



December 04, 2023

6:00 P.M.
High School Library

Mr. Todd Engel
President
Region III

Mr. Steve Rupert
Vice President
Region II

Mrs. Cathy Bachman
Treasurer
Region III

Mr. Jason Young
Region I

Mr. Ben Brigandi
Region I

Ms. Erin Armond
Region II

Mrs. Summer Bukeavich
Region II

Mr. John Hitesman
Region III

Mr. Nathan Miller
Region I

Dr. Eric Briggs
Superintendent

Mrs. Jamie Mowrey
Board Secretary

Mr. Fred Holland
Solicitor

Agenda

Regular Board Meeting

Opening

Call to Order

Silent Meditation and Pledge of Allegiance

Roll Call

Reorganization

1. Election of Temporary Board President
2. Reading of Certificates of Election by School Board Secretary
3. Administration of Oath of Office to Re-Elected and Newly Elected Members
4. Election of Board President
5. Election of Board Vice President
6. Adoption of school board meeting/work session dates for 2024—Attachment #1

Preliminary Comments on Agenda Items

Action Items

Approval of Bills

- General Fund – \$602,734.23
- Food Service – \$12,205.74

Approval of Minutes

Board Committee Reports

Superintendent's Report & Recommendations

1. Overnight Field Trips
2. Employment
3. Confidential Administrative Support Personnel Compensation Plan
4. Act 1 Index Opt Out Resolution

General Information

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

REORGANIZATION
December 04, 2023

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

1. ELECTION OF A TEMPORARY BOARD PRESIDENT

The temporary president must be elected from the holdover board members. Holdover members are the members that were not up for election or re-election. Holdover members are Mrs. Cathy Bachman, Mr. Nathan Miller, and Mr. Steve Rupert.

2. READING OF CERTIFICATES OF ELECTION BY SCHOOL BOARD SECRETARY

3. ADMINISTRATION OF OATH OF OFFICE TO RE-ELECTED AND NEWLY ELECTED BOARD MEMBERS

Oath of office will be administered to: Mr. Ben Brigandi, Mrs. Summer Bukeavich, Mr. Todd Engel, Mr. John Hitesman, and Mr. Jason Young.

4. ELECTION OF BOARD PRESIDENT

5. ELECTION OF BOARD VICE PRESIDENT

6. ADOPTION OF SCHOOL BOARD MEETING AND WORK SESSION DATES FOR 2024 – ATTACHMENT #1

SUPERINTENDENT'S REPORT AND RECOMMENDATIONS
December 04, 2023

1. **Overnight Field Trips** – Attachment #2

It is recommended the school board approve Jessica Kaledas' overnight field trip request to take six high school band students to Troy High School on January 10-12, 2024, for the PMEA District Band Festival.

It is recommended the school board approve Jessica Kaledas' overnight field trip request to take two high school band students to Danville High School on February 8-9, 2024, for the PMEA District Orchestra Festival.

2. **Employment**

High School Math Teacher

It is recommended the school board approve Dylan Freeman for the High School Math Teacher position at the Jr/Sr High School effective January 2, 2024, with a salary of \$48,053 based on step B-1 of the South Williamsport Area Education Association Agreement.

Administrative Assistant/PIMS Coordinator to Superintendent

It is recommended the school board approve Karen Geise as the Administrative Assistant/PIMS Coordinator to the Superintendent effective October 30, 2023, at a salary of \$42,000. Karen has been with the District since 2007 and has over 10 years' experience with PowerSchool.

Substitute

It is recommended the board approve the following District substitutes for the 2023-2024 school year:

Certified Substitute:

Johanna Harper

Guest Teacher List 2023-2024

It is recommended the school board add Sheila DuMont to the list of Guest Teachers as submitted by BLaST IU 17 for the 2023-2024 school year.

Stipend Recommendations

It is recommended the school board approve the following extra duty positions for the 2023-2024 school year and their stipend/rate of pay:

1. FBLA Advisor: Sophia Biddle - \$930

3. **Confidential Administrative Support Personnel Compensation Plan** – Attachment #3

It is recommended the school board approve the Confidential Administrative Support Personnel Compensation Plan.

