



**March 10, 2025**

6:00 P.M.  
High School Cafeteria

**Mr. Todd Engel**  
President  
Region III

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

**Mrs. Cathy Bachman**  
Treasurer  
Region III

**Mr. Ben Brigandi**  
Region I

**Mrs. Summer Bukeavich**  
Region II

**Mr. John Hitesman**  
Region III

**Mr. Jason Lewis**  
Region II

**Mr. Nathan Miller**  
Region I

**Mr. Jason Young**  
Region I

**Dr. Eric Briggs**  
Superintendent

**Mrs. Jamie Mowrey**  
Board Secretary

**Mr. Fred Holland**  
Solicitor

## **Agenda**

### ***Opening***

Call to Order

Student Recognition

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

### ***Discussion Items***

1. Champions Programs
2. Building Project Update
3. School Climate Survey
4. Lycoming County Reassessment Meeting

### ***Action Items***

1. Treasurer's Report
2. Approval of Bills
3. Approval of Minutes
4. Employment
5. School Calendar Day Change
6. Approve Policies
7. Proposed 2025-2026 IU #17 General Operations Budget
8. Ballot for 2025 Election of Directors to BLaST IU#17 Board

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

### **EXECUTIVE SESSION**

There will be an Executive Session AFTER the board meeting regarding negotiations and legal matters.

Adjournment

**SUPERINTENDENT'S REPORT AND RECOMMENDATIONS**  
**March 10, 2025**

**ITEMS FOR DISCUSSION**

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1. **Champions Programs** – Attachment #1

Mr. Brian Gresser from Champion KinderCare will discuss before and after school care, summer programming, and Pre-K Counts programming with the board.

2. **Building Project Update**

Dr. Briggs will update the board on the current building projects.

3. **School Climate Survey**

Dr. Briggs will review with the Board the school climate survey that will be sent to the SWASD and the surrounding community.

4. **Lycoming County Reassessment Meeting**

Lycoming County will be holding presentations throughout the county to present information on reassessment. The last county reassessment was done in 2004. Tyler Technologies will be conducting these presentations and answering questions with one of the presentations being held in the Junior/Senior High School Auditorium on Wednesday, March 26<sup>th</sup> at 6:00pm. This is open to any County resident/property owner.

**ACTION ITEMS**

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1. **Treasurer's Report** – Attachment #2

It is recommended the school board approve the February 2025 treasurer's report.

2. **Approval of Bills** – Attachment #3

It is recommended the school board approve payment of bills from the General Fund in the amount of \$1,063,181.77, Food Service Fund in the amount of \$36,731.03, Capital Reserve Fund in the amount of \$74,899.80, GO Bond 2023 in the amount of \$2,208.00, and GO Bond 2024 in the amount of \$25,448.18 as funds become available.

3. **Approval of Minutes** – Attachment #4

It is recommended the school board approve the minutes from February 10, 2025 as written.

4. **Employment**

**Resignations**

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

- Jason Wein from his Junior High Head Football Coach position effective February 16, 2025
- William Giles from his Junior High Assistant Football Coach position effective February 23, 2025

### **Substitutes**

It is recommended the school board approve the following District substitutes for the 2024-2025 school year:

**Certified Substitute:** Heather LeBourgeois

**Classified Substitute:** Johanna Hazel (Cafeteria); Shawn Miller (Custodial Substitute)

### **Athletic Coaches**

Mr. Brett Herbst, Athletic Director, is recommending school board approval for the following Athletic Coach and Volunteer for the 2025 Spring season:

**Track:** Curtis Anthony – Assistant (Throw) Coach - \$2,006; John Peters - Volunteer

### **5. School Calendar Day Change**

It is recommended the school board approve changing Tuesday, April 15, 2025 from a full student school day to a student half day in the morning and afternoon In-Service Day for staff.

### **6. Approve Policies – First and Final Readings – Attachment #5**

It is recommended the school board approve the first and final readings of the following policies: Policy No. 103 – Discrimination/Harassment Affecting Students; Policy No. 103.1 – Nondiscrimination – Qualified Students with Disabilities; Policy No. 104 – Discrimination/Harassment Affecting Staff; Policy No. 234 – Pregnant/Parenting/Married Students; Policy No. 247 – Hazing; Policy No. 249 – Bullying/Cyberbullying; Policy No. 252 – Dating Violence; and Policy No. 824 – Maintaining Professional Adult/Student Boundaries.

### **7. Proposed 2025-2026 IU#17 General Operations Budget – Attachment #6**

It is recommended school board approve the Intermediate Unit #17's 2025-2026 General Operations Budget in the amount of \$3,438,459.00. There is no assessment to the districts for the General Operations Budget. The district pays a service-based fee model which ensures the IU is developing the highest quality programs based on immediate needs of local school districts.

### **8. Approve Policy – First and Second Readings – Attachment #7**

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

**BOARD INFORMATION**  
**March 10, 2025**

**ADDITIONAL DATES – Regular Board Meetings**

March 10, 2025 – 6:00 p.m.

April 14, 2025 – 6:00 p.m.

May 5, 2025 – 6:00 p.m.

May 19, 2025 – 6:00 p.m.

June 2, 2025 – 6:00 p.m.

June 23, 2025 – 6:00 p.m.

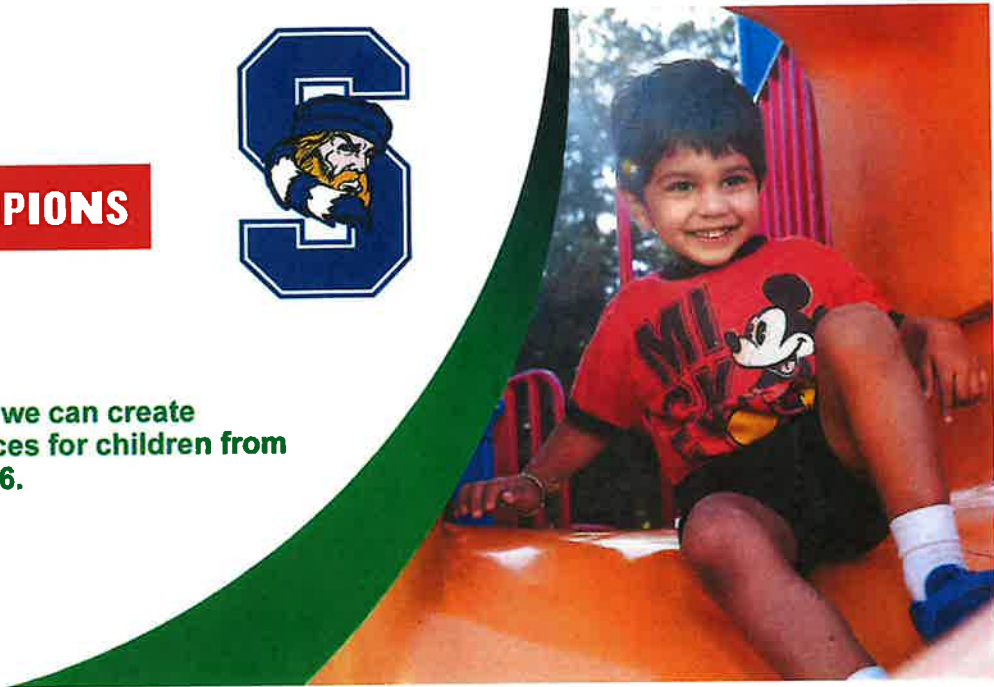
**Statement of Financial Interests Form**

Please complete the Statement of Financial Interests Form for the 2024 calendar year and return it as soon as possible to Jamie Mowrey, Board Secretary. Due date is May 1, 2025.

**CHAMPIONS**



Together we can create  
experiences for children from  
PreK to 16.



TOGETHER,  
we'll CREATE a safe space  
For your STUDENTS and  
CHILDREN  
To EXPLORE and shape  
Their WORLD



Supporting  
Families and  
Communities





**CHAMPIONS**

### Offerings

- Before- and after-school care
- Seasonal break programs
- No-school day coverage, teacher planning, in-service, and more
- Preschool, Pre-K, and extended-day kindergarten classes
- Employer-sponsored benefits for district staff

### Benefits

- On-site, turnkey, and agile extended-day programs for your entire district.
- Consistent programs across all your schools in the district.
- Seamless opening with our South Williamsport dedicated Implementation Team.
- Share our trusted network of business partners in marketing, inclusion, education, nutrition, subsidy, family support, and more



**You provide the space; we take the lead!**





# White Glove Equipment Delivery

## Creative Arts:

Area includes one cart.

Skills Learned or Developed:

- Creativity
- Self-Expression
- Problem-Solving
- Planning
- Flexibility
- Collaboration



## STEM:

Area includes one cart, Tech Track and one rug.

Skills Learned or Developed:

- Engineering
- Critical Thinking
- Spatial Reasoning
- Coding
- Digital Storytelling
- Game Design



## Games & Puzzles:

Area includes one cart.

Skills Learned or Developed:

- Collaboration
- Self-Expression
- Problem-Solving
- Planning
- Deductive Reasoning
- Flexibility



## Library:

Area contains one cart, one rug and soft seating.

Skills Learned or Developed:

- Listening
- Vocabulary
- Communication
- Comprehension
- Composition
- Fluency



Each School receives \$26K worth of material

## Teacher Resources & Storage:

Area includes two locking cabinets, 1 file cabinet, backpack storage baskets and a mini-fridge for snack food.



## Family Communication:

Area includes a mobile information board and wellness station.



✓ 10x10 space to store equipment is ideal



Play Video





## 5 Program Qualities = Happy Kids & Parents



1. We Hire Great People & Train Them!



2. Health & Safety



3. Research-Based Curriculum



4. Cognition Accreditation



5. Implementation



## Our Success Starts with Our People



- Team of Dedicated Recruiters
- Recruiting Quality Staff / Partnership with GALLUP
- Hire Local Leaders
- Retain Staff
- Wage | Benefits
- Quarterly Training Plans
- Individual Development Plans
- Mid-Year & Annual Reviews
- Company Culture

**7x**  
winner

GALLUP GREAT  
WORKPLACE  
AWARD



## Holding Ourselves to a Higher Standard

**7x**  
winner

GALLUP GREAT  
WORKPLACE  
AWARD



We're the first and only early childhood education company to be recognized for exceptionally high levels of workplace engagement by investing in our people and culture.

Proud to partner with

**harmony**  
SOCIAL & EMOTIONAL LEARNING





# HEALTH & SAFETY

## KEY COMPONENTS

### EMERGENCY PLAN



**EMERGENCY PLAN:**  
This binder helps your team and site prepare for emergencies. Keep it updated and review it with your team.



**OSHA BINDER:**  
Ensure your site meets employment regulations



**LICENSING/RESOURCE NOTEBOOK:**  
Maintains key compliance documents not included in the OSHA Binder or Emergency Plan

You can also check out the **Licensing Resource Database** for all the things you need to apply for and maintain your license!

- New Site Applications
- Staff and Child Checklists
- State Regulated Enrollment Paperwork
- State Regulations & Tips

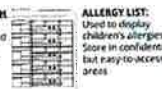


**CHILD HEAD COUNT SHEETS**  
Use this tool to support you in completing 30 minute name-to-face headcount

## CARING FOR ALLERGIES, MEDICATIONS, AND OTHER NEEDS



**MEDICATION GUIDE BOOK:**  
Training and guidance for accepting, storing, and administering medication



## MAINTAINING HEALTH & SAFETY

Be sure to check the **Site Operating Routine**, **Quick News**, and the **Field Workload Calendar** to help you stay on track with important safety routines all year long.

For additional resources, take a look at the **Safe and Clean Guide**. If you have any questions contact our **Health & Safety Team**.



Share our response and emergency plan with your client. In cases where recommendations differ, we'll always follow local or client specific guidance when it is more strict.

For guidance on how to meet children's needs not listed in our materials reach out to our **Inclusion Services Team**



## 3. Research-Based Curriculum



## Designed by Research

- **PROCESS:** active participants and leaders in their own learning
- **MINDSETS:** build confidence, foster curiosity & creates communities
- **Social Emotional Learning:** embedded each and every day

**harmony**  
SOCIAL & EMOTIONAL LEARNING



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## School-Age Curriculum

### 3 Thematic Units in our Curriculum

- Plus, Summer Camp!

### 6 Content Areas within our Curriculum

- Character Development
- Community
- Creative Expression
- Executive Function
- Inquiry-based learning
- Literacy

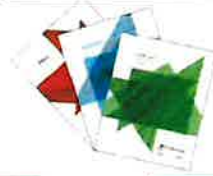
### 5 Interest Areas

- Creative Arts
- Library
- Math & Instruction
- Puzzles & Games
- STEM Track

### Additional Components

- Quality Improvement Tools (3x per year)

FALL MANUAL	WINTER MANUAL	SPRING MANUAL
Unit One: Getting to Know You	Unit Seven: Weather and Natural Disasters	Unit Fourteen: The Way to Wellness
Unit Two: Strategy Games	Unit Eight: Puppet Production	Unit Fifteen: The Art of Improv
Unit Three: Words, Words, Words	Unit Nine: Bridge-Building Basics	Unit Sixteen: Create Your Own Newspaper
Unit Four: Gross and Goopy Physiology	Unit Ten: Advertising 101	Unit Seventeen: Caring For Our Planet
Unit Five: Pop Art	Unit Eleven: Maps and More Maps	Unit Eighteen: Dollars and Cents
Unit Six: Simple Machines	Unit Twelve: American Folk Music	Unit Nineteen: Exploring the Elements of Art
	Unit Thirteen: Our Solar System	Unit Twenty: It's a Wrap



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## Sample B/A Schedule

Before School Schedule	
6:30 (open)- 8:45 a.m.	<ul style="list-style-type: none"> <li>• Student-Led Experiences (Projects and Interest Areas)</li> <li>• Fitness and Games/Indoor/Outdoor</li> <li>• Breakfast or Morning Snack</li> <li>• Homework</li> </ul>
8:45-9:15 a.m.	<ul style="list-style-type: none"> <li>• Start of Day Meeting (Meet Up/Buddy Up)</li> </ul>

Transition to After School Program	
3:30-4:00 p.m.	Welcome Activities (Meet Up/Buddy Up) and Afternoon Snack
4:00-4:50 p.m.	Rotating Curriculum <ul style="list-style-type: none"> <li>• Core School-Age</li> <li>• Diversity, Equity and Inclusion Activity</li> <li>• SEL</li> <li>• Technology Curriculum</li> <li>• Projects</li> <li>• Homework</li> </ul>
4:50-5:00 p.m.	End of Day Meeting (Reflect and Connect)
5:00-5:30 p.m.	Fitness and Group Games/Indoor/Outdoor
5:30-6:00 p.m.	(dine) Clubs, Projects, Student-Led Experiences

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## 4. Cognia Accreditation





## Quality: Continuous Improvement



Champions uses a data-informed quality improvement cycle in fall and spring

With our Quality Improvement Tool, sites are assessed on key metrics of quality in relationships, curriculum implementation, site environment, and professionalism.

Area Managers use results to inform coaching conversations and improvement planning.



### 5. Implementation



# Seamless Implementation



PARTNERSHIP  
KICKS OFF



CLIENT  
IMPLEMENTATION



ENROLLMENT



LICENSING

RECRUITING



EQUIPMENT



PROGRAM  
OPENS



South  
Williamsport  
Implementation  
Team

**Sr. Director New Site**  
Amy Harmon

Our team will ensure that your programs will open in a timely and organized way.

**Client Implementation**  
Thea Pace

Work with you to finalize all details of your programs (enrollment process, times, program space, needs of each school etc.), finalizes the contract, as well as provides marketing pieces and ongoing progress updates.

**Site Implementation**  
Staci Beese

Kicks off the work with business partners to successfully open your programs on the first day- this includes enrollment opening, billing set up, recruiting, system set-up, equipment procurement & delivery. Removing any roadblocks along the way.

**Licensing Team Lead**  
Jill Brown

Coordinates and oversees the gather and submission of the childcare for licensing packet. Monitors the progression and removes any roadblocks that may arise.

**Recruitment Team Lead**  
Jillian Prill

Wilson programs will have a dedicated recruitment team to support the local managers in hiring the site directors and teachers. They work on sourcing, applicant screening, and finalizing the hiring of our staff.

**Field Operators**  
Leah Rawleigh  
Gus Goedel

Regional Manager, Area Managers and Site Directors supporting the interviewing, program set up and marketing efforts.

