



April 17, 2023

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

Mr. Todd Engel
President
Region III

Mr. Steve Rupert
Vice President
Region II

Mrs. Cathy Bachman
Treasurer
Region III

Mrs. Sue Bowman
Region I

Mr. Ben Brigandi
Region I

Mrs. Summer Bukeavich
Region II

Mrs. Diane Cramer
Region II

Mr. John Hitesman
Region III

Mr. Nathan Miller
Region I

Dr. Eric Briggs
Superintendent

Mrs. Jamie Mowrey
Board Secretary

Mr. Fred Holland
Solicitor

Agenda

Regular Board Meeting

Opening

Call to Order

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

Action Items

Treasurer's Reports

Approval of Bills

- General Fund – \$1,462,200.27
- Food Service – \$26,793.07
- Capital Reserve - \$14,800.00
- GO-NOTE - \$498,973.48

Approval of Minutes

Board Committee Reports

Superintendent's Report & Recommendations

1. May 1 Work Session Start Time
2. Job Description Approval
3. Employment
4. Appointment of School District Solicitor
5. Approval of Policies – Second Reading
6. Memorandum of Understanding
7. Community Eligibility Provision Program
8. Approval of Food Service Management Company

General Information

Principals Spotlight

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS

April 17, 2023

1. May 1 – Work Session Start Time

It is recommended the school board approve a motion to have the May 1st Work Session time moved from 6:00 p.m. to 7:00 p.m. due to the Public Hearing on the Central Elementary Project.

2. Job Description Approval – Attachment #1

It is recommended the school board approve the job description for the Rommelt Secretary position. This position is currently held by Lorri Amrom who will be retiring in June.

3. Employment

Resignations

The Superintendent accepted the resignations from Lesa Hennigan and Holly Lyons as Lunch Monitors at Central Elementary, both effective April 14, 2023.

Elementary Special Education Teacher

It is recommended the school board approve Dyan Hulslander as an Elementary Special Education Teacher for the 2023-2024 school year. Her salary step would currently be M+30-12 at \$77,592 of the 2022-23 South Williamsport Area Education Association Salary Matrix. Salary will be updated when a new agreement has been approved.

Second Grade Teacher – Central Elementary

It is recommended the school board approve Adeline Pereira as a Second Grade Teacher at Central Elementary School for the 2023-2024 school year. Her salary step will be B-1. Salary will be updated when a new South Williamsport Area Education Association Agreement has been approved.

Classified Substitute

It is recommended the school board approve Sharon Brownsberger as a Custodial Substitute 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:

Junior High Cheerleading – Katie Knoop - Volunteer

Spring Game Managers – Matt Bradley, Trevor Effen, and Chris Lusk – Each person receives \$35 per game

4. **Appointment of School District Solicitor** – Attachment #2

It is recommended the school board reappoint Fred A. Holland as school district solicitor for the 2023-2024 school year at an hourly rate of \$175 per hour.

5. **Approval of Policies – Second Reading** – Attachment #3

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

- **No. 137** Home Education Programs
- **No. 137.1** Extracurricular Participation by Home Education Students
- **No. 137.2** Participation in Cocurricular Activities and Academic Courses by Home Education Students
- **No. 137.3** Participation in Career and Technical Education Programs by Home Education Students

6. **Memorandum of Understanding** – Attachment #4

It is recommended the school board approve the three-year Memorandum of Understanding between the Commonwealth University of Pennsylvania and the South Williamsport Area School District. This memo is an agreement of the State System of Higher Education of PA to provide high quality education at the lowest possible cost along with providing undergraduate instruction, opportunities for personal growth, taking classes while enrolled in high school, and to recruit outstanding high school students to the University. The agreement will be reviewed at the conclusion of each year, including the ability to suggest changes that satisfy the interest of the District and University. At the conclusion of the agreement's third year, the parties, at their mutual option, may extend this agreement for another time period but not exceed five years.

7. **Community Eligibility Provision Program**

It is recommended the school board approve the participation in the Community Eligibility Provision Program for school years 2023-24, 2024-25, 2025-26, and 2026-27, pending approval by the Pennsylvania Department of Education.

8. **Approval of Food Service Management Company** – Attachment #5

It is recommended the school board approve an agreement with Nutrition, Inc. to oversee the School District's cafeteria for the 2023-2024 school year. This renewal assumes approval from the Pennsylvania Department of Education for Community Eligibility Provision. There will be a guarantee to the District of a \$2,770.52 profit.

BOARD INFORMATION
April 17, 2023

ADDITIONAL DATES

April 17, 2023 – Regular Board Meeting – 6:00 p.m.
May 1, 2023 – Public Hearing – 6:00 p.m. (Cafeteria)
May 1, 2023 – Work Session Meeting – 7:00 p.m.
May 22, 2023 – Regular Board Meeting – 6:00 p.m.
June 5, 2023 – Work Session Meeting – 6:00 p.m.
June 19, 2023 – Regular Board Meeting – 6:00 p.m.

ADDITIONAL INFORMATION

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

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

GENERAL FUND - Checking Account

Book Balance February 28, 2023 7,326,970.16

Receipts

Earned Income Tax, less Commission	6151	250,681.45	
Real Estate Transfer Tax, less Commission	6153	7,376.95	
Delinquent Tax Collection, less Commission	6411	25,443.10	
Interest Income	6510	25,742.31	
Attendance Fines	6990	22.99	
Special Education Subsidy	7271	143,530.00	
Transportation Subsidy	7311	43,684.00	
Retirement Subsidy	7820	532,353.05	
Title I	8514	22,615.47	
Title II	8515	3,115.40	
Title IV	8517	1,713.67	
Quarterly HI Premium Share	Offset Expenses	8,763.89	
Refund	Offset Expenses	698.00	
Record Request	Offset Expenses	34.40	
Lost Book Payment	Offset Expenses	8.79	
COBRA Payments	Offset Expenses	2,474.95	
Bussing Reimbursement	Offset Expenses	396.00	
Wellness Incentives	Offset Expenses	1,875.00	
School Nutrition Program	Transfer to Café Fund	55,967.56	
			1,126,496.98

Payments

Payments Issued in March 2023 (1,881,672.83)

Book Balance March 31, 2023 6,571,794.31

GENERAL FUND - PLGIT Investment Account

Book Balance February 28, 2023 64,809.86

Interest Income 252.11

Book Balance March 31, 2023 65,061.97

GENERAL FUND - TECHNOLOGY INSURANCE FUND

Book Balance February 28, 2023 25,867.57

Receipts 129.00

Interest Income 95.19

Checks Issued in March 2023 (1,195.00)

Book Balance March 31, 2023 24,896.76

CAFETERIA FUND

Book Balance February 28, 2023		425,604.42
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Receipts

Cafeteria Deposits	27,722.83	
School Nutrition Program Funds	55,967.56	
Interest Income	<u>1,658.02</u>	85,348.41

Payments

Checks Issued in March 2023		<u>(62,711.86)</u>
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Book Balance March 31, 2023		<u><u>448,240.97</u></u>
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DEBT SVC FUND - GO NOTE 2022

Book Balance February 28, 2023		9,566,064.20
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Interest Income		35,051.26
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Checks Issued in March 2023		<u>(37,642.62)</u>
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Book Balance March 31, 2023		<u><u>9,563,472.84</u></u>
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CAPITAL RESERVE FUND

Book Balance February 28, 2023		1,253,822.99
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Interest Income		4,603.08
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Checks Issued in March 2023		<u>-</u>
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Book Balance March 31, 2023		<u><u>1,258,426.07</u></u>
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STUDENT ACTIVITIES - CLUBS

Book Balance February 28, 2023		91,943.76
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Receipts		10,027.15
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Interest Income		353.17
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Checks Issued in March 2023		<u>(10,078.56)</u>
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Book Balance March 31, 2023		<u><u>92,245.52</u></u>
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STUDENT ACTIVITIES - ATHLETIC BOOSTERS

Book Balance February 28, 2023		61,001.36
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Receipts		225.31
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Interest Income		220.20
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Checks Issued in March 2023		<u>(4,568.38)</u>
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Book Balance March 31, 2023		<u><u>56,878.49</u></u>
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BOARD SUMMARY

Fund: 10 - GENERAL FUND Encumbrances Included

As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
1100 REGULAR PROGRAMS						
100 SALARIES	4,569,180.00	4,569,180.00	0.00	2,759,967.91	1,809,212.09	60.40
200 EMPLOYEE BENEFITS	3,084,221.00	3,084,221.00	0.00	2,025,592.44	1,058,628.56	65.68
300 PURCH PROF & TECH SVCS	16,160.00	16,160.00	0.00	15,140.48	1,019.52	93.69
400 PURCHASED PROPERTY SVCS	34,105.00	34,105.00	0.00	22,586.70	11,518.30	66.23
500 OTHER PURCHASED SVCS	958,447.00	958,447.00	0.00	725,901.12	232,545.88	75.74
600 SUPPLIES	175,172.00	175,172.00	10,949.00	213,769.55	(49,546.55)	128.28
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	22,573.13	(11,868.13)	210.87
Totals for 1100s	8,851,048.00	8,851,048.00	10,949.00	5,787,461.32	3,052,637.68	65.51
1200 SPECIAL PROGRAMS						
100 SALARIES	1,232,608.00	1,232,608.00	0.00	813,110.42	419,497.58	65.97
200 EMPLOYEE BENEFITS	835,835.00	835,835.00	0.00	561,759.64	274,075.36	67.21
300 PURCH PROF & TECH SVCS	422,900.00	422,900.00	0.00	361,480.98	61,419.02	85.48
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	1,570.94	5,916.06	20.98
600 SUPPLIES	16,916.00	16,916.00	0.00	16,500.66	415.34	97.54
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
Totals for 1200s	2,521,016.00	2,521,016.00	0.00	1,754,422.64	766,593.36	69.59
1300 VOCATIONAL EDUCATION						
100 SALARIES	271,460.00	271,460.00	0.00	160,982.80	110,477.20	59.30
200 EMPLOYEE BENEFITS	188,851.00	188,851.00	0.00	128,159.83	60,691.17	67.86
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	7,515.83	175.17	97.72
Totals for 1300s	719,497.00	719,497.00	0.00	296,856.46	422,640.54	41.26
1400 OTHER INSTRUCTION						