4. **Act 1 Index Opt Out Resolution** – Attachment #4

It is recommended the school board adopt a resolution for the 2024-2025 fiscal year that any increase in real estate property taxes will not exceed the adjusted 2024-25 index of 7.5%. Mrs. Jamie Mowrey, Business Manager, will discuss this with the board.

BOARD INFORMATION
December 04, 2023

ADDITIONAL DATES

December 04 – Reorganization Meeting – 6:00 p.m.

December 22 – January 01 – Winter Break – Schools closed

January 08, 2024 – Work Session Meeting – 6:00 p.m. if approved at December 04 meeting

January 22, 2024 – Regular Board Meeting – 6:00 p.m. if approved at December 04 meeting

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 11/16/2023 - 11/29/2023

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
0000023047	11/16/2023	AMTRUST NORTH AMERICA	WORKERS COMP		4,309.00
0000023048	11/16/2023	ERIC BRIGGS	Mileage		510.90
0000023049	11/16/2023	EDMENTUM	Mountie Academy		68,520.00
0000023050	11/16/2023	EVERWHITE CORPORATION	GENERAL SUPPLIES		1,029.00
0000023051	11/16/2023	KAREN GEISE	Mileage		130.48
0000023052	11/16/2023	MACGILL	GENERAL SUPPLIES		53.51
0000023053	11/16/2023	OLDE BARN EQUIPMENT	Equipment		8,760.00
0000023054	11/16/2023	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		2,906.19
0000023055	11/16/2023	P&A Administrative Services Inc.	COBRA Annual		400.00
0000023056	11/16/2023	PLANKENHORN STATIONERY CO.	GENERAL SUPPLIES		52.98
0000023057	11/16/2023	PMEA DISTRICT 8	PMEA Pre-Auditions District Band		70.00
0000023058	11/16/2023	PPL ELECTRIC UTILITIES	Electricity		19,669.81
0000023059	11/16/2023	PAYROLL FUND	GROSS 11-17-23	ER RETIRE 11-17-23	493,975.91
0000023060	11/16/2023	TRIPLE PLAY CUSTOM APPAREL	GENERAL SUPPLIES		1,888.00
0000023061	11/16/2023	VERIZON WIRELESS	Wireless		198.95
0000023062	11/16/2023	WELD-TEC SERVICE & SALES	GENERAL SUPPLIES		29.50
* 000E242377	11/17/2023	WOODLANDS BANK	Direct Deposit Fee		10.00
* 000E242378	11/25/2023	WEX HEALTH INC	HSA Fee for Oct 2023		220.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 11/16/2023 - 11/29/2023

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

Sort: Payment Number

10 - GENERAL FUND	593,974.23
22 - CAPITAL RESERVE FUND	8,760.00
Grand Total All Funds	602,734.23
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	230.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Regular Checks	602,504.23
Grand Total All Payments	602,734.23

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 11/16/2023 - 11/29/2023

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
0000006328	11/16/2023	PAYROLL FUND	GROSS 11-17-23	ER RETIRE 11-17-23	12,205.74
			50 - FOOD SERVICE FUND		12,205.74
			Grand Total All Funds		12,205.74
			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		12,205.74
			Grand Total All Payments		12,205.74

November 20, 2023

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

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

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

Others Present: Scott Hill – Assistant High School Principal/Athletic Director, Dwight Woodley – Director of Innovative Learning/IT, Bill Reifsnyder – Director of Buildings & Grounds, Eric Briggs – Superintendent, and Tom Burkhart – Solicitor.

Visitors: Michael Bowman, Andy Hansen, Jason Young, Jen Bowman, Lauren Reynolds, Bill Reynolds, and Katie Caputo.