# Seamless Implementation: Timeline



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## Enrollment/Communication



- Marketing collateral
- On-site marketing
- Parent portal for enrollment
- Enrollment pieces available in multiple languages
- Open Houses
- Meet the Champions Teachers Night
- Family Newsletters
- Family Communication Area at programs



## Licensing



- Dedicated team to prepare, submit, and monitor process
- 90-day process
- Need Fire Report Clearance for each school
- Program space floor plans for each school
- Year-round Licensing and Compliance Advisor for training and oversight
- Licensing Resource Notebook maintain at each program



## Recruitment



- Dedicated Recruiter
- Interview Days
- Refer-a-friend campaigns
- Opportunities for current district staff





**Our promise  
to you**

**I BUILD GREAT RELATIONSHIPS  
WITH FAMILIES**

**I RESPOND TO THE UNIQUE NEEDS &  
INTERESTS OF EVERY CHILD**

**I ANTICIPATE AND QUICKLY RESOLVE  
PARENTS' CONCERNS**

**MY TEAM WORKS TOGETHER TO MAKE  
OUR PROGRAM WARM AND WELCOMING**

**I GENUINELY CARE ABOUT EVERY CHILD  
IN MY CLASSROOM**

**AN IMPORTANT PART OF MY JOB IS TALKING  
WITH PARENTS ABOUT THEIR CHILDREN**

**CHAMPIONS**

**OUR SERVICE VALUES**

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**KINDERCARE**  
LEARNING COMPANIES™



**CHAMPIONS**

*Crème de la Crème*



**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF FEBRUARY 28, 2025**

**GENERAL FUND - Checking Account**

Book Balance January 31, 2025 7,872,816.52

**Receipts**

Earned Income Tax, less Commission	6151	370,431.52	
Real Estate Transfer Tax, less Commission	6153	7,014.34	
Interest Income	6510	23,461.25	
Boys Basketball Sales	6712	1,894.00	
Girls Basketball Sales	6713	1,055.00	
FCFP Grant	6920	9,688.44	
Attendance Fine	6990	151.57	
Basic Education Subsidy	7111	1,090,156.00	
Social Security Subsidy	7810	119,481.91	
PCCD Grant	7362	33,967.50	
PHEAA Student Teacher Stipends	7599	20,000.00	
Title I	8514	35,766.94	
Title II	8515	6,864.99	
Title IV	8517	1,564.00	
Timbering	9400	1,249.00	
Return Register Start Up Funds	Offset Expenses	1,000.00	
Reimbursement of Expenses	Offset Expenses	254.69	
Wellness Incentives	Offset Expenses	600.00	
COBRA Payments	Offset Expenses	22.62	
School Nutrition Program	Transfer to Café Fund	71,586.08	1,796,209.85

Payments Issued in February 2025 (1,619,647.95)

Book Balance February 28, 2025 8,049,378.42

**GENERAL FUND - PLGIT Investment Account**

Book Balance January 31, 2025 2,075,751.54

Interest Income 7,092.65

Book Balance February 28, 2025 2,082,844.19



**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF FEBRUARY 28, 2025**

**GENERAL FUND - TECHNOLOGY INSURANCE FUND**

Book Balance January 31, 2025	12,945.01	
Interest Income	39.72	
Checks Issued in February 2025	-	
Book Balance February 28, 2025	<u>12,984.73</u>	

**FOOD SERVICE FUND**

Book Balance January 31, 2025		594,288.65	
Receipts			
Cafeteria Deposits	15,437.25		
School Nutrition Program Funds	71,586.08		
Interest Income	<u>1,749.25</u>	88,772.58	
Payments			
Checks Issued in February 2025		<u>(84,277.66)</u>	
Book Balance February 28, 2025		<u>598,783.57</u>	

**CAPITAL RESERVE FUND**

Book Balance January 31, 2025	839,943.33	
Interest Income	2,157.40	
Checks Issued in February 2025	<u>(74,899.80)</u>	
Book Balance February 28, 2025	<u>767,200.93</u>	*

\*\$45,623 reserved for future Central Elem Playground Upgrades

**STUDENT ACTIVITIES - CLUBS**

Book Balance January 31, 2025	71,585.93	
Receipts	38,156.46	
Interest Income	262.76	
Checks Issued in February 2025	<u>(22,264.28)</u>	
Book Balance February 28, 2025	<u>87,740.87</u>	

**STUDENT ACTIVITIES - ATHLETIC BOOSTERS**

Book Balance January 31, 2025	81,438.21	
Receipts	14,726.58	
Interest Income	261.10	
Checks Issued in February 2025	<u>(8,797.09)</u>	
Book Balance February 28, 2025	<u>87,628.80</u>	

**SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT  
TREASURER'S REPORT AS OF FEBRUARY 28, 2025**

**DEBT SVC FUND - GO NOTE 2022**

Book Balance January 31, 2025	155.50
Interest Income	0.48
Checks Issued in February 2025	-
Book Balance February 28, 2025	<u>155.98</u>

**DEBT SVC FUND - GO BOND 2023**

Book Balance January 31, 2025	4,351,307.42
Interest Income	10,615.10
Checks Issued in February 2025	(353,643.75)
Book Balance February 28, 2025	<u>4,008,278.77</u>

**DEBT SVC FUND - GO BOND 2024**

Book Balance January 31, 2025	6,918,622.03
Interest Income	23,822.26
Checks Issued in February 2025	(25,448.18)
Book Balance February 28, 2025	<u>6,916,996.11</u>

# BOARD SUMMARY

## Fund: 10 - GENERAL FUND

### As of: 06/30/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>1100 REGULAR PROGRAMS</b>						
100 SALARIES	4,754,610.00	4,754,610.00	0.00	2,596,590.00	2,158,020.00	54.61
200 EMPLOYEE BENEFITS	3,199,097.00	3,199,097.00	0.00	1,970,264.95	1,228,832.05	61.59
300 PURCH PROF & TECH SVCS	16,546.00	16,546.00	0.00	55,262.44	(38,716.44)	333.99
400 PURCHASED PROPERTY SVCS	31,835.00	31,835.00	0.00	16,632.04	15,202.96	52.24
500 OTHER PURCHASED SVCS	996,953.00	996,953.00	0.00	596,521.09	400,431.91	59.83
600 SUPPLIES	163,717.00	163,717.00	0.00	137,159.08	26,557.92	83.78
700 PROPERTY	5,235.00	5,235.00	0.00	3,525.00	1,710.00	67.34
800 OTHER OBJECTS	10,688.00	10,688.00	0.00	11,795.27	(1,107.27)	110.36
<b>Totals for 1100s</b>	<b>9,178,681.00</b>	<b>9,178,681.00</b>	<b>0.00</b>	<b>5,387,749.87</b>	<b>3,790,931.13</b>	<b>58.70</b>
<b>1200 SPECIAL PROGRAMS</b>						
100 SALARIES	1,254,053.00	1,254,053.00	0.00	717,456.57	536,596.43	57.21
200 EMPLOYEE BENEFITS	797,830.00	797,830.00	0.00	490,743.67	307,086.33	61.51
300 PURCH PROF & TECH SVCS	870,564.00	870,564.00	0.00	451,232.50	419,331.50	51.83
400 PURCHASED PROPERTY SVCS	270.00	270.00	0.00	0.00	270.00	0.00
500 OTHER PURCHASED SVCS	8,117.00	8,117.00	0.00	3,249.00	4,868.00	40.03
600 SUPPLIES	19,877.00	19,877.00	0.00	14,044.33	5,832.67	70.66
700 PROPERTY	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
<b>Totals for 1200s</b>	<b>2,955,711.00</b>	<b>2,955,711.00</b>	<b>0.00</b>	<b>1,676,726.07</b>	<b>1,278,984.93</b>	<b>56.73</b>
<b>1300 VOCATIONAL EDUCATION</b>						
100 SALARIES	194,667.00	194,667.00	0.00	104,820.94	89,846.06	53.85
200 EMPLOYEE BENEFITS	134,701.00	134,701.00	0.00	80,458.97	54,242.03	59.73
300 PURCH PROF & TECH SVCS	5,000.00	5,000.00	0.00	0.00	5,000.00	0.00
400 PURCHASED PROPERTY SVCS	0.00	0.00	0.00	366.52	(366.52)	0.00
500 OTHER PURCHASED SVCS	246,120.00	246,120.00	0.00	0.00	246,120.00	0.00
600 SUPPLIES	19,492.00	19,492.00	0.00	11,658.06	7,833.94	59.81
<b>Totals for 1300s</b>	<b>599,980.00</b>	<b>599,980.00</b>	<b>0.00</b>	<b>197,304.49</b>	<b>402,675.51</b>	<b>32.89</b>

# BOARD SUMMARY

As of: 06/30/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>1400 OTHER INSTRUCTION</b>						
100 SALARIES	116,736.00	116,736.00	0.00	63,248.77	53,487.23	54.18
200 EMPLOYEE BENEFITS	53,710.00	53,710.00	0.00	27,215.93	26,494.07	50.67
300 PURCH PROF & TECH SVCS	173,793.00	173,793.00	0.00	125,417.78	48,375.22	72.17
500 OTHER PURCHASED SVCS	206,500.00	206,500.00	0.00	43,151.76	163,348.24	20.90
600 SUPPLIES	2,600.00	2,600.00	0.00	875.55	1,724.45	33.68
800 OTHER OBJECTS	1,356.00	1,356.00	0.00	2,146.95	(790.95)	158.33
<b>Totals for 1400s</b>	<b>554,695.00</b>	<b>554,695.00</b>	<b>0.00</b>	<b>262,056.74</b>	<b>292,638.26</b>	<b>47.24</b>
<b>2100 SUPPORT FOR STUDENTS</b>						
100 SALARIES	317,391.00	317,391.00	0.00	175,740.26	141,650.74	55.37
200 EMPLOYEE BENEFITS	211,492.00	211,492.00	0.00	147,002.42	64,489.58	69.51
300 PURCH PROF & TECH SVCS	15,000.00	15,000.00	0.00	7,500.00	7,500.00	50.00
500 OTHER PURCHASED SVCS	1,000.00	1,000.00	0.00	798.49	201.51	79.85
600 SUPPLIES	8,246.00	8,246.00	0.00	22,752.73	(14,506.73)	275.92
800 OTHER OBJECTS	325.00	325.00	0.00	230.00	95.00	70.77
<b>Totals for 2100s</b>	<b>553,454.00</b>	<b>553,454.00</b>	<b>0.00</b>	<b>354,023.90</b>	<b>199,430.10</b>	<b>63.97</b>
<b>2200 SUPPORT FOR INSTRUCTION</b>						
100 SALARIES	268,040.00	268,040.00	0.00	139,590.80	128,449.20	52.08
200 EMPLOYEE BENEFITS	253,902.00	253,902.00	0.00	182,996.65	70,905.35	72.07
300 PURCH PROF & TECH SVCS	265,958.00	265,958.00	0.00	227,936.88	38,021.12	85.70
400 PURCHASED PROPERTY SVCS	5,000.00	5,000.00	0.00	272.00	4,728.00	5.44
500 OTHER PURCHASED SVCS	29,879.00	29,879.00	0.00	18,229.57	11,649.43	61.01
600 SUPPLIES	47,261.00	47,261.00	0.00	35,992.25	11,268.75	76.16
700 PROPERTY	127,607.00	127,607.00	0.00	121,988.89	5,618.11	95.60
<b>Totals for 2200s</b>	<b>997,647.00</b>	<b>997,647.00</b>	<b>0.00</b>	<b>727,007.04</b>	<b>270,639.96</b>	<b>72.87</b>
<b>2300 ADMINISTRATION</b>						
100 SALARIES	702,761.00	702,761.00	0.00	449,151.28	253,609.72	63.91
200 EMPLOYEE BENEFITS	661,386.00	661,386.00	0.00	456,614.87	204,771.13	69.04

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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# BOARD SUMMARY

As of: 06/30/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
300 PURCH PROF & TECH SVCS	113,700.00	113,700.00	0.00	83,861.23	29,838.77	73.76
500 OTHER PURCHASED SVCS	21,760.00	21,760.00	0.00	13,204.57	8,555.43	60.68
600 SUPPLIES	26,409.00	26,409.00	0.00	12,643.02	13,765.98	47.87
800 OTHER OBJECTS	16,945.00	16,945.00	0.00	21,413.73	(4,468.73)	126.37
<b>Totals for 2300s</b>	<b>1,542,961.00</b>	<b>1,542,961.00</b>	<b>0.00</b>	<b>1,036,888.70</b>	<b>506,072.30</b>	<b>67.20</b>
<b>2400 PUPIL HEALTH</b>						
100 SALARIES	129,435.00	129,435.00	0.00	75,247.38	54,187.62	58.14
200 EMPLOYEE BENEFITS	114,735.00	114,735.00	0.00	79,968.92	34,766.08	69.70
300 PURCH PROF & TECH SVCS	5,100.00	5,100.00	0.00	3,580.00	1,520.00	70.20
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	746.15	(471.15)	271.33
600 SUPPLIES	7,151.00	7,151.00	0.00	3,502.22	3,648.78	48.98
<b>Totals for 2400s</b>	<b>256,999.00</b>	<b>256,999.00</b>	<b>0.00</b>	<b>163,044.67</b>	<b>93,954.33</b>	<b>63.44</b>
<b>2500 BUSINESS OFFICE</b>						
100 SALARIES	180,557.00	180,557.00	0.00	90,522.95	90,034.05	50.14
200 EMPLOYEE BENEFITS	138,554.00	138,554.00	0.00	97,185.49	41,368.51	70.14
300 PURCH PROF & TECH SVCS	23,451.00	23,451.00	0.00	15,887.19	7,563.81	67.75
400 PURCHASED PROPERTY SVCS	2,440.00	2,440.00	0.00	1,781.81	658.19	73.03
500 OTHER PURCHASED SVCS	13,500.00	13,500.00	0.00	3,406.36	10,093.64	25.23
600 SUPPLIES	3,266.00	3,266.00	0.00	1,613.43	1,652.57	49.40
<b>Totals for 2500s</b>	<b>361,768.00</b>	<b>361,768.00</b>	<b>0.00</b>	<b>210,397.23</b>	<b>151,370.77</b>	<b>58.16</b>
<b>2600 PLANT SERVICES</b>						
100 SALARIES	733,406.00	733,406.00	0.00	470,420.61	262,985.39	64.14
200 EMPLOYEE BENEFITS	614,576.00	614,576.00	0.00	427,913.09	186,662.91	69.63
400 PURCHASED PROPERTY SVCS	291,175.00	291,175.00	0.00	213,611.92	77,563.08	73.36
500 OTHER PURCHASED SVCS	125,876.00	125,876.00	0.00	121,536.75	4,339.25	96.55
600 SUPPLIES	476,839.00	476,839.00	0.00	376,910.74	99,928.26	79.04
700 PROPERTY	1,500.00	1,500.00	0.00	0.00	1,500.00	0.00

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

# BOARD SUMMARY

As of: 06/30/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
800 OTHER OBJECTS	200.00	200.00	0.00	200.00	0.00	100.00
<b>Totals for 2600s</b>	2,243,572.00	2,243,572.00	0.00	1,610,593.11	632,978.89	71.79
<b>2700 STUDENT TRANSPORTATION</b>						
100 SALARIES	25,650.00	25,650.00	0.00	9,039.38	16,610.62	35.24
200 EMPLOYEE BENEFITS	10,658.00	10,658.00	0.00	1,008.71	9,649.29	9.46
300 PURCH PROF & TECH SVCS	10,563.00	10,563.00	0.00	10,563.00	0.00	100.00
500 OTHER PURCHASED SVCS	376,550.00	376,550.00	0.00	194,524.82	182,025.18	51.66
600 SUPPLIES	75,000.00	75,000.00	0.00	36,202.76	38,797.24	48.27
<b>Totals for 2700s</b>	498,421.00	498,421.00	0.00	251,338.67	247,082.33	50.43
<b>3100 FOOD SERVICE</b>						
200 EMPLOYEE BENEFITS	0.00	0.00	0.00	43,586.85	(43,586.85)	0.00
<b>Totals for 3100s</b>	0.00	0.00	0.00	43,586.85	(43,586.85)	0.00
<b>3200 STUDENT ACTIVITIES</b>						
100 SALARIES	312,151.00	312,151.00	0.00	155,777.19	156,373.81	49.90
200 EMPLOYEE BENEFITS	134,029.00	134,029.00	0.00	53,997.30	80,031.70	40.29
300 PURCH PROF & TECH SVCS	78,682.00	78,682.00	0.00	59,869.40	18,812.60	76.09
400 PURCHASED PROPERTY SVCS	13,000.00	13,000.00	0.00	7,400.00	5,600.00	56.92
500 OTHER PURCHASED SVCS	59,923.00	59,923.00	0.00	47,057.50	12,865.50	78.53
600 SUPPLIES	54,644.00	54,644.00	0.00	43,349.77	11,294.23	79.33
800 OTHER OBJECTS	33,740.00	33,740.00	0.00	25,508.60	8,231.40	75.60
<b>Totals for 3200s</b>	686,169.00	686,169.00	0.00	392,959.76	293,209.24	57.27
<b>3300 COMMUNITY SERVICES</b>						
100 SALARIES	1,000.00	1,000.00	0.00	0.00	1,000.00	0.00
200 EMPLOYEE BENEFITS	416.00	416.00	0.00	0.00	416.00	0.00
500 OTHER PURCHASED SVCS	15,300.00	15,300.00	0.00	634.70	14,665.30	4.15
<b>Totals for 3300s</b>	16,716.00	16,716.00	0.00	634.70	16,081.30	3.80
<b>4600 4600</b>						
700 PROPERTY	0.00	0.00	0.00	32,200.00	(32,200.00)	0.00

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

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# BOARD SUMMARY

As of: 06/30/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
<b>Totals for 4600s</b>	0.00	0.00	0.00	32,200.00	(32,200.00)	0.00
<b>5100 DEBT SERVICE</b>						
800 OTHER OBJECTS	2,000.00	2,000.00	0.00	1,751.46	248.54	87.57
900 OTHER USES OF FUNDS	1,368,694.00	1,368,694.00	0.00	443,143.34	925,550.66	32.38
<b>Totals for 5100s</b>	1,370,694.00	1,370,694.00	0.00	444,894.80	925,799.20	32.46
<b>5200 FUND TRANSFERS</b>						
900 OTHER USES OF FUNDS	343,214.00	343,214.00	0.00	0.00	343,214.00	0.00
<b>Totals for 5200s</b>	343,214.00	343,214.00	0.00	0.00	343,214.00	0.00
<b>5900 BUDGETARY RESERVE</b>						
800 OTHER OBJECTS	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
<b>Totals for 5900s</b>	100,000.00	100,000.00	0.00	0.00	100,000.00	0.00
<b>Expenditure Totals</b>	22,260,682.00	22,260,682.00	0.00	12,791,406.60	9,469,275.40	57.46
<b>Fund 10 Totals</b>						
Total Expenditure	20,446,774.00	20,446,774.00	0.00	12,346,511.80	8,100,262.20	60.38
Total Other Expenditure	1,813,908.00	1,813,908.00	0.00	444,894.80	1,369,013.20	24.53
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

# BOARD SUMMARY

As of: 06/30/2025

Funding Source: All

Account Description	Original Budget	Current Budget	Outstanding Enc	Exp/Rec	Balance	% Used
Grand Totals All Funds						
Total Expenditure	20,446,774.00	20,446,774.00	0.00	12,346,511.80	8,100,262.20	60.38
Total Other Expenditure	1,813,908.00	1,813,908.00	0.00	444,894.80	1,369,013.20	24.53
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00

