



December 05, 2022

6:00 P.M.
High School Library

Mr. Todd Engel
President
Region III

Mr. Steve Rupert
Vice President
Region II

Mrs. Cathy Bachman
Treasurer
Region III

Mrs. Sue Bowman
Region I

Mr. Ben Brigandi
Region I

Mrs. Summer Bukeavich
Region II

Mrs. Diane Cramer
Region I

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

Reorganization

1. Election of Temporary Board President
2. Election of Board President
3. Election of Board Vice President
4. Adoption of school board meeting/work session dates for 2023—Attachment #1

Preliminary Comments on Agenda Items

Action Items

Approval of Bills

- General Fund – \$672,203.28
- Food Service – \$51,791.87

Approval of Minutes

Board Committee Reports

Superintendent's Report & Recommendations

1. Debt Presentation
2. Approve Policies – First Reading
3. Child-Bearing/Child-Rearing Leave Requests
4. Unpaid Leave Request
5. Employment
6. Memorandum of Understanding with BLaST
7. Scoreboard Update
8. Budget Timeline Discussion

General Information

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

REORGANIZATION
December 05, 2022

The Board is meeting for the purpose of reorganization under the appropriate sections of Article IV of the Pennsylvania School Laws, as amended.

1. ELECTION OF A TEMPORARY BOARD PRESIDENT

The temporary president must be elected from the holdover board members. Holdover members are the members that were not up for election or re-election. All members are considered holdover members.

2. ELECTION OF BOARD PRESIDENT

3. ELECTION OF BOARD VICE PRESIDENT

4. ADOPTION OF SCHOOL BOARD MEETING AND WORK SESSION DATES FOR 2023 – ATTACHMENT #1

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
2023 OPEN SCHOOL BOARD MEETINGS
6:00 P.M.
HIGH SCHOOL LIBRARY

Monday, December 5, 2022 – Reorganization Meeting	
Work Session	Regular Meeting
Monday, January 9, 2023	Monday, January 23, 2023
	Monday, February 6, 2023
Monday, March 6, 2023	Monday, March 20, 2023
Monday, April 3, 2023	Monday, April 17, 2023
Monday, May 1, 2023	Monday, May 22, 2023
Monday, June 5, 2023	Monday, June 19, 2023
	Monday, July 17, 2023
	Monday, August 21, 2023
	Monday, September 11, 2023
Monday, October 2, 2023	Monday, October 16, 2023
Monday, November 6, 2023	Monday, November 20, 2023
Monday, December 4, 2023 – Reorganization Meeting	

Note: If another Board meeting is required within a certain month, a special meeting date will be set.

Board approval: December 05, 2022

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS
December 05, 2022

1. Debt Presentation

Audrey Bear, Managing Director at Piper Sandler & Company, will make a debt presentation to the board.

2. Approve Policies – First Reading– Attachment #2

It is recommended the school board approve the first reading of Policy No. 236.1 – Threat Assessment, Policy No. 805 – Emergency Preparedness and Response, and Policy No. 805.2 – School Security Personnel.

3. Child-Bearing/Child-Rearing Leave Requests

It is recommended the school board approve EE #1309 child-bearing/child-rearing leave request. Employee is requesting leave from January 2, 2023 through March 16, 2023.

It is recommended the school board approve EE #1007 child-bearing/child-rearing leave request. Employee is requesting leave from February 5, 2023 through February 4, 2024.

It is recommended the school board approve EE #1001 child-bearing/child-rearing leave request. Employee is requesting leave from February 1, 2023 through March 17, 2023.

4. Unpaid Leave Request

It is recommended the school board approve the unpaid leave for EE #1351 for November 17-18, 2022.

5. Employment

Resignations

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

- Tambra Isenberg from her Reading Interventionist position at Central Elementary effective November 30, 2022, with the understanding that the District can hold her in current position for up to 60 days.

Instructional Paraprofessional Position

It is recommended the school board approve Stacy Barr as a 1st Grade Instructional Paraprofessional at Central Elementary School effective December 6, 2022 with a starting rate of \$13.49/hour in accordance with the South Williamsport Education Support Professionals Association.

Winter Coaches/Volunteers

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

- **Elementary Girls Basketball Volunteers:** Brian McLaughlin and Jodi Wolesslagle

6. **Memorandum of Understanding with BLaST** – Attachment #3

It is recommended the school board approve the MOU for Sheltering and Mass Care Facilities 2023-2028 with BLaST IU 17. This agreement will become effective January 1, 2023.

7. **Scoreboard Update**

Dr. Briggs will give the board an update on the baseball/softball scoreboard.

8. **Budget Timeline Discussion**

Mrs. Jamie Mowrey, Business Manager, will discuss the budget timeline for the 2023-2024 budget.

BOARD INFORMATION
December 05, 2022

ADDITIONAL DATES

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

December 23 – January 02 – Winter Break – Schools closed

January 09, 2023 – Work Session Meeting – 6:00 p.m. if approved at December 06 meeting

January 16, 2023 – Schools Closed

January 23, 2023 – Regular Board Meeting – 6:00 p.m. if approved at December 06 meeting

ADDITIONAL INFORMATION

BOARD SUMMARY

Fund: 10 - GENERAL FUND

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	893,480.03	2,190,740.97	28.97
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	368,108.45	590,338.55	38.41
600 SUPPLIES	175,172.00	175,172.00	0.00	199,197.52	(24,025.52)	113.72
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	0.00	15,902.94	(5,197.94)	148.56
Totals for 1100s	8,851,048.00	8,851,048.00	0.00	2,536,113.27	6,314,934.73	28.65
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	243,354.37	592,480.63	29.12
300 PURCH PROF & TECH SVCS	422,900.00	422,900.00	0.00	110,125.27	312,774.73	26.04
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	454.69	7,032.31	6.07
600 SUPPLIES	16,916.00	16,916.00	0.00	7,431.07	9,484.93	43.93
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	0.00	677,430.92	1,843,585.08	26.87
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	55,358.32	133,492.68	29.31
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	121,264.73	598,232.27	16.85
1400 OTHER INSTRUCTION						