TEMPORARY BOARD SECRETARY

A motion to approve Dwight Woodley as temporary board secretary for the November 20, 2023 regular board meeting was moved by Miller, seconded by Bukeavich. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVE TREASURER'S REPORT

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

APPROVE BILLS

A motion to approve the payment of bills from the General Fund in the amount of \$1,748,329.51, Food Service Fund in the amount of \$51,410.05, and GO Note 2022 in the amount of \$814,651.28 as funds become available was moved by Rupert, seconded by Brigandi. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Miller-yes, and Rupert-yes; motion carried.

APPROVE MINUTES

A motion to approve the minutes of October 16, 2023 and November 6, 2023 as written was moved by Bachman, seconded by Brigandi. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Miller-yes, and Rupert-yes; motion carried.

SUPERINTENDENT RECOMMENDATIONS

HEALTH AND SAFETY PLAN

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

OUT OF STATE FIELD TRIP REQUEST

A motion to approve Mrs. Rummung's out of state field trip request to take High School Chorus students to New York City, NY on May 15, 2024 to attend the Making Music workshop and a Broadway show was moved by Rupert, seconded by Bukeavich. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Miller-yes, and Rupert-yes; motion carried.

LITTLE LEAGUE INCORPORATED AGREEMENT

A motion to approve the agreement with Little League Incorporated to allow SWASD baseball and softball teams to use Little League's batting cage facilities for practices at no cost to the district was moved by Brigandi, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Miller-yes, and Rupert-yes; motion carried.

ELA ATHLETIC FIELDS SAMPLING AND SURVEY COSTS

The school board was presented with 3 options of soil samples and 3 options of survey costs for future athletic field construction and/or improvements.

- Soil sample cost of \$3,700 for the football field (top soil only)
- Soil sample cost of \$7,500 for the practice field
- Soil sample cost of \$7,500 for the borough property
- Survey cost of \$15,400 for the football field
- Survey cost of \$13,100 for the practice field
- Survey cost of \$9,800 for the borough property

A motion to eliminate testing on the practice field was moved by Rupert, seconded by Engel.

Motion amended to test only on the current football field was moved by Rupert, there was no second on the motion.

Motion was amended to test all three fields was moved by Miller, seconded by Rupert. Roll call: Bachman-yes, Bowman-no, Brigandi-yes, Bukeavich-yes, Cramer-no, Engel-yes, Miller-yes, and Rupert-yes; motion carried.

EMPLOYMENT - INFORMATIONAL

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

- Nick Koletar from his JV Boys Basketball Head Coach position effective October 31, 2023
- Irina Plotnikova from her High School Instructional Paraprofessional position effective November 20, 2023
- Hannah Hinds from her Van Driver/Stock Room Attendant position effective November 17, 2023

EMPLOYMENT

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

Coaches & Game Workers

- Boys Basketball – Rick Moser as JV Head Coach at \$3,565 and Nick Koletar as a volunteer
- Girls Basketball – Ryan Brown as a volunteer
- High School Wrestling Volunteers – Ji Hamman, Lane Lusk, and Dave Murray
- Elementary Wrestling Volunteers – Don Bower, Joe Engel, Luke Franzen, Shane Gephart, Travis Rogers, Kris Runner, and Jessica Smith
- Game Workers – Curtis Anthony, Don Bower, Claudia Green, Ernie Naugle, Chad Quimby, and Mark Watts

Classified Substitutes – Lane Lusk (Paraprofessional)

Guest Teachers through Blast IU – Loretta Day, Piper Schwenk, Alyssa Stover, and Kaylee Wade

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

EARLY RETURN FROM CHILD BEARING/CHILD REARING LEAVE

A motion to approve EE #1007's request to return from child bearing/child rearing leave on January 2, 2024 rather than the original return date of February 4, 2024 was moved by Brigandi, seconded by Bukeavich. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Miller-yes, and Rupert-yes; motion carried.

TAKE A SEAT FUNDRAISER

A motion to approve the Take a Seat Fundraiser that will be implemented by the Education Foundation was moved by Rupert, seconded by Cramer. Roll call: Bachman-yes, Bowman-yes, Brigandi-yes, Bukeavich-yes, Cramer-yes, Engel-yes, Miller-yes, and Rupert-yes; motion carried.