# Condensed Board Summary Report

Fund: 10  
From 07/01/2024 To 06/30/2025  
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	(6,251,600.00)	(6,189,816.46)	(6,189,816.46)	0.00	(61,783.54)	99.01
6112	GENERAL FUND - INTERIM REAL ESTATE TAXES	0.00	(477.12)	(477.12)	0.00	477.12	0.00
6113	GENERAL FUND - PUBLIC UTILITY REALTY	(8,000.00)	(8,806.31)	(8,806.31)	0.00	806.31	110.08
6114	GENERAL FUND - PMTS IN LIEU OF TAXES	(37,095.00)	(42,688.23)	(42,688.23)	0.00	5,593.23	115.08
6151	GENERAL FUND - EARNED INCOME TAX	(2,600,000.00)	(1,803,455.49)	(1,803,455.49)	0.00	(796,544.51)	69.36
6153	GENERAL FUND - REAL ESTATE TRANSFER	(160,000.00)	(93,925.15)	(93,925.15)	0.00	(66,074.85)	58.70
6211	GENERAL FUND - DISCOUNTS REAL ESTATE	103,362.00	104,821.18	104,821.18	0.00	(1,459.18)	101.41
6212	GENERAL FUND - DISCOUNTS INTERIM RE TAXES	0.00	0.00	0.00	0.00	0.00	0.00
6311	GENERAL FUND - PENALTIES REAL ESTATE	(29,311.00)	(20,816.41)	(20,816.41)	0.00	(8,494.59)	71.02
6312	GENERAL FUND - PENALTIES INTERIM RE	0.00	(47.71)	(47.71)	0.00	47.71	0.00
6411	GENERAL FUND - DELINQUENT REAL ESTATE	(375,000.00)	(251,109.88)	(251,109.88)	0.00	(123,890.12)	66.96
6510	GENERAL FUND - INTEREST ON INVESTMENTS	(300,000.00)	(264,499.91)	(264,499.91)	0.00	(35,500.09)	88.17
6711	GENERAL FUND - FOOTBALL SALES	(21,500.00)	(19,640.00)	(19,640.00)	0.00	(1,860.00)	91.35
6712	GENERAL FUND - BOYS BB SALES	(8,500.00)	(9,028.00)	(9,028.00)	0.00	528.00	106.21
6713	GENERAL FUND - GIRLS BB SALES	(5,000.00)	(4,673.00)	(4,673.00)	0.00	(327.00)	93.46
6714	GENERAL FUND - WRESTLING SALES	(2,000.00)	(1,435.00)	(1,435.00)	0.00	(565.00)	71.75
6724	GENERAL FUND - GIRLS VOLLEYBALL SALES	(2,000.00)	(4,522.00)	(4,522.00)	0.00	2,522.00	226.10
6832	GENERAL FUND - FEDERAL IDEA PASS THRU	(218,960.00)	(131,376.54)	(131,376.54)	0.00	(87,583.46)	60.00
6833	GENERAL FUND - FEDERAL ARP ACT IDEA PASSTHROUGH	0.00	0.00	0.00	0.00	0.00	0.00
6910	GENERAL FUND - RENTALS	(3,000.00)	0.00	0.00	0.00	(3,000.00)	0.00
6920	GENERAL FUND - PRIVATE SOURCE DONATION	(10,000.00)	(16,818.44)	(16,818.44)	0.00	6,818.44	168.18
6941	GENERAL FUND - TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6944	GENERAL FUND - TUITION FROM OTHER LEAS	(10,000.00)	0.00	0.00	0.00	(10,000.00)	0.00
6961	GENERAL FUND - TRANSPORTATION SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
6990	GENERAL FUND - MISC REVENUE	(1,000.00)	(6,568.02)	(6,568.02)	0.00	5,568.02	656.80

# Condensed Board Summary Report

Fund: 10  
From 07/01/2024 To 06/30/2025  
Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6991	GENERAL FUND - REFUNDS OF PY EXPENDITURES	0.00	0.00	0.00	0.00	0.00	0.00
6992	GENERAL FUND - ENERGY INCENTIVE REBATE	(3,000.00)	0.00	0.00	0.00	(3,000.00)	0.00
7111	GENERAL FUND - BEF FORMULA	(7,258,197.00)	(4,360,624.00)	(4,360,624.00)	0.00	(2,897,573.00)	60.08
7144	GENERAL FUND - CYBER CHARTER TRANSITION	0.00	(36,838.00)	(36,838.00)	0.00	36,838.00	0.00
7160	GENERAL FUND - SECTION 1305/1306	0.00	0.00	0.00	0.00	0.00	0.00
7271	GENERAL FUND - SPECIAL EDUCATION SUBSIDY	(1,014,203.00)	(640,288.00)	(640,288.00)	0.00	(373,915.00)	63.13
7299	GENERAL FUND - PRRI	0.00	(158.15)	(158.15)	0.00	158.15	0.00
7311	GENERAL FUND - S D Transportation	(207,382.00)	(141,150.00)	(141,150.00)	0.00	(66,232.00)	68.06
7312	GENERAL FUND - N P Transportation	0.00	0.00	0.00	0.00	0.00	0.00
7330	GENERAL FUND - HEALTH SERVICES	(20,000.00)	0.00	0.00	0.00	(20,000.00)	0.00
7332	GENERAL FUND - FEMININE HYGIENE PRODUCT FUNDING	0.00	(2,035.25)	(2,035.25)	0.00	2,035.25	0.00
7340	GENERAL FUND - PROPERTY TAX REDUCTION	(851,399.00)	(851,399.09)	(851,399.09)	0.00	0.09	100.00
7350	GENERAL FUND - SCHOOL FACILITY IMP SUBSIDIES	0.00	0.00	0.00	0.00	0.00	0.00
7360	GENERAL FUND - SAFE SCHOOLS GRANTS	(57,699.00)	0.00	0.00	0.00	(57,699.00)	0.00
7361	GENERAL FUND - SCHOOL SAFETY SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
7362	GENERAL FUND - SCHOOL MENTAL HEALTH & SAFETY AND SECURITY GRANTS	0.00	(63,676.00)	(63,676.00)	0.00	63,676.00	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)	0.00	0.00	0.00	(228,011.00)	0.00
7531	GENERAL FUND - RTL Foundation	0.00	(228,011.00)	(228,011.00)	0.00	228,011.00	0.00
7532	GENERAL FUND - RTL Adequacy	0.00	(369,172.08)	(369,172.08)	0.00	369,172.08	0.00
7599	GENERAL FUND - OTHER STATE REVENUE	0.00	(40,000.00)	(40,000.00)	0.00	40,000.00	0.00
7810	GENERAL FUND - SS & MEDICARE INCOME	(407,302.00)	(163,961.34)	(163,961.34)	0.00	(243,340.66)	40.26
7820	GENERAL FUND - RETIREMENT INCOME	(1,828,241.00)	(217,975.78)	(217,975.78)	0.00	(1,610,265.22)	11.92
8390	GENERAL FUND - RESTRICTED FED GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
8514	GENERAL FUND - TITLE I	(268,252.00)	(109,108.80)	(109,108.80)	0.00	(159,143.20)	40.67

# Condensed Board Summary Report

Fund: 10  
From 07/01/2024 To 06/30/2025  
Summarization Level: FULL FUND/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8515	GENERAL FUND - TITLE II	(34,325.00)	(16,018.31)	(16,018.31)	0.00	(18,306.69)	46.67
8517	GENERAL FUND - TITLE IV	(23,460.00)	(7,820.00)	(7,820.00)	0.00	(15,640.00)	33.33
8751	GENERAL FUND - ARP ESSER LEARNING LOSS	0.00	(15,934.83)	(15,934.83)	0.00	15,934.83	0.00
8752	GENERAL FUND - ARP ESSER SUMMER PROGRAMS	0.00	(10,345.12)	(10,345.12)	0.00	10,345.12	0.00
8753	GENERAL FUND - ARP ESSER AFTERSCHOOL PROGRAMS	0.00	(3,437.97)	(3,437.97)	0.00	3,437.97	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
9400	GENERAL FUND - SALE OF FIXED ASSETS	0.00	(46,035.28)	(46,035.28)	0.00	46,035.28	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	(22,141,075.00)	(16,042,836.21)	(16,042,836.21)	0.00	(6,098,238.79)	72.46
	Total Other Revenue	0.00	(46,035.28)	(46,035.28)	0.00	46,035.28	0.00
		(22,141,075.00)	(16,088,871.49)	(16,088,871.49)	0.00	(6,052,203.51)	

# 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	(22,141,075.00)	(16,042,836.21)	(16,042,836.21)	0.00	(6,098,238.79)	72.46
Total Other Revenue	0.00	(46,035.28)	(46,035.28)	0.00	46,035.28	0.00
	(22,141,075.00)	(16,088,871.49)	(16,088,871.49)	0.00	(6,052,203.51)	



# South Williamsport Area School District - Central Elementary School Renovations and Additions

3/5/2025

Line Item	Vendor	Act 34 Budget	District Budget	Original Contract	Approved	Current Contract	Projected	Projected	Variance to	Paid to Date	Remaining to
			A	B (Invoice Page)	C (Invoice Page)	D = B + C	E	F = D + E	G = A - F	H (Invoice Page)	I = F - H
<b>Construction Costs</b>											
Early Demolition Contract	RL Steinbacher	-	16,825	16,825	4,650	21,475	-	21,475	(4,650)	21,475	-
Purchase 421 W Mountain Ave		-	208,073	208,073	-	208,073	-	208,073	-	208,073	-
Early HVAC Equipment Purchase	Silvertip	-	985,000	985,000	(8,010)	976,990	-	976,990	8,010	976,990	-
Early Electrical Equipment Purchase	TurnKey Electric	-	302,870	302,870	(108,123)	194,747	-	194,747	108,123	194,747	-
General Construction	J.C. Orr and Sons	7,621,625	9,428,000	9,428,000	824,773	10,252,773	(279,500)	9,973,273	(545,273)	8,104,244	1,869,030
Plumbing Construction	Quality Air Mech.	1,312,545	682,100	682,100	54,207	736,307	-	736,307	(54,207)	583,018	153,289
Mechanical Construction	Silvertip	4,101,554	3,676,700	3,676,700	(168,397)	3,508,303	-	3,508,303	168,397	3,147,145	361,158
Electrical Construction	TurnKey Electric	2,596,331	1,264,914	1,264,914	62,053	1,326,967	-	1,326,967	(62,053)	1,108,734	218,232
<b>Construction Cost Subtotals</b>		<b>15,632,055</b>	<b>16,564,482</b>	<b>16,564,482</b>	<b>661,153</b>	<b>17,225,635</b>	<b>(279,500)</b>	<b>16,946,135</b>	<b>(381,653)</b>	<b>16,344,427</b>	<b>2,604,709</b>
<b>Soft Costs</b>											
Architect	McKissick Arch.	1,156,238	1,058,121	1,058,121	88,889	1,147,010	73,380	1,220,391	(162,269)	1,081,905	138,485
Extended Construction Administration	McKissick Arch.	-	-	-	37,000	37,000	-	37,000	(37,000)	-	37,000
Expected Reimbursement from Architect	McKissick Arch.	-	-	-	(12,510)	(12,510)	-	(12,510)	12,510	-	(12,510)
Preconstruction Management	SiteLogIQ	-	20,000	20,000	-	20,000	-	20,000	-	20,000	-
Project Management	SiteLogIQ	468,962	319,520	319,520	-	319,520	-	319,520	-	298,165	21,355
Testing Agency	Hillis-Carnes	65,000	90,000	90,000	-	90,000	-	90,000	-	52,616	37,384
Moveable FF&E	Various	600,732	600,732	560,560	-	560,560	40,172	600,732	-	560,560	40,172
Sanitary Disposal/Trap-In Fees/Arch. Fee	Various	103,110	100,000	100,000	(100,000)	-	-	-	100,000	-	-
Architectural Printing (incl. w/ Architect)	McKissick Arch.	30,000	-	-	-	-	-	-	-	-	-
Geotechnical Borings	LDG	23,000	23,000	23,000	-	23,000	-	23,000	-	23,000	-
Site Survey	LDG	35,000	35,000	34,100	-	34,100	-	34,100	900	34,100	-
Building Permits/Inspections	Various	101,608	101,608	12,730	-	12,730	88,878	101,608	-	13,230	88,378
Water Tap Fee	Various	175,000	175,000	175,000	(175,000)	-	-	-	175,000	-	-
Land Development Fees/Permit Costs	Various	15,000	15,000	41,962	-	41,962	15,000	15,000	-	42,935	15,000
Builders Risk and Insurance and Storage	Various	-	50,000	-	-	-	8,038	50,000	-	7,065	7,065
Construction Contingency	Various	468,962	468,962	-	(499,532)	(499,532)	675,982	176,450	292,512	-	176,450
<b>Soft Cost Subtotals</b>		<b>3,242,612</b>	<b>3,056,943</b>	<b>2,434,994</b>	<b>(661,153)</b>	<b>1,773,840</b>	<b>901,450</b>	<b>2,675,291</b>	<b>381,653</b>	<b>2,126,512</b>	<b>548,779</b>
<b>Project Totals</b>		<b>18,874,667</b>	<b>19,621,426</b>	<b>18,999,476</b>	<b>-</b>	<b>18,999,476</b>	<b>621,950</b>	<b>19,621,426</b>	<b>(0)</b>	<b>16,470,939</b>	<b>3,150,487</b>

Note: The District has received confirmation that this project will not require any fees for Sanitary or Water Tap Fee. These funds have been moved to the Construction Contingency.

Funding Summary	Grant Amount Available for Central Project	Proceeds from Debt Issuance	Interest Earned through 2/2025	Other Purposes Paid to Date thru 3/5/2025	Central Elem Paid to Date thru 3/5/2025	Current Balance Available	Earmarked for Other Projects	Balance Available for Central
ESSER II	360,117	-	-	-	360,117	-	-	-
ARP ESSER	1,819,590	-	-	-	1,819,590	-	-	-
2022 Note Fund	-	9,995,000	671,157	2,071,668	8,594,334	156	-	156
2023 Bond Fund	-	9,714,094	450,534	459,451	5,696,898	4,008,279	-	4,008,279
<b>Total Funding</b>	<b>2,179,707</b>	<b>19,709,094</b>	<b>1,121,691</b>	<b>2,531,119</b>	<b>16,470,939</b>	<b>4,008,435</b>	<b>-</b>	<b>4,008,435</b>

Surplus or (Shortfall) 857,947

Note: The District is currently showing a surplus of \$857,947 for this project. Any surplus funds at the end of this project will be moved to other District projects that fall in the scope of the allowable uses as listed in the appropriate debt documents.

# South Williamsport Area School District

## Junior Senior High School Renovations

3/5/2025

Line Item	Vendor	Original Contract A	Approved Changes B	Current Contract C = A + B	Projected Changes D	Projected Contract E = C + D	Paid to Date F (Invoice Page)	Remaining to Spend G = E - F
<b>Original GESA Project</b>								
MEP Design Services	Sitelog/Q	300,000	-	300,000	-	300,000	245,525	54,475
GESA Project	Sitelog/Q	9,551,214	-	9,551,214	-	9,551,214	3,100,980	6,450,234
Architect	McKissick	311,851	-	311,851	-	311,851	237,530	74,321
FFE/Technology/Security	Various	225,000	-	225,000	-	225,000	62,096	162,905
Builders Risk/Insurance	Various	35,000	-	35,000	-	35,000	-	35,000
Kitchen Equipment	11400 LLC	340,000	85,300	425,300	-	425,300	-	425,300
Target Reduction	Board Approved \$10.6 mill Project	(163,065)	(85,300)	(248,365)	-	(248,365)	-	(248,365)
<b>Original GESA Project Subtotals</b>		<b>10,600,000</b>	-	<b>10,600,000</b>	-	<b>10,600,000</b>	<b>3,646,130</b>	<b>6,953,870</b>
<b>Public School Facility Improvement Grant</b>								
MEP Design Services	Sitelog/Q	83,750	-	83,750	-	83,750	18,400	65,350
Extended GESA	Sitelog/Q	1,292,005	-	1,292,005	-	1,292,005	-	1,292,005
<b>Public School Facility Improvement Grant Subtotals</b>		<b>1,375,755</b>	-	<b>1,375,755</b>	-	<b>1,375,755</b>	<b>18,400</b>	<b>1,357,355</b>
<b>Project Totals</b>		<b>11,975,755</b>	-	<b>11,975,755</b>	-	<b>11,975,755</b>	<b>3,664,530</b>	<b>8,311,225</b>

Funding Summary	Amount Available for HS Project	Proceeds from Debt Issuance	Interest Earned through 2/2025	Estimated Balance Remaining from Central Project	Other Purposes Paid to Date thru 3/5/2025	Paid to Date thru 3/5/2025	Balance Remaining for HS
2022 Note Fund	93,356	-	-	-	-	93,356	-
2023 Bond Fund	366,727	-	-	To be determined	-	366,727	-
2024 Bond Fund	-	9,995,000	290,813	-	182,769	3,186,047	6,916,996
PSFI Grant	1,000,000	-	-	-	-	18,400	981,600
Food Service	340,000	-	-	-	-	-	340,000
<b>Total Funding</b>	<b>1,800,083</b>	<b>9,995,000</b>	<b>290,813</b>	-	<b>3,847,300</b>	<b>3,664,530</b>	<b>8,238,596</b>

Surplus or (Shortfall) (72,629)

Note: The District is currently showing a shortfall of \$72,629 for this project. In the project above, the District is looking at a scope reduction of \$248,365. If scope is not reduced, it will be a \$320,994 shortfall. There are expected funds to be available from the 2023 Bond Fund, pending wrap up of the Central Elementary project. There will also be additional interest earned on the 2024 bond funds that will offset this shortfall.

# South Williamsport Area School District

## Rodney K Morgans Stadium Renovations

3/5/2025

Line Item	Vendor	Original Contract A	Approved Changes B	Current Contract C = A + B	Projected Changes D	Projected Contract E = C + D	Paid to Date F (Invoice Page)	Remaining to Spend G = E - F
<b>Construction Costs</b>								
Lighting Contract	Musco	277,511	(7,151)	270,360	-	270,360	270,360	-
Turf Contract	Hummer Turfgrass	375,855	43,888	419,742	-	419,742	419,742	-
Bleacher Contract	Stadium Solutions	538,305	-	538,305	-	538,305	522,900	15,405
Scoreboard Contract	Stricker	71,950	(500)	71,450	-	71,450	71,450	-
Sound Contract	Susquehanna Valley Sound	83,552	(1,500)	82,052	-	82,052	82,052	-
Conduit for Wiring Timeclocks	Schaedler Yesco	-	1,631	1,631	-	1,631	1,631	-
<b>Construction Cost Subtotals</b>		<b>1,347,173</b>	<b>36,367</b>	<b>1,383,540</b>	-	<b>1,383,540</b>	<b>1,368,135</b>	<b>15,405</b>
<b>Soft Costs</b>								
Professional Services	ELA Group	36,443	-	36,443	-	36,443	23,495	12,947
Feasibility Study for Bldgs	Schrader Group	17,576	-	17,576	-	17,576	17,576	-
Water Tap Fee	WMWA	31,280	-	31,280	-	31,280	31,280	-
Construction Contingency	Various	73,040	(36,367)	36,673	-	36,673	-	36,673
<b>Soft Cost Subtotals</b>		<b>158,338</b>	<b>(36,367)</b>	<b>121,971</b>	-	<b>121,971</b>	<b>72,351</b>	<b>49,620</b>
<b>Outbuildings Project</b>								
Design & Construction Project	Schrader Group	71,000	-	71,000	-	71,000	-	71,000
<b>Outbuildings Project Subtotals</b>		<b>71,000</b>	-	<b>71,000</b>	-	<b>71,000</b>	-	<b>71,000</b>
<b>Project Totals</b>		<b>1,576,511</b>	-	<b>1,576,511</b>	-	<b>1,576,511</b>	<b>1,440,486</b>	<b>136,025</b>

Funding Summary	Amount Available for Project	Paid to Date thru 3/5/2025	Balance Remaining
Cap Reserve	1,525,511	1,389,486	136,025
Donation	51,000	51,000	-
<b>Total Funding</b>	<b>1,576,511</b>	<b>1,440,486</b>	<b>136,025</b>

Note: Generous donation of \$51,000 was received from Journey Bank to cover most of the cost of the scoreboard. The District funded the electronic name portion of the scoreboard.

