



**February 6, 2023**

6:00 P.M.  
High School Library

**Mr. Todd Engel**  
President  
Region III

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

**Mrs. Cathy Bachman**  
Treasurer  
Region III

**Mrs. Sue Bowman**  
Region I

**Mr. Ben Brigandi**  
Region I

**Mrs. Summer Bukeavich**  
Region II

**Mrs. Diane Cramer**  
Region II

**Mr. John Hitesman**  
Region III

**Mr. Nathan Miller**  
Region I

**Dr. Eric Briggs**  
Superintendent

**Mrs. Jamie Mowrey**  
Board Secretary

**Mr. Fred Holland**  
Solicitor

## **Agenda**

### ***Opening***

Call to Order

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

### ***Action Items***

Treasurer's Report

Approval of Bills

- General Fund – \$810,997.30
- Food Service – \$11,004.53
- Capital Reserve - \$5,163.00
- GO-NOTE - \$64,193.46

Approval of Minutes

Board Committee Reports

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

1. Auditor Presentation on 2021-2022 Financial Statements
2. Entry Plan Presentation
3. CTE Credentials
4. River Valley Internet Backup Contract
5. Adoption of Preliminary 2022-2023 General Fund Budget
6. Overnight Field Trip Requests
7. Employment
8. Approve Policy – First Reading
9. 2023-2024 School District Calendar – Second Reading
10. 2022-2023 IU #17 General Operations Budget
11. Ballot for 2022 Election of Directors to BLAST IU #17 Board
12. Award of Bid for Advanced Procurement of HVAC Equipment
13. Award of Bid for Advanced Procurement of Electrical Equipment
14. Scoreboard Project at Ballfields – Phase II
15. Approval of Firm for Preconstruction Phase of Central Elementary Bldg Project
16. RFP for Construction Management Company

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

**SUPERINTENDENT'S REPORT AND RECOMMENDATIONS**  
**February 6, 2023**

**1. Auditor Presentation on 2021-2022 Financial Statements**

Baker Tilly US, LLP will make a presentation to the board on the 2021-2022 Financial Statements. It is recommended the school board accept the 2021-2022 Financial Statements audit report as presented by Baker Tilly US, LLC.

**2. Entry Plan Presentation**

Dr. Briggs will provide an update on his Entry Plan.

**3. CTE Credentials – Attachment #1**

It is recommended the school board approve the CTE Credentials named in the attachment.

**4. River Valley Internet Backup Contract – Attachment #2**

It is recommended the school board approve the River Valley Internet Backup Contract. The annual cost of this service, hardware, and licensing is \$4,550 and would be effective July 1, 2023 until June 30, 2028.

**5. Adoption of Preliminary 2023-2024 General Fund Budget – Attachment #3**

It is recommended the school board approve the preliminary adoption of the 2023-2024 General Fund Budget with revenues of \$20,974,194 and expenses of \$20,974,194. The preliminary budget includes real estate tax millage of 19.86 mills.

**6. Overnight Field Trip Requests – Attachment #4**

It is recommended the school board approve Amy Vance's overnight field trip request to take three FCCLA students to the FCCLA State Leadership Conference in Seven Springs, PA on March 19-22, 2023.

It is recommended the school board approve Jennifer Kimball's overnight field trip request to take two FBLA students to the State Leadership Conference in Hershey, PA on April 17-19, 2023.

**7. Employment**

**Resignation**

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

- Selena Loiselle from her 2<sup>nd</sup> Grade teaching position at Central Elementary School effective February 20, 2023.

**Custodial Positions**

It is recommended the school board approve the transfer of Cyndi Lowell from her part time 2<sup>nd</sup> shift custodial position to full time 2<sup>nd</sup> shift custodian effective January 30, 2023, at a rate of \$11.50 per hour in accordance with the AFSCME agreement.

**Food Service**

It is recommended the school board approve Marquelle Rexford as a Food Service Worker at Central Elementary School for 6.5 hours/day at \$12.93/hour effective February 7, 2023, in accordance with the Education Support Professionals Association.

**Classified Substitutes**

It is recommended the school board approve Bobbi Brewer (cafeteria), Adam Hill (custodial), and Dennis Lowell (custodial) as classified substitutes, pending clearances, for the 2022-2023 school year.

**Guest Teacher List 2022-2023**

It is recommended the school board approve Alamaria Miller as a Guest Teacher for the 2022-2023 school year.

**Spring Athletic Coaches and Stipends**

Mr. Scott Hill, Athletic Director, is recommending school board approval of the employment of the following coaches and their stipends/rate of pay for the 2023 Spring season:

**Baseball** – Casey Waller – Head Coach at \$5,106; Steve Sennett as Assistant Varsity Coach at \$2,856; Chase Waller as JV Head Coach at \$2,420; Jesse Bolt and Kurt Wertz as Volunteers.

**Boys Tennis** – Kent Young as Head Coach at \$4,069 and Theresa Summerson as Assistant Coach at \$2,744.

**Softball** – Tom O'Malley as Head Coach at \$5,106; Cory Goodman as Assistant Coach at \$2,674; Adam Lorson, Scott Lowery, and Chris Schuler as Volunteers.

**Track** – Kim Schwoyer as Head Coach at \$3,681; Matt DeBlander as 1<sup>st</sup> Assistant Coach at \$3,356; Dave Weaver as Assistant Coach at \$2,142; Jake Lusk as Assistant Coach at \$2,142; and Kerry Taylor as a Volunteer.

**8. Approve Policies – Second Reading**

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

- Policy No. 200 – Enrollment of Students
- Policy No. 202 – Eligibility of Nonresident Students
- Policy No. 217 – Graduation
- Policy No. 233 – Suspension and Expulsion
- Policy No. 251 – Students Experiencing Homlessness, Foster Care, and other Educational Instabilities
- Policy No. 810 – Transportation
- Policy No. 221 – Dress & Grooming with Recommended Change

**9. 2023-2024 School District Calendar – Second Reading – Attachment #5**

It is recommended the school board approve the district's proposed 2023-2024 school calendar, as submitted, for second reading.

**10. Proposed 2023-2024 IU #17 General Operations Budget – Attachment #6**

It is recommended school board approve the Intermediate Unit #17's 2023-2024 General Operations Budget in the amount of \$3,215,109.00. There is no assessment to the districts for the General Operations Budget. The district pays a service-based fee model which ensures the IU is developing the highest quality programs based on immediate needs of local school districts.

**11. Ballot for 2023 Election of Directors to BLaST IU #17 Board – Attachment #7**

It is recommended the school board elect the BLaST IU #17 Board of Directors in their annual election to three-year terms of each component school district.

**12. Award of Bid for Advanced Procurement of HVAC Equipment – Attachment #8**

It is recommended the school board discuss and award the bid for the advanced procurement of HVAC Equipment.

**13. Award of Bid for Advanced Procurement of Electrical Equipment – Attachment #8**

It is recommended the school board discuss and award the bid for the advanced procurement of Electrical Equipment.

**14. Scoreboard Project at Ballfields – Phase II – Attachment #9**

It is recommended the school board approve the agreement with Larson Design Group for work related to Phase II of the electrical project at the ballfields.

**15. Approval of Firm for Preconstruction Phase of Central Elementary Building Project**

It is recommended the school board approve Sitelogiq as the construction management company for the pre-construction phase of the Central Elementary renovation project.

**16. RFP for Construction Management Company**

It is recommended the school board authorize District Administration to advertise an RFP for a Construction Management Company for the Central Elementary Project.

**BOARD INFORMATION**  
**February 6, 2023**

**Statement of Financial Interests Form**

Please complete the Statement of Financial Interests Form for the 2022 calendar year and return it as soon as possible to Jamie Mowrey, Board Secretary. Due date is May 1, 2023.

**ADDITIONAL DATES**

February 6, 2023 – Regular Board Meeting – 6:00 p.m.  
March 6, 2023 – Work Session Meeting – 6:00 p.m.  
March 20, 2023 – Regular Board Meeting – 6:00 p.m.  
April 3, 2023 – Work Session Meeting – 6:00 p.m.  
April 17, 2023 – Regular Board Meeting – 6:00 p.m.

**ADDITIONAL INFORMATION**

Principal Spotlights, Special Education Spotlight, and Technology Spotlight are attached for your information.

**REMINDER:**

**ALBRIGHT STUDIOS WILL BE AT THE SCHOOL AT 5:45PM TO TAKE BOARD PICTURES.**

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF JANUARY 31, 2023**

**GENERAL FUND - Checking Account**

Book Balance December 31, 2022 7,558,223.18

Receipts

Real Estate Taxes, Face	6111		167,261.07
Real Estate Taxes, Penalty	6311		16,528.75
Payment in Lieu of Taxes - Little League	6114		15,000.00
Earned Income Tax, less Commission	6151		183,183.29
Real Estate Transfer Tax, less Commission	6153		17,651.88
Delinquent Tax Collection, less Commission	6411		11,626.41
Interest Income	6510		25,244.09
Sports Pass Sales	6711		120.00
Boys Basketball Ticket Sales	6712		4,778.00
Girls Basketball Ticket Sales	6713		700.00
Wrestling Ticket Sales	6714		1,030.00
Foundation Grant	6920		25,749.87
Attendance Fines	6990		45.98
Sale of Old Technology Equipment	6990		25.00
McInroy-Sheffer Trust	6990		500.00
Special Education Subsidy	7271		143,530.00
SD Transportation	7311		43,684.00
NP Transportation	7312		1,540.00
Title I	8514		22,615.47
Title II	8515		3,115.40
Title IV	8517		1,713.67
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
Prior Year Due From Other Funds	Remove Receivable		7,875.12
Care Closet Donation	Increase Deferred Reven		20.00
Quarterly HI Premium Share	Offset Expenses		8,957.22
Records Request	Offset Expenses		127.76
Refund	Offset Expenses		86.00
Student Testing Fees	Offset Expenses		650.00
Transportation Reimbursement	Offset Expenses		396.00
COBRA Payments	Offset Expenses		6,533.26
Dental Insurance Quarterly Settlement	Offset Expenses		4,003.62
Wellness Incentives	Offset Expenses		600.00
Supply Chain Assistance	Transfer to Café Fund		88,765.73
			884,362.02

Payments

Payments Issued in January 2023 (1,529,745.93)

Book Balance January 31, 2023 6,912,839.27

**GENERAL FUND - PLGIT Investment Account**

Book Balance December 31, 2022	64,357.38
Interest Income	232.34
Book Balance January 31, 2023	<u>64,589.72</u>

**GENERAL FUND - TECHNOLOGY INSURANCE FUND**

Book Balance December 31, 2022	27,648.17
Receipts	-
Interest Income	93.29
Checks Issued in January 2023	(567.00)
Book Balance January 31, 2023	<u>27,174.46</u>

**CAFETERIA FUND**

Book Balance December 31, 2022	395,972.61
Receipts	
Cafeteria Deposits	20,762.91
School Nutrition Program Funds	88,765.73
Interest Income	<u>1,448.60</u>
	110,977.24
Payments	
Checks Issued in January 2023	<u>(44,761.89)</u>
Book Balance January 31, 2023	<u>462,187.96</u>

**DEBT SVC FUND - GO NOTE 2022**

Book Balance December 31, 2022	9,566,721.01
Interest Income	32,500.64
Checks Issued in January 2023	(64,193.46)
Book Balance January 31, 2023	<u>9,535,028.19</u>

**CAPITAL RESERVE FUND**

Book Balance December 31, 2022	1,250,673.65
Interest Income	4,246.35
Checks Issued in January 2023	(5,163.00)
Book Balance January 31, 2023	<u>1,249,757.00</u>