FOOTBALL FIELD UPDATE

Dr. Briggs discussed lighting upgrades at the football field using Musco Lighting.

COURTESY TO THE FLOOR

The following individuals spoke about the following topics

- Katie Caputo – funding of the Gifted Program

There will be an executive session following the board meeting regarding personnel matters; no action to follow.

A motion to adjourn the meeting was made by Miller, seconded by Brigandi. All members present voting yes, the meeting was adjourned at 7:13 PM.

Attest

Jamie Mowrey
Board Secretary

DRAFT

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
2024 OPEN SCHOOL BOARD MEETINGS
6:00 P.M.
HIGH SCHOOL LIBRARY

Monday, December 4, 2023 – Reorganization Meeting	
Work Session	
Regular Meeting	
Monday, January 8, 2024	Monday, January 22, 2024
	Monday, February 12, 2024
Monday, March 11, 2024	Monday, March 25, 2024
Monday, April 8, 2024	Monday, April 22, 2024
Monday, May 6, 2024	Monday, May 20, 2024
Monday, June 3, 2024	Monday, June 24, 2024
	Monday, July 15, 2024
	Monday, August 19, 2024
	Monday, September 9, 2024
Monday, October 7, 2024	Monday, October 21, 2024
Monday, November 4, 2024	Monday, November 18, 2024
Monday, December 2, 2024 – Reorganization Meeting	

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

Board approval:

Field Trip Request

[Print Form](#)


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

Teacher: **Jessica Kaledas**
Grade / Club **Band**
Building **Jr / Sr High School**
Date of Application **November 28, 2023**

General Information

Place to be Visited **Troy High School**
Date of Visitation **January 10-12, 2024**
Number of Students **6**
Number of Faculty **1**
Additional Chaperones **0**

Transportation

Transportation Needs **School Van**
Departure Time **2:30PM on Jan. 10, 2024**
Time Leaving Destination **8PM on Jan. 12, 2024**

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

Students auditioned and were selected to be a member of the 2024 PMEA District Band festival. Students will spend 2 full days playing advanced music with guest conductor Dr. Joseph Cernuto from Millersville University. During the festival, students will also audition to be accepted into the 2024 Region Band.

Additional information if needed:

Fees

Admission Fees (\$) **\$135/pp Budgeted**
Funding Source for Admission **Budgeted**
Funding Source for Transportation **Budgeted**

Substitute Coverage

Number and duration of coverage needed:

1 Substitute - 2 Days

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

Is this an overnight trip? **YES**

Approval / Signature Required

Principal:

Jesse Smith

Superintendent:

E. Bopp

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

Field Trip Request

Print Form



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

Teacher: **Jessica Kaledas**
Grade / Club: **Band**
Building: **Jr / Sr High School**
Date of Application: **November 28, 2023**

General Information

Place to be Visited: **Danville High School**
Date of Visitation: **February 8-9, 2024**
Number of Students: **2**
Number of Faculty: **1**
Additional Chaperones: **0**

Transportation

Transportation Needs: **None Required**
Departure Time: **7AM on February 8**
Time Leaving Destination: **8PM on February 9**

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

Students auditioned and were selected to be a member of the 2024 PMEA District Orchestra festival. Students will spend 2 full days playing advanced music with guest conductor Dr. Evan Harger from Texas A&M University, Kingsville. During the festival, students will also audition to be accepted into the 2024 Central Region Orchestra.

Additional information if needed:

Fees

Admission Fees (\$) **\$150/pp Budgeted**
Funding Source for Admission: **Budgeted**
Funding Source for Transportation: **Budgeted**

Substitute Coverage

Number and duration of coverage needed:

1 Substitute - 2 Days

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

Approval / Signature Required

Principal:

Jesse Amate

Superintendent:

h. [Signature]

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

CONFIDENTIAL ADMINISTRATIVE SUPPORT PERSONNEL

~~Employment Agreement~~

Employment Compensation Plan

The South Williamsport Area School District is an equal opportunity education institution will not discriminate on the basis of race, color, national origin, sex and handicap in its activities, programs or employment practices as required by Title VI, of the Civil Rights Act of 1964, Title IX Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disability Act of 1990.