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/06/2025 - 03/05/2025

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
0000024756	02/12/2025	ACCO BRANDS USA LLC	GENERAL SUPPLIES		130.68
0000024757	02/12/2025	CARDIO PARTNERS INC	GENERAL SUPPLIES		236.38
0000024758	02/12/2025	AMTRUST NORTH AMERICA	WORKERS COMP		4,473.00
0000024759	02/12/2025	BARR'S HARDWARE	GENERAL SUPPLIES		372.70
0000024760	02/12/2025	BLAST INTERMEDIATE UNIT 17	Proofpoint	Support Engineer	22,961.90
0000024761	02/12/2025	21st CENTURY CYBER CHARTER SCHOOL	CHARTER SCHOOL		1,086.75
0000024762	02/12/2025	CENTRAL PA TENNIS CENTER	Dues and Fees		238.00
0000024763	02/12/2025	COMMONWEALTH CHARTER ACADEMY	CHARTER SCHOOL		79,648.79
0000024764	02/12/2025	KEITH W CREMER	TECH SERVICE		129.00
0000024765	02/12/2025	DAUPHIN ELECTRIC	Rukus AP Licenses		1,591.20
0000024766	02/12/2025	JUSTICEWORKS YOUTHCARE INC	Purchase Service Tech		14,432.63
0000024767	02/12/2025	DOTTIE WHITE MERTZ	Tax Collector Bills Payment		1,012.00
0000024768	02/12/2025	MONTOURSVILLE AREA SCHOOL DIST	Bussing for Acadec		814.14
0000024769	02/12/2025	PA FBLA	FBLA Registration		2,615.00
0000024770	02/12/2025	PAFPC	Conference		550.00
0000024771	02/12/2025	PA DISTANCE LEARNING CHARTER SCHOOL	CHARTER SCHOOL		3,115.12
0000024772	02/12/2025	PA CYBER CHARTER SCHOOL	CHARTER SCHOOL		2,028.36
0000024773	02/12/2025	REANNA PERITZ	GENERAL SUPPLIES		151.82
0000024774	02/12/2025	PERMA-BOUND	BOOKS		604.02
0000024775	02/12/2025	AMY PREGENT	GENERAL SUPPLIES		620.79
0000024776	02/12/2025	RIVER ROCK ACADEMY LLC	Alternative Ed		4,680.00

\* - Non-Negotiable Disbursement + - Procurement Card Non-Negotiable # - Payable within Payment P - Prenote D - Direct Deposit C - Credit Card ^ - Virtual Payment

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SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 02/06/2025 - 03/05/2025

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
0000024777	02/12/2025	UGI ENERGY SERVICES	Natural Gas		9,560.61
0000024778	02/12/2025	UGI UTILITIES INC.	Gas		10,144.01
0000024779	02/12/2025	UNITED CONCORDIA COMPANIES INC	Dental		230.00
0000024780	02/12/2025	UPMC PRESBYTERIAN SHADYSIDE	Athletic Trainer		900.00
0000024781	02/12/2025	VERIZON WIRELESS	Wireless		214.55
0000024782	02/12/2025	WM CORPORATE SERVICES INC	Disposal Service		3,650.90
0000024783	02/12/2025	W. F. WELLIEVER & SONS	GENERAL SUPPLIES		741.78
0000024784	02/12/2025	TRACY WRIGHT	Conference		779.75
0000024785	02/20/2025	ALBRIGHT STUDIO PHOTOGRAPHY	GENERAL SUPPLIES		990.00
0000024786	02/20/2025	AMERICHEM INTERNATIONAL INC	GENERAL SUPPLIES		542.75
0000024787	02/20/2025	ATHLETIC ACCOUNT IMPREST FUND	GAME OFFICIALS		3,168.00
0000024788	02/20/2025	ELAN FINANCIAL SERVICES	Dues and Fees	GENERAL SUPPLIES	9,185.45
0000024789	02/20/2025	COMPU-GEN TECHNOLOGIES INC	TECH SERVICE		1,192.00
0000024790	02/20/2025	ELIZABETH STEPPE	GENERAL SUPPLIES		135.27
0000024791	02/20/2025	EAGLE JANITORIAL SUPPLY CO.	GENERAL SUPPLIES		45.33
0000024792	02/20/2025	J C EHRLICH	Repairs & Maintenance		191.63
0000024793	02/20/2025	GRAND RENTAL STATION	Repairs & Maintenance		104.00
0000024794	02/20/2025	MACGILL	GENERAL SUPPLIES		88.73
0000024795	02/20/2025	PAAD	Academic Decathlon		500.00
0000024796	02/20/2025	J. W. PEPPER & SON INC	GENERAL SUPPLIES		394.47
0000024797	02/20/2025	PITNEY BOWES GLOBAL FIN SERVICES	Repairs & Maintenance		209.73

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 02/06/2025 - 03/05/2025

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
0000024798	02/20/2025	PMEA DISTRICT 8	Region IV Band		420.00
0000024799	02/20/2025	NICHOLAS POLINI	GENERAL SUPPLIES		900.00
0000024800	02/20/2025	PPL ELECTRIC UTILITIES	Electricity		25,887.85
0000024801	02/20/2025	PAYROLL FUND	GROSS 2-21-25	ER RETIRE 2-21-25	503,096.01
0000024802	02/20/2025	ROBYN RUMMINGS	Choral Festival		125.07
0000024803	02/20/2025	LAURA SCHRECKENGAST	Music Lessons		887.50
0000024804	02/20/2025	SILVERTIP INC	Repairs & Maintenance		712.16
0000024805	02/20/2025	WAYNESBORO SCHOOL DISTRICT	Alternative Ed		4,670.00
0000024806	02/20/2025	DWIGHT WOODLEY	TRAVEL		588.04
0000024807	02/20/2025	VAIL RESORTS INC	STUDENT ACTIVITY BUSSING	TRAVEL	2,384.28
0000024808	02/27/2025	APR SUPPLY CO	GENERAL SUPPLIES		68.72
0000024809	02/27/2025	BSN SPORTS LLC	GENERAL SUPPLIES		1,005.00
0000024810	02/27/2025	CM REGENT LLC	Life Insurance Premiums		784.31
0000024811	02/27/2025	MATTHEW R EISLEY	GENERAL SUPPLIES		151.59
0000024812	02/27/2025	HEATHER LEBOURGEOIS	PHEAA Student Teacher Stipends		10,000.00
0000024813	02/27/2025	MADISON NATIONAL LIFE INSURANCE CO INC	Long Term Disability Insurance		1,026.90
0000024814	02/27/2025	YVONNE MARKLE	GENERAL SUPPLIES		37.53
0000024815	02/27/2025	MEIER SUPPLY CO INC	GENERAL SUPPLIES		51.34
0000024816	02/27/2025	MCNERNEY PAGE VANDERLIN & HALL	Professional Services		1,753.75
0000024817	02/27/2025	J. W. PEPPER & SON INC	GENERAL SUPPLIES		182.49
0000024818	02/27/2025	PERMA-BOUND	BOOKS		15.58
0000024819	02/27/2025	PMEA DISTRICT 8	District 8 Chorus Fest		200.00



# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 02/06/2025 - 03/05/2025

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
0000024820	02/27/2025	REACH CYBER CHARTER SCHOOL	CHARTER SCHOOL		4,201.86
0000024821	02/27/2025	SCHAEGLER YESCO DISTRIBUTION	GENERAL SUPPLIES		274.62
0000024822	02/27/2025	MELANIE B ROJAS	GENERAL SUPPLIES		64.61
0000024823	02/27/2025	CORA STACKHOUSE	PHEAA Student Teacher Stipends		10,000.00
0000024824	02/27/2025	UPMC	Athletic Trainer	Therapy Services	11,953.13
0000024825	02/27/2025	VERIZON	Telephone Service		203.65
0000024826	02/27/2025	WASTEWATER LOGISTICS	Repairs & Maintenance		100.00
0000024827	02/27/2025	WEBB WEEKLY	Advertising		142.50
0000024828	02/27/2025	WMWA	Water		1,582.38
0000024829	02/27/2025	RAKOSKI AUTOMOTIVE	GENERAL SUPPLIES		133.85
0000024830	02/27/2025	RIVER ROCK ACADEMY LLC	Alternative Ed		6,394.50
* 000E252498	02/10/2025	PSERS	Employer POS		91.85
* 000E252499	02/25/2025	WEX HEALTH INC	HSA Fee for Jan 2025		233.75
* 000E252502	02/12/2025	UNITED CONCORDIA COMPANIES INC	Dental		780.98
* 000E252503	02/28/2025	PSERS	Employer POS		3,385.81
* 000E252504	02/28/2025	PSERS	Employer POS		23.30
* 000E252505	02/28/2025	PSERS	Employer POS		8,520.86
* 000E252506	02/28/2025	PSERS	Employer POS		227.82
* 000E252507	02/28/2025	PSERS	Employer POS		209.93
* 000E252508	02/28/2025	PSERS	Employer POS		60.59
* 000E252509	02/17/2025	UNITED CONCORDIA COMPANIES INC	Dental Claims		1,492.52

\* - Non-Negotiable Disbursement    + - Procurement Card Non-Negotiable    # - Payable within Payment    P - Prenote    D - Direct Deposit    C - Credit Card    ^ - Virtual Payment

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 02/06/2025 - 03/05/2025

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
* 000E252510	02/28/2025	LYCOMING COUNTY INSURANCE CONSORTIUM	Feb 25 Health Insurance Premiums		201,112.72
* 000E252511	02/28/2025	WOODLANDS BANK	Wire Transfer Fee		25.00
* 000E252512	02/27/2025	CAFETERIA FUND	Jan 25 Meal Claims Subsidy		71,586.08
* 000E252513	02/24/2025	UNITED CONCORDIA COMPANIES INC	Dental Claims		970.10
10 - GENERAL FUND					1,063,181.77
Grand Total All Funds					1,063,181.77
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					288,721.31
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					774,460.46
Grand Total Virtual Payments					0.00
Grand Total All Payments					1,063,181.77



# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CF - CAFETERIA FUND Payment Dates: 02/06/2025 - 03/05/2025

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
0000006397	02/20/2025	ELAN FINANCIAL SERVICES	General Supplies		109.45
0000006398	02/20/2025	NUTRITION INC	Nutrition Sales		17,945.75
0000006399	02/20/2025	PAYROLL FUND	GROSS 2-21-25	ER RETIRE 2-21-25	13,701.37
* CF20250228	02/28/2025	PSERS	PSERS		4,974.46
50 - FOOD SERVICE FUND					36,731.03
Grand Total All Funds					36,731.03
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					4,974.46
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					31,756.57
Grand Total Virtual Payments					0.00
Grand Total All Payments					36,731.03

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: CR - CAPITAL RESERVE Payment Dates: 02/06/2025 - 03/05/2025

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
0000001505	02/12/2025	LARSON DESIGN GROUP	Central Geotech & Survey		1,500.00
0000001506	02/27/2025	ELA GROUP INC	Stadium/Track/Fields		5,313.25
0000001507	02/27/2025	STADIUM SOLUTIONS INC	Bleacher Improvements		68,086.55
22 - CAPITAL RESERVE FUND					74,899.80
Grand Total All Funds					74,899.80
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					74,899.80
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 Virtual Payments					0.00
Grand Total All Payments					74,899.80

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GO23 - GO BOND 2023    Payment Dates: 02/06/2025 - 03/05/2025

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
0000001045	02/12/2025	CUMBERLAND ANALYTICAL ASSOC	Central Elem Project		670.00
0000001046	02/12/2025	HILLIS-CARNES ENGINEERING ASSOC INC	Central Elem Project		565.00
0000001047	02/12/2025	FULMER'S STORAGE TRAILERS INC	Central Elem Project Material Storage		973.00
41 - DEBT SERVICE FUND					2,208.00
Grand Total All Funds					2,208.00
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					2,208.00
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 Virtual Payments					0.00
Grand Total All Payments					2,208.00

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GO24 - GO BOND 2024    Payment Dates: 02/06/2025 - 03/05/2025

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	02/12/2025	MCKISSICK ARCHITECTS	High School Project		4,349.68
0000001011	02/12/2025	SUSQUEHANNA VALLEY SOUND	High School Project		21,098.50
41 - DEBT SERVICE FUND					25,448.18
Grand Total All Funds					25,448.18
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					25,448.18
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					0.00
Grand Total Virtual Payments					0.00
Grand Total All Payments					25,448.18

Regular Meeting

SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT    Official Record

February 10, 2025

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

The meeting opened with a Moment of Silence and Pledge to the Flag led by students that qualified for District Band and Chorus.

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

Others Present: Kimberly Bollinger – High School Assistant Principal, Maria Pierce – Rommelt Elementary Principal/Director of Student Services, Dyan Frame – Central Elementary Principal, Bill Reifsnnyder – Director of Buildings and Grounds, Eric Briggs – Superintendent, Jamie Mowrey – Business Manager, and Fred Holland – Solicitor.

Visitors: Jess Watson, Matt Courter, Andy Brown, and Richard Knecht.

## **DISCUSSION ITEMS**

### **MID-YEAR SCHOOL DISTRICT REVIEW**

Dr. Briggs, Superintendent, presented his mid-year school district review. He covered the District's performance based on the Future Ready PA Index, the Pennsylvania Firefly Student Progress Indicators, Acadience Reading Data for grades K-6, information about teachers graduating from universities, progress with Nittany Learning Services, and State and Federal education updates.

### **BUILDING PROJECT UPDATE**

Dr. Briggs, Superintendent, provided a building project update. At Central Elementary, the basketball hoops are on site waiting for installation, the final phase is projected to be complete by the end of April 2025, and punch lists have been completed for the entire project except for the final phase. At the Football field, the grandstand work is complete, the design phase of the concession stands is progressing, and a dye test could not be complete as the grease trap was frozen. At the High School, the former library space should be complete in early March, bathroom work is ongoing, classrooms are being constructed, and work is progressing on the nurse and guidance suites. For the Soccer/Track Complex, the No Rise Certification was approved at the prior board meeting and work is occurring with the South Williamsport Borough on an agreement for using the space at the park.

### **2025 ELECTION**

There will be five School Director positions on the primary ballot on May 20, 2025. Those positions are two 4-year terms for Region 1, one 4-year term for Region 2, one 2-year term for Region 2, and one 4-year term for Region 3. The dates for circulating Nomination Petitions to appear on the primary ballot are February 18, 2025 – March 11, 2025.

## **ACTION ITEMS**

### **TREASURER'S REPORT**

A motion to approve the January 2025 treasurer's report was moved by Brigandi, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-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 \$908,875.44, Food Service Fund in the amount of \$9,537.52, Capital Reserve Fund in the amount of \$788.75, and GO Bond 2024 in the amount of \$1,916,940.00 was moved by Hitesman, seconded by Brigandi. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

## **MINUTES**

A motion to approve the minutes of January 27, 2025 as written was moved by Miller, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

## **AGREEMENT WITH KEYSTONE/RED ROCK JOB CORPS**

A motion to approve the Agreement with Keystone/Red Rock Job Corps to provide placement for students who are on the verge of dropping out to provide a second chance to earn a diploma while learning a trade was moved by Brigandi, seconded by Bukeavich. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

## **COMPREHENSIVE PLAN**

A motion to approve the District Comprehensive Plan in effect for the 2025-2028 years was moved by Rupert, seconded by Miller. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

## **ERATE CATEGORY 2 FUNDING**

A motion to approve the eRate Contract bids for the District's network equipment at a cost of \$16,855.95, with \$13,484.76 reimbursed by the eRate Program and \$3,371.19 from District funds was moved by Hitesman, seconded by Bachman. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

## **OVERNIGHT FIELD TRIP REQUESTS**

A motion to approve the following overnight field trip requests was moved by Miller, seconded by Engel.

- Jessica Kaledas' overnight request to take two high school band students to Warwick High School on February 20-22, 2025 for a District Orchestra performance
- Amy Vance's overnight request to take 11 FCCLA students to Seven Springs Resort in Champion, PA on March 30-April 2, 2025 for the State Leadership Conference.
- John Peters' overnight request to take five FBLA students to Hershey Giant Center on April 6-8, 2025 for the State Leadership Conference.

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

## **MEMORANDUM OF UNDERSTANDING WITH WILLIAMSPORT AREA SCHOOL DISTRICT**

A motion to approve the Memorandum of Understanding with Williamsport Area School District for the Career and Technical Education programs effective for school years 2025-2026 through 2029-2030 was moved by Hitesman, seconded by Bukeavich. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

## **EMPLOYMENT – SPRING MUSICAL**

A motion to approve Jared Whitford as Director of the Spring 2025 school musical at a stipend of \$2,500 was moved by Brigandi, seconded by Bukeavich. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

## **EMPLOYMENT – SUBSTITUTE & EVENT SECURITY**

A motion to approve Kathleen Miller as a certified substitute and Isaac Bragunier as event security for the remainder of the 2024-2025 school year was moved by Miller, seconded by Brigandi. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

## **EMPLOYMENT - COACHES**

A motion to approve the following coaches was moved by Miller, seconded by Bachman.

- Baseball: Joe Engel, Steve Sennett, and Casey Waller as volunteers.
- Boys Tennis: Theresa Summerson as Assistant Coach at \$2,902.
- Softball: Cory Goodman as Assistant Coach at \$2,856 and Alexis Schuler as a volunteer.

- Track: Matt Deblander as 1<sup>st</sup> Assistant Coach at \$3,538, Dave Weaver as Assistant Coach at \$2,278; Curtis Anthony, Kerry Taylor, and Jonah White as volunteers.
- Boys Junior High Soccer: Chris Vanaskie as Head Coach at \$2,660 and Alex Morrow as Assistant Coach at \$2,006.
- Girls Junior High Soccer: Jane House as Head Coach at \$2,660, Marc Lovecchio as Assistant Coach at \$2,278, and Tracy Knoebel as a volunteer.
- Game Worker/Manager: Chris Lusk.