**STUDENT ACTIVITIES - CLUBS**

Book Balance December 31, 2022	77,043.23
Receipts	1,851.25
Interest Income	255.76
Checks Issued in January 2023	(11,109.44)
Book Balance January 31, 2023	<u>68,040.80</u>

**STUDENT ACTIVITIES - ATHLETIC BOOSTERS**

Book Balance December 31, 2022	48,830.02
Receipts	27,715.89
Interest Income	200.08
Checks Issued in January 2023	(17,296.70)
Book Balance January 31, 2023	<u>59,449.29</u>

# 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
<b>1100 REGULAR PROGRAMS</b>						
100 SALARIES	4,569,180.00	4,569,180.00	0.00	1,895,332.83	2,673,847.17	41.48
200 EMPLOYEE BENEFITS	3,084,221.00	3,084,221.00	0.00	1,504,214.56	1,580,006.44	48.77
300 PURCH PROF & TECH SVCS	16,160.00	16,160.00	0.00	11,984.23	4,175.77	74.16
400 PURCHASED PROPERTY SVCS	34,105.00	34,105.00	0.00	16,015.51	18,089.49	46.96
500 OTHER PURCHASED SVCS	958,447.00	958,447.00	0.00	512,322.28	446,124.72	53.45
600 SUPPLIES	175,172.00	175,172.00	0.00	202,520.22	(27,348.22)	115.61
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	22,423.13	(11,718.13)	209.46
<b>Totals for 1100s</b>	<b>8,851,048.00</b>	<b>8,851,048.00</b>	<b>0.00</b>	<b>4,166,742.75</b>	<b>4,684,305.25</b>	<b>47.08</b>
<b>1200 SPECIAL PROGRAMS</b>						
100 SALARIES	1,232,608.00	1,232,608.00	0.00	562,288.03	670,319.97	45.62
200 EMPLOYEE BENEFITS	835,835.00	835,835.00	0.00	414,663.70	421,171.30	49.61
300 PURCH PROF & TECH SVCS	422,900.00	422,900.00	0.00	197,730.31	225,169.69	46.76
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	1,111.19	6,375.81	14.84
600 SUPPLIES	16,916.00	16,916.00	0.00	7,968.54	8,947.46	47.11
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Totals for 1200s</b>	<b>2,521,016.00</b>	<b>2,521,016.00</b>	<b>0.00</b>	<b>1,183,761.77</b>	<b>1,337,254.23</b>	<b>46.96</b>
<b>1300 VOCATIONAL EDUCATION</b>						
100 SALARIES	271,460.00	271,460.00	0.00	110,685.05	160,774.95	40.77
200 EMPLOYEE BENEFITS	188,851.00	188,851.00	0.00	94,988.23	93,862.77	50.30
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	198.00	246,297.00	0.08
600 SUPPLIES	7,691.00	7,691.00	0.00	6,356.36	1,334.64	82.65
<b>Totals for 1300s</b>	<b>719,497.00</b>	<b>719,497.00</b>	<b>0.00</b>	<b>212,227.64</b>	<b>507,269.36</b>	<b>29.50</b>
<b>1400 OTHER INSTRUCTION</b>						



# 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	93,422.88	110,184.12	45.88
200 EMPLOYEE BENEFITS	116,213.00	116,213.00	0.00	50,645.49	65,567.51	43.58
300 PURCH PROF & TECH SVCS	34,817.00	34,817.00	0.00	16,583.30	18,233.70	47.63
500 OTHER PURCHASED SVCS	136,500.00	136,500.00	0.00	4,585.25	131,914.75	3.36
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
<b>Totals for 1400s</b>	497,965.00	497,965.00	0.00	167,187.61	330,777.39	33.57
<b>2100 SUPPORT FOR STUDENTS</b>						
100 SALARIES	302,034.00	302,034.00	0.00	151,856.36	150,177.64	50.28
200 EMPLOYEE BENEFITS	183,011.00	183,011.00	0.00	97,390.21	85,620.79	53.22
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	17,455.46	(8,142.46)	187.43
800 OTHER OBJECTS	325.00	325.00	0.00	220.00	105.00	67.69
<b>Totals for 2100s</b>	521,683.00	521,683.00	0.00	293,120.03	228,562.97	56.19
<b>2200 SUPPORT FOR INSTRUCTION</b>						
100 SALARIES	243,847.00	243,847.00	0.00	97,145.54	146,701.46	39.84
200 EMPLOYEE BENEFITS	245,559.00	245,559.00	0.00	119,790.49	125,768.51	48.78
300 PURCH PROF & TECH SVCS	203,425.00	203,425.00	0.00	145,373.29	58,051.71	71.46
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	16,509.28	12,369.72	57.17
600 SUPPLIES	42,196.00	42,196.00	0.00	23,939.66	18,256.34	56.73
700 PROPERTY	25,000.00	25,000.00	0.00	20,995.39	4,004.61	83.98
<b>Totals for 2200s</b>	793,906.00	793,906.00	0.00	423,753.65	370,152.35	53.38
<b>2300 ADMINISTRATION</b>						
100 SALARIES	605,970.00	605,970.00	0.00	315,978.43	289,991.57	52.14
200 EMPLOYEE BENEFITS	568,149.00	568,149.00	0.00	341,281.79	226,867.21	60.07
300 PURCH PROF & TECH SVCS	97,000.00	97,000.00	0.00	90,951.71	6,048.29	93.76
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# 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	11,783.77	7,676.23	60.55
600 SUPPLIES	24,813.00	24,813.00	0.00	10,433.39	14,379.61	42.05
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	12,919.54	4,140.46	75.73
<b>Totals for 2300s</b>	<b>1,334,452.00</b>	<b>1,334,452.00</b>	<b>0.00</b>	<b>783,348.63</b>	<b>551,103.37</b>	<b>58.70</b>
<b>2400 PUPIL HEALTH</b>						
100 SALARIES	118,891.00	118,891.00	0.00	53,415.53	65,475.47	44.93
200 EMPLOYEE BENEFITS	56,232.00	56,232.00	0.00	23,746.63	32,485.37	42.23
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
<b>Totals for 2400s</b>	<b>186,985.00</b>	<b>186,985.00</b>	<b>0.00</b>	<b>82,046.49</b>	<b>104,938.51</b>	<b>43.88</b>
<b>2500 BUSINESS OFFICE</b>						
100 SALARIES	164,350.00	164,350.00	0.00	68,163.95	96,186.05	41.47
200 EMPLOYEE BENEFITS	149,046.00	149,046.00	0.00	87,494.63	61,551.37	58.70
300 PURCH PROF & TECH SVCS	20,259.00	20,259.00	0.00	20,349.96	(90.96)	100.45
400 PURCHASED PROPERTY SVCS	2,482.00	2,482.00	0.00	1,760.96	721.04	70.95
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	646.88	14,853.12	4.17
600 SUPPLIES	3,266.00	3,266.00	0.00	1,792.83	1,473.17	54.89
<b>Totals for 2500s</b>	<b>354,903.00</b>	<b>354,903.00</b>	<b>0.00</b>	<b>180,209.21</b>	<b>174,693.79</b>	<b>50.78</b>
<b>2600 PLANT SERVICES</b>						
100 SALARIES	709,386.00	709,386.00	0.00	397,294.65	312,091.35	56.01
200 EMPLOYEE BENEFITS	623,197.00	623,197.00	0.00	381,481.41	241,715.59	61.21
400 PURCHASED PROPERTY SVCS	256,115.00	256,115.00	0.00	193,271.03	62,843.97	75.46
500 OTHER PURCHASED SVCS	115,820.00	115,820.00	0.00	99,190.66	16,629.34	85.64
600 SUPPLIES	419,005.00	419,005.00	0.00	232,668.95	186,336.05	55.53
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

# BOARD SUMMARY

Fund:

As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 OTHER OBJECTS	200.00	200.00	0.00	200.00	0.00	100.00
<b>Totals for 2600s</b>	2,125,223.00	2,125,223.00	0.00	1,304,106.70	821,116.30	61.36
<b>2700 STUDENT TRANSPORTATION</b>						
100 SALARIES	19,116.00	19,116.00	0.00	2,239.27	16,876.73	11.71
200 EMPLOYEE BENEFITS	8,203.00	8,203.00	0.00	171.30	8,031.70	2.09
300 PURCH PROF & TECH SVCS	3,250.00	3,250.00	0.00	3,250.00	0.00	100.00
500 OTHER PURCHASED SVCS	363,000.00	363,000.00	0.00	160,945.50	202,054.50	44.34
600 SUPPLIES	58,500.00	58,500.00	0.00	36,609.14	21,890.86	62.58
<b>Totals for 2700s</b>	452,069.00	452,069.00	0.00	203,215.21	248,853.79	44.95
<b>3100 FOOD SERVICE</b>						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	37,311.96	(37,311.96)	0.00
<b>Totals for 3100s</b>	0.00	0.00	0.00	37,311.96	(37,311.96)	0.00
<b>3200 STUDENT ACTIVITIES</b>						
100 SALARIES	284,673.00	284,673.00	0.00	121,584.02	163,088.98	42.71
200 EMPLOYEE BENEFITS	133,121.00	133,121.00	0.00	55,944.88	77,176.12	42.03
300 PURCH PROF & TECH SVCS	74,066.00	74,066.00	0.00	47,317.90	26,748.10	63.89
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	36,048.08	22,404.92	61.67
600 SUPPLIES	50,638.00	50,638.00	0.00	40,515.75	10,122.25	80.01
800 OTHER OBJECTS	28,870.00	28,870.00	0.00	13,619.88	15,250.12	47.18
<b>Totals for 3200s</b>	634,821.00	634,821.00	0.00	315,030.51	319,790.49	49.63
<b>3300 COMMUNITY SERVICES</b>						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	430.00	430.00	0.00	0.00	430.00	0.00
500 OTHER PURCHASED SVCS	15,100.00	15,100.00	0.00	0.00	15,100.00	0.00
<b>Totals for 3300s</b>	16,530.00	16,530.00	0.00	0.00	16,530.00	0.00
<b>5100 DEBT SERVICE</b>						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	429.80	1,570.20	21.49