BOARD SUMMARY

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

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
100 SALARIES	203,607.00	203,607.00	0.00	132,505.15	71,101.85	65.08
200 EMPLOYEE BENEFITS	116,213.00	116,213.00	0.00	68,480.11	47,732.89	58.93
300 PURCH PROF & TECH SVCS	34,817.00	34,817.00	0.00	26,533.28	8,283.72	76.21
500 OTHER PURCHASED SVCS	136,500.00	136,500.00	0.00	22,166.49	114,333.51	16.24
600 SUPPLIES	4,078.00	4,078.00	0.00	2,723.53	1,354.47	66.79
800 OTHER OBJECTS	2,750.00	2,750.00	0.00	0.00	2,750.00	0.00
Totals for 1400s	497,965.00	497,965.00	0.00	252,408.56	245,556.44	50.69
2100 SUPPORT FOR STUDENTS						
100 SALARIES	302,034.00	302,034.00	0.00	216,439.34	85,594.66	71.66
200 EMPLOYEE BENEFITS	183,011.00	183,011.00	0.00	131,039.70	51,971.30	71.60
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	17,721.04	(8,408.04)	190.28
800 OTHER OBJECTS	325.00	325.00	0.00	220.00	105.00	67.69
Totals for 2100s	521,683.00	521,683.00	0.00	391,618.08	130,064.92	75.07
2200 SUPPORT FOR INSTRUCTION						
100 SALARIES	243,847.00	243,847.00	0.00	142,855.14	100,991.86	58.58
200 EMPLOYEE BENEFITS	245,559.00	245,559.00	0.00	150,202.89	95,356.11	61.17
300 PURCH PROF & TECH SVCS	203,425.00	203,425.00	0.00	167,729.11	35,695.89	82.45
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	64.50	4,935.50	1.29
500 OTHER PURCHASED SVCS	28,879.00	28,879.00	28,467.40	20,715.56	(20,303.96)	170.31
600 SUPPLIES	42,196.00	42,196.00	866.85	25,510.18	15,818.97	62.51
700 PROPERTY	25,000.00	25,000.00	0.00	22,875.39	2,124.61	91.50
Totals for 2200s	793,906.00	793,906.00	29,334.25	529,952.77	234,618.98	70.45
2300 ADMINISTRATION						
100 SALARIES	605,970.00	605,970.00	0.00	430,779.78	175,190.22	71.09
200 EMPLOYEE BENEFITS	568,149.00	568,149.00	0.00	430,576.51	137,572.49	75.79
300 PURCH PROF & TECH SVCS	97,000.00	97,000.00	0.00	104,210.67	(7,210.67)	107.43
SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT						

BOARD SUMMARY

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

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
500 OTHER PURCHASED SVCS	19,460.00	19,460.00	0.00	18,649.99	810.01	95.84
600 SUPPLIES	24,813.00	24,813.00	184.98	12,439.42	12,188.60	50.88
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	15,501.79	1,558.21	90.87
Totals for 2300s	1,334,452.00	1,334,452.00	184.98	1,012,158.16	322,108.86	75.86
2400 PUPIL HEALTH						
100 SALARIES	118,891.00	118,891.00	0.00	79,977.88	38,913.12	67.27
200 EMPLOYEE BENEFITS	56,232.00	56,232.00	0.00	35,272.08	20,959.92	62.73
300 PURCH PROF & TECH SVCS	5,100.00	5,100.00	0.00	0.00	5,100.00	0.00
400 PURCHASED PROPERTY SVCS	303.00	303.00	0.00	0.00	303.00	0.00
500 OTHER PURCHASED SVCS	275.00	275.00	0.00	0.00	275.00	0.00
600 SUPPLIES	6,184.00	6,184.00	0.00	4,884.33	1,299.67	78.98
Totals for 2400s	186,985.00	186,985.00	0.00	120,134.29	66,850.71	64.25
2500 BUSINESS OFFICE						
100 SALARIES	164,350.00	164,350.00	0.00	97,570.95	66,779.05	59.37
200 EMPLOYEE BENEFITS	149,046.00	149,046.00	0.00	108,113.23	40,932.77	72.54
300 PURCH PROF & TECH SVCS	20,259.00	20,259.00	0.00	22,349.96	(2,090.96)	110.32
400 PURCHASED PROPERTY SVCS	2,482.00	2,482.00	0.00	2,531.87	(49.87)	102.01
500 OTHER PURCHASED SVCS	15,500.00	15,500.00	0.00	1,547.10	13,952.90	9.98
600 SUPPLIES	3,266.00	3,266.00	9.03	2,545.74	711.23	78.22
Totals for 2500s	354,903.00	354,903.00	9.03	234,658.85	120,235.12	66.12
2600 PLANT SERVICES						
100 SALARIES	709,386.00	709,386.00	0.00	532,123.55	177,262.45	75.01
200 EMPLOYEE BENEFITS	623,197.00	623,197.00	0.00	478,083.34	145,113.66	76.71
400 PURCHASED PROPERTY SVCS	256,115.00	256,115.00	24,045.58	234,676.54	(2,607.12)	101.02
500 OTHER PURCHASED SVCS	115,820.00	115,820.00	0.00	102,614.72	13,205.28	88.60
600 SUPPLIES	419,005.00	419,005.00	9,410.23	320,585.48	89,009.29	78.76
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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BOARD SUMMARY

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

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 OTHER OBJECTS	200.00	200.00	0.00	200.00	0.00	100.00
Totals for 2600s	2,125,223.00	2,125,223.00	33,455.81	1,668,283.63	423,483.56	80.07
2700 STUDENT TRANSPORTATION						
100 SALARIES	19,116.00	19,116.00	0.00	4,131.58	14,984.42	21.61
200 EMPLOYEE BENEFITS	8,203.00	8,203.00	0.00	316.05	7,886.95	3.85
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	282,024.71	80,975.29	77.69
600 SUPPLIES	58,500.00	58,500.00	0.00	59,954.30	(1,454.30)	102.49
Totals for 2700s	452,069.00	452,069.00	0.00	349,676.64	102,392.36	77.35
3100 FOOD SERVICE						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	45,380.36	(45,380.36)	0.00
Totals for 3100s	0.00	0.00	0.00	45,380.36	(45,380.36)	0.00
3200 STUDENT ACTIVITIES						
100 SALARIES	284,673.00	284,673.00	0.00	142,422.02	142,250.98	50.03
200 EMPLOYEE BENEFITS	133,121.00	133,121.00	0.00	62,117.97	71,003.03	46.66
300 PURCH PROF & TECH SVCS	74,066.00	74,066.00	0.00	56,806.26	17,259.74	76.70
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	5,084.05	(84.05)	101.68
500 OTHER PURCHASED SVCS	58,453.00	58,453.00	0.00	44,644.65	13,808.35	76.38
600 SUPPLIES	50,638.00	50,638.00	87.81	51,151.83	(601.64)	101.19
800 OTHER OBJECTS	28,870.00	28,870.00	0.00	16,039.88	12,830.12	55.56
Totals for 3200s	634,821.00	634,821.00	87.81	378,266.66	256,466.53	59.60
3300 COMMUNITY SERVICES						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	430.00	430.00	0.00	0.00	430.00	0.00
500 OTHER PURCHASED SVCS	15,100.00	15,100.00	0.00	0.00	15,100.00	0.00
Totals for 3300s	16,530.00	16,530.00	0.00	0.00	16,530.00	0.00
5100 DEBT SERVICE						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	3,184.67	(1,184.67)	159.23

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

04/14/2023 06:58:44 AM

BOARD SUMMARY

Fund: Encumbrances Included

As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
900 OTHER USES OF FUNDS	1,286,143.00	1,286,143.00	0.00	703,859.10	582,283.90	54.73
Totals for 5100s	1,288,143.00	1,288,143.00	0.00	707,043.77	581,099.23	54.89
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	74,020.88	13,528,322.19	6,797,472.93	66.68
Fund 10 Totals						
Total Expenditure	19,010,098.00	19,010,098.00	74,020.88	12,821,278.42	6,114,798.70	67.83
Total Other Expenditure	1,389,718.00	1,389,718.00	0.00	707,043.77	682,674.23	50.88
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

BOARD SUMMARY

Fund: Encumbrances Included

As of: 06/30/2023

Funding Source:

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Total Expenditure	19,010,098.00	19,010,098.00	74,020.88	12,821,278.42	6,114,798.70	67.83
Total Other Expenditure	1,389,718.00	1,389,718.00	0.00	707,043.77	682,674.23	50.88
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)	(6,145,953.43)	(6,145,953.43)	0.00	33,645.43	100.55
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)	(1,931,389.68)	(1,931,389.68)	0.00	(286,162.32)	87.10
6153	GENERAL FUND - REAL ESTATE TRANSFER	(150,000.00)	(126,096.35)	(126,096.35)	0.00	(23,903.65)	84.06
6211	GENERAL FUND - DISCOUNTS REAL ESTATE	102,750.00	102,154.90	102,154.90	0.00	595.10	99.42
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)	(179,373.19)	(179,373.19)	0.00	(195,626.81)	47.83
6510	GENERAL FUND - INTEREST ON INVESTMENTS	(15,000.00)	(169,391.33)	(169,391.33)	0.00	154,391.33	1,129.28
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)	(8,797.00)	(8,797.00)	0.00	1,797.00	125.67
6713	GENERAL FUND - GIRLS BB SALES	(5,000.00)	(4,562.00)	(4,562.00)	0.00	(438.00)	91.24
6714	GENERAL FUND - WRESTLING SALES	(2,000.00)	(1,888.00)	(1,888.00)	0.00	(112.00)	94.40
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)	(156,922.44)	(156,922.44)	0.00	(39,230.56)	80.00
6833	GENERAL FUND - FEDERAL ARP ACT IDEA PASSTHROUGH	0.00	(15,354.58)	(15,354.58)	0.00	15,354.58	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)	(21,296.32)	(21,296.32)	0.00	11,296.32	212.96
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)	(13,023.62)	(13,023.62)	0.00	12,023.62	1,302.36
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)	(3,996,416.63)	(3,996,416.63)	0.00	(2,353,671.37)	62.93
7112	GENERAL FUND - BEF SOCIAL SECURITY	(393,352.00)	(155,486.66)	(155,486.66)	0.00	(237,865.34)	39.53

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)	(717,650.00)	(717,650.00)	0.00	(184,213.00)	79.57
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)	(139,790.00)	(139,790.00)	0.00	(42,378.00)	76.74
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)	(768,788.46)	(768,788.46)	0.00	(1,076,865.54)	41.65
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)	(207,305.23)	(207,305.23)	0.00	(131,926.77)	61.11
8515	GENERAL FUND - TITLE II	(46,731.00)	(28,038.60)	(28,038.60)	0.00	(18,692.40)	60.00
8517	GENERAL FUND - TITLE IV	(25,705.00)	(12,466.76)	(12,466.76)	0.00	(13,238.24)	48.50
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)	(16,172,721.77)	(16,172,721.77)	0.00	(4,227,094.23)	79.28
	Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
		(20,399,816.00)	(16,172,721.77)	(16,172,721.77)	0.00	(4,227,094.23)	