BOARD SUMMARY

Fund:

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	28,773.55	87,439.45	24.76
300 PURCH PROF & TECH SVCS	34,817.00	34,817.00	0.00	9,949.98	24,867.02	28.58
500 OTHER PURCHASED SVCS	136,500.00	136,500.00	0.00	4,502.25	131,997.75	3.30
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	94,682.54	403,282.46	19.01
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	59,699.13	123,311.87	32.62
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	190,382.74	331,300.26	36.49
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	74,719.90	170,839.10	30.43
300 PURCH PROF & TECH SVCS	203,425.00	203,425.00	0.00	112,519.27	90,905.73	55.31
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	12,974.58	15,904.42	44.93
600 SUPPLIES	42,196.00	42,196.00	0.00	15,259.43	26,936.57	36.16
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	0.00	286,237.73	507,668.27	36.05
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	223,515.53	344,633.47	39.34
300 PURCH PROF & TECH SVCS	97,000.00	97,000.00	0.00	36,646.66	60,353.34	37.78

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

11/30/2022 06:52:40 AM

BOARD SUMMARY

Fund:

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	0.00	6,676.99	18,136.01	26.91
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	12,158.54	4,901.46	71.27
Totals for 2300s	1,334,452.00	1,334,452.00	0.00	489,190.51	845,261.49	36.66
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	13,426.30	42,805.70	23.88
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	48,015.41	138,969.59	25.68
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	65,043.92	84,002.08	43.64
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	121,574.08	233,328.92	34.26
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	250,659.40	372,537.60	40.22
400 PURCHASED PROPERTY SVCS	256,115.00	256,115.00	0.00	165,025.98	91,089.02	64.43
500 OTHER PURCHASED SVCS	115,820.00	115,820.00	0.00	85,272.73	30,547.27	73.63
600 SUPPLIES	419,005.00	419,005.00	0.00	165,138.90	253,866.10	39.41
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

BOARD SUMMARY

Fund:

As of: 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	0.00	926,481.76	1,198,741.24	43.59
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	24,249.22	(24,249.22)	0.00
Totals for 3100s	0.00	0.00	0.00	24,249.22	(24,249.22)	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	26,411.89	106,709.11	19.84
300 PURCH PROF & TECH SVCS	74,066.00	74,066.00	0.00	29,550.54	44,515.46	39.90
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	0.00	31,738.84	18,899.16	62.68
800 OTHER OBJECTS	28,870.00	28,870.00	0.00	13,059.88	15,810.12	45.24
Totals for 3200s	634,821.00	634,821.00	0.00	175,298.79	459,522.21	27.61
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

11/30/2022 06:52:40 AM

BOARD SUMMARY

Fund:

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	0.00	6,358,580.02	14,041,235.98	31.17
Fund 10 Totals						
Total Expenditure	19,010,098.00	19,010,098.00	0.00	5,809,216.12	13,200,881.88	30.56
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:

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	0.00	5,809,216.12	13,200,881.88	30.56
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)	(77,783.00)	(77,783.00)	0.00	(72,217.00)	51.86
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)	(796.00)	(796.00)	0.00	(4,204.00)	15.92
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)	(44,807.15)	(44,807.15)	0.00	(348,544.85)	11.39

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)	(430,590.00)	(430,590.00)	0.00	(471,273.00)	47.74
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)	(10,320,319.52)	(10,320,319.52)	0.00	(10,079,496.48)	50.59
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		(20,399,816.00)	(10,320,319.52)	(10,320,319.52)	0.00	(10,079,496.48)	

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)	(10,320,319.52)	(10,320,319.52)	0.00	(10,079,496.48)	50.59
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	(20,399,816.00)	(10,320,319.52)	(10,320,319.52)	0.00	(10,079,496.48)	

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 11/17/2022 - 11/30/2022

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
0000021608	11/17/2022	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		3,871.01
0000021609	11/17/2022	AMTRUST FINANCIAL SERVICES INC	WORKERS COMP		4,290.00
0000021610	11/17/2022	BAYADA HOME HEALTH CARE	Therapy Services		1,406.25
0000021611	11/17/2022	21st CENTURY CYBER CHARTER SCHOOL	CHARTER SCHOOL		990.93
0000021612	11/17/2022	CM REGENT LLC	Dec 22 Life Insurance Premiums		763.62
0000021613	11/17/2022	W A DEHART INC	GENERAL SUPPLIES		1,671.60
0000021614	11/17/2022	DELTA DENTAL OF PA	Dec 22 Dental Premiums		7,600.00
0000021615	11/17/2022	J C EHRlich	Repairs & Maintenance		175.00
0000021616	11/17/2022	GRAINGER	GENERAL SUPPLIES		5.55
0000021617	11/17/2022	KEYSTONE NATURAL TURF	Repairs & Maintenance		8,350.00
0000021618	11/17/2022	LCBDA	Sr High Honors Band Festival		171.00
0000021619	11/17/2022	LEZZER LUMBER CO	GENERAL SUPPLIES		466.24
0000021620	11/17/2022	LOWE'S COMPANIES INC	GENERAL SUPPLIES		688.62
0000021621	11/17/2022	MEIER SUPPLY CO INC	GENERAL SUPPLIES		36.77
0000021622	11/17/2022	ELERY W NAU INC	Repairs & Maintenance		6,840.00
0000021623	11/17/2022	NOLAND COMPANY	GENERAL SUPPLIES		7.89
0000021624	11/17/2022	1000BULBS.COM	GENERAL SUPPLIES		41.21
0000021625	11/17/2022	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		2,926.44
0000021626	11/17/2022	P&A Administrative Services Inc.	COBRA Annual		400.00
0000021627	11/17/2022	PPL ELECTRIC UTILITIES	Electricity		13,049.01
0000021628	11/17/2022	PAYROLL FUND	GROSS 11-18-22 ER RETIRE 11-18-22		509,014.96