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

01/30/2023 01:59:30 PM

# 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	9,901,426.06	10,498,389.94	48.54
Fund 10 Totals						
Total Expenditure	19,010,098.00	19,010,098.00	0.00	9,352,062.16	9,658,035.84	49.20
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	9,352,062.16	9,658,035.84	49.20
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)	(6,143,221.70)	(6,143,221.70)	0.00	30,913.70	100.51
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)	(22,095.02)	(22,095.02)	0.00	0.02	100.00
6151	GENERAL FUND - EARNED INCOME TAX	(2,217,552.00)	(1,167,185.73)	(1,167,185.73)	0.00	(1,050,366.27)	52.63
6153	GENERAL FUND - REAL ESTATE TRANSFER	(150,000.00)	(110,034.12)	(110,034.12)	0.00	(39,965.88)	73.36
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)	(25,008.90)	(25,008.90)	0.00	6,416.90	134.51
6411	GENERAL FUND - DELINQUENT REAL ESTATE	(375,000.00)	(114,063.48)	(114,063.48)	0.00	(260,936.52)	30.42
6510	GENERAL FUND - INTEREST ON INVESTMENTS	(15,000.00)	(95,240.11)	(95,240.11)	0.00	80,240.11	634.93
6711	GENERAL FUND - FOOTBALL SALES	(17,900.00)	(13,846.00)	(13,846.00)	0.00	(4,054.00)	77.35
6712	GENERAL FUND - BOYS BB SALES	(7,000.00)	(5,634.00)	(5,634.00)	0.00	(1,366.00)	80.49
6713	GENERAL FUND - GIRLS BB SALES	(5,000.00)	(3,900.00)	(3,900.00)	0.00	(1,100.00)	78.00
6714	GENERAL FUND - WRESTLING SALES	(2,000.00)	(1,030.00)	(1,030.00)	0.00	(970.00)	51.50
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)	(117,691.83)	(117,691.83)	0.00	(78,461.17)	60.00
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)	(3,500.00)	(3,500.00)	0.00	500.00	116.67
6920	GENERAL FUND - PRIVATE SOURCE DONATION	(10,000.00)	(18,835.65)	(18,835.65)	0.00	8,835.65	188.36
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)	(5,524.39)	(5,524.39)	0.00	4,524.39	552.44
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)	(2,997,606.63)	(2,997,606.63)	0.00	(3,352,481.37)	47.21
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)	(574,120.00)	(574,120.00)	0.00	(327,743.00)	63.66
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)	(96,106.00)	(96,106.00)	0.00	(86,062.00)	52.76
7312	GENERAL FUND - N P Transportation	0.00	(1,540.00)	(1,540.00)	0.00	1,540.00	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)	(21,529.93)	(21,529.93)	0.00	1,529.93	107.65
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)	(236,435.41)	(236,435.41)	0.00	(1,609,218.59)	12.81
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)	(71,612.41)	(71,612.41)	0.00	(267,619.59)	21.11
8515	GENERAL FUND - TITLE II	(46,731.00)	(9,346.20)	(9,346.20)	0.00	(37,384.80)	20.00
8517	GENERAL FUND - TITLE IV	(25,705.00)	(10,753.09)	(10,753.09)	0.00	(14,951.91)	41.83
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	(91,530.62)	(91,530.62)	0.00	91,530.62	0.00
8744	GENERAL FUND - ARP ESSER	(287,536.00)	(235,216.15)	(235,216.15)	0.00	(52,319.85)	81.80
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	(82,140.07)	(82,140.07)	0.00	82,140.07	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	(19,388.00)	(19,388.00)	0.00	19,388.00	0.00
8753	GENERAL FUND - ARP ESSER AFTERSCHOOL PROGRAMS	0.00	(9,242.55)	(9,242.55)	0.00	9,242.55	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)	(13,166,954.02)	(13,166,954.02)	0.00	(7,232,861.98)	64.54
	Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
		(20,399,816.00)	(13,166,954.02)	(13,166,954.02)	0.00	(7,232,861.98)	



## 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)	(13,166,954.02)	(13,166,954.02)	0.00	(7,232,861.98)	64.54
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	(20,399,816.00)	(13,166,954.02)	(13,166,954.02)	0.00	(7,232,861.98)	

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 01/19/2023 - 02/01/2023

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
0000021813	01/19/2023	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		3,871.01
0000021814	01/19/2023	AMTRUST FINANCIAL SERVICES INC	WORKERS COMP		4,290.00
0000021815	01/19/2023	BARR'S HARDWARE	GENERAL SUPPLIES		421.32
0000021816	01/19/2023	BAKER TILLY US LLP	Audit		16,484.35
0000021817	01/19/2023	BAYADA HOME HEALTH CARE	Therapy Services		1,181.25
0000021818	01/19/2023	21st CENTURY CYBER CHARTER SCHOOL	CHARTER SCHOOL		990.93
0000021819	01/19/2023	DELL MARKETING LP	Security Video PC		699.40
0000021820	01/19/2023	Hobart Service	Repairs & Maintenance		612.30
0000021821	01/19/2023	KURTZ BROTHERS	GENERAL SUPPLIES		203.88
0000021822	01/19/2023	LYCOMING COLLEGE	Tuition-B Foote		8,152.00
0000021823	01/19/2023	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		981.10
0000021824	01/19/2023	DOTTIE WHITE MERTZ	Tax Collector Bills Payment		1,292.00
0000021825	01/19/2023	ROGERS UNIFORMS	Uniforms		113.46
0000021826	01/19/2023	UGI ENERGY SERVICES	Natural Gas		11,406.02
0000021827	01/19/2023	UPMC	Therapy Services		2,631.90
0000021828	01/19/2023	VERIZON WIRELESS	Wireless		198.75
0000021829	01/19/2023	WEBB WEEKLY	Advertising		190.00
0000021830	01/26/2023	APR SUPPLY CO	GENERAL SUPPLIES		112.98
0000021831	01/26/2023	BAYADA HOME HEALTH CARE	Therapy Services		1,462.50
0000021832	01/26/2023	BLAST INTERMEDIATE UNIT 17	Spam Filter	Support Engineer	16,457.37
0000021833	01/26/2023	BOROUGH OF S WILLIAMSPORT	GENERAL SUPPLIES		292.57

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 01/19/2023 - 02/01/2023

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
0000021834	01/26/2023	COLLEGE ENTRANCE EXAM BOARD	GENERAL SUPPLIES		712.00
0000021835	01/26/2023	COLUMN SOFTWARE PBC	Advertising		732.49
0000021836	01/26/2023	DYNAMIC FITNESS & STRENGTH	GENERAL SUPPLIES		125.00
0000021837	01/26/2023	EAGLE JANITORIAL SUPPLY CO.	GENERAL SUPPLIES		83.10
0000021838	01/26/2023	GRAND RENTAL STATION	GENERAL SUPPLIES	Repairs & Maintenance	196.00
0000021839	01/26/2023	HURWITZ BATTERIES	GENERAL SUPPLIES		495.20
0000021840	01/26/2023	IMMACULATA UNIVERSITY	Tuition - J Kennedy		715.00
0000021841	01/26/2023	JOHNSON CONTROLS INC	GENERAL SUPPLIES		437.69
0000021842	01/26/2023	JUSTICEWORKS YOUTHCARE INC	Behavioral Support		7,989.76
0000021843	01/26/2023	LYCOMING CO RMS	Disposal Service		22.83
0000021844	01/26/2023	MEIER SUPPLY CO INC	GENERAL SUPPLIES		416.54
0000021845	01/26/2023	MCNERNEY PAGE VANDERLIN & HALL	Professional Services		720.00
0000021846	01/26/2023	NORTH CENTRAL SIGHT SERVICES	Disposal Service		92.00
0000021847	01/26/2023	PARSS	Conference		275.00
0000021848	01/26/2023	PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL		990.93
0000021849	01/26/2023	PERMA-BOUND	BOOKS		195.71
0000021850	01/26/2023	PENNSYLVANIA STATE UNIVERSITY	TECH SERVICE		50.00
0000021851	01/26/2023	PPL ELECTRIC UTILITIES	Electricity		13,523.29
0000021852	01/26/2023	PAYROLL FUND	GROSS 1-27-23	ER RETIRE 1-27-23	474,990.84
0000021853	01/26/2023	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		28.85
0000021854	01/26/2023	LAURA SCHRECKENGAST	Music Lessons		1,100.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 01/19/2023 - 02/01/2023

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
0000021855	01/26/2023	SHI INTERNATIONAL CORP	Printer - Blended Learning Grant		1,783.91
0000021856	01/26/2023	UPMC	Athletic Trainer		2,894.18
0000021857	01/26/2023	WM CORPORATE SERVICES INC	Disposal Service		3,026.90
0000021858	01/26/2023	W. F. WELLIEVER & SONS	GENERAL SUPPLIES		21.35
0000021859	01/26/2023	WMWA	Water		1,110.24
0000021860	01/26/2023	UNIVERSAL MUSIC CORP	Synchronization License		100.00
0000021861	01/26/2023	WARNER CHAPPELL MUSIC INC	License Agreement		300.00
0000021862	01/27/2023	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		2,718.00
0000021863	01/27/2023	CARDMEMBER SERVICES	GENERAL SUPPLIES		1,912.00
0000021864	01/27/2023	CXTEC	2nd Power Supply for core switches		2,411.52
0000021865	01/27/2023	GBM	Repairs & Maintenance		768.80
0000021866	01/27/2023	VERIZON	Telephone Service		172.82
0000021867	01/27/2023	WASTEWATER LOGISTICS	Repairs & Maintenance		525.00
0000021868	01/27/2023	SUSAN ZAYDELL	Mileage		38.00
0000021869	01/27/2023	PA FCCLA	Conference Fees		980.00
0000021870	01/27/2023	SEVEN SPRINGS MOUNTAIN RESORT	Hotel Fees		1,192.14
* 000E232300	01/27/2023	WOODLANDS BANK	Direct Deposit Fee		10.00
* 000E232304	01/26/2023	CAFETERIA FUND	NSLP Dec 22		40,984.93
* 000E232305	01/27/2023	WOODLANDS BANK	Wire Transfer Fee		25.00
* 000E232306	01/27/2023	LYCOMING COUNTY INSURANCE CONSORTIUM	Jan 23 Health Insurance Premiums		174,085.19

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 01/19/2023 - 02/01/2023

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

Sort: Payment Number

10 - GENERAL FUND	810,997.30
Grand Total All Funds	810,997.30
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	215,105.12
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	595,892.18
Grand Total All Payments	810,997.30

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND    Payment Dates: 01/19/2023 - 02/01/2023

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
0000006283	01/27/2023	PAYROLL FUND	GROSS 1-27-23	ER RETIRE 1-27-23	11,004.53
			50 - FOOD SERVICE FUND		11,004.53
			Grand Total All Funds		11,004.53
			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		11,004.53
			Grand Total All Payments		11,004.53

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE    Payment Dates: 01/19/2023 - 02/01/2023

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
0000001182	01/23/2023	PPL ELECTRIC UTILITIES	Phase I Electric @ Ballfields		3,163.00
0000001183	01/23/2023	LARSON DESIGN GROUP	ADA Ramp at Central Elementary		2,000.00
22 - CAPITAL RESERVE FUND					5,163.00
Grand Total All Funds					5,163.00
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					5,163.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					0.00
Grand Total All Payments					5,163.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GO22 - GO NOTE 2022    Payment Dates: 01/19/2023 - 02/01/2023

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
0000001006	01/27/2023	MCKISSICK ARCHITECTS	Central Elem School		64,193.46
			41 - DEBT SERVICE FUND		64,193.46
			Grand Total All Funds		64,193.46
			Grand Total Credit Cards		0.00
			Grand Total Direct Deposits		0.00
			Grand Total Manual Checks		64,193.46
			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		64,193.46

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card



January 23, 2023

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, Bowman, Brigandi, Bukeavich, Cramer, Engel, Hitesman, and Rupert.

Others Present: Jesse Smith – High School Principal, Maria Pierce – Rommelt Elementary Principal/Director of Student Services, Michele Loomis – Central Elementary Principal, 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: Matt Krach, Tara Battaglia, Richard Knecht, Melissa Daily, Charles Haefner, Elyse Schopfer and Mike Reuther – Williamsport SunGazette.

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

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

#### **APPROVE BILLS**

A motion to approve the payment of bills from the General Fund in the amount of \$2,689,339.48, Food Service Fund in the amount of \$96,843.47, and GO Note 2022 in the amount of \$4,050.00 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, and Rupert-yes; motion carried.

#### **APPROVE MINUTES**

A motion to approve the minutes of December 5, 2022 and January 9, 2023 as written was moved by Rupert, 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.

#### **SUPERINTENDENT RECOMMENDATIONS**

##### **CHILD BEARING/CHILD REARING LEAVE**

A motion to approve employee #1350 child bearing/child reading leave request from May 1, 2023 through June 2, 2023 was moved by Cramer, seconded by Bukeavich. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes; motion carried.

##### **OVERNIGHT/OUT OF STATE FIELD TRIP REQUESTS**

A motion to approve the following overnight/out of state field trip requests was moved by Hitesman, seconded by Bachman.