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)	(16,172,721.77)	(16,172,721.77)	0.00	(4,227,094.23)	79.28
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	(20,399,816.00)	(16,172,721.77)	(16,172,721.77)	0.00	(4,227,094.23)	

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/16/2023 - 04/14/2023

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
0000022014	03/20/2023	AMTRUST FINANCIAL SERVICES INC	WORKERS COMP		4,290.00
0000022015	03/20/2023	BAYADA HOME HEALTH CARE	Therapy Services		1,428.75
0000022016	03/20/2023	BESTLINE EQUIPMENT	Repairs & Maintenance		1,784.09
0000022017	03/20/2023	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		58,173.34
0000022018	03/20/2023	KEITH W CREMER	CLASS SUPPLIES		63.92
0000022019	03/20/2023	J C EHRLICH	Repairs & Maintenance		175.00
0000022020	03/20/2023	GUARDIAN CSC	Repairs & Maintenance		733.00
0000022021	03/20/2023	FOLLETT CONTENT SOLUTIONS INC	BOOKS		385.58
0000022022	03/20/2023	FUN AND FUNCTION	GENERAL SUPPLIES		7,346.64
0000022023	03/20/2023	JONES SCHOOL SUPPLY	GENERAL SUPPLIES		52.60
0000022024	03/20/2023	LJC JANITORIAL DISTRIBUTORS	GENERAL SUPPLIES		1,695.00
0000022025	03/20/2023	MARCIA BRENNER ASSOCIATES	Scheduling Training for HS Counselors		384.00
0000022026	03/20/2023	MCNERNEY PAGE VANDERLIN & HALL	Retainer Services	Professional Services	1,378.00
0000022027	03/20/2023	PASBO	Seminar		80.00
0000022028	03/20/2023	PA PRINCIPALS ASSOCIATION	Membership J Smith		605.00
0000022029	03/20/2023	PENNSYLVANIA COLLEGE OF TECHNOLOGY	Conference		220.00
0000022030	03/20/2023	ROGERS UNIFORMS	Safety/Security		507.00
0000022031	03/20/2023	BRENDA TRIMBLE	CLASS SUPPLIES		60.74
0000022032	03/20/2023	UPMC	Therapy Services		4,808.00
0000022033	03/20/2023	VERIZON WIRELESS	Wireless		198.75
0000022034	03/20/2023	MANSFIELD UNIVERSITY TRACK & FIELD	Track Invitational		400.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/16/2023 - 04/14/2023

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
0000022035	03/20/2023	AGORA CYBER CHARTER SCHOOL	CHARTER SCHOOL		3,978.48
0000022036	03/20/2023	21st CENTURY CYBER CHARTER SCHOOL	CHARTER SCHOOL		986.88
0000022037	03/20/2023	Insight PA Cyber Charter School	CHARTER SCHOOL		1,965.64
0000022038	03/20/2023	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		3,046.05
0000022039	03/20/2023	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		1,056.81
0000022040	03/23/2023	AMERICHEM INTERNATIONAL INC	GENERAL SUPPLIES		32.07
0000022041	03/23/2023	APR SUPPLY CO	GENERAL SUPPLIES		51.60
0000022042	03/23/2023	BAYADA HOME HEALTH CARE	Therapy Services		1,226.25
0000022043	03/23/2023	CARDMEMBER SERVICES	Dues and Fees	GENERAL SUPPLIES	7,444.59
0000022044	03/23/2023	CINTAS	GENERAL SUPPLIES		160.20
0000022045	03/23/2023	COUNTY OF LYCOMING	Postage for Tax Bills		235.61
0000022046	03/23/2023	GRAND RENTAL STATION	Repairs & Maintenance		196.00
0000022047	03/23/2023	INDUSTRIAL PIPING SYSTEMS	GENERAL SUPPLIES		46.20
0000022048	03/23/2023	JUSTICEWORKS YOUTHCARE INC	Behavioral Support		7,989.76
0000022049	03/23/2023	LCWSA	Sewer Service		5,580.00
0000022050	03/23/2023	LEZZER LUMBER CO	GENERAL SUPPLIES		15.00
0000022051	03/23/2023	JAMIE MOWREY	PASBO Conference		753.41
0000022052	03/23/2023	PAYROLL FUND	GROSS 3-24-23	ER RETIRE 3-24-23	461,735.99
0000022053	03/23/2023	STEPHEN M RADULSKI	AP US GOVT ONLINE WORKSHOP		175.00
0000022054	03/23/2023	RESILITE SPORTS PRODUCTS INC	GENERAL SUPPLIES		177.76

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/16/2023 - 04/14/2023

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
0000022055	03/23/2023	SCHAEDLER YESCO DISTRIBUTION	GENERAL SUPPLIES		140.64
0000022056	03/23/2023	WMWA	Water		1,265.49
0000022057	03/23/2023	WILLIAMSPORT AREA HIGH SCHOOL	Softball Tournament		150.00
0000022058	03/23/2023	CM REGENT LLC	Life Insurance Premiums		755.26
0000022059	03/23/2023	DELTA DENTAL OF PA	Dental Insurance Premiums		7,600.00
0000022060	03/23/2023	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		935.94
0000022061	03/27/2023	PENN'S CAVE INC.	Field Trip Deposit		50.00
0000022062	03/30/2023	BAYADA HOME HEALTH CARE	Therapy Services		1,563.75
0000022063	03/30/2023	BLAST INTERMEDIATE UNIT 17	Purchase Service Tech	Internet	2,557.43
0000022064	03/30/2023	GBM	Repairs & Maintenance		901.22
0000022065	03/30/2023	CHEYENNE HOGUE	Mileage		25.68
0000022066	03/30/2023	INNOCORP LTD	GENERAL SUPPLIES		1,313.00
0000022067	03/30/2023	ANITA LEAHY	CLASS SUPPLIES		43.68
0000022068	03/30/2023	MEIER SUPPLY CO INC	GENERAL SUPPLIES		134.20
0000022069	03/30/2023	ELERY W NAU INC	GENERAL SUPPLIES		36.57
0000022070	03/30/2023	PA PRINCIPALS ASSOCIATION	Dues and Fees		605.00
0000022071	03/30/2023	PA VIRTUAL CHARTER SCHOOL	CHARTER SCHOOL		1,056.81
0000022072	03/30/2023	POWERSCHOOL GROUP LLC	State Data Validation Package		1,192.00
0000022073	03/30/2023	SAGE TECHNOLOGY SOLUTIONS	GENERAL SUPPLIES		530.84
0000022074	03/30/2023	LAURA SCHRECKENGAST	Music Lessons		1,018.75
0000022075	03/30/2023	UPMC	Athletic Trainer		2,894.18
0000022076	03/30/2023	Chris Vanaskie	Soccer Convention		666.87

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/16/2023 - 04/14/2023

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
0000022077	03/30/2023	VERIZON	Telephone Service		175.74
0000022078	03/30/2023	WM CORPORATE SERVICES INC	Disposal Service		3,026.90
0000022079	03/31/2023	EPLUS TECHNOLOGY INC	Printers		3,016.29
0000022080	04/05/2023	APPALACHIA IU #08	Reading Competition		150.00
0000022081	04/05/2023	ERIC BRIGGS	Cell Phone Reimbursement		124.20
0000022082	04/05/2023	COLLOBOS SOFTWARE	Software		600.00
0000022083	04/05/2023	COLUMN SOFTWARE PBC	Advertising		24.42
0000022084	04/05/2023	CRATE AND FREIGHT	GENERAL SUPPLIES		9.98
0000022085	04/05/2023	CREST/GOOD MANUFACTURING CO	GENERAL SUPPLIES		42.34
0000022086	04/05/2023	JONES SCHOOL SUPPLY	GENERAL SUPPLIES		36.00
0000022087	04/05/2023	JESSICA KALEDAS	All-State Band Ensemble		84.50
0000022088	04/05/2023	KURTZ BROTHERS	GENERAL SUPPLIES		52.06
0000022089	04/05/2023	LCWSA	Sewer Service		1,940.00
0000022090	04/05/2023	MICHELE LOOMIS	Cell Phone Reimbursement		124.20
0000022091	04/05/2023	LOWE'S COMPANIES INC	GENERAL SUPPLIES		345.54
0000022092	04/05/2023	JAMIE MOWREY	Cell Phone Reimbursement		46.59
0000022093	04/05/2023	NITTANY OIL	Diesel	Gasoline	9,934.34
0000022094	04/05/2023	PETTY CASH	TRAVEL	GENERAL SUPPLIES	125.26
0000022095	04/05/2023	MARIA PIERCE	Cell Phone Reimbursement		124.20
0000022096	04/05/2023	PITNEY BOWES GLOBAL FIN SERVICES	Repairs & Maintenance		395.46
0000022097	04/05/2023	PLANKENHORN STATIONERY CO.	GENERAL SUPPLIES		88.66
0000022098	04/05/2023	PAYROLL FUND	GROSS 4-7-23	ER RETIRE 4-7-23	454,151.05

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/16/2023 - 04/14/2023

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
0000022099	04/05/2023	QBS	GENERAL SUPPLIES		35.00
0000022100	04/05/2023	SAGE TECHNOLOGY SOLUTIONS	Repairs & Maintenance		28.06
0000022101	04/05/2023	SCHOLASTIC INC MAGAZINES	GENERAL SUPPLIES		475.00
0000022102	04/05/2023	MELANIE B ROJAS	CLASS SUPPLIES		58.86
0000022103	04/05/2023	ROBERT M. SIDES INC.	Band Repair		108.00
0000022104	04/05/2023	W R SIMS AGENCY INC	Board Treasurer Bond		236.00
0000022105	04/05/2023	SPORTSMAN'S RECONDITIONING INC	Helmet Reconditioning		5,084.05
0000022106	04/05/2023	DWIGHT WOODLEY	Mileage		28.69
0000022107	04/05/2023	SUSAN ZAYDELL	Cell Phone Reimbursement	Mileage	177.59
0000022108	04/13/2023	ADVANCED WILDLIFE PEST CONTROL	Repairs & Maintenance		305.00
0000022109	04/13/2023	ALBRIGHT STUDIO PHOTOGRAPHY	GENERAL SUPPLIES		50.00
0000022110	04/13/2023	BAKER DISTRIBUTING COMPANY	GENERAL SUPPLIES		97.46
0000022111	04/13/2023	CAFETERIA FUND	South Tickets		62.30
0000022112	04/13/2023	CANON FINANCIAL SERVICES	Repairs & Maintenance		1,408.41
0000022113	04/13/2023	21st CENTURY CYBER CHARTER SCHOOL	CHARTER SCHOOL		962.58
0000022114	04/13/2023	COLUMN SOFTWARE PBC	Advertising		349.03
0000022115	04/13/2023	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		58,450.27
0000022116	04/13/2023	RICHARD EDMONSTON	GENERAL SUPPLIES		29.25
0000022117	04/13/2023	J C EHRlich	Repairs & Maintenance		175.00
0000022118	04/13/2023	GBM	Repairs & Maintenance		169.10
0000022119	04/13/2023	HURWITZ BATTERIES	GENERAL SUPPLIES		26.25