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 11/17/2022 - 11/30/2022

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
0000021629	11/17/2022	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		265.40
0000021630	11/17/2022	STEELCASE INC	Cube Chair for Blended Learning Lab		426.06
0000021631	11/17/2022	UGI ENERGY SERVICES	Natural Gas		3,253.21
0000021632	11/17/2022	VERIZON WIRELESS	Wireless		198.84
0000021633	11/17/2022	DISTRICT IV ATHLETIC DIR ASSOC	Dues and Fees		50.00
0000021634	11/17/2022	BASD ATHLETICS	Wrestling Tournament		25.00
0000021635	11/17/2022	DISTRICT IV WRESTLING COACHES ASSOC	Dues and Fees		50.00
0000021636	11/22/2022	APPLIED INDUSTRIAL TECH PA LCC	GENERAL SUPPLIES		54.44
0000021637	11/22/2022	BAYADA HOME HEALTH CARE	Therapy Services		1,428.75
0000021638	11/22/2022	BSN SPORTS LLC	GENERAL SUPPLIES		1,280.00
0000021639	11/22/2022	CINTAS	GENERAL SUPPLIES		99.34
0000021640	11/22/2022	AGNES CODER	CLASS SUPPLIES		106.69
0000021641	11/22/2022	EDMENTUM	GENERAL SUPPLIES		518.85
0000021642	11/22/2022	GRAINGER	GENERAL SUPPLIES		44.52
0000021643	11/22/2022	INTERIOR WORKPLACE SOLUTIONS	Blended Learning Lab - Quote #132929		3,095.85
0000021644	11/22/2022	JUSTICEWORKS YOUTHCARE INC	Title II Behavioral Support	Title I Behavioral Support	10,399.26
0000021645	11/22/2022	KURTZ BROTHERS	GENERAL SUPPLIES		220.05
0000021646	11/22/2022	DOTTIE WHITE MERTZ	Tax Collector Bills Payment		1,452.00
0000021647	11/22/2022	MCNERNEY PAGE VANDERLIN & HALL	Professional Services		2,464.00
0000021648	11/22/2022	PITTSBURGH STAGE INC	Repairs & Maintenance		3,587.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 11/17/2022 - 11/30/2022

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
0000021649	11/22/2022	Ransom Quarry Co.	GENERAL SUPPLIES		2,116.92
0000021650	11/22/2022	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		990.93
0000021651	11/22/2022	ROGERS UNIFORMS	GENERAL SUPPLIES		776.10
0000021652	11/22/2022	SANICO INC	GENERAL SUPPLIES		3,963.57
0000021653	11/22/2022	UPMC	Therapy Services	Athletic Trainer	7,676.48
0000021654	11/22/2022	WM CORPORATE SERVICES INC	Disposal Service		3,091.90
0000021655	11/22/2022	WMWA	Water		1,467.99
0000021656	11/22/2022	DWIGHT WOODLEY	Mileage		35.88
* 000E232285	11/25/2022	WEX HEALTH INC	HSA Fee for Oct 2022		225.50
* 000E232287	11/18/2022	WOODLANDS BANK	Direct Deposit Fee		10.00
* 000E232288	11/28/2022	CAFETERIA FUND	Oct 22 SNP Claims		60,062.65
10 - GENERAL FUND					672,203.28
Grand Total All Funds					672,203.28
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					60,298.15
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					611,905.13
Grand Total All Payments					672,203.28

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 11/17/2022 - 11/30/2022

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
0000006273	11/18/2022	NUTRITION INC	Professional Services		38,108.67
0000006274	11/18/2022	PAYROLL FUND	GROSS 11-18-22	ER RETIRE 11-18-22	13,683.20
50 - FOOD SERVICE FUND					51,791.87
Grand Total All Funds					51,791.87
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					51,791.87
Grand Total All Payments					51,791.87

November 21, 2022

The regular meeting of the South Williamsport Area School Board was called to order at 6:13 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: Dwight Woodley – Director of Innovative Learning/IT, Bill Reifsnyder – Director of Buildings & Grounds, Eric Briggs – Superintendent, Tom Burkhart – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Vern McKissick – McKissick Associates, Jennifer Kimball, Holly Niven, and Mike Reuther – Williamsport SunGazette.

APPROVE TREASURER'S REPORT

A motion to approve the treasurer's report from October 2022 was moved by Miller, seconded by Bachman. 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 \$1,839,774.54, Food Service Fund in the amount of \$32,280.47, Capital Reserve in the amount of \$39,505.75, and GO Note 2022 in the amount of \$16,516.23 as funds become available was moved by Bachman, 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.

APPROVE MINUTES

A motion to approve the minutes of October 17, 2022 and November 7, 2022 as written was moved by Rupert, 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.

SUPERINTENDENT RECOMMENDATIONS

ADVANCED EQUIPMENT BIDDING/PROCUREMENT

A motion to approve the advanced bidding of elements of the HVAC mechanical equipment and electrical equipment so that construction is not delayed while waiting for the arrival of these items, with an estimated cost of \$2,257,600 for HVAC and \$313,800 for electrical was moved by Rupert, 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.

HEALTH AND SAFETY PLAN

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

SPECIAL EDUCATION DUE PROCESS SETTLEMENT AGREEMENT

A motion to approve the settlement agreement and release related to disputes involving student educational services was moved by Rupert, seconded by Bukeavich. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-no, Miller-no, and Rupert-yes; motion carried.