- Jessica Kaledas' overnight field trip request to take two High School Band students to Berwick High School on January 26-27, 2023 for PMEA District Orchestra
- Jessica Kaledas' overnight/out of state field trip request to take the High School Band to Orlando, FL on December 10-15, 2023

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

##### **MEMORANDUM OF UNDERSTANDING BETWEEN EDUCATION ASSOCIATION AND SWASD**

A motion to approve the Memorandum of Understanding between the South Williamsport Area Education Association and the South Williamsport Area School District regarding professional development was

### **IMPLEMENTATION OF 5<sup>TH</sup> GRADE CKLA CURRICULUM**

A motion to approve the implementation of 5<sup>th</sup> grade CKLA curriculum beginning in the 2023-2024 school year was moved by Rupert, seconded by Bukeavich. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes; motion carried.

### **EMPLOYMENT - RESIGNATIONS**

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

- Amanda White from her Food Service Manager position at Rommelt Elementary School effective December 22, 2022.
- Jessica Bauer from her full time 2<sup>nd</sup> shift custodial position at Central Elementary effective January 15, 2023.

### **EMPLOYMENT – SECURITY STAFF**

A motion to approve James Moser as Event Security Staff for the 2022-2023 school year was moved by Cramer, seconded by Brigandi. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes; motion carried.

### **EMPLOYMENT**

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

- Drama Staff Stipends for the 2022-2023 Spring Musical – Jared Whitford as Director, Designer, and Choreographer at \$3,500; Miki Rebeck as Vocal Coach and Music Director at \$1,750; and Stefanie Welty as Assistant Director and Technical Coordinator at \$2,450
- Winter Coaches
  - Elementary Basketball Volunteers – Alix Fils-Aime, Dustin Isenberg, Robert Petrosky, Jessica Tagliaferri, and Nick Tagliaferri
  - Elementary Wrestling Volunteers – Bob Gardner and Shane Gephart
- Game Workers – Brad Brewer, Aaron Green and Chad Quimby
- Guest Teachers for the 2022-2023 School Year – Craig Shoff

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

### **APPROVE POLICIES – FIRST READING**

A motion to approve the first reading of Policy No. 200 – Enrollment of Students, Policy No. 202 – Eligibility of Nonresident Students, Policy No. 217 – Graduation, Policy No. 221 – Dress and Grooming, Policy No. 233 – Suspension and Expulsion, Policy No. 251 – Students Experiencing Homelessness, Foster Care, and Other Educational Instability, and Policy No. 810 – Transportation was moved by Bachman, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes; motion carried.

### **APPROVE POLICIES – SECOND READING**

A motion to approve the second reading of Policy No. 236.1 – Threat Assessment, Policy No. 805 – Emergency Preparedness and Response, and Policy No. 805.2 – School Security Personnel was moved by Cramer, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

### **2023-2024 SCHOOL CALENDAR – FIRST READING**

A motion to approve the first reading of the 2023-2024 school calendar was moved by Brigandi, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, and Rupert-yes; motion carried.

### **2023-2024 PRELIMINARY BUDGET**

Mrs. Jamie Mowrey, Business Manager, discussed the preliminary budget for the 2023-2024 school year. The preliminary budget shows revenues and expenses of \$20,974,194. The preliminary budget is required if the District would like the option of raising real estate taxes above the Act 1 Index using exceptions. The District will qualify for a Special Education Exception. Real Estate Taxes can be increased by 1.06 mills as allowed under Act 1. The Special Education Exception would allow an additional .45 mill tax increase. While the Preliminary Budget will show a full tax increase of 1.51 mills, this doesn't mean that taxes will actually be raised by this amount when we get to the final budget in June. The Preliminary Budget will be voted on at the February 6, 2023 school board meeting.

### **OLD BUSINESS**

#### **SCOREBOARD PROJECT AT THE BALLFIELDS**

PPL has installed the poles and junction box at the ballfields as specified under Phase I of the project. The District will now begin planning Phase II of the project which will run the electricity to the scoreboards and install the scoreboards.

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

A motion to adjourn the meeting was made by Bachman, seconded by Bukeavich. All members present voting yes, the meeting was adjourned at 6:37 PM.

Attest

Jamie Mowrey  
Board Secretary

# **Williamsport Area High School - CTE Credentials for Local Board Approval**

<b>CIP Code</b>	<b>Program of Study</b>	<b>Credential</b>	<b>Provider</b>
261201	Biotechnology	First Aid and CPR	American Heart Association
150403	Electromechanical Technology	Lock Out, Tag Out	OSHA
469999	Construction Trades, Other	Lock Out, Tag Out	OSHA
469999	Construction Trades, Other	Ladder and Scaffold Safety	OSHA
480501	Machine Tool Technology	Lock Out, Tag Out	OSHA
480501	Machine Tool Technology	S/P2 Machining	S/P2
480508	Welding Technology	Lock Out, Tag Out	OSHA
520302	Accounting Technology	S/P2 Professional Skills	S/P2

**Attachment 2**

**To: Dr. Eric Briggs, Superintendent & Jamie Mowrey, Business Manager**

**From: Dwight Woodley, Director of Innovative Learning**

**Date: January 24, 2023**

**RWAN – River Valley Internet Back-up Solution**

I am recommending for School Board Approval the following contract with BLAST IU 17 and River Valley Internet Providers. The attached contract will provide us with a Back-up Internet Solution if the RWAN goes down for any reason.

As you are aware we have experienced some Internet disruptions this year, where the RWAN has gone down for a period of time. This solution would provide us with a back-up Internet connection that would automatically kick in, if the RWAN went down with Faculty, Staff, and Students noticing no disruptions. I believe this is a much-needed option for us, with a lot of services requiring the Internet. Those services include our Student Information System, CSIU Financial software, and many educational solutions used by both staff and students in the classroom for instruction.

The costs for this project are as follows. This is currently not a budgeted item:

Yearly Costs for Hardware and licensing:	\$1550.00
Yearly Cost for Service:	<u>\$3000.00</u>
<b>Total Costs per Year:</b>	<b>\$4550.00</b>

**This is for a five year contract.**

2400 Reach Road, PO Box 3609 Williamsport, PA 17701 Phone: (570) 323-8561 FAX: (570) 323-1738		33 Springbrook Drive Canton, PA 17724 Phone: (570) 673-6001 Fax: (570) 673-6007
Web address: <a href="http://www.iu17.org">http://www.iu17.org</a>		

## BLaST Intermediate Unit 17 Technology Services Agreement

The background of this Agreement is as follows:

- I. **BLaST Intermediate Unit** (Intermediate Unit 17, referred to throughout this Agreement as "BLaST"), is an intermediate unit established by and existing under Chapter 11 of the Public School Code of 1949, as amended, 24 P. S. §9-951 et seq., with its principle place of business at 33 Springbrook Drive, Township of Canton, Bradford County, Pennsylvania 17724. and **South Williamsport Area School District**, (referred to throughout this agreement as the "Purchaser") a school district, with its principal place of business at 515 West Central Avenue, South Williamsport, PA 17702.
- II. **BLaST Technology Group** provides various technology services to other entities.
- III. **Purchaser** desires to retain **BLaST** to provide certain technology services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED IN THIS AGREEMENT, PURCHASER AND BLaST AGREE THAT:

1. **Effective Date.** The effective date of this Agreement shall be as set forth on Exhibit 1.
2. **Completion Date.** The completion date of this Agreement shall be as set forth on Exhibit 1.
3. **Description of Services.** **BLaST** shall provide **Purchaser** the services as set forth on Exhibit 1.
4. **Cost and Payment.** The cost for the services and the payment schedule shall be as set forth on Exhibit 1, and Exhibit 2.
5. **Best Efforts.** **BLaST** shall use its best efforts to assure reliability and security of its services.

**BLaST** shall not be responsible for work delayed or invalidated because of technological problems, software problems, system failures, or similar problems beyond the control of **BLaST**.

6. **Additional Services.** **BLaST** shall not be obligated to provide to **Purchaser** any additional services unless otherwise set forth in a writing signed by both parties.
7. **BLaST** and **Purchaser** shall reach a supplemental Agreement in writing before **BLaST** resumes its services under this Agreement. If the supplemental Agreement contains a revised estimated maximum cost, it shall be subject to the provisions of this section of this Agreement.

Or, if no such supplemental Agreement is reached, **BLaST** shall bill, and **Purchaser** shall pay **BLaST**, for all services rendered to the date of suspension and this Agreement shall terminate.

The foregoing provisions shall apply when, in the course of **BLaST** providing services at an estimated maximum cost, **Purchaser** requests additional services which will cause the costs to exceed the estimate.

8. **Ownership.** All programs, systems, and special form designs, which may be made available by **BLaST** to **Purchaser** as a part of the services provided under this Agreement, shall remain the property of **BLaST** unless otherwise set forth on Exhibit 1 or in some other writing signed by both parties.
  9. **Entire Written Agreement.** **BLaST** HAS MADE NO WARRANTIES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, CONCERNING THE TECHNOLOGY SERVICES OTHER THAN THOSE CONTAINED IN THIS AGREEMENT.
  10. **Entire Agreement.** This document represents the entire Agreement between **BLaST** and **Purchaser** and all prior conversations, agreements, or representations related to this Agreement are deemed to have been integrated into it.
  11. **Indemnification.** The Parties agree to indemnify, defend and hold harmless each other and each other's respective employees, directors, officers, subcontractors, and agents from and against all claims, actions damages, losses, liabilities, fines, penalties, costs or expenses (including without limitation reasonable attorneys' fees) suffered by the indemnified party arising from or in connection with any breach of this agreement, or any negligent or wrongful acts or omissions in connection with this agreement, by the indemnifying party or by its employees, directors, officers, sub contractors, or agents. The Parties indemnification obligation shall survive the expiration or termination of the agreement. Each party shall hold the other harmless from any liability, including court costs and expenses of litigation, by reason of claims arising out of the use or misuse of the software and hardware products used to provide the technology services, which are subject of this Agreement. Each party waives its right of subrogation against the other with respect to any claim in any way arising out of, or related to, the subject of this Agreement.
  12. **Alteration of Agreement.** No alterations of this Agreement shall be binding on either party unless they are in writing signed by both parties.
  13. **Severability.** If any clause of this Agreement is declared invalid or unenforceable for any reason, its invalidity shall not affect any other clause or provision the interpretation of which is not affected by the invalid provision.
  14. **Notices.** All notices required by this Agreement shall be delivered by certified mail to the parties at the addresses in paragraphs I and II of the background of this Agreement.
  15. **Governing Law.** This Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.
  16. **Survival of Agreement.** This Agreement shall be binding on the successors and assigns of both parties.
-

17. **Captions.** The underscored captions appearing at the beginning of each section of this agreement are for reference and convenience only and shall be totally disregarded whenever an interruption of this Agreement is required.
18. **Nondisclosure:** Unless prior written consent is obtained from a party hereto, the other party will keep in strictest confidence all information identified by the first party as confidential, or which, from the circumstances, in good faith and in good conscience, should be treated as confidential; provided that (a) the owner thereof has taken reasonable measures to keep such information secret; and (b) the information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by the public. Such information includes but is not limited to all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, complications, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or not stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing. A party shall be excused from these nondisclosure provisions if the information has been, or is subsequently, made public by the disclosing party, is independently developed by the other party, if the disclosing of the information, or if the disclosure is required by any law or governmental or quasi-governmental rule or regulation:

Licensee shall not disclose to third parties the rates, terms, or conditions of this Agreement or any proprietary or confidential information of the Licensee, except as necessary for the operation of Licensee's business and under non-disclosure agreement between Licensee and third parties, or as required by law.

Such information shall also include (without limitation) the following information of Licensee and/or and Consortium Participant, regardless of its economic value: course content and design information and procedures, price/fee lists, school and student data and other records, details of Licensee's operations, contacts, business plans, products and services, and any document or information containing information, data or records relating to any student, his/her education and/or his/her identity.