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/16/2023 - 04/14/2023

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
0000022120	04/13/2023	JOSTENS INC	GENERAL SUPPLIES		2,616.30
0000022121	04/13/2023	JUSTICEWORKS YOUTHCARE INC	Purchase Service Tech		7,989.76
0000022122	04/13/2023	KEYSTONE ADVERTISING SPECIALTIES	GENERAL SUPPLIES		360.00
0000022123	04/13/2023	Labels By Pulizzi	GENERAL SUPPLIES		1,177.70
0000022124	04/13/2023	MEIER SUPPLY CO INC	GENERAL SUPPLIES		141.50
0000022125	04/13/2023	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		2,906.17
0000022126	04/13/2023	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		6,799.24
0000022127	04/13/2023	J. W. PEPPER & SON INC	GENERAL SUPPLIES		34.99
0000022128	04/13/2023	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		986.87
0000022129	04/13/2023	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		910.19
0000022130	04/13/2023	ROBERT M. SIDES INC.	GENERAL SUPPLIES		55.00
0000022131	04/13/2023	STEVE SHANNON TIRE & AUTO CENTERS	Repairs & Maintenance		65.92
0000022132	04/13/2023	SUN GAZETTE CO	Advertising		1,178.64
0000022133	04/13/2023	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS		46,132.57
0000022134	04/13/2023	TROY AREA SCHOOL DISTRICT	GENERAL SUPPLIES		740.00
0000022135	04/13/2023	UGI ENERGY SERVICES	Natural Gas		9,686.50
0000022136	04/13/2023	UGI UTILITIES INC.	Gas		7,747.79
0000022137	04/13/2023	VERIZON WIRELESS	Wireless		198.68
* 000E232313	03/24/2023	WOODLANDS BANK	Direct Deposit Fee		10.00
* 000E232315	03/25/2023	WEX HEALTH INC	HSA Fee for Feb 2023		220.00
* 000E232316	03/29/2023	WOODLANDS BANK	Wire Transfer Fee		25.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 03/16/2023 - 04/14/2023

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
* 000E232317	03/29/2023	LYCOMING COUNTY INSURANCE CONSORTIUM	March 2023 Health Insurance Premiums		169,348.83
* 000E232318	04/03/2023	PSERS	Employer POS		75.44
* 000E232319	04/12/2023	PSERS	Employer POS		41.52
* 000E232320	04/05/2023	CAFETERIA FUND	Feb SNP Claims Subsidy		52,748.01
* 000E232321	04/07/2023	WOODLANDS BANK	Direct Deposit Fee		10.00
10 - GENERAL FUND					1,462,200.27
Grand Total All Funds					1,462,200.27
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					222,478.80
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					1,239,721.47
Grand Total All Payments					1,462,200.27

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 03/16/2023 - 04/14/2023

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
00000006289	03/23/2023	CARDMEMBER SERVICES	GENERAL SUPPLIES		40.21
00000006290	03/23/2023	PAYROLL FUND	GROSS 3-24-23	ER RETIRE 3-24-23	13,034.35
00000006291	04/05/2023	PAYROLL FUND	GROSS 4-7-23	ER RETIRE 4-7-23	13,718.51
50 - FOOD SERVICE FUND					26,793.07
Grand Total All Funds					26,793.07
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					26,793.07
Grand Total All Payments					26,793.07

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE Payment Dates: 03/16/2023 - 04/14/2023

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
0000001184	03/30/2023	LARSON DESIGN GROUP	Scoreboards Phase II		7,800.00
0000001185	03/30/2023	JAMES WACKER LLC	Scoreboards Phase I		7,000.00
22 - CAPITAL RESERVE FUND					14,800.00
Grand Total All Funds					14,800.00
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					14,800.00
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					14,800.00

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GO22 - GO NOTE 2022 Payment Dates: 03/16/2023 - 04/14/2023

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
0000001010	03/29/2023	ILLUMINATED INTEGRATION LLC	Auditorium Project		482,103.48
0000001011	03/30/2023	LARSON DESIGN GROUP	Central Elem Project		14,500.00
0000001012	04/05/2023	COUNTY OF LYCOMING	Permit Fee		90.00
0000001013	04/05/2023	BOROUGH OF S WILLIAMSPORT	Permit Fee		1,000.00
0000001014	04/05/2023	LYCOMING COUNTY CLEAN WATER FUND	NPDES Permit Fee		500.00
0000001015	04/05/2023	COMMONWEALTH OF PA CLEAN WATER FUND	NPDES Permit Fee		300.00
0000001016	04/05/2023	LYCOMING COUNTY CONSERVATION DISTRICT	NPDES Permit Fee		480.00
41 - DEBT SERVICE FUND					498,973.48
Grand Total All Funds					498,973.48
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					498,973.48
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					498,973.48

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

April 12, 2023

The special meeting of the South Williamsport Area School Board was called to order at 7:12 PM in the High School Library by the Vice President, Steve Rupert.

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

Others Present: Dwight Woodley – Director of Innovative Learning/IT, Eric Briggs – Superintendent, Fred Holland – Solicitor, and Jamie Mowrey – Business Manager.

An executive session was held prior to the board meeting for student discipline hearings.

ADJUDICATION OF STUDENT DISCIPLINE

A motion to adopt adjudications for the student discipline hearings held prior to the board meeting was moved by Miller, seconded by Brigandi. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Hitesman-yes, Miller-yes, and Rupert-yes, motion carried.

A motion to adjourn the meeting was made by Miller, seconded by Brigandi. All members present voting yes, the meeting was adjourned at 7:19 PM.

Attest

Jamie Mowrey
Board Secretary

April 3, 2023

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

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

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

Others Present: 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: Brenda Trimble, Dick Knecht, Mary Kay Bukeavich – Nutrition Inc, Tara Stryker – Nutrition, Inc, Trina Gribble – McKissick Associates, and Mike Reuther – Williamsport SunGazette.

ACTION ITEMS

ACT 34 RESOLUTION

A motion to approve the Act 34 Resolution related to the Central Elementary School Additions and Alterations was moved by Bachman, seconded by Rupert. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

EMPLOYMENT

A motion to approve Shelby Akers as a Classroom Monitor for the 2022-2023 school year and Brianna Strickland as a long-term substitute for 3rd grade beginning mid-April through the end of the 2022-2023 school year was moved by Bachman, seconded by Hitesman. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

TRANSPORTATION DRIVER

A motion to approve Sharon Andrade as the bus driver for bus 2155 for the 2022-2023 school year was moved by Bachman, seconded by Bukeavich. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

UNPAID LEAVE REQUESTS

A motion to approve unpaid leave requests from EE#1164 for February 27, 2023, EE#1351 for February 27, 2023, EE#1139 for March 6-10, 2023, EE#1229 for March 1, 2023 was moved by Bukeavich, seconded by Brigandi. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

AWARD OF HOUSE DEMOLITION QUOTES

A motion to approve Steinbacher Enterprises for the demolition of the house at 421 W Mountain Ave for the base bid plus bond of \$16,825.00 was moved by Rupert, seconded by Bukeavich. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

CREATE NEW POLICIES 137.2 AND 137.3

A motion to approve the creation of new Policies No. 137.2 – Participation in Cocurricular Activities and Academic Courses by Home Education Students and No. 137.3 – Participation in Career and Technical Education Programs by Home Education Students was moved by Bachman, seconded by Hitesman. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVE POLICIES – FIRST READING

A motion to approve the first reading of Policy No. 137 – Home Education Programs and Policy No. 137.1 – Extracurricular Participation by Home Education Students was moved by Rupert, seconded by Bachman. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

MODIFICATION OF ELECTRICAL CONTRACT

A motion to approve the modification of electrical contract for a decrease of \$108,123 related to a different generator with a better lead time for delivery was moved by Bachman, seconded by Brigandi. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

DISCUSSION ITEMS

FOOD SERVICE MANAGEMENT COMPANY RENEWAL FOR 2023-2024

Mrs. Mary Kay Bukeavich from Nutrition, Inc, discussed the renewal for the 2023-2024 school year, including the option of electing Community Eligibility Provision (CEP), which would provide free meals for all students. Under the traditional method, meal applications would determine whether students qualify for free, reduced or paid meals. Based on the trend of meals served, it would be projected that the District would have a profit of \$12,223.31. Under CEP, it would be projected that more meals would be served because all students would receive free meals. In return, the District would have a profit of \$2,816.67.

COPS GRANT

Dr. Briggs discussed COPS Grants with the school board. Under the COPS Hiring Program, the grant would cover up to 75% of salaries and benefits for 3 years, with a required 25% local match. The total amount available over the three years is \$125,000. Under the School Violence Prevention Program, funds are available to improve security at schools and on school grounds. This also has a required 25% local match. We are utilizing Penn Strategies to help complete the grants.

2023-2024 DISTRICT CALENDAR

Dr. Briggs presented five new options for the 2023-2024 school calendar. After some discussion, a motion to approve Option 2 was moved by Miller, seconded by Bachman. Roll Call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

OLD BUSINESS

BALLFIELD SCOREBOARDS - Dr. Briggs gave an update on the scoreboards. There was a meeting between board leadership, Larson Design Group, and Armstrong Township regarding the location of a required electric panel. An alternate plan was discussed and is being worked on.

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 6:46 PM.

Attest

Jamie Mowrey
Board Secretary

March 20, 2023

The regular meeting of the South Williamsport Area School Board was called to order at 6:07 PM in the High School Library by the President, Todd Engel.

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

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

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

Visitors: Ann Neely, Jason Young, Brenda Trimble, Tara Battaglia, Jessica Kreitz, Fred Kreitz, Melanie Rojas, Heather Millard, Shawn Millard, Tony Mussare, Mary Mussare, Janice McEwen, Melissa Daily, Melissa Stahl, Elizabeth Kymble, Melissa Gephart, Shane Gephart, Krista Rogers, Lisa Arp, Jamie Flick, Elyse Schopfer, and Mike Reuther – Williamsport SunGazette.

ACTION ITEMS

APPROVE TREASURER'S REPORT

A motion to approve the treasurer's report from February 2023 was moved by Bachman, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVE BILLS

A motion to approve the payment of bills from the General Fund in the amount of \$2,272,216.89, Food Service Fund in the amount of \$111,052.64, and GO Note 2022 in the amount of \$37,642.62 as funds become available was moved by Hitesman, 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.