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

#### **2025-2026 SCHOOL DISTRICT CALENDAR – SECOND READING**

A motion to approve the second reading of the 2025-2026 school district calendar was moved by Rupert, seconded by Bukeavich. Roll call: Bachman-yes, Brigandi-yes, Bukeavich-yes, Engel-yes, Hitesman-yes, Lewis-yes, Miller-yes, and Rupert-yes; motion carried.

#### **EXECUTIVE SESSION**

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

A motion to adjourn the meeting was made by Miller, seconded by Bachman. All members present voting yes, the meeting was adjourned at 6:52 PM.

Attest

Jamie Mowrey  
Board Secretary



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Harassment Affecting Students
Code	103
Status	First Reading

### **Authority**

The Board declares it to be the policy of this district to provide an equal opportunity for all students to achieve their maximum potential through the programs and activities offered in the schools without discrimination on the basis of race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability.[1][2][3][4][5][6][7][8][9][10][11][12][13][14][15][16][17][18]

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the **Office** for Civil Rights of the U.S. Department of Education, or both.

The district is committed to the maintenance of a safe, positive learning environment for all students that is free from discrimination by providing all students **admission**, course offerings, counseling, assistance, services, employment, athletics and extracurricular activities without any form of discrimination, including Title IX sexual harassment. Discrimination is inconsistent with the rights of students and the educational and programmatic goals of the district and is prohibited at, or in the course of, district-sponsored programs or activities, including transportation to or from school or school-sponsored activities.

Violations of this policy, including acts of retaliation as described in this policy, or knowingly providing false information, may result in disciplinary consequences under applicable Board policy and procedures.[19][20][21][22]

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**



The Board encourages students and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal, even if some elements of the related incident took place or originated away from school grounds, school activities or school conveyances. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

The student's parents/guardians or any other person with knowledge of conduct that may violate this policy is encouraged to immediately report the matter to the building principal.

A school employee who suspects or is notified that a student **may have** been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the building principal, as well as properly making any mandatory **law enforcement** or child protective services reports required by law.[23][24]

If the building principal is the subject of a complaint, the student, third party or a reporting employee shall report the incident directly to the Title IX Coordinator.

The complainant or the individual making the report may use the **designated district report form** attached to this policy for purposes of reporting an incident or incidents in writing; however, **oral** reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported circumstances are most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported circumstances meet the definition of Title IX sexual harassment and are most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

#### Disciplinary Procedures When Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

When an emergency removal, as described in Attachment 3, is warranted to address an immediate threat to the physical health or safety of an individual, and it is not feasible to continue educational services remotely or in an alternative setting, the normal procedures for suspension and expulsion shall be conducted to accomplish the removal, including specific provisions to address a student with a disability where applicable.[19][21][25][26]

When an emergency removal is not required, disciplinary sanctions shall be considered in the course of the Title IX grievance process for formal complaints. Following the issuance of the written determination and any applicable appeal, any disciplinary action specified in the written determination or appeal decision shall be implemented in accordance with the normal procedures for suspensions, expulsions or other disciplinary actions, including specific provisions to address a student with a disability where applicable.[19][20][21][25]

### Discipline/Placement of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary or placement requirements established by state law and Board policy.[27][28]

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, this policy, the attachments and the district's legal and investigative obligations.[29][30][31][32][33]

### Retaliation

The Board prohibits retaliation by the district or any other person against any person for:[32]

1. Reporting or making a formal complaint of any form of discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if retaliation is believed to have occurred.

### Definitions

**Complainant** shall mean an individual who is alleged to be the victim.

**Pregnancy – the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.**[34]

**Race includes all of the following:**[34][35]

1. **Ancestry, national origin or ethnic characteristics.**
2. **Interracial marriage or association.**
3. **Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.**
4. **Hispanic ancestry, national origin or ethnic characteristics.**
5. **Persons of any other national origin or ancestry as specified by a complainant or in a complaint.**

**Religious creed includes all aspects of religious observance, practice or belief.**[36]

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

### Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related performance when such conduct is:

1. Sufficiently severe, persistent or pervasive; and
2. A reasonable person in the complainant's position would find that it creates an intimidating, threatening or abusive educational environment such that it deprives or adversely interferes with or limits an individual or group of the ability to participate in or benefit from the services, activities or opportunities offered by a school.

#### Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[31\]](#)[\[37\]](#)

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[37\]](#)

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. **Supportive measures** may include, but are not limited to:[\[37\]](#)

1. Counseling.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work or housing locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.

11. Assistance from community health resources including counseling resources.

**Supportive measures** may also include assessments or evaluations to determine eligibility for special education or related services, or the need to review an Individualized Education Program (IEP) or Section 504 Service Agreement based on a student's behavior. This could include, but is not limited to, a manifestation determination or functional behavioral assessment (FBA), in accordance with applicable law, regulations or Board policy. **The Title IX Coordinator shall consult with the Director of Special Education in the implementation of supportive measures for students with an IEP or Section 504 Service Agreement.**[18][19][25][26][38]

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following:[37]

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors:[39]
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.
  - b. **Domestic violence** includes felony or misdemeanor **crimes committed** by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.[39]
  - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.[40]
  - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either:[39]
    - i. Fear for their safety or the safety of others.
    - ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district

exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus. [\[30\]](#)[\[31\]](#)[\[37\]](#)

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [\[41\]](#).

*[The district may choose the same or different individuals to fulfill the roles of Compliance Officer and Title IX Coordinator. If designating one (1) individual to fulfill both responsibilities, select the first option and enter the appropriate position title. If designating two (2) individuals to fulfill the separate responsibilities, select the second option and enter the appropriate position titles.]*

**{X} The District Superintendent** as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: **515 West Central Avenue Williamsport PA 17702**

Email: [swasd@swasd.org](mailto:swasd@swasd.org)

Phone Number: 570-327-1581

**{ }** \_\_\_\_\_ as the district's Compliance Officer and  
\_\_\_\_\_ as the district's Title IX Coordinator.

The Compliance Officer can be contacted at:

Address:

Email:

Phone Number:

The Title IX Coordinator can be contacted at:

Address:

Email:

Phone Number:

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Curriculum and Materials - Review of curriculum guides, textbooks and supplemental materials for discriminatory bias.
2. Training - Provide training for students and staff to prevent, identify and alleviate **conduct which may constitute discrimination**.
3. Resources - Maintain and provide information to staff on resources available to complainants in addition to the school complaint procedure or Title IX procedures, such as making reports to **law enforcement**, and available supportive measures such as assistance from domestic violence or rape crisis programs and community health resources

including counseling resources.

4. Student Access - Review of programs, activities and practices to ensure that all students have equal access and are not segregated except when permissible by law or regulation.
5. District Support - Assure that like aspects of the school programs and activities receive like support as to staffing and compensation, facilities, equipment, and related areas.[42]
6. Student Evaluation - Review of assessments, procedures, and guidance and counseling materials for stereotyping and discrimination.
7. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

### **Guidelines**

#### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

#### **Disciplinary Consequences**

A student who is determined to be responsible for a violation of this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include but is not limited to:[19][20][21]

1. {X} Loss of school privileges.



2. {X} Permanent transfer to another school building, classroom or school bus.
3. {X} Exclusion from school-sponsored activities.
4. {X} Detention.
5. {X} Suspension.
6. {X} Expulsion.
7. {X} Referral to law enforcement officials.

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[22][43]

#### Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

#### Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

#### **PSBA Revision 2/25 © 2025 PSBA**

#### Legal

- [1. 22 PA Code 12.1](#)
- [2. 22 PA Code 12.4](#)
- [3. 22 PA Code 15.1 et seq](#)
- [4. 22 PA Code 4.4](#)
- [5. 24 P.S. 1301](#)
- [6. 24 P.S. 1310](#)
- [7. 24 P.S. 1601-C et seq](#)
- [8. 24 P.S. 5004](#)
- [9. 43 P.S. 951 et seq](#)
- [10. 16 PA Code 41.201 et seq](#)
- [11. 20 U.S.C. 1681 et seq](#)
- [12. 34 CFR Part 106](#)
- [13. 29 U.S.C. 794](#)
- [14. 42 U.S.C. 12101 et seq](#)
- [15. 42 U.S.C. 1981 et seq](#)
- [16. 42 U.S.C. 2000d et seq](#)
- [17. U.S. Const. Amend. XIV, Equal Protection Clause](#)

18. Pol. 103.1
19. Pol. 113.1
20. Pol. 218
21. Pol. 233
22. Pol. 317
23. Pol. 806
24. Pol. 805.1
25. Pol. 113.2
26. Pol. 113.3
27. Pol. 218.3
- [28. 24 P.S. 1318.1](#)
- [29. 20 U.S.C. 1232g](#)
- [30. 34 CFR 106.44](#)
- [31. 34 CFR 106.45](#)
- [32. 34 CFR 106.71](#)
- [33. 34 CFR Part 99](#)
- [34. 16 PA Code 41.204](#)
- [35. 16 PA Code 41.207](#)
- [36. 16 PA Code 41.205](#)
- [37. 34 CFR 106.30](#)
38. Pol. 113
- [39. 34 U.S.C. 12291](#)
- [40. 20 U.S.C. 1092](#)
- [41. 34 CFR 106.8](#)
42. Pol. 150
43. Pol. 317.1
- [18 Pa. C.S.A. 2709](#)
- [20 U.S.C. 1400 et seq](#)
- [28 CFR Part 41](#)
- [28 CFR Part 35](#)
- [34 CFR Part 100](#)
- [34 CFR Part 104](#)
- [34 CFR Part 110](#)
- [U.S. Const. Amend. I](#)
- Davis v. Monroe County Board of Education, 526 U.S. 629 (1999)
- Franklin v. Gwinnett County Public Schools, 503 U.S. 60 (1992)
- Gebser v. Lago Vista Independent School District, 524 U.S. 274 (1998)
- [Office for Civil Rights - Resources for Addressing Racial Harassment](#)
- Office for Civil Rights - Fact Sheet: Harassment Based on Race, Color, or National Origin on School Campuses (July 2024)



Pol. 122

Pol. 123

Pol. 138

Pol. 216

Pol. 220

Pol. 247

Pol. 249

Pol. 251

Pol. 252

Pol. 320

Pol. 324

Pol. 701

Pol. 800

Pol. 801

Pol. 815

[103-Attach 1 Report Form.pdf \(421 KB\)](#)

[103-Attach 2 Discrimination.docx \(49 KB\)](#)

[103-Attach 3 Title IX.docx \(85 KB\)](#)

[103-Attach 4 Parental Objection to Participation Letter.docx \(30 KB\)](#)



Book	Policy Manual
Section	100 Programs
Title	Nondiscrimination - Qualified Students With Disabilities
Code	103.1
Status	First Reading

### **Authority**

The Board declares it to be the policy of this district to provide all district programs and practices free from discrimination against all qualified students with disabilities. The Board recognizes its responsibility to provide academic and nonacademic services and programs equally to students with and without disabilities.[1][2][3][4][5][6][7][8][9][10]

The district shall provide to each qualified student with a disability enrolled in the district, without cost to the student or parent/guardian, a free and appropriate public education (FAPE). This includes provision of education and related aids, services or accommodations which are needed to afford each qualified student with a disability equal opportunity to participate in and obtain the benefits from educational programs and extracurricular activities without discrimination, to the same extent as each student without a disability, consistent with federal and state laws and regulations.

The Board encourages students and parents/guardians who believe they have been subjected to discrimination or harassment to promptly report such incidents to designated employees, in accordance with Board policy.[10]

The Board directs that complaints of discrimination or harassment shall be investigated promptly, and corrective or preventative action be taken for substantiated allegations.

### **Confidentiality**

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be maintained, consistent with the district's legal and investigative obligations.

### **Retaliation**

The district and its employees are prohibited from intimidating, threatening, coercing, discriminating or retaliating against any individual for the purpose of interfering with any right or privilege secured by this policy.

### **Definitions**

**Qualified student with a disability** - a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[11][12]

**Section 504 Team** - a group of individuals who are knowledgeable about the student, the meaning of the evaluation data and the placement options for the student. This could include, as appropriate, documentation or input from classroom teachers, counselors, psychologists, school nurses, outside care providers and the student's parents/guardians.[4][9]

**Section 504 Service Agreement (Service Agreement)** - an individualized plan for a qualified student with a disability which sets forth the specific related aids, services or accommodations needed by the student, which shall be implemented in school, in transit to and from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services and extracurricular activities.[13]

**Disability harassment** - intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services or opportunities in the school's educational programs, nonacademic services or extracurricular activities.[10]

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable law and regulations, the Board designates the[14]

{ } Superintendent

{ } Assistant Superintendent

☒ {X} **Supervisor of Special Education**(other, specify)

as the district's Section 504 Coordinator.

In addition, each school within the district shall have a Section 504 building administrator.

The district shall publish and disseminate this policy and complaint procedure on or before the first day of each school year by posting it on the district's website and in the student handbook. The district shall notify parents/guardians of students residing in the district of the district's responsibilities under applicable law and regulations, and that the district does not discriminate against qualified individuals with disabilities.[15][16]

### **Guidelines**

#### **Identification and Evaluation**

The district shall conduct an annual child find campaign to locate and identify every district student with a disability thought to be eligible for Section 504 services and protections. The district may combine this search with the district's Individuals with Disabilities Education Act (IDEA) child find efforts, in order to not duplicate efforts.[16][17]

If a parent/guardian or the district has reason to believe that a student should be identified as a qualified student with a disability, should no longer be identified as a qualified student with a disability or requires a change in or modification of the student's current Service Agreement, the parent/guardian or the district shall provide the other party with written notice.[18][19][20]

The district shall establish standards and procedures for initial evaluations and periodic re-evaluations of students who need or are believed to need related services because of a disability.  
[20]

The district shall specifically identify the procedures and types of tests used to evaluate a student and provide the parent/guardian the opportunity to give or withhold consent to the proposed evaluation(s) in writing.[20]

The district shall establish procedures for evaluation and placement that assure tests and other evaluation materials:

1. Have been validated and are administered by trained personnel.
2. Are tailored to assess educational need and are not based solely on IQ scores.
3. Reflect aptitude or achievement or anything else the tests purport to measure and do not reflect the student's impaired sensory, manual or speaking skills (except where those skills are what is being measured).

### Service Agreement

If a student is determined to be a qualified student with a disability, the district shall develop a written Service Agreement for the delivery of all appropriate aids, services or accommodations necessary to provide the student with FAPE.[13]

The district shall not implement a Service Agreement until the written agreement is executed by a representative of the district and a parent/guardian.[13]

The district shall not modify or terminate a student's current Service Agreement without the parent's/guardian's written consent.[18]

### Educational Programs/Nonacademic Services/Extracurricular Activities

The district shall educate a qualified student with a disability with students who are not disabled to the maximum extent appropriate to the needs of the student with a disability. A qualified student with a disability shall be removed from the regular educational environment only when the district determines that educating the student in the regular educational environment with the use of related aids, services or accommodations cannot be achieved satisfactorily. Placement in a setting other than the regular educational environment shall take into account the proximity of the alternative setting to the student's home.[21][22]

The district shall not discriminate against any qualified student with a disability in its provision of nonacademic services and extracurricular activities, including but not limited to, counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs, and referrals to agencies which provide assistance to individuals with disabilities.[21][22][23][24][25][26][27]

### Parental Involvement

Parents/Guardians have the right to inspect and review all relevant school records of the student, meet with the appropriate school officials to discuss any and all issues relevant to the evaluation and accommodations of their child and give or withhold their written consent to the evaluation and/or the provision of services.[13][19][20][28]

### Confidentiality of Student Records

All personally identifiable information regarding a qualified student with a disability shall be treated as confidential and disclosed only as permitted by the Family Educational Rights and Privacy Act (FERPA) and its implementing regulations, state regulations and Board policy.[29][30][31][32]

### Discipline



When necessary, the district shall discipline qualified students with disabilities in accordance with state and federal laws and regulations and Board policies.[33][34]

### Referral to Law Enforcement and Reporting Requirements

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[35][36][37]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity by a qualified student with a disability, including a student for whom an evaluation is pending, to the law enforcement agency that has jurisdiction over the school's property, in accordance with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies. The Superintendent or designee shall respond in a manner that is consistent with the student's Service Agreement and Behavior Support Plan, if applicable.[11][13][21][31][33][35][38][39][40][41][42][43][44][45][46][47][48]

In making a determination of whether to notify the law enforcement agency of a discretionary incident committed by a qualified student with a disability, including a student for whom an evaluation is pending, the Superintendent or designee shall use the same criteria used for students who do not have a disability.[10][40][48][49]

For a qualified student with a disability who does not have a Behavior Support Plan as part of the student's Service Agreement, subsequent to notification to law enforcement, the district, in consultation with the student's parent/guardian, shall consider whether a Behavior Support Plan should be developed as part of the Service Agreement to address the student's behavior.[13][41]

In accordance with state law, the Superintendent shall annually, by July 31, report to the PA Department of Education on the required form all new incidents committed by qualified students with disabilities, including students for whom an evaluation is pending, which occurred on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity.[35][38][48]

## **PROCEDURAL SAFEGUARDS**

The district shall establish and implement a system of procedural safeguards that includes notice of rights to the parent/guardian of a student suspected of being a qualified student with a disability, an opportunity for the parent/guardian to review relevant records, an impartial hearing with an opportunity for participation by the student's parent/guardian and a review procedure.[28][50]

A student or parent/guardian filing a claim of discrimination need not exhaust these procedures prior to initiating action in federal court under Section 504.[19]

### Parental Request for Assistance

Parents/Guardians may file a written request for assistance with the PA Department of Education if one (1) or both of the following apply:[28]

1. The district is not providing the related aids, services and accommodations specified in the student's Service Agreement.
2. The district has failed to comply with the procedures and state regulations.

The PA Department of Education shall investigate and respond to requests for assistance and, unless exceptional circumstances exist, shall, within sixty (60) calendar days of receipt of the request, send to the parents/guardians and district a written response to the request. The response to the parents'/guardians' request shall be in the parents'/guardians' native language or mode of communication. [28]

#### Informal Conference

At any time, parents/guardians may file a written request with the district for an informal conference with respect to the identification or evaluation of a student, or the student's need for related aids, services or accommodations. Within ten (10) school days of receipt of the request, the district shall convene an informal conference. At the conference, every effort shall be made to reach an amicable agreement. [28]

#### Formal Due Process Hearing

If the matters raised by the district or parents/guardians are not resolved at the informal conference, the district or parents/guardians may submit a written request for an impartial due process hearing. The hearing shall be held before an impartial hearing officer and shall be conducted in accordance with state regulations. [28][51]

#### Judicial Appeals

The decision of the impartial hearing officer may be appealed to a court of competent jurisdiction. [28]

### **COMPLAINT PROCEDURE**

This complaint procedure is in addition to and does not prevent parents/guardians from using any option in the procedural safeguards system. [10]

#### Step 1 – Reporting

A student or parent/guardian who believes the student has been subject to conduct by any student, employee or third party that constitutes a violation of this policy is encouraged to immediately report the incident to the Section 504 building administrator. Any person with knowledge of conduct that may violate this policy, is encouraged to immediately report the matter to the Section 504 building administrator.