**IN WITNESS WHEREOF**, the parties have set their hands and seals on the dates indicated.

Jon Paulhamus  
Regional Wide Area Network Administrator

Dr. Christina Steinbacher-Reed  
Executive Director

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

WITNESS:

DISTRICT:

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

**Technology Services Agreement**

## EXHIBIT – 1

**Specification for Technology Services to be provided for a five (5) year term from the date of service activation.**

**Scope:** The BLaST Technology Division shall provide network engineering, and a RWAN connectivity backup solution in conjunction with River Valley Internet.

Contract services shall be paid as a yearly fee of \$4550.00, or as a one-time payment of \$22,750.00.

Additional network engineering time will be billed separately in accordance to **Exhibit 2**.

Invoicing for parts/materials shall be issued monthly.

The effective date of this Agreement is as follows:

<b>Effective date: TBD based on installation. To be delivered no later than July 1st, 2023.</b>
---

<b>Completion date: 5 years from the date of activation, no to exceed June 30<sup>th</sup>, 2028.</b>
---

Alterations to this contract shall be agreed upon in writing by both parties.

### Service Level Agreement

All network connections will be monitored by BLaST Intermediate Unit. Any outages will be repaired by River Valley Internet's service technicians within 48 hours.

# EXHIBIT – 2



## Technology Service Fees

2022-2023

	Intermediate Unit 17 IU17 Districts Northern Tier Career Center Lycoming Career and Technology Center Non-Public Schools	Non-Intermediate Unit 17 Government Educational Partners Non-IU17 Districts Intermediate Units
<b>Standard Service Rates</b>		
8am to 4pm based on agency	<b>\$85/hour</b>	<b>\$95/hour</b>

<b>High Level Service Rates</b>		
Core Switching Routing Services Firewalls Virtualization Setup / Integration Point to Point Wi-Fi Site Connectivity Server Migrations Storage Integration – iSCSI SAN's SIP Trunking Configurations Fiber Optic Termination / Splicing	<b>\$115/hour</b>	<b>\$125/hour</b>

<b>After Hours / Unscheduled Service Rates</b>		
Outside of standard hours of operation*	<b>\$125/hour</b>	<b>\$135/hour</b>
Unscheduled services during standard hours of operation*		

\* Standard hours of operation are 8:00am - 4:00pm

All services will be logged in the Intermediate Unit Project Tracking System (IPTS) within the appropriate service category, and invoices will be generated along with appropriate backup for each job.



**Jon Paulhamus**  
Director of Technology  
BLaST IU 17 - Williamsport  
570-323-8561 x1006

**Williamsport Office**  
2400 Reach Road • Williamsport, PA 17701  
570.323.8561 | 570.323.1738 Fax

**Canton Office**  
33 Springbrook Drive • Canton, PA 17724  
570.673.6001 | 570.673.6007 Fax

[www.iu17.org](http://www.iu17.org)

2023/24 Preliminary Budget  
Presented January 23, 2023

Attachment 3

		2022/23 Final Budget	2023/24 Preliminary Budget	Difference
Local Revenue	6111 Real Estate Taxes	6,028,150	7,239,274	1,211,124
	6113 Public Utility Realty Taxes	7,500	7,500	-
	6114 Payments in Lieu of Current Taxes	22,095	22,095	-
	6151 Earned Income Taxes	2,217,552	2,217,552	-
	6153 Real Estate Transfer Taxes	150,000	150,000	-
	6400 Delinquent Real Estate Taxes	375,000	375,000	-
	6500 Earnings on Investments	15,000	15,000	-
	6700 Athletic Event Admissions	33,900	33,900	-
	6830 IDEA Funding (from BLAST IU)	196,153	196,153	-
	6910 Facility Rental Fees	3,000	3,000	-
	6920 Private Donations (SWASDF)	10,000	10,000	-
	6944 Receipts from other LEAs	10,000	10,000	-
	6990 Miscellaneous Revenue	1,000	1,000	-
	6992 Energy Incentive Rebate	3,000	3,000	-
State Revenue	7111 Basic Instructional Subsidy	6,350,088	6,675,587	325,499
	7112 State Share of FICA	393,352	395,221	1,869
	7270 Special Education Subsidy	901,863	956,866	55,003
	7310 Transportation	182,168	182,168	-
	7330 Health Services	20,000	20,000	-
	7340 Property Tax Reduction Allocation	707,126	-	(707,126)
	7505 Ready to Learn Block Grant	228,011	228,011	-
	7820 State Share of PSERS	1,812,566	1,821,199	8,633
Federal	8514 Title I	339,232	339,232	-
	8515 Title II	46,731	46,731	-
	8517 Title IV	25,705	25,705	-
	Total Revenue	20,079,192	20,974,194	895,002

Expenses	100 Salaries	8,569,722	8,693,709	123,987
	200 Employee Benefits	6,063,844	6,202,895	139,051
	300 Purchased Professional & Technical Services	881,977	1,013,977	132,000
	400 Purchased Property Services	320,154	323,384	3,230
	500 Other Purchased Services	1,939,537	2,026,637	87,100
	600 Supplies	817,772	836,772	19,000
	700 Property	36,558	36,558	-
	800 Other Objects	163,485	340,262	176,777
	900 Debt Service Payment	1,286,143	1,500,000	213,857
	Total Expense	20,079,192	20,974,194	895,002

Increase or (Decrease) in Fund Balance	-	-
Beginning Fund Balance - Assigned	1,100,000	1,100,000
Beginning Fund Balance - Unassigned	2,589,816	2,589,816
Ending Fund Balance	<u>3,689,816</u>	<u>3,689,816</u>

# Field Trip Request

Print Form

Attachment 4



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

Teacher: Amy Vance  
Grade / Club FCCLA  
Building Jr/Sr High ☐  
Date of Application ~~1/10~~ 1/31/2023

**General Information** FCCLA  
Place to be Visited State Leadership Conference, Seven Springs  
Date of Visitation March 19-22  
Number of Students 3  
Number of Faculty 1  
Additional Chaperones 0

**Transportation** school  
Transportation Needs van (booked) ☐  
Departure Time 2pm?  
Time Leaving Destination 9am?

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

Students will volunteer to help with various events & observe projects. They will also participate in leadership meetings, making decisions for the organization.

Additional information if needed:

## Fees

Admission Fees (\$) \_\_\_\_\_  
Funding Source for Admission FCCLA event funds  
Funding Source for Transportation same

## Substitute Coverage

Number and duration of coverage needed:

3 days: March 20, 21, 22

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

## Approval / Signature Required

Principal:

Jess Amte  
Superintendent: E. Hor

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

# Field Trip Request

Print Form



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

Teacher: **Jennifer Kimball**

Grade / Club **FBLA**

Building **Jr / Sr High School**

Date of Application **January 27, 2023**

## General Information

Place to be Visited **Hershey, PA - State Leadership Conf**

Date of Visitation **April 17-19, 2023**

Number of Students **2**

Number of Faculty **1**

Additional Chaperones **0**

## Transportation

Transportation Needs **None Required**

Departure Time **7:30AM**

Time Leaving Destination **12:00PM**

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

Students will attend business and leadership workshops for self growth. In addition, students will compete in a business event that qualified them to compete at state level.

## Additional information if needed:

I plan to drive my own vehicle for ease of travel with mileage reimbursement since there are only 2 students going.

## Fees

Admission Fees (\$) **~614/person**

Funding Source for Admission **FBLA Budget**

Funding Source for Transportation **mileage (FBLA Budget)**

## Substitute Coverage

**Number and duration of coverage needed:**

3 full teacher days

Is this an out of state trip?

**NO**

Is this an overnight trip?

**YES**

## Approval / Signature Required

Principal:

*Jesse Smith*

Superintendent:

*E. B. [Signature]*

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

# SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT | 2023-2024 CALENDAR

**Jul 4:** Independence Day

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

## JANUARY 2024

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

**Jan 1:** New Year's Day

22/22  
98/100

**Aug 31:** Professional Day

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

0/1  
0/1

## FEBRUARY 2024

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

**Feb 19:** Weather Day (1)

20/20  
118/120

**Sept 1:** Act 80 Day  
**Sept 4:** Schools Closed-  
Labor Day  
**Sept 5:** Student First Day

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

20/20  
20/21

## MARCH 2024

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

**Mar 29:** Schools Closed

20/20  
138/140

## OCTOBER 2023

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

22/22  
42/43

## APRIL 2024

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

**Apr 1:** Weather Day (4)  
**Apr 2:** Weather Day (3)

20/20  
158/160

**Nov 20-21:** Act 80 Days  
**Nov 22:** Professional Day  
**Nov 23:** Thanksgiving Day  
**Nov 24:** Schools Closed  
**Nov 27:** Schools Closed

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

18/19  
60/62

## MAY 2024

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

**May 24:** Weather Day (2)  
**May 27:** Schools Closed-  
Memorial Day  
**May 31:** Student Last Day  
**May 31:** Commencement

21/21  
179/181

**Dec 25:** Christmas Day  
**Dec 26-29:** Schools Closed

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

16/16  
76/78

Student Day  
Professional Day  
Act 80 Days/ No School for Students  
Weather Day  
Schools Closed

**Board Approval: 1<sup>st</sup> Reading:**  
01/23/2023

## JUNE 2024

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

**Jun 3:** Act 80 Day

1/1  
180/182

### Total Days

180	Student Days
182	Teacher Days
4	K-12 Act 80 Full Day
2	Professional Days
4	Weather Days

**Board Approval: 2<sup>nd</sup> Reading:**  
(DATE)

Rev:01-10-2023



## **Intermediate Unit 17**

# **Proposed 2022-2023 General Operations Budget**

- **Bradford**
- **Lycoming**
- **Sullivan**
- **Tioga**

## **Board Member Copy**

### **Office Locations:**

- **2400 Reach Road, Williamsport**  
**570-323-8561 Voice / 570-323-1738 Fax**
- **33 Springbrook Drive, Canton**  
**570-673-6001 Voice / 570-673-6007 Fax**

Recommended by the IU Council on January 13, 2022

Approved by the IU 17's Board of Directors on January 19, 2022



## **BLaST IU 17**

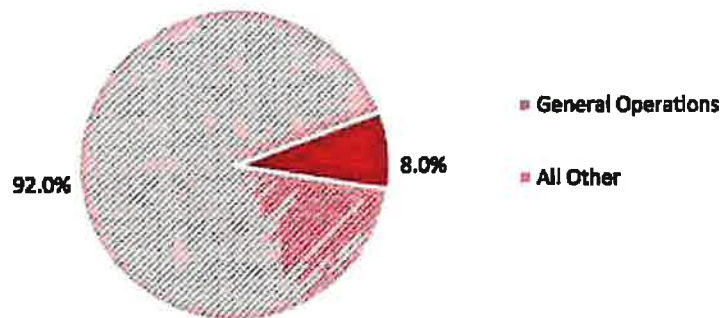
### **Proposed Budget**

**2022/2023**

### **Executive Summary**

**The IU team invites your inquiries and suggestions for its budgets and services and is available to discuss them at any district board meeting or administrative team meeting. Please direct inquiries to Christina Steinbacher-Reed, Executive Director or Sara McNett, Director of Management Services at (570) 673-6001.**

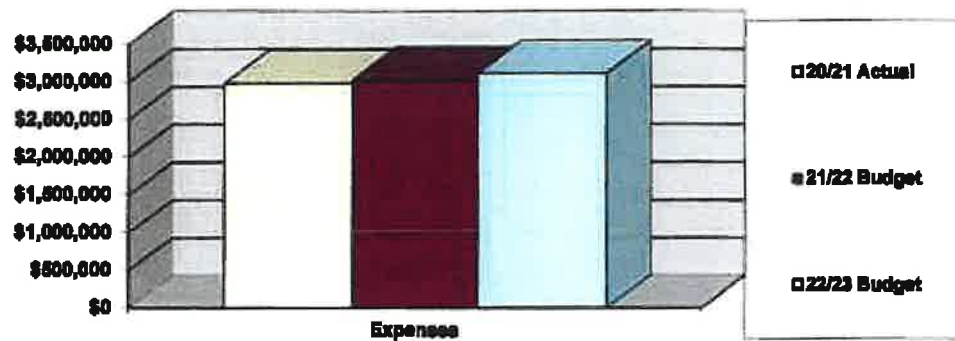
#### **Overview:**



This budget package contains a balanced budget for the General Operation (Funds 10 and 12) of IU 17. This budget does not include most program budgets for Federal, State, or local sources for specific purposes. Examples of these budgets are IDEA Supplemental Education Services (Individuals with Disability Education Act), Alternative Ed, partial hospitalization, Software consortium, eQUIP, etc. These budgets are governed by IU 17's Board of Directors and are adopted throughout the year. As the pie chart above illustrates, the General Operations Budget (Funds 10 and 12) comprises approximately 8% of the I.U. budgets, as compared to 8.2% last year.