APPROVE MINUTES

A motion to approve the minutes of February 6, 2023 and March 6, 2023 as written was moved by Bachman, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

CARNEGIE LEARNING

A motion to approve the purchase of Carnegie Learning for 6th-8th grade math and Algebra I for school years 2023-2024 through 2028-2029 for a total cost of \$85,460.60 with payments of \$17,912.35 in year one and \$13,509.65 for years two through six was moved by Miller, seconded by Rupert. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

SECOND STEP CURRICULUM ADDITIONS

A motion to approve the Second Step Curriculum Additions of Child Protection Unit for Early Learning at the primary grades and Learning for Justice at the high school level was moved by Bachman, 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.

2023-2024 HIGH SCHOOL CURRICULUM HANDBOOK

A motion to approve the 2023-2024 High School Curriculum Handbook was moved by Rupert, seconded by Hitesman. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVAL OF TITLE I PROGRAMS

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

CHAPTER 339 GUIDANCE PLAN

A motion to approve the Chapter 339 Guidance Plan was moved by Rupert, seconded by Brigandi. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

THE MEADOWS LETTER OF AGREEMENT

A motion to approve the Letter of Agreement with The Meadows Psychiatric Center for the 2023-2024 and 2024-2025 school years was moved by Cramer, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

COMMUNITY SERVICES GROUP LINKAGE AGREEMENT

A motion to approve the Community Services Group Linkage Agreement for two years from the date of signature was moved by Bukeavich, seconded by Miller. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

PLANCON J

A motion to approve the PlanCon J documents for Central Elementary, Rommelt Elementary, and the Jr/Sr High School for the prior building projects was moved by Rupert, seconded by Hitesman. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

CENTRAL & ROMMELT ELEMENTARY CLASSROOM CONFIGURATION

A motion to approve the reconfiguration of grades for the 2023-2024 school year where 4th grade students will move to Rommelt Elementary for the entire school year, and that Art, Music, and STEM special area teachers rotate to grade level assigned classrooms to instruct students in their special area content for the 2023-2024 school year for both Central and Rommelt Elementary was moved by Brigandi, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-no, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

JR/SR HIGH SCHOOL AUDITORIUM RENOVATIONS

A motion to approve an agreement with Illuminated Integration for the Jr/Sr High School Auditorium Renovations not to exceed \$1,326,450.02; which is for the base proposal of \$747,879.21 plus the following options: ETC Prodigy Electric Hoists for \$170,537.00; ETC Hi-Side Fixtures for \$29,711.90; Moving Lights for \$21,079.00; Additional Wireless Microphones for \$12,163.92; New Projection Screen for \$7,758.12; Choral Risers for \$21,914.40; Acoustic Shell for \$30,852.00; and Auditorium Seating Replacements for \$245,920.00 for a total of \$1,287,815.55 plus a 3% contingency for potential change orders; was moved by Miller, seconded by Bachman. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

PENN STRATEGIES PARTNERSHIP

A motion to approve the Penn Strategies proposal for a fee of \$5,000 per month for a 12-month agreement, with a 30-day notice for termination, was moved by Bachman, seconded by Brigandi. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Hitesman-yes, Miller-yes, and Rupert-yes; motion carried.

EMPLOYMENT

A motion to approve the following employment was moved by Bachman, seconded by Bukeavich:

Substitute – Guest Teacher – Patrick McCormick

Coaches for the 2023 Spring Season

- Junior High Boys Soccer – Chris Vanaskie as Head Coach at \$2,500
- Junior High Girls Soccer – Jane House as Head Coach at \$2,500; Marc Lovecchio as Assistant Coach at \$2,142, and Tracy Knoebel as volunteer
- Track – Curtis Anthony as volunteer

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

OLD BUSINESS

Mrs. Cramer would like to revise the 2023/2024 school calendar given that the building project will not start during the summer.

COURTESY TO THE FLOOR

The following individuals spoke about the following topics

- Lisa Arp – 2023/2024 school calendar
- Tony Mussare – behavioral health issues in the classroom
- Jamie Flick – legislative update
- Melissa Gephart – mental health/trauma in the classroom

There was an executive session prior to the meeting regarding student discipline.

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 Cramer, seconded by Brigandi. All members present voting yes, the meeting was adjourned at 7:30 PM.

Attest

Jamie Mowrey
Board Secretary

JOB DESCRIPTION

Rommelt Elementary & Special Education Secretary / Receptionist

Status	10 month / 200-day	Work Year	July 1 – June 30
Wages	As set by contract	Supervisor	Building Administrator
Benefits	As set by contract	Employer	South Williamsport Area School District

Position Summary

A school secretary is responsible for performing various clerical and secretarial duties under the direction of the building principals or their designees. The secretary must be competent with district software in addition to basic office equipment. An ability and eagerness to adapt to changing school environment is essential. The secretary as the first point of contact for staff and the community must create a friendly and welcoming environment. School offices require an ability to handle multiple projects simultaneously and attention to detail is crucial.

Minimum Requirements

Education / Certification / Work Experience

- High School Diploma

Knowledge / Skills / Abilities

- Perform basic mathematics
- Read and comprehend proficiently at a professional level
- Understand and communicate effectively both written and orally
- Anticipate, assess, and solve routine problems and job specific problems
- Learn and effectively use software and hardware applications
- Build and maintain effective relationship with students, staff, and the community
- Effectively train and coordinate staff as needed

Essential Duties:

Primary

- Filing systems and database management
 - Set up and maintain filing systems for students and staff - paper and electronic
 - Create, maintain and enter information into databases
 - Locate and attach appropriate files to incoming correspondence requiring a response
 - Locate and provide data as requested
- Student and staff attendance
 - Track student and staff attendance
 - Verify parents' and doctors' notes and investigate any discrepancies in attendance information
 - Process and track staff leave requests
 - Keep accurate staff and student attendance records and submit reports as required
- School processes and procedures
 - Manage school processes and procedures to ensure compliance with school and District regulations
 - Enroll and withdraw students from school in accordance with school and district procedures
 - Provide school-specific administrative support
 - Organize and process bulk mailings throughout the year
 - Assist with updating, editing, and printing of student handbook and various forms to be distributed to staff/students
- Schedules and calendars

- Maintain appointment and event calendars
- Coordinate meetings and events
- Generate and distribute monthly calendar of events and duty schedules for staff
- Financial duties
 - Coordinate and oversee annual building budget process
 - submit bills for payment
 - Process purchase orders
 - Track expenditure for budget purposes
 - Receipt and/or deposit monies collected from staff/students
 - Manage payroll functions including maintaining timekeeping records and processing and submitting payroll
- Reports
 - Gather and collate information to prepare data-related reports
 - Provide staff and stakeholders with accurate information regarding school operations
 - Produce reports in compliance with legal and administrative requirements
- Communications
 - Operate electronic mail systems and coordinate the flow of information internally and externally
 - Prepare and distribute appropriate communications including attendance letters, emails and announcements
 - Prepare a variety of documents including correspondence, event programs, reports, schedules and calendars
- Front desk duties
 - Act as first point-of-contact to callers, relay messages, and transfer calls as appropriate
 - Act as first point-of-contact to visitors, screening and verifying ID, and admitting or declining admission to building as appropriate
 - Read, sort and distribute incoming school mail
 - Manage multi-line phone systems and public address systems
- Equipment and inventory
 - Operate office equipment including fax machines, copiers, scanners, printers
 - Maintain office equipment in good working condition
 - Track inventory and order supplies
- Special Education
 - Mail special education paperwork
 - Schedule IEP meetings
 - Update special education information in SIS

Student / Staff / Safety and Security

- Be knowledgeable of the district emergency operations plan and procedures
- Support the emergency operations plans of the district as assigned
- CPR / AED Certified (preferred)

Competencies and Skills

- Organizational and planning skills including the ability to maintain an effective balance between multiple and competing priorities
- Problem-solving skills
- Able to exercise sound judgment in making decisions
- Attention to detail and accuracy
- Confidentiality, integrity and adherence to ethical standards
- Team member
- Diversity oriented - able to work effectively with people regardless of age, gender, race, ethnicity or religion
- Energy and enthusiasm
- Provide clerical and administrative support to the principal, director of special education, and teaching staff as directed/needed



- Ensure that the school operates in a consistently organized manner every day
- Act as liaison between the community, the school and other internal and external stakeholders
- Coordinate appropriate documents for communication with the district office, staff, students, and parent(s)/guardian(s)
- Maintain all recordkeeping for students and staff
- Maintain student and staff confidentiality in all circumstances
- Track attendance and absences; use reporting software and generate reports for internal and external use
- Generate attendance letters as needed/required
- Communicate effectively
- Perform payroll, petty cash and school funds transactions and recordkeeping, data entry
- Perform general office duties such as answering telephone inquiries, filing, mail, spreadsheets and journal entries on a daily basis
- Provide services for teachers and administrators like typing, proofreading, editing, processing daily mail
- Maintain the integrity of information systems, databases, and office files
- Complete forms in accordance with school and district procedures, following education legislation
- Compose, type, and distribute staff routine correspondence
- Generate and distribute reports as appropriate
- Handle visitor inquiries, and direct them to the appropriate person according to their needs
- Locate and attach appropriate files to incoming correspondence requiring replies.
- Open, read, route, and distribute incoming mail and other material and prepare answers to routine letters
- Set up and maintain paper and electronic filing systems for records, correspondence and other material
- Collect and disburse funds from cash accounts; keep accurate records of collections and disbursements
- Record attendance and absences; make phone calls as appropriate
- Order, track and dispense supplies
- Review work done by others ensure that school formatting and content policies are followed; revise as necessary

Physical Demands / ADA Requirements

Physical Demands:

- The ability to move or lift up to 25 lbs.
- Frequently sit, lift, carry, move, hear, and speak
- Work extended times at a computer terminal

Accessibility:

- Attend work regularly and maintain leave within contractual limits.

Attachment 2

April 4, 2023

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

Re: Legal Services

Dear Eric:

On behalf of McNerney, Page, Vanderlin & Hall, I propose to continue to act as solicitor for South Williamsport Area School District for the coming year on the following terms and conditions. In the past we have charged a retainer fee, which we propose to discontinue. We propose to represent the District and charge an hourly rate of \$175.00 per hour. Services would primarily be provided by me and Attorney Tom Burkhart. Our services at that rate would not include service in specialized areas, such as special education and labor negotiations. We would expect litigation matters to be handled by counsel assigned by the Districts insurance carriers.