CYBER RISK MANAGEMENT INSURANCE POLICY

A motion to approve the purchase of a Cyber Risk Management Insurance Policy with a maximum limit of \$1,000,000 through Ace/Chubb at a cost of \$10,096 plus a \$450 fee was moved by Cramer, seconded by Bukeavich. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

CENTRAL ELEMENTARY PROJECT

A motion to authorize McKissick Associates to proceed with the design of the baseline project, and design project options E-1 and E-3 for alternate bids was moved by Cramer, seconded by Bukeavich. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

SCHOLARSHIP

A motion to approve the Adriana Grace Memorial Scholarship for a graduating senior who has chosen a career in nursing at a post-secondary institution was moved by Miller, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

EMPLOYMENT - RESIGNATIONS

Dr. Eric Briggs, Superintendent, accepted letters of resignation from the following employees:

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

EMPLOYMENT

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

- School Counselor – 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.
- Substitute – Alicia Rossitto as a student/substitute teacher for Melinda Rodarmel's class for the remainder of the 2022-2023 school year.
- Guest Teacher Program through Blast IU for the 2022-2023 School Year – Jennifer Bender, Deborah Derby and Tammy Palmatier
- Transportation Driver through Susquehanna Transit – Joel Henderson as bus driver for bus #2124 to replace Christine Shifflet who resigned in October.
- Winter Coaches
 - Boys Basketball – Art Hengler as 7th Grade Coach at \$2,674 and James Moser as a volunteer
 - Girls Basketball – Amy Kriebel and John Neylon Jr as volunteers
 - Elementary Wrestling Volunteers – 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 at \$25 per game

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

APPROVE POLICY – SECOND READING

A motion to approve the second reading of Policy No. 246 – School Wellness 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.

RETIRE POLICIES

A motion to retire Policy No. 248 – Unlawful Harassment – Students and Policy No. 348 – Unlawful Harassment – Staff due to those policies being replaced by Policy No. 103 and Policy No. 104 was moved by Bachman, seconded by Hitesman. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

There was an executive session prior to the meeting regarding legal matters.

A motion to adjourn the meeting was made by Miller, seconded by Hitesman. All members present voting yes, the meeting was adjourned at 6:39 PM.

Attest

Jamie Mowrey
Board Secretary



Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1
Status	First Reading

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Authority

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[2]

Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[3]

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint [1]

[Note: districts should only select one of the appropriate options if the designated team is made up of required personnel under 24 P.S. 1302-E]

{ } individuals to a district threat assessment team.

{ } individuals to a threat assessment team at each school building in the district.

{ } the district's Student Assistance Program team to serve as the threat assessment team.

{X} the district's Safe2Say Something crisis team to serve as the threat assessment team.

{ } the district's suicide prevention crisis response/crisis intervention team to serve as the threat assessment team.

{ } the district's _____ to serve as the threat assessment team.

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.[1]

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[1]

{ } members of the Student Assistance Program team.[4]

{ } school security personnel.[5]

{X} law enforcement agency representatives.

{ } behavioral health professionals.

{X} members of the Safe2Say Something crisis team.[6]

{ } suicide prevention coordinators and/or members of the crisis response/crisis intervention team.[7]

{ } juvenile probation professionals.

{X} The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Superintendent or designee shall develop and implement administrative regulations to support the threat assessment process.

Guidelines

Training

The

{ } Superintendent or designee

{X} School Safety and Security Coordinator

shall ensure that threat assessment team members are provided individual and/or group training **annually** on:[1]

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[3][8]

4. Confidentiality requirements under state and federal laws and regulations, and Board policies.[4][6][9][10][11]
5. {X} Student Assistance Program process.[4]
6. { } Youth suicide awareness, prevention and response.[7]
7. { } Trauma-informed approach.[12]
8. {X} Safe2Say Something procedures.[6]
9. { } Multi-tiered systems of support.
10. { } Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.[1][6][13][14][15][16]

Information for Students, Parents/Guardians and Staff

The district shall **annually** notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.[1]

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[1][7][8][17][18][19]

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.[1][7][8][17][19]

The district shall annually provide mandatory training for school staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.[6][15]

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[1]

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[1][6]

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[1][7]

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[1]

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[1][5][6][20]

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[1][21][22]

Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[8][17]
2. Bullying/Cyberbullying.[19]
3. Suicide Awareness, Prevention and Response.[7]
4. Hazing.[23]
5. Dating Violence.[24]

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. {X} Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. {X} Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. {X} Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[25]
4. {X} Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. {X} Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[4][26][27][28][29][30]

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[5][20]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[1]

1. A referral to the Student Assistance Program.[4]
2. A referral to the appropriate law enforcement agency.[5][6][20]
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[26][27][30]
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.[27][28][29][30]
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[26]
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[31]
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[32][33][34][35]
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[6][36]

Safe Schools Incident Reporting –

For Safe Schools reporting purposes, the term **incident** means an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia

as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act.[20][37][38][39]

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the Memorandum of Understanding with local law enforcement and Board policies.[20][32][37][38][40][41][42]

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian.[20][38][43]

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[9][11][44][45][46][47]

Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.[4][7][9][11][26][27]

Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[48][49]
2. Prior school disciplinary records.[9][11][50]
3. Records related to adjudication under applicable law and regulations.[50][51][52][53][54][55]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[4][7][9][10][11][19][44][46][50][56]

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.[10][57][58][59][60]

Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:[1]

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

{X} The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.[1][5]

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and **additional** information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.[1][5][61]

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|-------|-------------------|
| Legal | 1. 24 P.S. 1302-E |
| | 2. 24 P.S. 1301-E |
| | 3. Pol. 832 |
| | 4. Pol. 236 |
| | 5. Pol. 805.2 |