#### **General Operations:**

Again this year, there is no assessment to the districts being proposed to support the General Operations Budget.



### Expenses:

As the above graph indicates, budgeted expenses are higher than last year's by approximately \$84,806, for an increase of 2.8%. Aside from normal year-over-year growth in employee salaries, a key driver in the increasing expenses is rising employee benefit costs. Early projections for healthcare insurance require a 6.6% budgetary increase for this benefit. Fortunately, growth in required employer share for PSERS retirement contributions has slowed. The current budget reflects estimated 2022-23 salaries, with actual employee salaries to be set by the IU 17 Board of Directors during the Spring of 2022.

We have an anticipated capital transfer amount of \$200,000 in order to continue building a reserve to replace the heating units and fund upgrades and upkeep at both the Canton and Williamsport offices. Also, it is important to note that some expenses are allocated across many IU budgets (utilities, copiers, etc.) As revenue to other budgets diminishes, and salary, health care and PSERS increase, there is an increased pressure on the General Operations budget to absorb these costs.

### Revenue:

The General Operations Subsidy for Intermediate Units remains eliminated from the State budget. IU 17 has been fortunate to receive revenue-generating opportunities from the state in past years, but a change in PDE's procurement strategy for Statewide System of Support initiatives has altered this revenue stream by channeling contracts through larger Intermediate Units that act as a "prime contractor" to PDE. We must continue to be proactive in seeking contracting opportunities outside IU 17 in order to fund our general operations without placing a financial burden on IU 17 member districts. We continue to contract services and products to our districts, as well as to districts and Intermediate Units throughout the state, to generate revenue in support of the General Operations budget.

IU 17 receives a significant portion of its revenue from indirect cost streams related to many of its state and federal programs. As these programs continue to experience flat funding or very small increases, we are struggling to accommodate salary and benefit increases within program grant funds. As a result, the indirect cost pool is being tapped to help cover these expenses, placing additional pressure on General Operations revenue. To the extent these revenues decrease, fund balance will be used, if necessary.

**In order to continue providing delivery of training and technical assistance services to our member districts at no charge whenever possible, IU 17 intends to once again apply to PDE for an administrative waiver of 11% of Component 2 funds to support training and consultative (TAC) services.**

**There is no assessment to the IU 17 member school districts. On the affirmative vote of the IU Superintendents, we will request a \$250 per district contribution to help defer the cost of continuing professional development for school district administrative staff.**

## **BUDGET ADOPTION PROCESS**

1. The IU 17 Team prepares the General Operation Budget.
2. The Budget is reviewed by the IU 17 Advisory Council of Superintendents and recommended for adoption to the IU 17 Board of Directors.
3. The Intermediate Unit Board of Directors shall, at least thirty (30) days before May 1st, adopt and advertise the proposed Intermediate Unit budget.
4. Copies of the approved budget are provided to each school board member of each component school district for consideration and approval.
5. The budget approval requires: (a) the affirmative vote of a majority of the nineteen school districts, and (b) a majority of the proportionate weighted votes (as determined by the Pennsylvania Department of Education) calculated from the resolution. This resolution is to be submitted to the Intermediate Unit by each board's secretary no later than April 20, 2022.

**BLaST Intermediate Unit 17  
General Operations (Funds 10 and 12)**

	<b>Revenue</b>		
	<b>20/21 Budget</b>	<b>21/22 Budget</b>	<b>22/23 Budget</b>
<b>Interest</b>	<b>\$131,073</b>	<b>\$70,000</b>	<b>\$72,000</b>
<b>Indirect Cost/transfer from fund</b>	<b>\$1,521,006</b>	<b>\$1,550,943</b>	<b>\$1,311,781</b>
<b>Contracted Services</b>	<b>\$1,042,465</b>	<b>\$1,127,252</b>	<b>\$1,436,548</b>
<b>State Support (Retirement/SS)</b>	<b>\$251,283</b>	<b>\$274,223</b>	<b>\$286,895</b>
	<b>\$2,945,827</b>	<b>\$3,022,418</b>	<b>\$3,107,224</b>

**General Operations - Fund Balance Summary  
2022-2023**

<b>Anticipated June 30, 2022 Fund Balance Fund 10</b>	<b>\$2,000,000</b>
<b>Total Revenue</b>	<b>\$3,107,224</b>
<b>Total Available Resources</b>	<b>\$5,107,224</b>
<b>Total Budgeted Expenses</b>	<b>\$3,107,224</b>
<b>Projected Unreserved Fund Balance - June 30, 2023</b>	<b>\$2,000,000</b>

**BLAST INTERMEDIATE UNIT 17  
GENERAL OPERATIONS FUND 10**

Function	Object		20/21 Actual	21/22 Budget	21/22 Projected Actuals	22/23 Budget
2310	151	Salaries-Board Services	\$1,000	\$1,000	\$1,000	\$1,000
2310	331	Legal Services	\$2,910	\$0	\$4,000	\$4,000
2310	581	Board Travel & Meals	\$521	\$4,500	\$1,000	\$4,500
2350	331	Legal Services	\$0	\$3,000	\$1,500	\$3,000
2360	111/151	Salaries-Office of Exec. Dir.	\$188,055	\$193,466	\$193,696	\$199,272
2360	200's	Benefits-Office of Exec. Dir.	\$127,207	\$136,600	\$134,757	\$139,621
2360	390	Purchased Prof Serv	\$5,030	\$4,000	\$4,000	\$4,000
2360	540	Advertising	\$0	\$850	\$850	\$850
2360	550	Communications	\$0	\$500	\$0	\$500
2360	580	Staff Travel/Other Expenses	\$1,703	\$8,000	\$8,000	\$8,000
2360	611	Administrative Supplies	\$4,248	\$2,500	\$3,000	\$3,000
2360	640	Books/Publications	\$0	\$2,500	\$1,500	\$2,000
2360	810	Dues/Memberships	\$9,849	\$8,500	\$8,500	\$8,500
2500	111/112/151	Salaries- Business Office	\$289,890	\$287,849	\$281,548	\$288,457
2500	200's	Benefits - Business Office	\$235,822	\$247,846	\$238,198	\$256,138
2500	330	Audit/Legal	\$0	\$1,000	\$1,000	\$1,000
2500	340	Contracted Services	\$1,396	\$650	\$1,952	\$2,000
2500	531	Communication - Telephone	\$333	\$750	\$136	\$250
2500	532	Communication - Postage	\$3,439	\$3,500	\$3,500	\$3,550
2500	540	Advertising	\$428	\$0	\$205	\$250
2500	580	Staff Travel/Other Expenses	\$3,886	\$5,000	\$2,550	\$3,500
2500	610	Supplies	\$27,731	\$15,000	\$22,525	\$20,000
2500	750	Equipment-NonInstructional	\$0	\$0	\$0	\$0
2500	810	Dues/Memberships	\$9,994	\$9,000	\$9,000	\$9,000
2600	330	Professional Services	\$0	\$750	\$250	\$500
2600	411	Disposal Service	\$2,163	\$2,500	\$2,500	\$2,500
2600	413	Contracted Serv. Cleaning	\$17,002	\$15,000	\$17,613	\$18,000
2600	432	Contracted Serv. Maint.	\$22,755	\$17,335	\$16,550	\$17,000
2600	442	Rental - Equipment	\$8,305	\$8,300	\$8,300	\$8,300
2600	443	Rental - Office Space	\$0	\$0	\$0	\$0
2600	520	General Insurance	\$9,285	\$2,500	\$2,500	\$3,000
2600	610	Supplies- Cleaning	\$684	\$1,800	\$1,937	\$2,000
2600	620	Energy (Gas & Electric)	\$9,285	\$10,000	\$11,251	\$11,500
2600	750	Equipment-NonInstructional	\$0	\$0	\$0	\$0
2830	151	Salaries - Personnel	\$55,258	\$56,639	\$56,639	\$58,055
2830	200's	Personnel Benefits	\$48,121	\$47,267	\$49,324	\$49,056
2830	540	Advertising (personnel Ads)	\$743	\$500	\$500	\$500
2830	580	Staff Travel	\$531	\$1,000	\$2,000	\$1,500
2830	611	Supplies	\$299	\$650	\$2,000	\$2,000
2840	111/151	Salaries - Technology	\$634,670	\$662,066	\$673,988	\$678,618
2840	200's	Personnel Benefits	\$500,899	\$455,280	\$457,979	\$473,934
2840	330	Contracted Services	\$16,899	\$30,000	\$22,194	\$29,000
2840	530/550	Communications	\$13,311	\$8,000	\$7,656	\$8,000
2840	580	Staff Travel	\$32,744	\$35,000	\$35,000	\$35,000
2840	600's	Supplies	\$216,943	\$235,000	\$235,000	\$236,000
2840	750	Equipment - Non Instructional	\$0	\$0	\$0	\$0
5200	400	Bldg Purch/Renov	\$200,000	\$200,000	\$200,000	\$200,000
5900	840	Budgetary Reserve	\$0	\$25,000	\$25,000	\$25,000
<b>Fund 10 Total (General Operation)</b>			<b>\$2,703,339</b>	<b>\$2,750,598</b>	<b>\$2,750,598</b>	<b>\$2,821,851</b>

**BLST INTERMEDIATE UNIT 17  
GENERAL OPERATIONS FUND 12**

Function	Object		20/21 Actual	21/22 Budget	21/22 Projected Actuals	22/23 Budget
2890	111/151	Salaries - Office of Prog Spec	\$114,451	\$133,071	\$140,573	\$144,087
2890	200's	Benefits - Office of Prog Spec	\$147,721	\$114,749	\$118,247	\$121,286
2890	330	Workshop	\$0	\$4,000	\$0	\$2,000
2890	580	Staff Travel/Other Expenses	\$3,054	\$10,000	\$5,000	\$6,000
2890	610	Materials & Supplies	\$1,618	\$5,000	\$8,000	\$7,000
2890	750	Equipment	\$5,718	\$0	\$0	\$0
5900	840	Budgetary Reserve	\$0	\$5,000	\$0	\$5,000
Fund 12 Total (Educational Planning)			\$272,562	\$271,820	\$271,820	\$285,373
					.	
<b>Total Fund 10 + 12</b>			<b>\$2,975,901</b>	<b>\$3,022,418</b>	<b>\$3,022,418</b>	<b>\$3,107,224</b>



## **POSITIONS / PERSONNEL -- GENERAL OPERATIONS BUDGET (FUNDS 10 AND 12)**

<b>Position</b>	<b>Personnel</b>
Executive Director	Christina Steinbacher-Reed
Director: Division of Educational Planning	Brooke Beiter
Director: Division of Management Services/Board Secretary	Sara McNett
Educational Funding Coordinator	Colleen Edsell
Personnel Specialist	Cheryl Starr
Administrative Assistants	Jana Strong
	Renee Peluso
	Debra Holmes
	Susan Mahserjian-Smith
	Elizabeth Verbos
Accounting Personnel	Gretchen Geer
	Lori Tice
	Aimee Pepper
Technology	Jon Paulhamus
	Jason Albright
	William Dewald
	Tim Confer
	Eric Fessler
	Joseph Rafter
	Zachary Rowles
	Lucas Nichols
	Sarah Smeltz
	Eric Budd
	Edward Ploy
	Tyler Bartlett
	Rebecca Gibboney
Coordinator of Professional Learning	

The proposed 2022 - 2023 General Operations Budget projects costs of maintaining the staff positions listed above. Some positions represent partial FTE's.