Also, as has been past practice, bond issues will be handled separately, and are typically done at a fixed fee which covers my time in preparing for the bond issue and for all follow up items required in connection therewith.

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

Very truly yours,

MCNERNEY, PAGE, VANDERLIN & HALL



Fred A. Holland
fholland@mpvhlaw.com

FAH/klw

1029202

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FRED A. HOLLAND • NICOLE M. IPPOLITO • THOMAS C. MARSHALL • ROBERT B. WAYNE • LEVI I. WOODWARD



Book	Policy Manual
Section	100 Programs
Title	Home Education Programs
Code	137 Vol I 2023
Status	First Reading

Authority

Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)

Definitions

Appropriate education - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.[\[2\]](#)

Hearing examiner - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.

Home education program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.

Supervisor - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.

Delegation of Responsibility

The Superintendent or designee shall develop and distribute administrative regulations for registering home education programs **and maintaining appropriate records in accordance with law.**[\[2\]](#)

Guidelines

Notarized Affidavit

Prior to the commencement of the home education program, and annually thereafter on **or before** August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent, **which contains certification that the supervisor of the home education program and all adults living in the home and persons having legal custody of a child or children in the home education program have not been convicted of criminal offenses enumerated in School Code, in accordance with law.** The affidavit shall include all information required by law.[\[2\]](#)

Instructional Program

The instructional program for home education students shall include such courses as required by law.[2][4][5]

Loan of Instructional Materials

At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials appropriate to the student's age and grade level.[2]

Student Portfolio and Evaluations

For each student participating in a home education program, the supervisor shall:[2]

1. Maintain a portfolio of records and materials, **in accordance with applicable law.**
2. Provide an annual written evaluation of the student's educational progress, **in accordance with the provisions of applicable law.**

Graduation Requirements

The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.[2]

Diplomas

Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.[2]

Students With Disabilities

A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.[1]

The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.[1]

When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in **public** schools or in a private school licensed to provide such programs and services.[1]

Appropriate Education/Compliance

A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that **they have** ten (10) days to submit the certification.[2]

If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, **the Superintendent** may submit a letter to the supervisor requiring an evaluation **to** be conducted and that an evaluator's certification stating that an appropriate education is occurring **shall** be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.[2]

If the Superintendent has a reasonable belief that the home education program is out of compliance, **the Superintendent** shall submit a letter to the supervisor requiring a certification **to** be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the

Superintendent's reasonable belief.[2]

As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.[2]

Hearings

If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.[2]

If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a **public** school, a nonpublic school or a licensed private academic school.[2]

If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children for a period of twelve (12) months from the date of such determination.[2]

Appeal

The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.[2]

Transfers

If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.[2]

The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.[2]

The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.[2]

If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[2]

If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.[2]

If the Superintendent is informed of pending proceedings related to a home education program relocating **from a previous district to this district, the Superintendent** shall continue the home education program until the appeal process **in the previous district** is finalized.[2]

Legal

[1. 24 P.S. 1327](#)

[2. 24 P.S. 1327.1](#)

[3. 22 PA Code 11.31a](#)

4. Pol. 137.2

5. Pol. 137.3

[24 P.S. 111](#)

[22 PA Code 11.33](#)

Pol. 137.1

Pol. 203

Pol. 209



Book	Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Home Education Students
Code	137.1 Vol I 2023
Status	First Reading

Authority

The Board **approves** participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the **requirements** stated in **law and** Board policy.[1][2][3][4][5]

The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs, including, as applicable, Junior Reserve Officers' Training Corps (JROTC) units.[6][7][8]

A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee. **Verification may include, but not be limited to, attendance records, weekly grades or academic achievement or other documents demonstrating completion of eligibility criteria.**[1]

To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.[5][9]

The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria.[3][4]
3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students.[4]

4. Comply with Board policies and school rules and **administrative** regulations regarding extracurricular activities, interscholastic athletics, and student **conduct**.[\[3\]](#)[\[4\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)
5. Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization.[\[1\]](#)[\[2\]](#)
6. Meet attendance and reporting requirements established for all participants of the activity or program.[\[9\]](#)
7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions.[\[1\]](#)[\[4\]](#)
8. Comply with all requirements and directives of the district staff, coaches, **activity advisors** and administrators involved with the extracurricular activity or interscholastic athletic program.

Delegation of Responsibility

The **Superintendent** or designee shall **post information regarding the availability of the district's extracurricular activities and interscholastic athletics programs, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.**[\[1\]](#)

The building principal or designee shall distribute **eligibility criteria** regarding student participation in extracurricular activities and interscholastic athletics, and information **on the dates and times of physical examinations or medical tests provided to students by the district. Such information shall be distributed through student handbooks, other publications and on the district's publicly available website.**[\[1\]](#)

The building principal or designee shall receive and review verification from the parent/guardian **or home education program supervisor** that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

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Legal	1. 24 P.S. 1327.1
	2. 24 P.S. 511
	3. Pol. 122
	4. Pol. 123
	5. Pol. 137
	6. 10 U.S.C. 2031
	7. Pol. 103
	8. Pol. 103.1
	9. Pol. 204
	10. Pol. 218
	11. Pol. 222
	12. Pol. 227
	13. Pol. 235
	Pol. 137.2



Book	Policy Manual
Section	100 Programs
Title	Participation in Cocurricular Activities and Academic Courses by Home Education Students
Code	137.2 Vol I 2023
Status	First Reading

Authority

The Board approves participation in the district's cocurricular activities and academic courses by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Definition

Cocurricular activities - district activities that merge extracurricular activities with a required academic course, including but not limited to, band, orchestra and other activities that include a for-credit component that takes place during the school day.[\[1\]](#)[\[2\]](#)[\[4\]](#)

Guidelines

Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses in accordance with Board policy on the same basis as other students enrolled full-time in the district.[\[1\]](#)[\[6\]](#)[\[7\]](#)

{X} including Junior Reserve Officers' Training Corps (JROTC) units offered for credit.[\[8\]](#)

A home education student may participate in cocurricular activities and academic courses only at the school building the student would be assigned to if the student was enrolled in the district.

Prior to trying-out or auditioning for a cocurricular activity or enrolling in an academic course, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.[\[1\]](#)

The following conditions shall govern participation in the district's cocurricular activities and academic courses by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent for the cocurricular activity or the prerequisites for the academic course.[\[1\]](#)[\[2\]](#)[\[9\]](#)
3. Comply with Board policies and school rules and administrative regulations regarding student conduct in school and at school-sponsored activities.[\[1\]](#)[\[2\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

4. Comply with policies, rules and regulations, or their equivalent, of the cocurricular activity's governing organization, where applicable.
5. Meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy and school rules.[14]
6. Comply with all Board policies, school rules and requirements and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course.[1]

Academic Courses

Students attending home education programs are eligible to enroll in district academic courses in accordance with law and Board policy, and may participate in academic courses equaling up to one-quarter (¼) of the school day for full-time district students.[1]

{X} Students enrolled in home education programs shall only be eligible to participate in cocurricular activities and/or academic courses that are scheduled in consecutive time periods during the school day if the student's parent/guardian is not able to provide supervision for the student between the scheduled cocurricular activities and/or academic courses.[1]

The district shall provide the student's home education program supervisor with a grade for each cocurricular activity and academic course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[1][3][15]

Transportation

Parents/Guardians of home education students shall be responsible for transportation of students participating in district cocurricular activities and academic courses, except that a home education student may utilize district transportation to or from school during the times a bus is otherwise already operating, and space is available.[1]

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's cocurricular activities and academic courses, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for a cocurricular activity or academic course.

{ } The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in district cocurricular activities and academic courses based on the established number of allowable participants in designated activities and courses.[1]

{ } Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for enrollment in district activities and courses, in accordance with established administrative regulations.[1][6][7]

Legal

[1. 24 P.S. 1327.1](#)

2. Pol. 122

3. Pol. 137

4. Pol. 137.1

5. Pol. 137.3

6. Pol. 103

7. Pol. 103.1

[8. 10 U.S.C. 2031](#)

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212



Book	Policy Manual
Section	100 Programs
Title	Participation in Career and Technical Education Programs by Home Education Students
Code	137.3 Vol I 2023
Status	First Reading

Authority

The Board approves participation in a career and technical education program by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)

Students attending home education programs shall be eligible to participate in a career and technical education program

{X} at **Williamsport Area School District Career and Technical Center**, in accordance with the Articles of Agreement and center admission policy and procedures, on the same basis as other district students.

{ } in this district, based on the requirements for admission to that program and Board policy, on the same basis as other district students.

Guidelines

Students attending home education programs shall be given an equal opportunity to [\[1\]](#)[\[3\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

{X} apply for placement in available programs at **Williamsport Area School District Career and Technical Center**.

{ } participate in district career and technical education programs.

Prior to enrolling in a career and technical education program, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria. [\[1\]](#)

The following conditions shall govern participation in career and technical education programs by home education students, who shall:

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program.[\[1\]](#)[\[4\]](#)[\[6\]](#)[\[9\]](#)

3. Comply with applicable policies and school rules and administrative regulations

{X} of **Williamsport Area School District Career and Technical Center**

{ } of the district

regarding student conduct in school and at school-sponsored activities.[\[1\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)

4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy and school or program rules.[\[14\]](#)

The

{X} **Williamsport Area School District Career and Technical Center**

{ } district

shall provide the student's home education program supervisor with a grade for each career and technical education program course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.[\[1\]](#)[\[5\]](#)[\[15\]](#)

Transportation

Students attending home education programs who participate in career and technical education programs may use district transportation to or from the career and technical education program during the times when district transportation is already operating, and space is available in addition to full-time district students.[\[1\]](#)

Delegation of Responsibility

The Superintendent or designee shall post information regarding the district's options for career and technical education programs, as well as a copy of this Board policy, on the district's publicly available website and provide information upon request by students enrolled in home education programs or their parents/guardians.

The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for participation in career and technical education programs.

{X} The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in career and technical education programs, [\[1\]](#)

{X} in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at **Williamsport Area School District Career and Technical Center**.

{ } based on the established number of allowable participants in designated district programs.

{X} Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for program enrollment, in accordance with established administrative regulations.
[\[1\]](#)[\[4\]](#)[\[7\]](#)[\[8\]](#)

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Legal

[1. 24 P.S. 1327.1](#)

[2. 24 P.S. 1801](#)

[3. 22 PA Code 4.31](#)

4. Pol. 115

5. Pol. 137

6. Pol. 137.2

7. Pol. 103

8. Pol. 103.1

9. Pol. 105

10. Pol. 218

11. Pol. 222

12. Pol. 227

13. Pol. 235

14. Pol. 204

15. Pol. 212

Commonwealth University of Pennsylvania
Memorandum of Understanding

THIS AGREEMENT is entered by and between Commonwealth University of Pennsylvania hereinafter referred to as "the University" and South Williamsport Area School District, hereinafter referred to as "the District," a public school district under the laws of the Commonwealth of Pennsylvania, "the Commonwealth."