6. Pol. 805
7. Pol. 819
8. Pol. 103
9. Pol. 113.4
10. Pol. 207
11. Pol. 216
12. Pol. 146.1
13. 24 P.S. 1205.2
14. 24 P.S. 1205.5
15. 24 P.S. 1310-B
16. Pol. 333
17. Pol. 104
18. Pol. 105.1
19. Pol. 249
20. Pol. 805.1
21. 23 Pa. C.S.A. 6311
22. Pol. 806
23. Pol. 247
24. Pol. 252
25. Pol. 226
26. Pol. 103.1
27. Pol. 113
28. Pol. 113.1
29. Pol. 113.2
30. Pol. 113.3
31. Pol. 146
32. Pol. 218
33. Pol. 218.1
34. Pol. 218.2
35. Pol. 233
36. Pol. 709
37. 24 P.S. 1303-A
38. 22 PA Code 10.2
39. 35 P.S. 780-102
40. 24 P.S. 1302.1-A
41. 22 PA Code 10.21
42. 22 PA Code 10.22
43. 22 PA Code 10.25
44. 20 U.S.C. 1232g
45. 20 U.S.C. 1415
46. 34 CFR Part 99

47. 34 CFR Part 300

48. 24 P.S. 1409

49. Pol. 209

50. Pol. 216.1

51. 24 P.S. 1304-A

52. 24 P.S. 1305-A

53. 24 P.S. 1307-A

54. 42 Pa. C.S.A. 6341

55. Pol. 218.3

56. 24 P.S. 1304-D

57. 22 PA Code 12.12

58. 42 Pa. C.S.A. 5945

59. 42 Pa. C.S.A. 8337

60. 42 CFR Part 2

61. 24 P.S. 1309-B

20 U.S.C. 1400 et seq

35 P.S. 7601 et seq

Pol. 203.1

PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12
Threat Assessment Procedures and Guidelines



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805
Status	First Reading

Purpose

The Board recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Board shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.[1]

Authority

The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by PEMA and other applicable state requirements.[2][3]

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies. [4]

The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.[3][5][6]

Definitions

School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.[5]

School Safety and Security Assessment – a strategic evaluation of a school entity's facilities and programs used to identify potential safety and security threats.[7]

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, local law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[5]

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[4][8][9]

{ } The Board directs the

{ } Superintendent or designee

{X} School Safety and Security Coordinator

to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.
[7][10][11][12]

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[2][3][13]

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[2][3][4]

Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.[3]

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[3][14]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[15]

The district shall make provisions in the emergency preparedness plan **and any applicable health and safety plan** for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include:
[16][17][18][19][20]

1. {X} Web-based instruction.
2. {X} Mailed lessons and assignments.

3. { } Instruction via local television or radio stations.
4. {X} As developed by the administrative team to meet students learning needs.

The continuity of core operations such as payroll and ongoing communication with staff, students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6][21]

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[22][23]

The district shall provide mandatory training **for school staff** on school safety and security, **in accordance with law and the standards specified by the state's School Safety and Security Committee:**[21][24][25][26]

1. **Two (2) hours of required training addressing** any combination of one (1) or more of the following areas **shall be completed each year, in person or virtually:**
 - a. Situational awareness.
 - b. Trauma-informed approaches.[25][27]
 - c. Behavioral health awareness.
 - d. Suicide and bullying awareness.[28][29]
 - e. Substance use awareness.[30][31]
2. **One (1) hour of training in the following areas shall be completed each year:**
 - a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. **This training must be conducted in person.**[32]
 - b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, **other individuals**, school facilities, **or** the community. **This training may be conducted in person or virtually.**[33][34]

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.[21][25][35]

Required Drills

Emergency Preparedness Drill -

The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.[3]

Fire Drills -

The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.[5][6]

School Security Drills -

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[5]

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee

{ } may

{X} shall

conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[5]

The Superintendent or designee shall:[5]

1. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.[5][36]

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, **in accordance with applicable law and Board policy and administrative regulations.**[4][26][32][34][37]

NOTES:

School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

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2. 22 PA Code 10.24
3. 35 Pa. C.S.A. 7701
4. Pol. 805.1
5. 24 P.S. 1517
6. 24 P.S. 1518
7. 24 P.S. 1301-B
8. 22 PA Code 10.11
9. 24 P.S. 1303-A
10. 24 P.S. 1303-B
11. 24 P.S. 1314-B
12. 24 P.S. 1315-B
13. 24 P.S. 1302.1-A
14. Pol. 804
15. 35 Pa. C.S.A. 7301 et seq
16. 24 P.S. 520.1
17. 24 P.S. 1501
18. 24 P.S. 1506
19. 22 PA Code 11.2
20. Pol. 803
21. 24 P.S. 1310-B
22. Pol. 203
23. Pol. 203.1
24. 24 P.S. 102
25. Pol. 333
26. Pol. 805.2
27. Pol. 146.1
28. Pol. 249
29. Pol. 819
30. Pol. 227
31. Pol. 351
32. Pol. 805
33. 24 P.S. 1302-E
34. Pol. 236.1
35. 24 P.S. 1205.2
36. 75 Pa. C.S.A. 4552
37. 24 P.S. 1303-D
- 24 P.S. 1205.7
- 20 U.S.C. 7112
- 20 U.S.C. 7118
- 20 U.S.C. 7801
- Pol. 146

Pol. 236

Pol. 709

Pol. 810

Pol. 909

Safe2SayProcedures.doc (242 KB)



Book	Policy Manual
Section	800 Operations
Title	School Security Personnel
Code	805.2 Vol III 2022
Status	First Reading
Adopted	May 21, 2021
Last Revised	August 9, 2021

Authority

The Board shall employ, contract for and/or assign staff to coordinate the safety and security of district students, staff, visitors and facilities.