Scope

The District's Confidential Administrative Support Personnel include, at present two staff members who hold administrative positions in the offices of the Superintendent and Business Manager.

The Confidential Administrative Support Personnel shall work directly with the Executive Administrators handling the District's most sensitive information. The Confidential Administrative Support Personnel assume considerable responsibility in responding to emergency situations. They are key individuals in implementing Board policies. They are often the District's initial representatives with members of the public and staff who contact the offices of the Superintendent and Business Manager.

Compensation

The base salary for fulltime Confidential Administrative Support Personnel will be as follows:

- Administrative Assistant to the Superintendent/PIMS Coordinator/Registrar - \$42,000
- ~~Confidential Administrative Support Staff for the Business Manager - \$33,300~~
- Administrative Assistant to the Business Manager - \$37,650

~~for the office of the Superintendent~~ individuals currently holding the positions named above will be ~~\$31,200. \$42,000.~~ The base salaries for these positions shall be increased by \$700.00 per school year for the duration of this agreement provided that based on the evaluation of each employee. receives an Outstanding or Satisfactory evaluation for each year of completed service. If the employee receives an Outstanding evaluation, the employee will receive a 3 % increase in salary. If the employee receives a Satisfactory evaluation, the employee will receive a 2% increase in salary. If the employee receives a Needs Improvement or Unsatisfactory evaluation, the employee will receive no increase in salary. Evaluations are completed for by June 30 each year. Salary increases are assigned for pay period beginning July 1.

Nothing in this Compensation Plan shall prohibit the Board, upon recommendation of the Administration, from providing higher salaries.

The District reserves the right to establish a revised salary schedule and a revised increase amount for new hires filling vacancies that may occur in the future in any of the positions named above.

Evaluation

The evaluation shall be based on any written job specific performance standards and analysis of job performance against the job description.

The information yielded by these evaluation elements above shall be used by the supervising administrator to determine the final rating for the year, which shall be one of the following options: Outstanding, Satisfactory, Needs Improvement or Unsatisfactory.

The Confidential Administrative Support staff members shall be evaluated annually. The supervising administrator will schedule an end-of-year conference with the Confidential Administrative Support staff members he/she directly supervises to discuss the annual evaluation and rating.

When a Confidential Administrative Support staff member is rated Needs Improvement or Unsatisfactory, written anecdotal records shall be provided to include entries of specific evidence of weaknesses based on observable and verifiable facts as well as entries of the Confidential Administrative Support staff member's strengths. The supervising administrator will make provisions for improving the Confidential Administrative Support staff member's performance by offering resource aids, by prescribing ways whereby improvement can be affected and by planning follow-up observations and conferencing with the Confidential Administrative Support staff member to assess change.

Each Confidential Administrative Support staff member shall be given the opportunity to sign his/her rating form. The Confidential Administrative Support staff member's signature does not necessarily indicate agreement with the rating. One copy of the rating form shall be given to the Confidential Administrative Support staff member, and the original document shall be maintained in the personnel files in the Human Resources Office.

Length of Work Year

Confidential Administrative Support Personnel work 240 days per year from July 1 to June 30. The administrative work calendar will determine annual work days.

Fringe Benefits

In the areas identified below, fulltime Confidential Administrative Support Personnel positions shall receive equivalent fringe benefits as provided in the Act 93 Compensation Plan for actively employed administrators:

- 1) Health Insurance
- 2) Dental Insurance
- 3) ~~Sick Leave~~
- 4) Life Insurance
- 5) Disability Income Protection
- 6) Temporary Leaves of Absence
- 7) Parental Leave
- 8) Personal Leave

Retirement Benefit – Health Insurance

Full-time Confidential Administrative Support staff shall receive the equivalent Health Insurance benefit for retirees as provided in the Act 93 Compensation Plan effective at the date of retirement provided that all other eligibility requirements for retirement as specified in the Act 93 plan are met.

