corrective action to ensure that such conduct ceases and will not recur. District staff shall document the corrective action taken and, when not prohibited by law, inform the complainant.

Disciplinary actions shall be consistent with Board policies, administrative regulations and procedures, applicable collective bargaining agreements, and state and federal laws.

If it is concluded that an employee has knowingly made a false complaint under this policy, such employee shall be subject to disciplinary action, up to and including termination.[7]

Appeal Procedure

1. If the complainant is not satisfied with a finding of no violation of the policy or with the recommended corrective action, s/he may submit a written appeal to the Compliance Officer within fifteen (15) days.
2. The Compliance Officer shall review the investigation and the investigative report and may also conduct a reasonable investigation.
3. The Compliance Officer shall prepare a written response to the appeal within fifteen (15) days. Copies of the response shall be provided to the complainant, the accused and the building principal who conducted the initial investigation.

Legal

1. 20 U.S.C. 1681 et seq
2. 42 U.S.C. 2000e et seq
3. 42 U.S.C. 2000ff et seq
6. Pol. 104
7. Pol. 317
8. 29 CFR 1606.8
9. 43 P.S. 951 et seq
10. 29 CFR 1604.11
- Pol. 000

348-Attach.doc (29 KB)