Definitions

School security personnel - school police officers, school resource officers and school security guards.
[1]

Independent contractor - an individual, including a retired federal agent or retired state, municipal or military police officer or retired sheriff or deputy sheriff, whose responsibilities, including work hours, are established in a written contract with the district for the purpose of performing school security services.[1]

Third-party vendor - a company or entity approved by the Office for Safe Schools of the PA Department of Education or the PA Commission on Crime and Delinquency that provides school security services in accordance with law.[1]

Delegation of Responsibility

The Superintendent shall appoint a school administrator to serve as the School Safety and Security Coordinator, in accordance with law. **When a vacancy occurs in the role of the School Safety and Security Coordinator, the Superintendent shall appoint another school administrator to serve as the School Safety and Security Coordinator within thirty (30) days of the vacancy and shall notify the Board regarding the appointment.**[2]

The Superintendent or designee shall submit the name and contact information for the appointed School Safety and Security Coordinator to the state's School Safety and Security Committee within thirty (30) days of the appointment.[2]

The School Safety and Security Coordinator shall report directly to the Superintendent, and shall be responsible for the following:[2]

1. Oversee all

{X} school police officers

{ } School Resource Officers (SROs)

{X} school security guards.

2. Review and provide oversight of all Board policies, administrative regulations and procedures related to school safety and security, and ensure compliance with federal and state laws and regulations regarding school safety and security.
3. Coordinate training and resources for students and staff related to situational awareness, trauma-informed approaches, behavioral health awareness, suicide and bullying **awareness**, substance **use awareness**, emergency procedures and training drills, **and identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with the standards established by the state's School Safety and Security Committee and the requirements of applicable law and regulations.**[3][4][5][6][7][8][9][10][11]
4. Coordinate a tour of the district's buildings and grounds biennially, or when a building is first occupied or reconfigured, with law enforcement and first responders responsible for protecting and securing the district to discuss and coordinate school safety and security matters.
5. Serve as the liaison with law enforcement and other state committees and agencies on matters of school safety and security.
6. Serve on the district's threat assessment team(s) and participate in required training and the threat assessment process.[6][12]
7. Coordinate School Safety and Security Assessments, **School Safety and Security grant requirements** and respond to School Safety and Security surveys, as applicable.[10][13][14][15]

The School Safety and Security Coordinator shall, within one (1) year of appointment, complete required training as specified by the state's School Safety and Security Committee for serving in the role of a School Safety and Security Coordinator. This training shall be in addition to other training requirements for school administrators.[2][16]

By June 30 of each year, the School Safety and Security Coordinator shall make a report to the Board at an executive session on the district's current safety and security practices, and identify strategies to improve school safety and security.[2][17]

The Board directs the School Safety and Security Coordinator to include the following information in the annual report:

1. Threat assessment team information, including verification of compliance with law and regulations, the number and composition of the district's threat assessment team(s), the total number of threats assessed in the past year and **additional** information on threat assessment required by the Superintendent or designee, in accordance with Board policy.[6][12]
2. {X} Reports of required emergency preparedness, fire, bus evacuation and school security drills.[10]
3. {X} Information on required school safety and security training and resources provided to students and staff.[10]
4. {X} Safe2Say Something aggregate data, including a breakdown of Life Safety and Non-Life Safety reports received.

5. {X} Behavioral health and school climate information, including aggregate data from surveys and assessments issued in the district, information on referrals and services accessed by students and families, and identification of additional resources needed in the district.[18]
6. {X} Office for Safe Schools reports for the previous year(s) and/or data collected to date for the current year.
7. {X} Updates regarding the district's Memorandum of Understanding with local law enforcement agencies.[19]
8. {X} Updates to laws, regulations and/or Board policies related to school safety and security.
9. {X} Information on tours, inspections and/or School Safety and Security Assessments of school facilities and programs.
10. {X} Information on grants or funding applied for and/or received in support of school safety and security efforts.

A copy of the report shall be submitted to the state's School Safety and Security Committee.[2]

The Superintendent or designee shall implement job descriptions and procedures to address the responsibilities and requirements specific to each category of school security personnel in carrying out their duties.

School security personnel shall carry weapons, including firearms, in performance of their duties only if, and to the extent, authorized by the Board, including as provided in an agreement with a law enforcement agency for the stationing of a School Resource Officer or in a contract with an independent contractor or third-party vendor approved by the Board.

Guidelines

{X} School Police Officers

The district shall

{X} employ

{ } contract for

one or more school police officers and apply to the appropriate court for appointment and powers of authority, in accordance with the provisions of law.[1][20][21][22][23][24]

School police officer - [1][21][22]

1. A law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district; or
2. An independent contractor or an individual provided through a third-party vendor who has been appointed in accordance with law, and who meets the requirements of contracted services personnel, in accordance with Board policy.[24]

Background Checks -

Prior to receiving an offer of employment, all school police officers shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in accordance with applicable law, Board policy and administrative regulations. These requirements are

addressed separately in Board policy 304 for school police employed by the district and Board policy 818 for school police employed by an independent contractor or third-party vendor.[23][24][25][26][27][28]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school police employed by the district and shall review a background investigation conducted for all school police employed by an independent contractor or third-party vendor.[29][30]

Following an offer of employment, the district shall request the separation record for a school police officer employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[31][32]

Requirements -

The district shall annually report the following information regarding school police officers receiving required training to the PA Department of Education and the PA Commission on Crime and Delinquency: [33]

1. The district's name and the number of school police officers employed or contracted by the district.
2. The municipalities comprising the district.
3. The date and type of training provided to each school police officer.