WITNESSETH:

WHEREAS, the University is a unit of higher learning of the State System of Higher Education of Pennsylvania; and

WHEREAS, the Legislature has determined by *Act 188 of 1982* that the primary mission of the State System of Higher Education of Pennsylvania is to provide high quality education at the lowest possible cost; and

WHEREAS, the mission of the State System of Higher Education is to provide undergraduate instruction, and opportunities for personal growth consistent with the legislated mission of the System; and

WHEREAS, certain students in the District may benefit from the opportunity to take classes offered by the University while enrolled in high school; and

WHEREAS, the University wishes to develop an Early College Program to recruit outstanding high school students to the University student body, and

WHEREAS, the District wishes to make certain undergraduate courses offered by the University available to the students of the District; and

WHEREAS, the District and the University desire to describe the features, purposes and mechanisms of the relationship by which the parties will establish a partnership in a collaborative arrangement; and

WHEREAS, this Agreement is intended to function as a collaborative agreement in accordance with said Board of Governors Policy 1999-02.

NOW, THEREFORE, in consideration of the promises and mutual covenants contained herein, the parties hereto mutually agree and agree as follows:

1. Term. This Agreement shall be effective upon the review and approval of all the necessary party and Commonwealth officials and in effect as of the date of the last signature. The term of this agreement shall be for a total of three (3) years commencing upon the review and approval of all necessary party and Commonwealth officials. The agreement will be reviewed at the conclusion of each year, including the ability to suggest recommended changes that satisfy the interests of the District and the University. At the conclusion of the agreement's third year, the parties, at their mutual option, may extend this agreement for another subsequent period of time not to exceed five years.

2. Academic Suitability. The suitability of any course for the program will be determined by agreement between the District and the University on a course-by-course basis. The District will also determine, on a student-by-student basis, the suitability of a course for each of the District's students who wish to enroll in the course.

3. Enrollment. Students selected by the District for enrollment in an Early College Program course will be enrolled as non-degree students at the University. In order to aid the enrollment of the District's students, the District will provide, without cost to the University, the documentation necessary to the students' enrollment. This includes confirmation from the school counselor attesting to the academic preparedness of the student for college-level course(s). Each student will have to apply to the University for non-degree status.

4. Semesters and Sessions. Students selected by the District may enroll in online courses, hybrid or blended courses, and/or face-to-face courses under this agreement during both the academic year and the summer and winter sessions as non-degree University students. Enrollment is on a space-available basis.

5. Regular Admission. Early College students who are eligible for admission will be automatically reviewed and conditionally admitted to the University. Any other student from the District who wishes to become a fully matriculated undergraduate student upon graduation from high school must follow the normal application process. Students must meet admission criteria for Commonwealth University generally and for any admission criteria specific to the academic program the student is seeking to enroll in. Certain majors, including many in the health sciences, have additional admissions requirements. Tuition reductions described in paragraph 7 do not apply once a student enrolls in the University outside of this consortial arrangement.

6. Transcription of Courses. Courses offered under this agreement will be transcribed in the same manner as other courses offered by the University. Students may obtain official transcripts of their coursework from the Office of the Registrar.

7. Fiscal Issues. The University will offer courses to the District's students at a single, reduced rate for enrollment, inclusive of tuition and fees. Fees included in the rate exclude the usage of the Recreation Center and Student Health Centers on all campuses of Commonwealth University. The student will be responsible for the following fees:

- a) The reduced rate for the Early College / dual enrollment program will be \$115 per credit hour of instruction, which is limited to students of the District.
- b) University withdrawals will be handled under the University's refund policy.

8. Class Size. Certain minimum class size enrollment may restrict access to desired courses. The University reserves the right to set course enrollment size.

9. Rights, Privileges, and Responsibilities. Students registered as non-degree students at Commonwealth University under this agreement will have use of the library, and other academic resources. The Early College students will not have access to the Recreation Center or Student Health Center on any campus of Commonwealth University. All Commonwealth University policies and procedures, including, but not limited to, academic policies and student discipline policies shall apply.

10. Family Educational Rights and Privacy Act. All Parties shall agree to keep confidential all personally identifiable student information from educational records provided as set forth in the Family Educational Rights and Privacy Act and its implementing regulations, 34 CFR CH. 99 ("FERPA"). The following requirement shall apply:

- a) All data shared with the School District is considered confidential and cannot be disclosed or re-disclosed with any other third party, except as provided below:
 - i. The School District and University may exchange information on the student.
 - ii. Information on the student should only be shared within the School District entity by individuals who have a legitimate need to view the information to verify or audit the qualifications of the student to participate in this program at the University.
 - iii. If the student is under 18, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the University to the School District.
 - iv. The University may disclose personally identifiable information from the student's education records to the parents, without the consent of the eligible student, if the student is a dependent for tax purposes under the IRS rules.
- b) For all other sharing purposes not described herein, the University will require students to sign a specific FERPA release.

11. Liability. Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any defense as a result of entering into this agreement. This provision shall not be construed to limit the Commonwealth's rights, claims, or defenses, which arise as a matter of law pursuant to any provisions of this agreement. This provision shall not be construed to limit the sovereign immunity of the Commonwealth, the State System of Higher Education, or the University.

12. Insurance. As an agency of the Commonwealth, public university and state instrumentality, there is no statutory authority for the University to purchase insurance. Instead, the University participates in the Commonwealth's Tort Claims Self-Insurance program administered by the Bureau of Finance and Risk Management of the Pennsylvania Department of General Services.

13. Amendment. This Agreement may be amended at any time upon the mutual written agreement of the parties hereto, with said amendments to be executed by the duly authorized representatives of the parties and with the same formality as this agreement.

14. Termination. This agreement may be terminated by either party upon 120 days written notice. Said notice to the University shall be sent to the President. Said notice to the District shall be sent to the Superintendent of the District.

15. Choice of Law. This Agreement is executed pursuant to and shall be construed under the laws of the Commonwealth of Pennsylvania.

16. Entire Agreement. This is the entire Agreement between the parties hereto and supersedes all prior negotiations and oral understandings between the parties hereto.

IN WITNESS WHEREOF, the President of the University and the Superintendent of the District by their signatures do hereby put this agreement in force.

President, Commonwealth University of Pennsylvania

Date

Provost, Commonwealth University of Pennsylvania

Date

Superintendent, School District

Date

Approved as to Form and Legality:

University Legal Counsel,
Pennsylvania State System of Higher Education

Date

2023-2024 School Year

Attachment FP3

**SNP Fixed Price
Projected Operating Costs**

SFA : South Williamsport Area School District
FSMC: The Nutrition Group

Contract Begin Date 07/01/2023
 Contract End Date 06/30/2024
 Days of Service 177

Section 1 - Actual "In-School" Revenue			
To be completed by SFA (include SSO Reimbursements, if applicable)			
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>REVENUE</u>
Elementary Paid	15,504		\$ 0.00
Elementary Tiered Paid			\$ 0.00
Elementary Reduced Price			\$ 0.00
Middle Paid			\$ 0.00
Middle Tiered Paid			\$ 0.00
Middle Reduced Price	3,409		\$ 0.00
Secondary Paid			\$ 0.00
Secondary Tiered Paid			\$ 0.00
Secondary Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Breakfasts	18,913		\$ 0.00
<u>LUNCHES:</u>			
Elementary Paid	18,330		\$ 0.00
Elementary Tiered Paid			\$ 0.00
Elementary Reduced Price			\$ 0.00
Middle Paid			\$ 0.00
Middle Tiered Paid			\$ 0.00
Middle Reduced Price			\$ 0.00
Secondary Paid	13,990		\$ 0.00
Secondary Tiered Paid			\$ 0.00
Secondary Reduced Price			\$ 0.00
Adult Paid	2,275	\$ 1.00	\$ 2,275.00
A la Carte Sales	35,175	\$ 1.00	\$ 35,175.00
Subtotal Lunches	32,320		\$ 37,450.00
<u>SNACKS/SUPPLEMENTS:</u>			
Paid			\$ 0.00
Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>OTHER:</u>			
Special Milk			
Vending Machine Sales			
Subtotal Other			\$ 0.00
Total "In-School" Revenue	51,233		\$ 37,450.00

SNP Fixed Price Projected Operating Costs

SFA Name: South Williamsport Area School DistrictContract Begin Date: 07/01/2023

Section 2 - Federal Reimbursements			
To be completed by SFA (include SSO Reimbursements, if applicable)			
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free	0	\$ 2.26	\$ 0.00
Free, Severe Need	52,772	\$ 2.67	\$ 140,901.24
Reduced		\$ 1.96	\$ 0.00
Reduced, Severe Need		\$ 2.37	\$ 0.00
Paid	18,913	\$ 0.50	\$ 9,456.50
Subtotal Breakfasts	71,685		\$ 150,357.74
<u>HIGH RATE LUNCHES:</u>			
Free		\$ 4.35	\$ 0.00
Reduced		\$ 3.95	\$ 0.00
Paid		\$ 0.79	\$ 0.00
Subtotal High Rate Lunches	0		\$ 0.00
<u>LOW RATE LUNCHES:</u>			
Free	90,180	\$ 4.33	\$ 390,479.40
Reduced		\$ 3.93	\$ 0.00
Paid	32,320	\$ 0.77	\$ 24,886.40
Subtotal Low Rate Lunches	122,500		\$ 415,365.80
<u>SNACKS/SUPPLEMENTS:</u>			
Free		\$ 1.08	\$ 0.00
Reduced		\$ 0.54	\$ 0.00
Paid		\$ 0.09	\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>SPECIAL MILK:</u>			
Paid		\$ 0.27	\$ 0.00
<u>Performance Based Reimbursement (if certified):</u>			
Lunches	122,500	\$ 0.08	\$ 9,800.00
Total Federal Reimbursement	194,185		\$ 575,523.54