A school employee who suspects or is notified that a student has been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Section 504 building administrator, as well as properly making any mandatory law enforcement or child protective services reports required by law. [48][52]

If the Section 504 building administrator is the subject of a complaint, the student, parent/guardian or employee shall report the incident directly to the district's Section 504 Coordinator.

The complainant or reporting employee may be encouraged to use the district's report form, available from the Section 504 building administrator or Section 504 Coordinator, or to put the complaint in writing; however, oral complaints shall be accepted, documented and the procedures of this policy implemented. The person accepting the oral or written complaint may provide factual information on the complaint and the investigative process, the impact of choosing to seek confidentiality and the opportunity to report the incident(s) to law enforcement. In all other respects, the person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the complainant or those accused of a violation of this policy.

## Step 2 – Investigation

The Section 504 Coordinator shall ensure that the individual assigned to investigate the complaint has an appropriate understanding of the relevant laws pertaining to discrimination issues and this policy and how to conduct investigations.

The Section 504 building administrator or Section 504 Coordinator and other appropriate individuals will promptly implement appropriate measures to protect the complainant and others as necessary from violation of the policy throughout the course of the investigation.

The investigator shall work with the Section 504 Coordinator to assess the anticipated scope of the investigation, who needs to be interviewed and what records may be relevant to the investigation.

The investigator shall conduct an adequate, reliable and impartial investigation. The complainant and the accused may suggest additional witnesses and provide other evidence during the course of the investigation. When the initial complaint involves allegations relating to conduct which took place away from school property, school-sponsored activities or school conveyances, the investigation may include inquiries related to these allegations to determine whether they resulted in continuing effects such as harassment in school settings.

The investigation may consist of individual interviews with the complainant, the accused and others with knowledge relative to the allegations. The investigator may also evaluate any other information and materials relevant to the investigation. The person making the report, parties, parents/guardians and witnesses shall be informed of the prohibition against retaliation for anyone's participation in the process and that conduct believed to be retaliatory should be reported. All individuals providing statements or other information or participating in the investigation shall be instructed to keep the matter confidential and to report any concerns about confidentiality to the investigator.

If the investigation reveals that the conduct being investigated may involve a violation of criminal law, the investigator shall promptly notify the Section 504 Coordinator, who shall promptly inform law enforcement authorities about the allegations.[10][48][52][53][54]

The obligation to conduct this investigation shall not be negated by the fact that a criminal or child protective services investigation of the allegations is pending or has been concluded. The investigator should coordinate with any other ongoing investigations of the allegations, including agreeing to requests for a short delay in fulfilling the district's investigative responsibilities during the fact-finding portion of a criminal or child protective services investigation. Such delays shall not extend beyond the time necessary to prevent interference with or disruption of the criminal or child protective services investigation, and the reason for such delay shall be documented.

## Step 3 – Investigative Report

The investigator shall prepare and submit a written report to the Section 504 Coordinator within twenty (20) days of the initial report of alleged discrimination, unless the nature of the allegations, anticipated extent of the investigation or the availability of witnesses requires the investigator and the Section 504 Coordinator to establish a different due date. The parties shall be notified of the anticipated date the investigative report will be completed and of any changes to the anticipated due date during the course of the investigation.

The report shall include a summary of the investigation, a determination of whether the complaint has been substantiated as factual, the information and evaluation that formed the basis for this determination, whether the conduct violated this policy and of any other violations of law or Board policy which may warrant further district action, and a recommended disposition of the complaint. An investigation into disability harassment shall consider the record as a whole



and the totality of circumstances in determining whether a violation of this policy has occurred, recognizing that persistent and pervasive conduct, when taken together, may be a violation even when the separate incidents are not severe.[10]

The complainant and the accused shall be informed of the outcome of the investigation, for example, whether the investigator believes the allegations to be founded or unfounded, within a reasonable time of the submission of the written report, to the extent authorized by the Family Educational Rights and Privacy Act (FERPA) and other applicable laws. The accused shall not be notified of the individual remedies offered or provided to the complainant.[29][30][31][32]

#### Step 4 – District Action

If the investigation results in a finding that some or all of the allegations of the complaint are established and constitute a violation of this policy, the district shall take prompt, corrective action designed to ensure that such conduct ceases and that no retaliation occurs. The district shall promptly take appropriate steps to prevent the recurrence of the prohibited conduct and to address the discriminatory effect the prohibited conduct had on the complainant and the school or school program environment. District staff shall document the corrective action taken and, where not prohibited by law, inform the complainant. The Section 504 Coordinator shall follow up by assessing the effectiveness of the corrective action at reasonable intervals.

If the investigation results in a finding that a different policy was violated separately from or in addition to violations of this policy, or that there are circumstances warranting further action, such matters shall be addressed at the conclusion of this investigation or through disciplinary or other appropriate referrals where further evaluation or investigation is necessary.

Disciplinary actions shall be consistent with the Code of Student Conduct, Board policies and administrative regulations, district procedures, applicable collective bargaining agreements and state and federal laws.[33][34][55][56]

#### Appeal Procedure

1. If the complainant or the accused is not satisfied with a finding made pursuant to the policy or with recommended corrective action, they may submit a written appeal to the district's Section 504 Coordinator within fifteen (15) days.
2. The Section 504 Coordinator shall review the investigation and the investigative report and may also conduct a reasonable supplemental investigation to assess the sufficiency and propriety of the prior investigation.
3. The Section 504 Coordinator shall prepare a written response to the appeal within twenty (20) days. Copies of the response shall be provided to the complainant, the accused and the investigator who conducted the initial investigation.

#### **PSBA Revision 7/24 ©2024**

##### Legal

- [1. 22 PA Code 4.4](#)
- [2. 22 PA Code 12.1](#)
- [3. 22 PA Code 12.4](#)
- [4. 22 PA Code 15.1 et seq](#)
- [5. 29 U.S.C. 794](#)
- [6. 42 U.S.C. 12101 et seq](#)
- [7. 28 CFR Part 35](#)
- [8. 28 CFR Part 36](#)



[9. 34 CFR Part 104](#)

10. Pol. 103

[11. 22 PA Code 15.2](#)

[12. 42 U.S.C. 12102](#)

[13. 22 PA Code 15.7](#)

[14. 34 CFR 104.7](#)

[15. 22 PA Code 15.4](#)

[16. 34 CFR 104.32](#)

17. Pol. 113

[18. 22 PA Code 15.5](#)

[19. 22 PA Code 15.6](#)

[20. 34 CFR 104.35](#)

[21. 22 PA Code 15.3](#)

[22. 34 CFR 104.34](#)

[23. 34 CFR 104.37](#)

24. Pol. 112

25. Pol. 122

26. Pol. 123

27. Pol. 810

[28. 22 PA Code 15.8](#)

[29. 20 U.S.C. 1232g](#)

[30. 34 CFR Part 99](#)

[31. 22 PA Code 15.9](#)

32. Pol. 216

33. Pol. 218

34. Pol. 233

[35. 24 P.S. 1319-B](#)

[36. 22 PA Code 10.2](#)

[37. 35 P.S. 780-102](#)

[38. 24 P.S. 1306.2-B](#)

[39. 22 PA Code 10.21](#)

[40. 22 PA Code 10.22](#)

[41. 22 PA Code 10.23](#)

[42. 22 PA Code 10.25](#)

43. Pol. 113.2

44. Pol. 218.1

45. Pol. 218.2

46. Pol. 222

47. Pol. 227

48. Pol. 805.1

[49. 22 PA Code 15.1](#)

[50. 34 CFR 104.36](#)

[51. 22 PA Code 14.162](#)

52. Pol. 806

[53. 18 Pa. C.S.A. 2709](#)

54. Pol. 815

55. Pol. 113.1

56. Pol. 317

[103\\_1-Attach-District-InitiatedEvalNotice.doc \(44 KB\)](#)

[103\\_1-Attach-ProceduralSafeguards.doc \(50 KB\)](#)

[103\\_1Attach-Parent\\_GuardianRequest-PermisslonToEvaluate.doc \(73 KB\)](#)

[103\\_1-Attach-ReportFormComplaints.doc \(44 KB\)](#)



Book	Policy Manual
Section	100 Programs
Title	Discrimination/Harassment Affecting Staff
Code	104
Status	First Reading

### **Authority**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, **religious** creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, handicap/disability **or pregnancy, childbirth or pregnancy-related medical conditions**. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, **as well as pregnancy, childbirth and pregnancy-related conditions**, consistent with the requirements of federal and state laws and regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the **Office** for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages employees, **applicants** and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or **Title IX Coordinator**. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

**An employee serving in a supervisory position who suspects or is notified that a district employee may have been subject to conduct that constitutes a violation of this policy shall immediately report the incident to the Title IX Coordinator.**

If the building principal is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

**If the Title IX Coordinator is the subject of a complaint, the complainant or building principal shall direct the report of the incident to the Superintendent or designee.**

The complainant or the individual making the report may use the **designated district report form** attached to this policy for purposes of reporting an incident or incidents in writing; however, **oral** reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

The building principal shall promptly notify the Title IX Coordinator of all reports of discrimination, Title IX sexual harassment or retaliation. The Title IX Coordinator shall promptly contact the complainant regarding the report to gather additional information as necessary, and to discuss the availability of supportive measures. The Title IX Coordinator shall consider the complainant's wishes with respect to supportive measures.

The Title IX Coordinator shall conduct an assessment to determine whether the reported **conduct is** most appropriately addressed through the Discrimination Complaint Procedures prescribed in Attachment 2 to this policy, or if the reported **conduct meets** the definition of Title IX sexual harassment and **is** most appropriately addressed through the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3, or other Board policies.

#### Disciplinary Procedures when Reports Allege Title IX Sexual Harassment

When a report alleges Title IX sexual harassment, disciplinary sanctions may not be imposed until the completion of the grievance process for formal complaints outlined in Attachment 3. The district shall presume that the respondent is not responsible for the alleged conduct until a determination has been made at the completion of the grievance process for formal complaints.

#### *Administrative Leave -*

When an employee, based on an individualized safety and risk analysis, poses an immediate threat to the health or safety of any student or other individual, the employee may be removed on an emergency basis.

An accused, nonstudent district employee may be placed on administrative leave during the pendency of the grievance process for formal complaints, consistent with all rights under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, and in accordance with state law and regulations, Board policy and an applicable collective bargaining agreement or individual contract.

#### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a report, and the investigation related to any form of discrimination or retaliation, including Title IX sexual harassment, shall be handled in accordance with applicable law, regulations, **Board** policy, the attachments and the district's legal and investigative obligations.<sup>[16][17][18][19][20]</sup>

#### Retaliation

The Board prohibits retaliation by the district or any other person against any person for:<sup>[19]</sup>

1. Reporting or making a formal complaint of **conduct that may constitute** discrimination or retaliation, including Title IX sexual harassment.
2. Testifying, assisting, participating **in any manner** or refusing to participate in a related investigation, process or other proceeding or hearing.
3. Acting in opposition to practices the person reasonably believes to be discriminatory.

The district, its employees and others are prohibited from intimidating, threatening, **harassing**, coercing, or discriminating against anyone for actions described above. Individuals are encouraged to contact the Title IX Coordinator immediately if they believe retaliation has occurred.

### **Definitions**

**Complainant** shall mean an individual who is alleged to be the victim.

**Pregnancy, childbirth and pregnancy-related medical conditions, as defined in federal law, refers to the pregnancy or childbirth of the specific employee and includes, but is not limited to, current pregnancy; past pregnancy or recovery; termination of pregnancy; potential or intended pregnancy (which can include infertility, fertility treatment and the use of contraception); labor; childbirth; and lactation. Related medical conditions are medical conditions relating to the pregnancy, termination of pregnancy, childbirth or lactation of the specific employee.**[\[21\]](#)

**Pregnancy, as defined in state regulation, shall include the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.**[\[22\]](#)

**Respondent** shall mean an individual alleged to be the perpetrator of the discriminatory conduct.

### **Discrimination**

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, **religious** creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy, **or association with an individual who has a protected classification**, consisting of **objectively and subjectively hostile** conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes **or comments**, slurs, **stereotypes**, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, **ostracism**, or other conduct that **affects a term, condition or privilege of employment**, and may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:[\[10\]](#)

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.



**Examples of harassment based on race, color, ancestry or national origin may include but not be limited to harassment regarding traits or characteristics related to an individual's name, cultural dress or diet, accent, linguistic characteristics or manner of speech, or physical characteristics, such as hairstyles or hair texture.**

**Harassment based on religion, religious creed, sex, pregnancy or related conditions, or handicap/disability may include harassment based on a request for or receipt of a reasonable accommodation.**

**Discrimination or harassment based on handicap/disability may also include harassment based on how an individual speaks, looks or moves, as well as discrimination or harassment because an individual is regarded as having an impairment, even if the individual does not have an actual disability; has a record or history of a disability, even if the individual does not currently have a disability; or is associated with an individual who has a disability.**

**Religious creed includes all aspects of religious observance, practice or belief.**[\[23\]](#)

**Race includes all of the following:**[\[24\]](#)

1. **Ancestry, national origin or ethnic characteristics.**
2. **Interracial marriage or association.**
3. **Traits associated with race, which includes but is not limited to, hair texture and protective hairstyles, such as braids, locks and twists.**
4. **Hispanic ancestry, national origin or ethnic characteristics.**[\[22\]](#)
5. **Persons of any other national origin or ancestry as specified by a complainant or in a complaint.**

#### Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[\[18\]](#)[\[25\]](#)

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[\[25\]](#)

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. **Supportive measures** may include, but are not limited to:[\[25\]](#)

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.

3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations **or other activities**.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.
10. Assistance from domestic violence or rape crisis programs.
11. Assistance from community health resources including counseling resources.

**Title IX sexual harassment** means conduct on the basis of sex that satisfies one or more of the following: [\[25\]](#)

1. A district employee conditioning the provision of an aid, benefit, or district service on an individual's participation in unwelcome sexual conduct, commonly referred to as *quid pro quo sexual harassment*.
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to a district education program or activity.
3. Sexual assault, dating violence, domestic violence or stalking.
  - a. **Dating violence** means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship is determined by the following factors: [\[26\]](#)
    - i. Length of relationship.
    - ii. Type of relationship.
    - iii. Frequency of interaction between the persons involved in the relationship.
  - b. **Domestic violence** includes felony or misdemeanor **crimes committed** by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving federal funding, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. [\[26\]](#)
  - c. **Sexual assault** means a sexual offense under state or federal law that is classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation. [\[27\]](#)
  - d. **Stalking**, under Title IX means stalking on the basis of sex, for example when the stalker desires to date a victim. Stalking means to engage in a course of conduct directed at a specific person that would cause a reasonable person to either: [\[26\]](#)

- i. Fear for their safety or the safety of others.
- ii. Suffer substantial emotional distress.

Such conduct must have taken place during a district education program or activity and against a person in the United States to qualify as sexual harassment under Title IX. An **education program or activity** includes the locations, events or circumstances over which the district exercises substantial control over both the respondent and the context in which the harassment occurs. Title IX applies to all of a district's education programs or activities, whether such programs or activities occur on-campus or off-campus. [\[17\]](#)[\[18\]](#)[\[25\]](#)

### **Delegation of Responsibility**

In order to maintain a program of nondiscrimination practices that is in compliance with applicable laws and regulations, the Board designates the [\[28\]](#)

*[The district may choose the same or different individuals to fulfill the roles of Compliance Officer and Title IX Coordinator. If designating one (1) individual to fulfill both responsibilities, select the first option and enter the appropriate position title. If designating two (2) individuals to fulfill the separate responsibilities, select the second option and enter the appropriate position titles.]*

☒ **The District Superintendent** as the district's Compliance Officer and Title IX Coordinator. The Compliance Officer/Title IX Coordinator can be contacted at:

Address: **515 West Central Avenue Williamsport, PA 17702**

Email: **swasd@swasd.org**

Phone Number: 570-327-1581

{ } \_\_\_\_\_ as the district's Compliance Officer and  
\_\_\_\_\_ as the district's Title IX Coordinator.

The Compliance Officer can be contacted at:

Address:

Email:

Phone Number:

The Title IX Coordinator can be contacted at:

Address:

Email:

Phone Number:

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants;



application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.

2. Training - Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, and available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

### **Guidelines**

#### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
5. Use of relevant technology.
6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.

All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.

All training materials shall be posted on the district's website.

#### **Disciplinary Consequences**

An employee who violates this policy shall be subject to appropriate disciplinary action consistent with the applicable Board policy, collective bargaining agreement and individual contract, up to and including dismissal and/or referral to law enforcement officials.[29][30][31][32]

### Reports of Discrimination

Any reports of discrimination that are reviewed by the Title IX Coordinator and do not meet the definition of Title IX sexual harassment but are based on race, color, age, creed, religion, sex, sexual orientation, ancestry, genetic information, national origin, marital status, pregnancy or handicap/disability shall follow the Discrimination Complaint Procedures in Attachment 2 to this policy.

### Reports of Title IX Sexual Harassment

Any reports deemed by the Title IX Coordinator to meet the definition of sexual harassment under Title IX shall follow the Title IX Sexual Harassment Procedures and Grievance Process for Formal Complaints in Attachment 3 to this policy.