**Comprehensive Listing of All BLAST IU 17 Budgets  
Fiscal Year - 2022-2023**

**AUN: 1-17-00-000-0**

<b>Fund</b>	<b>Description</b>	<b>Director</b>	<b>Source</b>	<b>Amount</b>
16	NTIC Health Professional	McNett	NTIC	\$ 96,738
19	Act 89	Coran	State Grant	\$ 522,157
20	Equip	Beiter	Districts	\$ 920,000
21	LCIC Health Professional	McNett	LCIC	\$ 125,181
23	Special Ed Core	Martell	State Grant	\$ 1,584,637
23	Special Ed Contracted	Martell	Districts	\$ 7,050,000
24	Transportation EI	McNett	State	\$ 450,471
25	Institutionalized Child	Martell	State/Districts	\$ 190,000
26	State Early Intervention	Sees	State Grant	\$ 4,330,906
28	PIL Leadership Initiative	Beiter	State Grant	\$ 65,100
33	Preschool 619	Sees	Federal	\$ 252,363
37	T1 New Federal	McNett	Federal	\$ 6,000
40	IDEA Part B-School Age C-2 and C-3	Beiter/Martell	Federal	\$ 6,997,081
40	IDEA ARP 611 C-2 and C3	McNett/Beiter	Federal	\$ 1,387,538
40	IDEA PART B- EI	Sees/Hindman/Tice	Federal	\$ 648,335
41	PATTAN	McNett/Tice	Federal	\$ 1,455,360
50	TI A-District	Edsell	Federal	\$ 30,987
52	Access	McNett/Tice	Federal	\$ 360,601
57	WAN	McNett/Edsell/Paulhamus	State	\$ 95,625
59	ELECT	McNett/Edsell	State	\$ 187,038
66	TI D	McNett/Edsell	Federal	\$ 118,412
64	TI D	McNett/Edsell	Federal	\$ 122,939
60	Data Governance	Beiter/Edsell	Federal/State	\$ 9,200
60	STEM State	Beiter/Edsell	State	\$ 45,345
60	Stem Education-Federal	Beiter/Edsell	Federal	\$ 17,655
60	A-TSI	Beiter/Edsell	Federal/State	\$ 57,792
60	Accelerated Learning Support	Beiter/Edsell	Federal/State	\$ 54,010
60	Accelerated Learning for School District	Beiter/Edsell	Federal/State	\$ 50,017
	ARP IDEA 619 EI	Sees/Hindman/Tice	Federal	\$ 183,388
	ARP IDEA 611 C-1 EI	Sees/Hindman/Tice	Federal	\$ 128,705
18	ARP ESSER N&D 2.5% Set Aside	McNett/Edsell	Federal	\$ 230,543
27	GEER II EANS-Emergency Assistance to Non-Public School	McNett/Edsell	Federal	\$ 597,225
	IU ARP ESSER Funds	McNett/Edsell	Federal	\$ 946,205
	Mobile Science Grant	Edsell/Gibboney	State	\$ 50,000
70	North Partial	Martell	Districts	\$ 532,657
71	Lycoming Partial	Martell	Districts	\$ 346,778
72	South Partial	Martell	Districts	\$ 480,541
73	Tioga Partial	Martell	Districts	\$ 321,315
74	LaSaQuik	Martell	Districts	\$ 142,186
75	Clear Vision	Martell	Districts	\$ 372,226
76	Lycoming Day Treatment	Martell	Districts	\$ 310,899
77	Intergrated Studies South	Martell	Districts	\$ 1,363,970
78	Intergrated Studies North	Martell	Districts	\$ 1,456,787
79	Eikland Partial	Martell	Districts	\$ 113,485
82	Software Resell Budget	Paulhamus	Districts	\$ 855,000
				\$ 35,623,398

## IU 17 Assessment History

The following is a HISTORY OF GENERAL OPERATIONS ASSESSMENT TO DISTRICTS

<b>Fiscal Year</b>	<b>\$ Assessment</b>	<b>Fiscal Year</b>	<b>\$ Assessment</b>
1971-72	0	2011-12	0
1972-73	0	2012-13	0
1973-74	0	2013-14	0
1974-75	10,000	2014-15	0
1975-76	54,218	2015-16	0
1976-77	70,755	2016-17	0
1977-78	12,020	2017-18	0
1978-79	10,080	2018-19	0
1979-80	0	2019-20	0
1980-81	0	2020-21	0
1981-82	20,980	2021-22	0
1982-83	5,000		
1983-84	41,650		
1984-85	43,260		
1985-86	0		
1986-87	39,815		
1987-88	0		
1988-89	0		
1989-90	0		
1990-91	0		
1991-92	0		
1992-93	0		
1993-94	0		
1994-95	0		
1995-96	0		
1996-97	0		
1997-98	0		
1998-99	0		
1999-00	0		
2000-01	0		
2001-02	0		
2002-03	0		
2003-04	0		
2004-05	0		
2005-06	0		
2006-07	0		
2007-08	0		
2008-09	0		
2009-10	0		
2010-11	0	<b>Total</b>	<b>\$309,778</b>

## **BOARD OF DIRECTORS**

Athens Area School District  
Canton Area School District  
East Lycoming School District  
Jersey Shore Area School District  
Loyalsock Township School District  
Montgomery Area School District  
Montoursville Area School District  
Muncy School District  
Northeast Bradford School District  
Northern Tioga School District  
Sayre Area School District  
Southern Tioga School District  
South Williamsport Area School District  
Sullivan County School District  
Towanda Area School District  
Troy Area School District  
Wellsboro Area School District  
Williamsport Area School District  
Wyalusing Area School District

Vacated  
Arica Jennings  
Lisa McClintock  
Jessie Edwards  
Christina Kiessling  
Jonathan DeSantis  
Susan Beery  
Scott Johnson  
Peggy Hughes  
Julie Preston  
Debra Agnew  
Chad Riley  
Cathy Bachman  
Hal Stockdill  
Brady Finogle  
Dan Martin

Lori Baer  
Kelly White

## **ADVISORY COUNCIL OF SUPERINTENDENTS**

**Athens Area School District  
Canton Area School District  
East Lycoming School District  
Jersey Shore Area School District  
Loyalsock Township School District  
Montgomery Area School District  
Montoursville Area School District  
Muncy School District  
Northeast Bradford School District  
Northern Tioga School District  
Sayre Area School District  
South Williamsport Area School District  
Southern Tioga School District  
Sullivan County School District  
Towanda Area School District  
Troy Area School District  
Wellsboro Area School District  
Williamsport Area School District  
Wyalusing Area School District**

**Craig Stage  
Eric Briggs  
Michael Pawlik  
Brian Ulmer  
Gerald McLaughlin  
Daphne Bowers  
Christina Bason  
Craig Skaluba  
William Clark  
Diana Barnes  
Jill Daloisio  
Mark Stamm  
Sam Rotella, Jr.  
Douglas Lindner  
Dennis Peachey  
Janilyn Elias  
Brenda Freeman  
Timothy Bowers  
Jason Bottiglieri**

## **IU 17 NONDISCRIMINATION POLICY**

**BLaST INTERMEDIATE UNIT 17, AN EQUAL OPPORTUNITY EMPLOYER, WILL NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES, BASED ON RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, SEX, AGE, ANCESTRY, NON-RELEVANT HANDICAPS AND DISABILITIES, OR UNION MEMBERSHIP. THIS POLICY OF NONDISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IN BLaST, INTERMEDIATE UNIT 17's DOCUMENTS IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTIONS 503 AND 504 OF THE REHABILITATION ACT OF 1973, THE AGE DISCRIMINATION ACT OF 1975, AND THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA).**

**FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES, CONTACT CHRISTINA STEINBACHER-REED, TITLE IX, SECTION 503 / 504 COORDINATOR, AT, 2400 REACH ROAD, WILLIAMSPORT, PA. FOR INFORMATION REGARDING THE AMERICANS WITH DISABILITIES ACT PROCEDURES, SERVICES, ACTIVITIES, AND FACILITIES WHICH ARE ACCESSIBLE TO AND USEABLE BY HANDICAPPED PERSONS, CONTACT CHRISTINA STEINBACHER-REED, EXECUTIVE DIRECTOR, AT 2400 REACH ROAD, WILLIAMSPORT, PA 17701.**



2400 Reach Road • P.O. Box 3609  
Williamsport, PA 17701  
570.323.8561 570.323.1738 Fax

33 Springbrook Drive  
Canton, PA 17724  
570.673.6001 570.673.6007 Fax

[www.iu17.org](http://www.iu17.org)

## ***BALLOT***

### **2023 Election of Directors to BLaST IU #17 Board**

The BLaST IU #17 Board of Directors is currently comprised of a representative from nineteen of the nineteen component school districts. The PA School Code requires an annual election of I.U. Directors to three-year terms by Board members of each component school district.

The fact that each component school district of IU #17 has the opportunity and responsibility to appoint one of its Directors to the BLaST IU #17 Board creates a situation whereby the election of Directors to the BLaST IU #17 Board of Directors of all nineteen component school districts' boards is in reality a confirmation of the district's appointment. Therefore, your signature affixed to this ballot represents your vote for the Directors as listed.

Thank you.

.....

#### **Election of Directors to Fill Unexpired Terms to 6/30/24**

WARNER, Tiffani, Wyalusing Area School District

#### **Election of Directors to Fill Full Three-Year Terms to 6/30/26**

JENNINGS, Arica, Canton Area School District

KIESSLING, Christina, Loyalsock Township School District

AGNEW, Debra, Sayre Area School District

MARTIN, Dan, Troy Area School District

---

SIGNATURE

---

SCHOOL DISTRICT



317 NORTH FRONT STREET • HARRISBURG, PA 17101 • P | 717 238 6810 • F | 717 238 6830 • WWW.MCKISSICKASSOCIATES.COM

Dr Eric Briggs  
 Superintendent Of Schools  
 South Williamsport Area School District  
 515 West Central Avenue  
 South Williamsport, PA 17702

*February 3, 2023*

RE: Central Elementary Advanced Material Procurement Bid Analysis

Dear Dr. Briggs;

We are pleased to provide an analysis of the bids for the Central Elementary School Advance Materials Procurement project. Three bids were received on Wednesday, February 1, 2023, two of which were for the HVAC Materials Procurement Contract, and one of which was for the Electrical Materials Procurement Contract. The bid amounts can be found on the attached bid tabulation where you will see that Silvertip, Inc's base bid at \$985,000 is lowest for the HVAC materials and Turnkey Electrical, Inc's bid at \$302,870 is by default lowest for the electrical materials. The resulting combined bid is a total of \$1,287,870.

In November 2022, we had been estimating \$2,257,600 for HVAC and \$313,800 for Electrical. The HVAC scope of work for the materials has been reduced since the estimate to about \$1,200,000 million for the purposes of advance procurement, and as you can see bids are reasonably within budget.