Vacation Leave

Full-time Confidential Administrative Support staff members shall receive paid vacation based on the number of years of service **at the South Williamsport Area School District regardless of position held** as listed below:

- 1) 10 days of paid vacation for less than 5 years,
- 2) 15 days of paid vacation for 5 through 10 years,
- 3) 20 days of paid vacation for greater than 10 years of service.

~~All unused vacation will be converted to sick leave days annually on July 1 from the previous year.~~

All vacation days will carry from year to year. Upon separation of service from the South Williamsport Area School District, unused vacation time shall be compensated up to the maximum amount.

~~Confidential Administrative Support Personnel hired prior to July 1, 2020 will maintain their current vacation days as previously set by the Act 93 Compensation Plan.~~

Vacation leave requests must be submitted at least three days in advance and are subject to approval by the supervising administrator.

Sick Leave

Full-time Confidential Administrative Support staff members shall receive twelve sick days per year. Any unused sick leave will accrue from year to year.

Upon retirement from the Pennsylvania School Employees Retirement System (PSERS), the employee will be compensated at \$50 per day for up to one hundred (100) days of unused sick leave.

Mileage Reimbursement

Mileage reimbursement shall be paid to Confidential Administrative Support staff members who may be required to use a personal vehicle on authorized school business. Payment shall be at the rate established by the Internal Revenue Service (IRS) for business travel.

Conferences / Trainings

Confidential Administrative Support Personnel may apply to the Superintendent for permission to attend conference(s) / training(s) directly relating to the performance of their job or may be sent to conferences and training programs at the request of the superintendent or business manager.

Travel Expenses

Confidential Administrative Support staff members traveling on District business both within and outside the District will be reimbursed as per district policy.

Severance

~~Confidential Administrative Support Personnel shall submit a sixty (60) calendar day irrevocable letter of intent to sever employment for retirement purposes or otherwise. If the employee works the full sixty days, the district agrees to pay the employee \$50 per day for unused sick days to a maximum of 150 days.~~

Intending to be legally bound, the South Williamsport Area School District and Employee have has executed this Agreement as of the ~~20th day of November, 2023~~ 4th day of December 2023. This compensation plan shall remain in full force and effect until 30th day of June 2026.

ATTEST

Jamie Mowrey, Secretary

SOUTH WILLIAMSPORT AREA
SCHOOL DISTRICT

Todd Engel, President

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT
BOARD OF DIRECTORS**

**ACCELERATED BUDGET OPT OUT RESOLUTION
CERTIFYING TAX RATE WITHIN INFLATION INDEX**

WHEARAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the "Taxpayer Relief Act" (hereinafter "Act 1");

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the South Williamsport Area School District adjusted Act 1 index for the 2024-25 fiscal year is 7.5%;

WHEREAS, the South Williamsport Area School District Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the South Williamsport Area School District for the 2023-24 fiscal year by more than its index.

AND NOW, on this 4th day of December, 2023, it is hereby RESOLVED by the South Williamsport Area School District (hereinafter "District") Board of Directors (hereinafter "Board") the following:

1. The Board certifies that it will not increase any school district tax for the 2024-25 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter "School Code"), 24P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2024-25 fiscal year.
4. The Administration of the District will submit the District's information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through referendum to increase a tax rate by more than the index as established for the 2023-24 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - a. The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - b. Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - c. If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

**SOUTH WILLIAMSPORT AREA
SCHOOL DISTRICT**

By: _____
President -

ATTEST:

Secretary - Jamie Mowrey

Special Education Spotlight

December Board Meeting - 2023

- Students in Mrs. Coder and Dr. Bollinger's classes at the high school sold Mr. Sticky tickets in the high school lobby on November 16 and 17. This fundraiser was organized in order to raise money to buy Christmas presents for students in need at Central and Rommelt. The high school students will go shopping on December 8 with the funds raised to purchase gifts. The students will wrap the presents and deliver them to selected students.