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[30][34]

School police officers shall take and subscribe to the Oath of Office required by law.[35]

{X} The district shall request that the court grant the school police officer authority to carry a firearm, in accordance with law. The school police officer shall maintain all applicable firearm license and training requirements, in accordance with law and Board policy.[20][36]

School police officers shall successfully complete required training, in accordance with law, and other required staff training, including district training on the use of positive behavior supports, de-escalation techniques and appropriate responses to behavior for students with disabilities, in accordance with law, regulations and Board policy.[36][37][38][39][40]

School police officers shall possess and exercise the following duties:[41]

1. Enforce good order in school buildings, on school buses or vehicles owned or leased by the district, and on school grounds.
2. If authorized by the court, issue summary citations or detain individuals who are in school buildings, on school buses and on school grounds in the district until local law enforcement is notified.
3. If authorized by the court, a school police officer who is a law enforcement officer employed by the district whose responsibilities, including work hours, are established by the district, may exercise the same powers as exercised under authority of law or ordinance by the police of the municipality in which the school property is located.

School police officers shall wear the assigned metallic shield or badge provided by the district in plain view when on duty.[42]

{ } School Resource Officers (SROs).

The district shall establish an agreement with _____, in accordance with the provisions of law, for the assignment of a School Resource Officer(s) to specified district schools.[1][43]

School Resource Officer (SRO) - a law enforcement officer commissioned and employed by a law enforcement agency whose duty station is located in the district and whose stationing is established by an agreement between the law enforcement agency and the district. The term includes an active certified sheriff or deputy sheriff whose stationing in the district is established by a written agreement between the county, the sheriff's office and the district.[1]

The agreement shall address the powers and duties conferred on SROs, which shall include but not be limited to:[44]

1. Assist in identification of physical changes in the environment which may reduce crime in or around a school.
2. Assist in developing Board policy, administrative regulations or procedures which address crime, and recommending procedural changes.
3. Develop and educate students in crime prevention and safety.
4. Train students in conflict resolution, restorative justice and crime awareness.
5. Address crime and violence issues, gangs and drug activities affecting or occurring in or around a school.
6. Develop or expand community justice initiatives for students.
7. Other duties as agreed upon between the district and municipal agency.

Prior to assignment in the district, the district shall confirm that the law enforcement agency has completed a law enforcement agency background investigation and received the SRO's separation record, when required, in compliance with applicable law and regulations. The district shall coordinate with the law enforcement agency in making required reports regarding hiring and separation, and maintaining all required records, in accordance with applicable law and regulations.[30][34]

SROs shall successfully complete required training, in accordance with law.[44]

{ } School Security Guards

The district shall

{ } employ

{ } contract for

one or more school security guards, in accordance with the provisions of law.[1][23][24][45]

School security guard - an individual employed by the district or a third-party vendor or an independent contractor who is assigned to a school for routine safety and security duties, and has not been granted powers by the court to issue citations, detain individuals or exercise the same powers as exercised by police of the municipality in which the school property is located, in accordance with law. An independent contractor or individual employed by a third-party vendor contracted with the district shall meet the requirements of contracted services personnel, in accordance with Board policy and the provisions of applicable law.[1][22][24][45]

Background Checks –

Prior to receiving an offer of employment, all school security guards shall comply with the requirements for background checks/certifications and employment history reviews for all school employees, in

accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for school security guards employed by the district and Board policy 818 for school security guards employed by an independent contractor or third-party vendor.[23][24][25][26][27][28]

The district shall conduct a law enforcement agency background investigation in compliance with applicable law and regulations for all school security guards employed by the district and shall review a background investigation conducted for all school security guards employed by an independent contractor or third-party vendor.[29][30]

Following an offer of employment, the district shall request the separation record for a school security guard employed or contracted by the district, in accordance with applicable law and regulations for a law enforcement agency.[31][32]

Requirements -

School security guards shall provide the following services, as directed by the district:[45]

1. School safety support services.
2. Enhanced campus supervision.
3. Assistance with disruptive students.
4. Monitoring visitors on campus.[46]
5. Coordination with law enforcement officials,
 { } including school police officers.
 { } including SROs.
6. Security functions which improve and maintain school safety.

School security guards shall successfully complete required training, in accordance with law, and applicable staff training in accordance with Board policy.[45]

{ } School security guards authorized to carry a firearm shall maintain an appropriate license and successfully complete required firearm training in accordance with law.[45]

The district shall make reports regarding hiring and separation, and shall maintain all records, as required for a law enforcement agency, in accordance with applicable law and regulations.[30][34]

{X} Other Agreements

{X} The district shall enter into a cooperative police service agreement(s) with a municipality(ies), in accordance with the provisions of law.[43][47][48][49]

{ } The district shall enter into an intergovernmental agreement(s) otherwise providing for School Resource Officers with other political subdivisions, in accordance with the provisions of law.[43][44][49]

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Legal
 1. 24 P.S. 1301-C
 2. 24 P.S. 1309-B

3 P.S. 146.1

3. Pol. 170.1

4. Pol. 227

5. Pol. 236

6. Pol. 236.1

7. Pol. 249

8. Pol. 333

9. Pol. 351

10. Pol. 805

11. Pol. 819

12. 24 P.S. 1302-E

13. 24 P.S. 1305-B

14. 24 P.S. 1314-B

15. 24 P.S. 1315-B

16. 24 P.S. 1316-B

17. Pol. 006

18. Pol. 235.1

19. Pol. 805.1

20. 24 P.S. 1302-C

21. 24 P.S. 1310-C

22. 24 P.S. 1311-C

23. Pol. 304

24. Pol. 818

25. 24 P.S. 111

26. 24 P.S. 111.1

27. 23 Pa. C.S.A. 6344

28. 23 Pa. C.S.A. 6344.3

29. 37 PA Code 241.5

30. 44 Pa. C.S.A. 7301 et seq

31. 37 PA Code 241.6

32. 44 Pa. C.S.A. 7310

33. 24 P.S. 1303-C

34. 37 PA Code 241.1 et seq

35. 24 P.S. 1304-C

36. 24 P.S. 1305-C

37. 22 PA Code 10.23

38. 22 PA Code 14.104

39. 22 PA Code 14.133

40. Pol. 113.2

41. 24 P.S. 1306-C

42. 24 P.S. 1307-C

43. Pol. 909

44. 24 P.S. 1312-C

44. 24 P.S. 1313-C

45. 24 P.S. 1314-C

46. Pol. 907

47. 24 P.S. 1309-C

48. 42 Pa. C.S.A. 8953

49. 53 Pa. C.S.A. 2303

53 Pa. C.S.A. 2301 et seq

Pol. 705

Pol. 709

BLaST IU17 – South Williamsport ASD
Memorandum of Understanding
Sheltering and Mass Care Facilities
2023-2028