SNP Fixed Price Projected Operating Costs

SFA Name: South Williamsport Area School DistrictContract Begin Date: 07/01/2023

Section 3 - State Reimbursements			
To be completed by SFA (include SSO Reimbursements, if applicable)			
BREAKFASTS:	MEALS	RATES	Reimbursements
Free		\$ 0.10	\$ 0.00
Free, Severe Need	52,772	\$ 0.10	\$ 5,277.20
Reduced		\$ 0.10	\$ 0.00
Reduced, Severe		\$ 0.10	\$ 0.00
Need Paid	18,913	\$ 0.10	\$ 1,891.30
Subtotal Breakfasts	71,685		\$ 7,168.50
LUNCHES:			
Free	90,180	\$ 0.10	\$ 9,018.00
Reduced		\$ 0.10	\$ 0.00
Paid	32,320	\$ 0.10	\$ 3,232.00
Additional amount for Lunch if Breakfast participation <=20%		\$ 0.02	\$ 0.00
Additional amount for Lunch if Breakfast participation >20%	72,275	\$ 0.04	\$ 2,891.00
Subtotal Lunches	122,500		\$ 15,141.00
Total State Reimbursement	194,185		\$ 22,309.50
Section 4 - Other Income			
To be completed by SFA			
Other Income: Internal Catering (Special Functions)			
Other Income: External Catering (To Outside Organizations)			
Other Income: Sponsor-to-Sponsor Agreements (Sold to other Sponsors of Child Nutrition Programs)			
Interest Income			\$ 59,370.71
Total Other Income			\$ 59,370.71
Revenue Summary			
Total "In-School Revenue"			\$ 37,450.00
Total All Reimbursements			\$ 597,833.04
Total Other Income			\$ 59,370.71
Total Revenue			\$ 694,653.75
Commodity Usage @			
	\$ 0.3000	122,500	-\$ 36,750.00

SNP Fixed Price Projected Operating Costs

SFA Name: South Williamsport Area School DistrictContract Begin Date: 07/01/2023

Section 5 - Meal Equivalents

A la Carte Meal Equivalents

Federal reimb. - free, high lunch		A la carte revenue	\$ 35,175.00
Federal reimb. - free, low lunch	\$ 4.3300	Adult meal revenue	\$ 2,275.00
Performance Based reimb.	\$ 0.0800	Vending Sales	\$ 0.00
State reimb. - free, lunch	\$ 0.1000		\$ 37,450.00
Commodity Usage	\$ 0.3000		
Total	\$ 4.8100	Meal Equivalents	7,786
		Reimbursable Meals	194,185
		Total Meals	201,971

Section 6 - SFA Costs

To be completed by SFA (if applicable)

EXPENSES:

	<u>TOTAL COST</u>
Direct Labor and Benefits	
SFA Labor Costs (must equal to grand total on Attachment 6)	\$ 182,405.38
SFA Fringe Costs (must equal to grand total on Attachment 7)	\$ 93,105.91
	Subtotal Labor and Benefits \$ 275,511.29
Direct Costs (Must itemize)	
	Subtotal Direct Costs \$ 0.00
Indirect Costs (Must Itemize)	
	Subtotal Indirect Costs \$ 0.00
Subtotal SFA Costs	\$ 275,511.29

SNP Fixed Price Projected Operating Costs

SFA Name: South Williamsport Area School DistrictContract Begin Date: 07/01/2023**Section 7 - FSMC Costs****To be completed by FSMC****Projected Total Meals:** 201,971**EXPENSES:****COST PER MEAL****Food Cost-Including Commodities****\$ 1.5791**

Enter the amounts of food and milk purchased and received. Include the Commodity Distribution
Assessment Fee, Commodity Value and Bonus Commodity Value
(Do not include rebates, discounts and credits)

Commodity Delivery Charge**\$ 0.0149****Direct Labor and Benefits**

FSMC Labor Costs (must equal to grand total on Attachment 4)

\$ 0.2420

FSMC Fringe Costs (must equal to grand total on Attachment 5)

\$ 0.1073**Subtotal Labor and Benefits****\$ 0.3493****Direct Costs**

Accounting

\$ 0.0170

Background Checks, Fingerprinting, and/or Drug Testing

Car/Truck Rental and/or Mileage

\$ 0.0025

China, Silverware, Glassware

Cleaning and Janitorial Supplies

\$ 0.0355

Computer and Technology

\$ 0.0076

Courier Services (Air & Ground)

Dues/Subscriptions

Employee Meals

Employee Recruitment and Advertising

Equipment Depreciation/Rental/Buy Back Investment

Equipment Maintenance

Equipment Repairs

Equipment Replacement - Expendable

Freight and Delivery Charges

Insurance (Liability, Workman's Compensation, Vehicle, etc.)

\$ 0.0129

Licenses and/or Permits

Office Supplies and Printing

\$ 0.0030

Paper Products and Disposable Supplies

\$ 0.0620

Payroll Processing

Performance Bond

POS Systems, Support and Service

Postage

Promotional Materials (Program Specific)

\$ 0.0412

Smallware/Replacement Wares

Staff Training and Certification

\$ 0.0224

Storage Costs (Food and/or supplies)

SNP Fixed Price Projected Operating Costs

SFA Name: South Williamsport Area School DistrictContract Begin Date: 07/01/2023

<u>Section 7 - FSMC Costs (continued)</u>	
Direct Costs (Continued)	<u>COST PER MEAL</u>
Taxes (sales and other)	
Telephone, including Mobile and Internet	
Tickets, tokens	
Trash Removal and Pest Control	
Uniforms, Linens, and Laundry	\$ 0.0025
Vending Rental	
Wellness Programs and materials	\$ 0.0065
Subtotal Direct Costs	\$ 0.2131
Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)	
Subtotal Other Costs	\$ 0.0000
Less: All costs related to Internal Catering (Special Functions) (enter as a negative number)	-\$ 0.0040
Less: All costs related to External Catering (To Outside Organizations) (enter as a negative number)	-\$ 0.1307
Less: All costs related to Sponsor-to-Sponsor Agreement(s)(Sold to other Sponsors) (enter as a negative number)	-\$ 0.1307
Administration Fee - Cannot include any costs already covered in other categories. Documentation must be provided outlining all methodologies used to calculate the Administrative Fees on Attachment 9.	
	\$ 0.0505
	\$ 0.0289
	\$ 0.0108
Subtotal Administrative Fee	\$ 0.0902
FSMC Management Fee (enter the fee that will be charged to manage the program)	\$ 0.0542
Subtotal FSMC Cost Per Meal	\$ 2.1661
Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	-\$ 0.0573
Total FSMC Cost Per Meal	\$ 2.1088

SNP Fixed Price Projected Operating Costs

SFA Name: South Williamsport Area School DistrictContract Begin Date: 07/01/2023

Section 7 - FSMC Costs (continued)

Select the Guarantee Option:

Guaranteed Profit

Enter the amount of the Guaranteed Loss or Profit (if applicable):
 \$ 2,808.88

Cost per meal x meals	\$ 425,916.44
Special Functions	\$ 807.88
Catering	\$ 0.00
Sponsor to Sponsor	\$ 26,397.61
Commodity	-\$ 36,750.00
TOTAL COST	\$ 416,371.94

Total FSMC Costs	\$ 416,371.94
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Section 8 - Contract Summary

	<u>SUMMARY</u>
Total Revenue Total	\$ 694,653.75
SFA Costs Total	\$ 275,511.29
FSMC Costs	\$ 416,371.94
School Nutrition Program-Profit or (Loss)	\$ 2,770.52

Principal Spotlight Central Elementary April Board Meeting

- March incentives –
 - Reading incentive included an assembly with all of our students in one room for the first time since March 2020. Students who read at least 20 minutes each day for the month of March got the chance to “pie” a staff member. Thank you to Melanie Rojas and Kendra Lewis for organizing this and all of our Title I events.
 - The march goal for our PBIS Tier 1 Team was that our students average 90 punch cards filled per day through the month of March, and they met that goal. The students earned a glow stick dance party during their specials times. The students had a great time, and a special shout out goes to Jimmy Girardi who organized and DJ’d the event. Another shout out to the other specials teachers and other grade level teachers who helped to supervise this event.
- Upcoming Events –
 - PSSAs start this month for grades 3/4
 - Various grade level field trips will take place during the months of March and April

Principal Spotlight Rommelt Elementary April Board Meeting

- Final Panorama Screening to occur this week.
- Congratulations to the Rommelt Fifth Grade team for placing Third at the Interscholastic Reading Competition at Forest Hills Jr/Sr High School on 3/28/23!
- PSSA Dates are set: ELA – 4/25-4/27; Math – 5/2-5/3.
- PBIS Training Dates are set for Rommelt staff and select Tier 1 faculty.
- Counseling staff will work 2 additional days this summer to update Guidance Curriculum with Monica M. from IU 17.
- There are two field trips set and a Track and Field Day on 5/11/23.
- Jr. Rotarians have been selected: Allie Bower & Knox Clem – Students will attend a luncheon with Mrs. Pierce and Ms. Stoner on 5/8/23.
- Congratulations to Mrs. Samar's homeroom for being the winner of the March Attendance Madness!

**Principal Spotlight
Junior/Senior High School
April Board Meeting**

- The Spring Band Concert is Tuesday, May 2nd at 7:30. The Spring Chorus Concert is Thursday, May 4th at 7:30.
- The Jr-Sr High School Showcase (grades 8-12) will be Wednesday, April 26th from 6:30-8:00. This is an opportunity for parents to see what students have been working on throughout the year.
- The musical Shrek Jr. will be performed Saturday, May 6th at 2:00 PM and Sunday, May 7th at 7:30 PM.
- PSSA testing schedule is below:

ELA April 25-26

Math May 2

Science May 3

Special Education Spotlight

April Board Meeting - 2023

- 21 of our High School students (grades 10-12) attended the Transition Conference hosted by BLAST IU 17 located at Penn College on March 8th 2023. The conference provides students with disabilities an opportunity to explore options for success after high school graduation by choosing one of three pathways: postsecondary education/training, employment, and community engagement.
- Sensory Room materials and accessories have started to arrive. This project is funded by the Joinder Board.
- High School students in Mrs. Coder's class will be assisting The Fish and Boat commission on April 18th. The students will be stocking fish. Mrs. Coder's class is learning about different careers within the Fish and Boat commission.
- Students in Mrs. Pregent's and Mrs. McLaughlin's class will be attending Kent's Fest at Lock Haven University on April 21st. Kent's Fest is a Special Olympic type event for the performing arts, named in memory of Kent Glossner, an LHU alumnus who had a passion for music and helping those with disabilities.

Technology Spotlight April Board Meeting

- **Security Projects:** Working through multiple security projects for the District with Mike Samar. Working through prioritizing projects and grant funding for costs.
- **Building Project:** Met with Sage Technologies on Central PA System and clock upgrades. Quote has been received and given to Dr. Briggs. Will be reviewed at next building committee meeting
- **Technology Coordinator's Meeting:** Attended Tech Coordinator's meeting in March. River Valley Rwan Connection on Schedule and will be completed early summer. Also discussed some additional changes that could be coming in the 2024-25 school year that could effect some budget line items.
- **iPad collection:** Coordinating dates with principals on end of year iPad collections.
- **Security Cameras:** Meet with CompuGen on some additional security camera installs for over the summer at the High School.