## **PSBA Revision 2/25 © 2025 PSBA**

### Legal

- [1. 43 P.S. 336.3](#)
- [2. 43 P.S. 951 et seq](#)
- [3. 34 CFR Part 106](#)
- [4. 20 U.S.C. 1681 et seq](#)
- [5. 29 U.S.C. 206](#)
- [6. 29 U.S.C. 621 et seq](#)
- [7. 29 U.S.C. 794](#)
- [8. 29 CFR Part 1636](#)
- [9. 42 U.S.C. 1981 et seq](#)
- [10. 42 U.S.C. 2000e et seq](#)
- [11. 42 U.S.C. 2000ff et seq](#)
- [12. 42 U.S.C. 2000gg et seq](#)
- [13. 42 U.S.C. 12101 et seq](#)
- [14. U.S. Const. Amend. XIV, Equal Protection Clause](#)
- [15. 29 U.S.C. 218d](#)
- [16. 20 U.S.C. 1232a](#)
- [17. 34 CFR 106.44](#)
- [18. 34 CFR 106.45](#)
- [19. 34 CFR 106.71](#)
- [20. 34 CFR Part 99](#)
- [21. 29 CFR 1636.3](#)
- [22. 16 PA Code 41.204](#)
- [23. 16 PA Code 41.205](#)
- [24. 16 PA Code 41.207](#)
- [25. 34 CFR 106.30](#)
- [26. 34 U.S.C. 12291](#)
- [27. 20 U.S.C. 1092](#)

[28. 34 CFR 106.8](#)

29. Pol. 317

30. Pol. 317.1

31. Pol. 806

32. Pol. 824

[16 PA Code 41.201 et seq](#)

[16 PA Code 44.1 et seq](#)

[18 Pa. C.S.A. 2709](#)

[28 CFR 35.140](#)

[28 CFR Part 41](#)

[29 CFR Parts 1600-1691](#)

[EEOC Enforcement Guidance on Harris v. Forklift Sys., Inc., November 9, 1993](#)

[EEOC Enforcement Guidance on Vicarious Employer Liability for Unlawful Harassment by Supervisors, June 18, 1999](#)

[EEOC Policy Guidance on Current Issues of Sexual Harassment, March 19, 1990](#)

[U.S. Equal Employment Opportunity Commission - Questions and Answers on Religious Discrimination in the Workplace](#)

[U.S. Equal Employment Opportunity Commission \(EEOC\) Enforcement Guidance on Harassment in the Workplace \(2024\)](#)

Bostock v. Clayton County, 590 U.S., 140 S. Ct. 1731 (2020)

Burlington Industries, Inc. v. Ellerth, 524 U.S. 742 (1998)

Faragher v. City of Boca Raton, 524 U.S. 775 (1998)

Groff v. DeJoy, 600 U.S. 447 (2023)

Pol. 320

Pol. 324

Pol. 335

Pol. 336

Pol. 339

Pol. 800

Pol. 801

Pol. 815

[104 Report Form.pdf \(2,609 KB\)](#)

[104-Attach 2 Discrimination.docx \(49 KB\)](#)

[104-Attach 3 Title IX.docx \(82 KB\)](#)



Book	Policy Manual
Section	200 Pupils
Title	Pregnant/Parenting/Married Students
Code	234
Status	First Reading

### **Purpose**

A student who is eligible to attend district schools and is married and/or pregnant/parenting shall not be denied admission to the district or an educational program solely because of marriage, pregnancy, pregnancy-related conditions or potential or actual parenthood.[1][2][3][4][5]

### **Definition**

**Pregnancy**, as defined in state **regulations**, shall include the use of assisted reproductive technology, the state of being in gestation, childbirth, breastfeeding, the postpartum period after childbirth and medical conditions related to pregnancy.[6]

### **Authority**

The Board directs that students who are married or experiencing pregnancy, pregnancy-related conditions or parenting shall have equal access to the same educational programs, activities and services provided to other district students.[2][3]

The Board directs district staff to make reasonable modifications to Board policies, administrative regulations and school rules as necessary to provide equal access to the district's educational program for a student experiencing pregnancy, pregnancy-related conditions or parenting. Reasonable modifications may include, but are not limited to:[7]

{X} Breaks during class to address lactation needs or health needs, including eating, drinking and restroom use.

{X} Intermittent absences to attend medical appointments, in accordance with Board policy.[8]

{X} Voluntary leave of absence as deemed medically necessary by the student's licensed healthcare provider.[8]

{X} Access to online or homebound instruction, or other separate but comparable program of the district's educational programs and activities.[9][10]

{X} Changes in schedule or course sequence.

{X} Extensions of time for coursework or rescheduling of tests and examinations.

{X} Allowing the student flexibility in sitting and standing, and changes in physical space or supplies, including carrying water.

{X} Access to appropriate facilities for addressing lactation needs.

{X} Counseling.

The district shall not require documentation for establishing reasonable modifications or providing equal access to educational programs and activities unless such documentation is required in accordance with law or other Board policies and administrative regulations.[3][7][8][9][11]

### **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations for implementing this policy.

**NOTE:** DO NOT use language requiring a student who is married to declare their marital status upon enrollment or at the time of marriage if marriage occurs after enrollment.

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Legal

[1. 24 P.S. 1326](#)

[2. 22 PA Code 12.1](#)

3. Pol. 103

4. Pol. 200

5. Pol. 201

[6. 16 PA Code 41.204](#)

7. Pol. 103.1

8. Pol. 204

9. Pol. 117

10. Pol. 124

11. Pol. 123

[43 P.S. 951 et seq](#)

[16 PA Code 41.201 et seq](#)

[22 PA Code 4.4](#)

[22 PA Code 12.4](#)

[20 U.S.C. 1232g](#)

[29 U.S.C. 794](#)

[34 CFR Part 99](#)

Pol. 146



Book	Policy Manual
Section	200 Pupils
Title	Hazing
Code	247
Status	First Reading

### **Purpose**

The purpose of this policy is to maintain a safe, positive environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the district and are prohibited at all times.

### **Definitions**

**Hazing** occurs when a person intentionally, knowingly or recklessly, for the purpose of initiating, admitting or affiliating a student with an organization, or for the purpose of continuing or enhancing membership or status in an organization, causes, coerces or forces a student to do any of the following:[1]

1. Violate federal or state criminal law.
2. Consume any food, liquid, alcoholic liquid, drug or other substance which subjects the student to a risk of emotional or physical harm.
3. Endure brutality of a physical nature, including whipping, beating, branding, calisthenics or exposure to the elements.
4. Endure brutality of a mental nature, including activity adversely affecting the mental health or dignity of the individual, sleep deprivation, exclusion from social contact or conduct that could result in extreme embarrassment.
5. Endure brutality of a sexual nature.
6. Endure any other activity that creates a reasonable likelihood of bodily injury to the student.

**Aggravated hazing** occurs when a person commits an act of hazing that results in serious bodily injury or death to the student and:[2]

1. The person acts with reckless indifference to the health and safety of the student; or
2. The person causes, coerces or forces the consumption of an alcoholic liquid or drug by the student.



**Organizational hazing** occurs when an organization intentionally, knowingly or recklessly promotes or facilitates hazing.[3][4]

Any activity, as described above, shall be deemed a violation of this policy regardless of whether:  
[5]

1. The consent of the student was sought or obtained, or
2. The conduct was sanctioned or approved by the school or organization.

**Student activity or organization** means any activity, society, corps, team, club or service, social or similar group, operating under the sanction of or recognized as an organization by the district, whose members are primarily students or alumni of the organization.[6][7]

For purposes of this policy, **bodily injury** shall mean impairment of physical condition or substantial pain.[8]

For purposes of this policy, **serious bodily injury** shall mean bodily injury which creates a substantial risk of death or which causes serious, permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.[8]

### **Authority**

The Board prohibits hazing in connection with any student activity or organization regardless of whether the conduct occurs on or off school property or outside of school hours.[4][5][7][9][10]

No student, parent/guardian, coach, sponsor, volunteer or district employee shall engage in, condone or ignore any form of hazing.

The Board encourages students who believe they, or others, have been subjected to hazing to promptly report such incidents to the building principal or designee.

### **Discrimination/Harassment**

Every report of alleged hazing that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a hazing investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged hazing.[11][12]

### **Delegation of Responsibility**

Students, parents/guardians, coaches, sponsors, volunteers and district employees shall be alert to incidents of hazing and shall report such conduct to the building principal or designee.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[13][14]

### **Guidelines**

In addition to posting this policy on the district's publicly accessible website, the district shall inform students, parents/guardians, sponsors, volunteers and district employees of the district's policy prohibiting hazing, including district rules, penalties for violations of the policy and the program established by the district for enforcement of the policy by means of [4]

- { } distribution of written policy
- {X} publication in handbooks
- { } presentation at an assembly
- {X} verbal instructions by the coach or sponsor at the start of the season or program
- { } posting of notice/signs.

This policy, along with other applicable district policies, procedures and Codes of Conduct, shall be provided to all school athletic coaches and all sponsors and volunteers affiliated with a student activity or organization, prior to coaching an athletic activity or serving as a responsible adult supervising, advising, assisting or otherwise participating in a student activity or organization, together with a notice that they are expected to read and abide by the policies, procedures and Codes of Conduct.<sup>[2]</sup>

### Complaint Procedure

A student who believes that they have been subject to hazing is encouraged to promptly report the incident to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of hazing shall be provided to the building principal or designee, who shall promptly notify the Superintendent or designee of the allegations and determine who shall conduct the investigation. Allegations of hazing shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of hazing brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be hazing under this policy but merits review and possible action under other Board policies.

### Interim Measures/Law Enforcement

Upon receipt of a complaint of hazing, the building principal or designee, in consultation with the Superintendent or designee, shall determine what, if any interim measures should be put in place to protect students from further hazing, bullying, discrimination or retaliatory conduct related to the alleged incident and report. Such interim measures may include, but not be limited to, the suspension of an adult who is involved, the separation of alleged victims and perpetrators, and the determination of what the complaining student needs or wants through questioning.

Those receiving the initial report and conducting or overseeing the investigation will assess whether the complaint, if proven, would constitute hazing, aggravated hazing or organizational hazing and shall report it to law enforcement consistent with district practice and, as appropriate, consult with legal counsel about whether to report the matter to law enforcement at every stage of the proceeding. The decision to report a matter to law enforcement should not involve an analysis by district personnel of whether safe harbor provisions might apply to the person being reported, but information on the facts can be shared with law enforcement in this regard.<sup>[15]</sup>

*Referral to Law Enforcement and School Safety and Security Incident Reporting –*



For purposes of reporting hazing incidents to law enforcement in accordance with school safety and security reporting, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use or sale of alcohol or tobacco products; or conduct that constitutes an offense listed in the school safety and security provisions of School Code.[\[16\]](#)[\[17\]](#)[\[18\]](#)

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the law enforcement agency that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with law enforcement and Board policies.[\[16\]](#)[\[17\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the law enforcement agency that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[\[17\]](#)[\[22\]](#)[\[23\]](#)

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the PA Department of Education on the required form.[\[16\]](#)[\[19\]](#)[\[22\]](#)

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### Retaliation

Reprisal or retaliation relating to reports of hazing or participation in an investigation of allegations of hazing is prohibited and shall be subject to disciplinary action.

### Consequences for Violations

#### *Safe Harbor –*

An individual needing medical attention or seeking medical attention for another shall not be subject to criminal prosecution if the individual complies with the requirements under law, subject to the limitations set forth in law.[\[15\]](#)

#### *Students –*

If the investigation results in a substantiated finding of hazing, the investigator shall recommend appropriate disciplinary action up to and including expulsion, as circumstances warrant, in accordance with the Code of Student Conduct. The student may also be subject to disciplinary action by the coach or sponsor, up to and including removal from the activity or organization. The fact of whether a student qualified for and received safe harbor under a criminal investigation shall be considered in assigning discipline.[\[4\]](#)[\[7\]](#)[\[15\]](#)[\[24\]](#)[\[25\]](#)

{ } In addition to other authorized discipline, building principals shall have the authority, after providing the student or students an informal hearing, to impose a fine of up to[\[4\]](#)[\[24\]](#)

{ } Fifty dollars (\$50)

{ } \_\_\_\_ dollars (\$\_\_\_\_)

on each student determined to have engaged in hazing in violation of this policy.

{ } When recommended disciplinary action results in a formal hearing before the Board, in addition to other authorized disciplinary consequences, the Board may also impose a fine of up to [4][25]

{ } One hundred fifty dollars (\$150)

{ } \_\_\_\_\_ dollars (\$\_\_\_\_)

on each student determined to have engaged in hazing in violation of this policy.

{ } When fines have not been paid, the Superintendent shall have the authority to direct that student diplomas and/or transcripts be withheld until payment in full is made or a payment plan is agreed upon. In cases of economic hardship, the Superintendent shall consider whether diplomas and/or transcripts should be released despite an unpaid fine. [4]

#### *Nonstudent Violators/Organizational Hazing -*

If the investigation results in a substantiated finding that a coach, sponsor or volunteer affiliated with the student activity or organization engaged in, condoned or ignored any violation of this policy, the coach, sponsor or volunteer shall be disciplined in accordance with Board policy and applicable laws and regulations. Discipline could include, but is not limited to, dismissal from the position as coach, sponsor or volunteer, and/or dismissal from district employment. [26]

If an organization is found to have engaged in organizational hazing, it shall be subject to the imposition of fines and other appropriate penalties. Penalties may include rescission of permission for that organization to operate on school property or to otherwise operate under the sanction or recognition of the district.

#### *Criminal Prosecution -*

Any person or organization that causes or participates in hazing may also be subject to criminal prosecution. [4]

#### **PSBA Revision 7/24 © 2024 PSBA**

Legal	<u>1. 18 Pa. C.S.A. 2802</u>
	<u>2. 18 Pa. C.S.A. 2803</u>
	<u>3. 18 Pa. C.S.A. 2804</u>
	<u>4. 18 Pa. C.S.A. 2808</u>
	<u>5. 18 Pa. C.S.A. 2806</u>
	<u>6. 18 Pa. C.S.A. 2801</u>
	<u>7. 24 P.S. 511</u>
	<u>8. 18 Pa. C.S.A. 2301</u>
	9. Pol. 122
	10. Pol. 123
	11. Pol. 103
	12. Pol. 103.1
	<u>13. 24 P.S. 1302-E</u>

14. Pol. 236.1

[15. 18 Pa. C.S.A. 2810](#)

[16. 24 P.S. 1319-B](#)

[17. 22 PA Code 10.2](#)

[18. 35 P.S. 780-102](#)

[19. 24 P.S. 1306.2-B](#)

[20. 22 PA Code 10.21](#)

[21. 22 PA Code 10.22](#)

22. Pol. 805.1

[23. 22 PA Code 10.25](#)

24. Pol. 218

25. Pol. 233

26. Pol. 317

[18 Pa. C.S.A. 2801 et seq](#)

[22 PA Code 10.23](#)

Pol. 113.1

Pol. 916

[247-Attach 1 Report Form.pdf \(421 KB\)](#)



Book	Policy Manual
Section	200 Pupils
Title	Bullying/Cyberbullying
Code	249
Status	First Reading

### **Purpose**

The Board is committed to providing a safe, positive learning environment for district students. The Board recognizes that bullying creates an atmosphere of fear and intimidation, detracts from the safe environment necessary for student learning and may lead to more serious violence. Therefore, the Board prohibits bullying by district students.

### **Definitions**

**Bullying** means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting

{ } and/or outside a school setting,

that is severe, persistent or pervasive and has the effect of doing any of the following:[1]

1. Substantially interfering with a student's education.
2. Creating a threatening environment.
3. Substantially disrupting the orderly operation of the school.

**Bullying**, as defined in this policy, includes cyberbullying.

**School setting** means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.[1]

### **Authority**

The Board prohibits all forms of bullying by district students.[1]

The Board encourages students who believe they or others have been bullied to promptly report such incidents to the building principal or designee.

Students are encouraged to use the district's report form, available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. The person accepting the complaint shall handle the report objectively, neutrally and professionally, setting aside personal biases that might favor or disfavor the student filing the complaint or those accused of a violation of this policy.

The Board directs that verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective or preventative action be taken when allegations are substantiated. The Board directs that any complaint of bullying brought pursuant to this policy shall also be reviewed for conduct which may not be proven to be bullying under this policy but merits review and possible action under other Board policies.

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[2][3]

### Discrimination/Harassment

Every report of alleged bullying that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a bullying investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged bullying.[4][5]

### Confidentiality

Confidentiality of all parties, witnesses, the allegations, the filing of a complaint and the investigation shall be handled in accordance with applicable law, regulations, this policy and the district's legal and investigative obligations.

### Retaliation

Reprisal or retaliation relating to reports of bullying or participation in an investigation of allegations of bullying is prohibited and shall be subject to disciplinary action.

### Delegation of Responsibility

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.[1]

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.[1]

District administration shall annually provide the following information with the school safety and security incident report:[1][6]

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention or education programs.

### Guidelines

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.[\[1\]](#)[\[7\]](#)[\[8\]](#)

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website.[\[1\]](#)

### Education

The district

{X} may

{ } shall

develop, implement and evaluate bullying prevention and intervention programs and activities. Programs and activities shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.[\[1\]](#)[\[9\]](#)[\[10\]](#)[\[11\]](#)

### Consequences for Violations

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:[\[1\]](#)[\[7\]](#)[\[12\]](#)

1. {X} Counseling within the school.
2. {X} Parental conference.
3. {X} Loss of school privileges.
4. {X} Transfer to another school building, classroom or school bus.
5. {X} Exclusion from school-sponsored activities.
6. {X} Detention.
7. {X} Suspension.
8. {X} Expulsion.
9. {X} Counseling/Therapy outside of school.
10. {X} Referral to law enforcement officials.

### **PSBA Revision 7/24 © 2024 PSBA**

Legal

[1. 24 P.S. 1303.1-A](#)

[2. 24 P.S. 1302-E](#)

3. Pol. 236.1

4. Pol. 103

5. Pol. 103.1

6. Pol. 805.1

7. Pol. 218

[8. 22 PA Code 12.3](#)



[9. 20 U.S.C. 7118](#)

[10. 24 P.S. 1302-A](#)

11. Pol. 236

12. Pol. 233

Pol. 113.1



Book	Policy Manual
Section	200 Pupils
Title	Dating Violence
Code	252
Status	First Reading

### **Purpose**

The purpose of this policy is to maintain a safe, positive learning environment for all students that is free from dating violence. Dating violence is inconsistent with the educational goals of the district and is prohibited at all times.

### **Definitions**

**Dating partner** shall mean a person, regardless of gender, involved in an intimate relationship with another person, primarily characterized by the expectation of affectionate involvement, whether casual, serious or long-term.[1]

**Dating violence** shall mean behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control the person's dating partner.[1]

### **Authority**

The Board encourages students who have been subjected to dating violence to promptly report such incidents.