This agreement is made and entered into between BLaST IU17 and South Williamsport Area School District to establish shelter site locations and terms of use in the event of an evacuation of the students and staff of the BLaST IU17 South Academy.

The BLaST IU17 South Academy will make every effort to notify South Williamsport Area School District of evacuation possibilities with as much notice as possible. Contact information between the two parties shall be maintained in a separate appendix and is considered confidential information and is not subject to public disclosure.

South Williamsport Area School District agrees to open their building located at 700 Percy Street, South Williamsport, PA to provide shelter and assistance to students and staff evacuated during emergency situations when the students and staff have a need to be sheltered. South Williamsport Area High School Auditorium has a capacity to accommodate approximately 85 IU students and staff.

South Williamsport Area School District understands that their organization will be responsible for opening the building and developing procedures for making the building accessible, including rest rooms and an area with phone and internet connection (if available) for South Academy administrative personnel. Furthermore, BLaST IU17 South Academy will provide supervision for all students and staff during the time that the facility is used as an emergency shelter site.

The BLaST IU17 South Academy agrees that it shall exercise reasonable care in the conduct of its activities in said facilities and further agrees to replace or reimburse South Williamsport Area School District for any items, materials, equipment or supplies that may be used by the district in the conduct of its sheltering activities in said facilities.

The South Academy will be responsible for replacing, restoring or repairing damage occasioned by the use of any building, facilities or equipment belonging to South Williamsport Area High School.

BLaST IU17 will reimburse South Williamsport Area School District for any bona fide expenditure of personnel required to maintain the facility, including overtime costs, upon production of receipts or time sheets. BLaST IU17 will not pay any operational or administrative fees to South Williamsport Area School District.

The BLaST IU17 shall provide any and all releases of information to the press and media. Requests for interviews or information submitted to South Williamsport Area School

District shall be directed to the BLaST IU17's office of the Executive Director or administrative assistant.

The BLaST IU17 will make every effort to recognize the hospitality of South Williamsport Area School District in any press or media releases pertaining to the relocation and sheltering of students and staff.

Nothing in this MOU is intended to conflict with current laws or regulations of the United States of America, Commonwealth of Pennsylvania or local government. If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this MOU shall remain in full force and effect.

This agreement shall become effective on January 1, 2023 and may be modified upon the mutual written consent of the parties.

The terms of this agreement, as modified with the consent of both parties, shall be self renewable for a period of five (5) years from the end date of the agreement unless written termination is given by either party. Either party, upon sixty (60) days written notice to the other party, may terminate this agreement.

The terms of this agreement, as modified with the consent of both parties,
AND NOW, this _____ day of _____ 20____, the parties hereby
acknowledge the foregoing as the terms and conditions of their understanding.

Executive Director, BLaST IU17

Authorized Signature, South
Williamsport ASD

Date

Date

BLaST IU17 South Academy
Memorandum of Understanding
Sheltering and Evacuation Contact Information
Confidential – Not for Public Disclosure

Administrator	Email	Phone	Cell
Ashley Heckrote, Site Supervisor	aheckrote@iu17.org	570-323-8561 x 1314	570-916-1876
Nicole Klees, PHP Director	nklees@iu17.org	570-265-0170 x 1012	570-359-7621
Dr. Brooke Beiter, Assistant Executive Director	bbeiter@iu17.org	570-323-8561 x1072	570-772-5946
Dr. Christina Steinbacher-Reed, Executive Director / Safety Coordinator	creed@iu17.org	570-323-8561	570-506-3142
Sara McNett, Canton Office	smcnett@iu17.org	570-673-6001 x 2026	570-971-5578

Address: 136 Catawissa Ave. Williamsport, PA 17701

Approximate Number of Staff and Students

Number of Students: 60

Number of Staff: 25

Route 1: (22 minutes 18.6 miles) Evacuation Route from South Academy to Shelter Site: Northwest on RT 414 to 509 E. Main St., Canton (18.59 miles).

Student Pick-Up Point: **High School Auditorium**

Bus: **High School Lobby Entrance (Front of School)**

Parent/Guardian: **High School Auditorium Entrance**

Special Needs of Students/Staff: **High School Lobby Entrance**

Please attach additional planning or operational procedures to this form.

Host Facility: South Williamsport Area School District - High School Auditorium

South Williamsport Area High School Auditorium: GPS - 41.2260° N, 76.9975° W

Address: 700 Percy Street Williamsport, PA 17702

Phone: 570-326-2684 Fax: 570-326-2687

Administrator	Email	Phone	Cell
Dr. Eric Briggs, Superintendent	ebriggs@swasd.org	570-327-1581	570-250-7616
Jesse Smith - Principal JR/SR High School	jsmith@swasd.org	570-326-2684	570-419-4072
Kristin Bastian, Director of Special Education	kbastian@swasd.org	570-327-1581	570-220-5723
Jamie Mowrey, Business Manager	jmowrey@swasd.org	570-327-1581	570-916-3569