Please note that in addition to the base bid, equipment by other manufactures were also priced under alternate bids. Dixon AC&R Corporation bid the alternates for the boilers (H5 and H6) as deducts to the HVAC Materials Procurement base bid. If either of these alternates for boilers would be selected by the district, the low bidder would change to Dixon AC&R Corporation instead of Silvertip, Inc. and reduce the total cost by as much as \$37,931 if alternate H5 for the Weil McLain boiler would be selected.

Based on price and submitted materials, McKissick Architecture recommends proceeding with an award of the **\$985,000 base bid to Silvertip, Inc.** for the HVAC contract. Their bid package was thorough and detailed. Furthermore, the base bid boiler manufactured by Lochinvar is a slightly higher end boiler based on the efficiency and turndown than the alternate manufacturers. However, we would take no exception should the district choose to accept the alternate for the Weil McLain boiler which is a quality boiler and, like Lochinvar, will work with the controls that will be part of the main renovation addition project at Central Elementary School.

Regarding the Electrical contract, though only one bid was received, we take comfort in its similarity to the cost estimated in November and would recommend proceeding with award of the **\$302,870 base bid to Turnkey Electrical, Inc.** Awarding it now takes advantage of procuring long lead equipment in advance of the main project rather than

Vern L. McKissick, III, AIA, ALEP  
*President*  
 Carl J. Kanaskie, Jr., AIA  
*Director of Architecture*  
*Associate Partner*  
 Trina L. Gribble, AIA  
*Director of Operations*  
 Benjamin F. Crum, AIA  
*Director of Design*  
 R. Wayne Roberts, AIA, CPTED  
*Senior Vice President*  
 Robert A. Oeffl, Jr., AIA  
*Associate*  
 Henry D. Brunett, III, AIA  
*Associate*  
 Kristen P. McKissick  
*Associate*



waiting to bid it with the main project in hopes of getting more bids and drawing out the time before the equipment can be installed.

Based on the schedules provided by the bidders, the majority of equipment and materials provided by this advance procurement contract are expected to be delivered to the district in time for installation by the future main project contractors at the end of the summer. However, there is a particularly long lead time forecasted for the delivery of the pumps and generator. After bid award, we think it would be worth our effort to work with the HVAC contractor to explore alternatives to the pumps and see if equal pumps can be provided in a more expeditious manner. In regard to the generator, if need be, the existing can remain in use until the new generator becomes available.

Again, we recommend that at its next meeting, the school board act on an intent to award to the low bidders as outlined above. Acting now on the advance procurement contracts ensures that the initial September 2023 expenditure due date for the ESSER's funds will be met and will avoid further inflationary impacts of a later bid event.

After the board acts on the intended award, McKissick Architecture will obtain the contractor insurance and bond information and will facilitate the execution of agreements with the winning HVAC and Electrical Materials Procurement contractors. Then, after receipt of acceptable bonds and insurance, the district would sign the agreements and, on your behalf, we will issue notice to proceed to the successful contractors. Thereafter, McKissick Architecture and our consultants Larson Design Group can begin to review contractor submittals for the equipment.

As always, please do not hesitate to contact me with questions or clarifications.

Sincerely,



Trina L. Gribble, AIA

*Architect / Director of Operations*

enc. 02-01-2023 Bid Tabulation

copy: to file  
Jamie Mowrey, SWASD



South Williamsport Area School District  
 Central Elementary School  
 Advance Materials Procurement

BID TABULATION  
 February 1, 2023  
 1:00 PM

1

	BASE BID	Alternate H-1	Alternate H-2
<b>HVAC MATERIALS</b>		Add/Deduct to furnish and deliver Dedicated Outdoor Air Units as manufactured by Carrier in lieu of York.	Add/Deduct to furnish and deliver Dedicated Outdoor Air Units as manufactured by AAON in lieu of York.
Dixon AC & R Corporation 3983 W Fourth St Williamsport, PA 17701	\$1,010,452.00	\$68,207.00	\$8,339.00
Silvertip, Inc. 600 St. Mary Street Lewisburg, PA 17837	\$985,000.00	\$100,140.00	\$5,900.00

	Alternate H-3	Alternate H-4
	Add/Deduct to furnish and deliver Packaged Rooftop Air-Conditioning Units as manufactured by Carrier in lieu of York.	Add/Deduct to furnish and deliver Packaged Rooftop Air-Conditioning Units as manufactured by AAON in lieu of York.
<b>HVAC MATERIALS</b>		
Dixon AC & R Corporation 3983 W Fourth St Williamsport, PA 17701	No bid	No bid
Silvertip, Inc. 600 St. Mary Street Lewisburg, PA 17837	No bid	No bid

	Alternate H-5	Alternate H-6
	Add/Deduct to furnish and deliver Condensing Boilers as manufactured by Weil McClain in lieu of Lochinvar.	Add/Deduct to furnish and deliver Condensing Boilers as manufactured by Viessman in lieu of Lochinvar.
<b>HVAC MATERIALS</b>		
Dixon AC & R Corporation 3983 W Fourth St Williamsport, PA 17701	(\$63,383.00)	(\$53,286.00)
Silvertip, Inc. 600 St. Mary Street Lewisburg, PA 17837	No bid	No bid

ELECTRICAL MATERIALS		BASE BID
Turnkey Electrical, Inc. 2440 Lycoming Creek Road Williamsport, PA 17701		\$302,870.00



February 2, 2023

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

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

Dear Eric,

Please review the attached revised Scope of Services document defining the services that we will be providing on this project along with the fee for the work. The scope did not change. Revisions include updating our fees to 2023 rates and updating the schedule. If the proposal is acceptable, please sign and return a copy to me.

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

Sincerely,

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

cc: Brad Aurand (w/enclosure)

File 22-0551

JAR/jar

---

**Larson Design Group**

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



## SCOPE OF SERVICES – REV 02/02/2023

### CIVIL ENGINEERING SERVICES

#### FOR

### BASEBALL AND SOFTBALL FIELD SCOREBOARDS PROJECT

### ARMSTRONG TOWNSHIP, LYCOMING COUNTY, PENNSYLVANIA

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

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

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

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

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

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

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

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**An employee-owned company**

1000 Commerce Park Drive, Suite 201, Williamsport, PA 17701

570.323.6603 | [larsondesigngroup.com](http://larsondesigngroup.com)



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

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

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

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

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





#### 4. FEE & REIMBURSABLE EXPENSES:

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

Task 1: Preliminary Design	\$ 1,750
<u>Task 2: Final Design</u>	<u>\$ 12,100</u>
<b>Total:</b>	<b>\$ 13,850</b>

#### • SCHEDULE:

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The following is a preliminary project schedule:

Notice to proceed	02/08/2023
Preliminary Design	
• Civil design presented to Client	03/03/2023
• Client feedback to LDG	03/10/20223
• Revised design presented to Client	03/17/2023
Final Design	
• Township Approval	04/07/2023

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

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

Prepared by



and

Issued and Published Jointly by



AMERICAN COUNCIL OF ENGINEERING COMPANIES

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ASSOCIATED GENERAL CONTRACTORS OF AMERICA

---

AMERICAN SOCIETY OF CIVIL ENGINEERS

---

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

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

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

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

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1420 King Street, Alexandria, VA 22314-2794  
(703) 684-2882  
[www.nspe.org](http://www.nspe.org)

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

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

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

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

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

South Williamsport Area School District ("Owner")

And

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

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

Baseball and Softball Field Scoreboards ("Project").

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

See the Attached Scope of Service

Owner and Engineer further agree as follows:

**1.01 *Basic Agreement and Period of Service***

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

**2.01 *Payment Procedures***

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

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

### 3.01 *Termination*

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

##### 1. For cause,

- a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
- b. By Engineer:
  - 1) Upon seven days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or
  - 2) Upon seven days written notice if the Engineer's services for the Project are delayed for more than 90 days for reasons beyond Engineer's control.

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

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

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

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

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

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

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

#### 5.01 *General Considerations*

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

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

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

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

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

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

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



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

6.01 *Total Agreement*

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

7.01 *Basis of Payment—Lump Sum.*

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

- 1. Total \$ 13,850.00 which includes some reimbursable expenses.

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

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

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

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

OWNER:

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

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

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

Address for giving notices:

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

ENGINEER: Larson Design Group, Inc.

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

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

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

Engineer License or Firm's

Certificate Number: 23-2615527

State of: PA

Address for giving notices:

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

**Principal Spotlight  
Central Elementary  
February Board Meeting**

- **Our Tier I PBIS Team organized a booster for teaching our SOUTH expectations. We ended the booster with a gathering of students and will have a schoolwide goal in February that will aim to improve cafeteria behaviors.**
- **From February 1 – 14 we will have a Valentine's Day Spirit building activities including dress up days.**
- **Teachers in grade K – 2 will be doing virtual professional development with Amplify to continue to learn to use CKLA as effectively as possible on our February Act 80 Day.**
- **Third and Fourth grade students will participate in Tiny-Thon to help support our high school Mini-Thon Event.**
- **All three district buildings came together and donated \$2,398.50 to our Backpack Program. This program is run by a committee at Messiah Lutheran Church and provides easily accessible food to our students who may have food insecurities.**

## **Principal Spotlight Junior/Senior High School February Board Meeting**

- The Sr. High Formal will be on Thursday, February 16<sup>th</sup> at Farrington Place from 7:00-10:00. The Jr. High Formal will be on Friday, February 17<sup>th</sup> at the high school from 7:00-9:00.
- Blood drive will take place on Wednesday, February 22<sup>nd</sup> in the high school gym. Mr. Tsikitas and National Honor Society members help to coordinate and staff the event.
- Mini-THON will be on Friday, March 3<sup>rd</sup> through Saturday, March 4<sup>th</sup>. This event raises money to fight pediatric cancer through the 4 Diamonds organization.

## **Special Education Spotlight**

### **February Board Meeting - 2023**

- QBS Training for selected administrators, special ed staff, and paraprofessionals on Feb 17 and 20<sup>th</sup>
- Currently advertising for a special education teacher to fill position at Central upon recent resignation and reassignment of an internal staff member
- Elementary Life Skills program: Every Friday, the students deliver up to 97 food bags to classroom teachers to be handed out to students. The food bags are part of the Back Pack Program and are donated to students in our school by Messiah Lutheran Church. A great deal of skills (sorting, counting, delivering, following directions, reading numbers, reading names, working together, social skills) are involved with this task that lend itself nicely to our Life Skills programming.

## Technology Spotlight February Board Meeting

- **E911 Phone System Upgrade:** Currently working with the IU on the Federally mandated e911 phone system upgrade. This involves programming changes in the system, a new phone switch, and replacement of almost all District phones. This expense will be coming in the 2023-24 budget and will be completed over the summer.
- **River Valley Back-up Internet Connection:** On Agenda for Approval on February 6th
- **Door Security:** Meet with CompuGen on Thursday, January 27<sup>th</sup> to do a walk-through at Central again looking at each door. This is the final piece. I will have complete project quote by Mid-February. Project scope includes:
  - Door sensors on all doors that will notify Administration if a door is ajar.
  - Will tie system to video cameras and will automatically send images to Admin if door is ajar.
  - Updated system monitoring in all offices and also Officer Samar's
  - More details and board approval coming once quote is complete.
- **High School Scheduling:** The HS Guidance Counselors and myself will be doing a 4-day training on the scheduling process in PowerSchool for high school scheduling. The Training is by Zoom on February 6<sup>th</sup> – February 9<sup>th</sup> from 1:30 pm – 3:30 pm.
- **Budgeting:** Beginning to look at and plan upcoming Technology needs for the 23-24 school year.