The district shall investigate promptly all complaints of dating violence and shall administer appropriate discipline to any student who violates this policy.[2]

When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy.[3][4]

### **Discrimination/Harassment**

Every report of alleged dating violence that can be interpreted at the outset to fall within the provisions of policies addressing potential violations of laws against discrimination or harassment shall be handled as a joint, concurrent investigation into all allegations and coordinated with the full participation of the Compliance Officer and Title IX Coordinator. If, in the course of a dating violence investigation, potential issues of discrimination or harassment are identified, the Title IX Coordinator shall be promptly notified, and the investigation shall be conducted jointly and concurrently to address the issues of alleged discrimination or harassment as well as the incidents of alleged dating violence.[5][6]



## Discipline of Student Convicted or Adjudicated of Sexual Assault

Upon notification of a conviction or adjudication of a student in this district for sexual assault against another student enrolled in this district, the district shall comply with the disciplinary requirements established by state law and Board policy.[7][8]

### Guidelines

#### Complaint Procedure

When a student believes that they have been subject to dating violence, the student is encouraged to promptly report the incident, orally or in writing, to the

{X} building principal.

{ } guidance counselor.

{ } classroom teacher.

The building principal shall conduct a timely, impartial, and comprehensive investigation of the alleged dating violence.

The building principal shall prepare a written report summarizing the investigation and recommending disposition of the complaint. The complainant and the accused shall be informed of the outcome of the investigation.[1]

If the investigation results in a substantiated finding of dating violence, the building principal shall recommend appropriate disciplinary action, as circumstances warrant, in accordance with the Code of Student Conduct.[1][2]

The district shall document the corrective action taken and, where not prohibited by law, inform the complainant.

This policy on dating violence shall be:[1]

1. Published in the Code of Student Conduct.
2. Published in the Student Handbook.
3. Made available on the district's website, if available.
4. Provided to parents/guardians.

#### Dating Violence Training

The district may provide dating violence training to guidance counselors, nurses, and mental health staff at the high school as deemed necessary. At the discretion of the Superintendent, parents/guardians and other staff may also receive training on dating violence.[1]

#### Dating Violence Education

The district may incorporate age-appropriate dating violence education into the annual health curriculum framework for students in grades nine through twelve. The district shall consult with at least one (1) local domestic violence program or rape crisis program when developing the educational program.[1][9]

A parent/guardian of a student under the age of eighteen (18) shall be permitted to examine the instructional materials for the dating violence education program.[\[1\]](#)[\[10\]](#)

At the request of the parent/guardian, the student may be excused from all or part of the dating violence education program.[\[1\]](#)[\[11\]](#)

### **PSBA Revision 7/24 © 2024 PSBA**

#### **Legal**

[1. 24 P.S. 1553](#)

2. Pol. 218

[3. 24 P.S. 1302-E](#)

4. Pol. 236.1

5. Pol. 103

6. Pol. 103.1

7. Pol. 218.3

[8. 24 P.S. 1318.1](#)

[9. 71 P.S. 611.13](#)

10. Pol. 105.1

11. Pol. 105.2

[22 PA Code 12.12](#)

[20 U.S.C. 1232g](#)

[252-Attach 1 Report Form.pdf \(421 KB\)](#)



Book	Policy Manual
Section	800 Operations
Title	Maintaining Professional Adult/Student Boundaries
Code	824
Status	First Reading

### **Authority**

This policy applies to district employees, volunteers, student teachers and independent contractors and their employees who interact with students or are present on school grounds. For purposes of this policy, such individuals are referred to collectively as **adults**. The term **adults** as used in this policy, does not include district students who perform services on a volunteer or compensated basis.

All adults shall be expected to maintain professional, moral and ethical relationships with district students that are conducive to an effective, safe learning environment. This policy addresses a range of behaviors that include not only obviously unlawful or improper interactions with students, but also precursor grooming and other boundary-blurring behaviors that can lead to more egregious misconduct.

The Board directs that all adults shall be informed of conduct that is prohibited and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.<sup>[1]</sup>

This policy is not intended to interfere with appropriate pre-existing personal relationships between adults and students and their families that exist independently of the district or to interfere with participation in civic, religious or other outside organizations that include district students.

### **Definition**

For purposes of this policy, **legitimate educational reasons** include matters or communications related to teaching, counseling, athletics, extracurricular activities, treatment of a student's physical injury or other medical needs, school administration or other purposes within the scope of the adult's assigned job duties.

### **Delegation of Responsibility**

The Superintendent or designee shall annually inform students, parents/guardians and all adults regarding the contents of this Board policy through employee and student handbooks, posting on the district website and by other appropriate methods.

The building principal or designee shall be available to answer questions about behaviors or activities that may violate professional boundaries as defined in this policy.

Independent contractors doing business with the district shall ensure that their employees who have interaction with students or are present on school grounds are informed of the provisions of this policy.[2]

### **Guidelines**

Adults shall establish and maintain appropriate personal boundaries with students and not engage in any behavior that is prohibited by this policy or that creates the appearance of prohibited behavior.

### **Prohibited Conduct**

#### ***Romantic or Sexual Relationships -***

Adults shall be prohibited from dating, courting or entering into or attempting to form a romantic or sexual relationship with any student enrolled in the district, regardless of the student's age. Students of any age are not legally capable of consenting to romantic or sexual interactions with adults.[3][4]

Prohibited romantic or sexual interaction involving students includes, but is not limited to:

1. Sexual physical contact.
2. Romantic flirtation, propositions or sexual remarks.
3. Sexual slurs, leering, epithets, sexual or derogatory comments.
4. Personal comments about a student's body.
5. Sexual jokes, notes, stories, drawings, gestures or pictures.
6. Spreading sexual or romantic rumors.
7. Touching a student's body or clothes in a sexual or intimate way.
8. Accepting massages, or offering or giving massages other than in the course of injury care legitimately administered by an athletic trainer, coach or health care provider.
9. Restricting a student's freedom of movement in a sexually intimidating or provocative manner.
10. Displaying or transmitting sexual objects, pictures or depictions.

#### ***Social Interactions -***

In order to maintain professional boundaries, adults shall ensure that their interactions with students are appropriate.

Examples of prohibited conduct that violates professional boundaries include, but are not limited to:

1. Disclosing personal, sexual, family, employment concerns or other private matters to one or more students.
2. Exchanging notes, emails or other communications of a personal nature with a student.
3. Giving personal gifts, cards or letters to a student without written approval from the building principal.

4. Touching students without a legitimate educational reason. (Reasons could include the need for assistance when injured, a kindergartner having a toileting accident and requiring assistance, appropriate coaching instruction or appropriate music instruction).
5. Singling out a particular student or students for personal attention or friendship beyond the ordinary professional adult-student relationship.
6. Taking a student out of class without a legitimate educational reason.
7. Being alone with a student behind closed doors without a legitimate educational reason.
8. Initiating or extending contact with a student beyond the school day or outside of class times without a legitimate educational reason.
9. Sending or accompanying a student on personal errands.
10. Inviting a student to the adult's home.
11. Going to a student's home without a legitimate educational reason.
12. Taking a student on outings without prior notification to and approval from both the parent/guardian and the building principal.
13. Giving a student a ride alone in a vehicle in a nonemergency situation without prior notification to and approval from both the parent/guardian and the building principal.
14. Addressing students or permitting students to address adults with personalized terms of endearment, pet names or otherwise in an overly familiar manner.
15. Telling a student personal secrets, sharing personal secrets with a student or asking students to keep any conversation, gift or activity a secret.
16. For adults who are not guidance/counseling staff, psychologists, social workers or other adults with designated responsibilities to counsel students, encouraging students to confide their personal or family problems and/or relationships. If a student initiates such discussions, the student should be referred to the appropriate school resource.
17. Furnishing alcohol, drugs or tobacco to a student or being present where any student is consuming these substances.
18. Engaging in harassing or discriminatory conduct prohibited by other district policies or by state or federal law and regulations.[5][6]

#### *Electronic Communications -*

For purposes of this policy, **electronic communication** shall mean a communication transmitted by means of an electronic device including, but not limited to, a telephone, cellular telephone, computer, computer network, personal data assistant or pager. Electronic communications include, but are not limited to, emails, instant messages and communications made by means of an Internet website, including social media and other networking websites.

As with other forms of communication, when communicating electronically, adults shall maintain professional boundaries with students.

Electronic communication with students shall be for legitimate educational reasons only.

When available, district-provided email or other district-provided communication devices or platforms shall be used when communicating electronically with students. The use of district-provided email or other district-provided communication devices or platforms shall be in accordance with district policies and procedures.[7]

All electronic communications from coaches and advisors to team or club members shall be sent in a single communication to all participating team or club members, except for communications concerning an individual student's medical or academic privacy matters, in which case the communications will be copied to the building principal. In the case of sports teams under the direction of the Athletic Director, such medical or academic communications shall also be copied to the Athletic Director.

Adults shall not follow or send or accept requests for current students to be friends or connections on personal social networking sites and shall not create any networking site for communication with students other than those provided by the district for this purpose, without the prior written approval of the building principal.

### Exceptions

An emergency situation or a legitimate educational reason may justify deviation from the rules regarding communication or methods for maintaining professional boundaries set out in this policy. The adult shall be prepared to articulate the reason for any deviation from the requirements of this policy and must demonstrate that they have maintained an appropriate relationship with the student.

Under no circumstance will an educational or other reason justify deviation from the "Romantic and Sexual Relationships" section of this policy.

There will be circumstances where personal relationships develop between an adult and a student's family, e.g. when their children become friends. This policy is not intended to interfere with such relationships or to limit activities that are consistent with such relationships. Adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity.

It is understood that many adults are involved in various other roles in the community through nondistrict-related civic, religious, athletic, scouting or other organizations and programs whose participants may include district students. Such community involvement is commendable, and this policy is not intended to interfere with or restrict an adult's ability to serve in those roles; however, adults are strongly encouraged to maintain professional boundaries appropriate to the nature of the activity with regard to all youth with whom they interact in the course of their community involvement.

### Reporting Inappropriate or Suspicious Conduct

Any person, including a student, who has concerns about or is uncomfortable with a relationship or interaction between an adult and a student, shall promptly notify the building principal or Title IX Coordinator. Reports may be made using the Discrimination/Harassment/Bullying/Hazing/Dating Violence/Retaliation Report Form or by making a general report orally or in writing. Upon receipt of a report, school staff shall promptly notify the Title IX Coordinator.[5][8]

All district employees, independent contractors and volunteers who have reasonable cause to suspect that a child is the victim of child abuse, shall immediately report the suspected abuse, in accordance with applicable law, regulations and Board policy.[9][10]

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such



misconduct to the Superintendent, Title IX Coordinator and immediate supervisor, promptly, but not later than fifteen (15) days following discovery of such misconduct.[5][8][11][12]

If the Superintendent or designee reasonably suspects that conduct being reported involves an incident required to be reported under the Child Protective Services Law, the Educator Discipline Act or the school safety and security provisions of School Code, the Superintendent or designee shall make a report, in accordance with applicable law, regulations and Board policy.[9][10][11][12][13][14][15][16][17][18]

It is a violation of Board policy to retaliate against any person for reporting any action pursuant to this policy or for participating as a witness in any related investigation or hearing.[5][8]

### Investigation

The Title IX Coordinator shall promptly assess and address allegations of inappropriate conduct in accordance with the procedures for reports of discrimination/harassment.[5][8]

It is understood that some reports made pursuant to this policy will be based on rumors or misunderstandings; the mere fact that the reported adult is cleared of any wrongdoing shall not result in disciplinary action against the person making the report or any witnesses. If as the result of an investigation any individual, including the reported adult, the person making the report or a witness is found to have knowingly provided false information in making the report or during the investigation or hearings related to the report, or if any individual intentionally obstructs the investigation or hearings, this may be addressed as a violation of this policy and other applicable laws, regulations and Board policies. **Obstruction** includes, but is not limited to, violation of "no contact" orders given to the reported adult, attempting to alter or influence witness testimony and destruction of or hiding evidence.[5][8][12][19][20][21][22]

### Disciplinary Action

A district employee who violates this policy may be subject to disciplinary action, up to and including termination, in accordance with all applicable district disciplinary policies and procedures.[8][12][19]

A volunteer, student teacher, or independent contractor or an employee of an independent contractor who violates this policy may be prohibited from working or serving in district schools for an appropriate period of time or permanently, as determined by the Superintendent or designee.

### Training

The district shall provide training with respect to the provisions of this policy to current and new district employees, volunteers and student teachers subject to this policy.

The district, at its sole discretion, may require independent contractors and their employees who interact with students or are present on school grounds to receive training on this policy and related procedures.

## **PSBA Revision 7/24 © 2024 PSBA**

Legal

[1. 24 P.S. 510](#)

2. Pol. 818

[3. 18 Pa. C.S.A. 3124.2](#)

[4. 24 P.S. 2070.9f](#)

5. Pol. 103



6. Pol. 103.1
7. Pol. 815
8. Pol. 104
- [9. 23 Pa. C.S.A. 6311](#)
10. Pol. 806
- [11. 24 P.S. 2070.9a](#)
12. Pol. 317.1
- [13. 24 P.S. 1306.2-B](#)
- [14. 24 P.S. 1319-B](#)
- [15. 22 PA Code 10.2](#)
- [16. 22 PA Code 10.21](#)
- [17. 22 PA Code 10.22](#)
18. Pol. 805.1
19. Pol. 317
20. Pol. 113.1
21. Pol. 218
22. Pol. 233
- [24 P.S. 2070.1a et seq](#)
- [22 PA Code 235.1 et seq](#)
- [23 Pa. C.S.A. 6301 et seq](#)



## Intermediate Unit 17

# Proposed 2025-2026 General Operations Budget

- Bradford
- Lycoming
- Sullivan
- Tioga

## Board Member Copy

### Office Locations:

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

Reviewed by the IU Council on January 9, 2025  
Approved by the IU 17's Board of Directors on January 15, 2025.

## BLaST IU 17

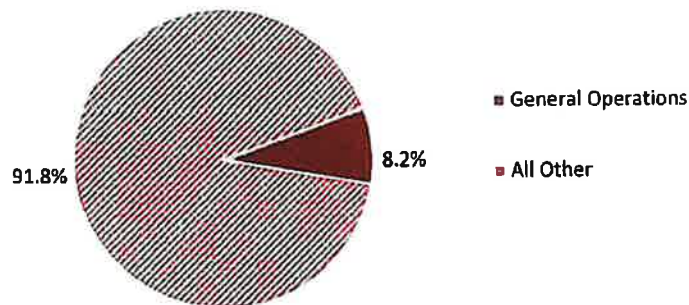
### Proposed Budget

2025/2026

### Executive Summary

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

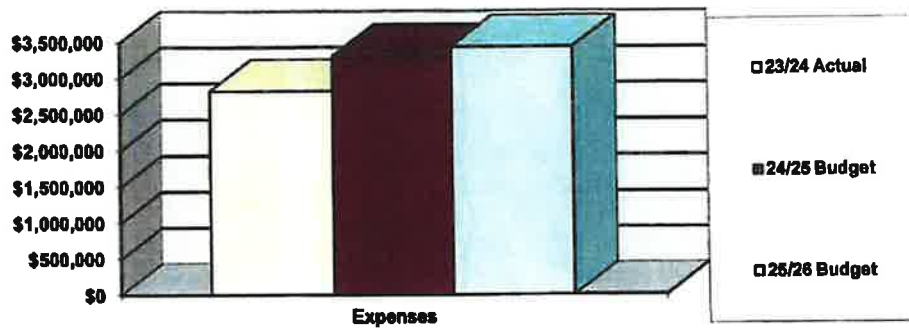
#### Overview:



This budget package contains a balanced budget for the General Operation (Funds 10 and 12) of IU 17. This budget does not include most program budgets for Federal, State, or local sources for specific purposes. Examples of these budgets are IDEA Supplemental Education Services (Individuals with Disability Education Act), Alternative Ed, partial hospitalization, Software consortium, eQUIP, etc. These budgets are governed by IU 17's Board of Directors and are adopted throughout the year. As the pie chart above illustrates, the General Operations Budget (Funds 10 and 12) comprises approximately 8.2% of the I.U. budgets, as compared to 8.1% last year.

#### General Operations:

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



### Expenses:

As the above graph indicates, budgeted expenses are higher than last year's by approximately \$127,548, for an increase of 3.85%. Aside from normal year-over-year growth in employee salaries, a key driver in the increasing expenses is rising employee benefit costs. Early projections for healthcare insurance require a 8.7% budgetary increase for this benefit. Fortunately, growth in required employer share for PSERS retirement contributions has now slowed. The current budget reflects estimated 2025-26 salaries, with actual employee salaries to be set by the IU 17 Board of Directors during the Spring of 2025.

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

### Revenue:

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

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

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

**There is no assessment to the IU 17 member school districts. On the affirmative vote of the IU Superintendents, we will request a \$2,000 per district contribution to help defer the cost of continuing professional development for school district administrative staff.**

## **BUDGET ADOPTION PROCESS**

1. The IU 17 Team prepares the General Operation Budget.
2. The IU 17 Advisory Council of Superintendents reviews the Budget.
3. Reviewed and recommended for adoption to the IU 17 Board of Directors.
4. The Intermediate Unit Board of Directors shall, at least thirty (30) days before May 1st, adopt and advertise the proposed Intermediate Unit budget.
5. Copies of the approved budget are provided to each school board member of each component school district for consideration and approval.
6. The budget approval requires: (a) the affirmative vote of a majority of the nineteen school districts, and (b) a majority of the proportionate weighted votes (as determined by the Pennsylvania Department of Education) calculated from the resolution. This resolution is to be submitted to the Intermediate Unit by each board's secretary no later than April 16, 2025.



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

	<b>Revenue</b>		
	<b>23/24 Budget</b>	<b>24/25 Budget</b>	<b>25/26 Budget</b>
<b>Interest</b>	<b>\$85,000</b>	<b>\$225,000</b>	<b>\$295,000</b>
<b>Indirect Cost/transfer from fund</b>	<b>\$1,334,647</b>	<b>\$1,217,387</b>	<b>\$1,235,317</b>
<b>Contracted Services</b>	<b>\$1,504,618</b>	<b>\$1,554,195</b>	<b>\$1,578,215</b>
<b>State Support (Retirement/SS)</b>	<b>\$290,844</b>	<b>\$314,329</b>	<b>\$329,927</b>
	<b>\$3,215,109</b>	<b>\$3,310,911</b>	<b>\$3,438,459</b>

**General Operations - Fund Balance Summary  
2025-2026**

<b>Anticipated June 30, 2025 Fund Balance Fund 10</b>	<b>\$2,000,000</b>
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<b>Total Revenue</b>	<b>\$3,438,459</b>
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<b>Total Available Resources</b>	<b>\$5,438,459</b>
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<b>Total Budgeted Expenses</b>	<b>\$3,438,459</b>
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<b>Projected Unreserved Fund Balance - June 30, 2026</b>	<b>\$2,000,000</b>
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**BLaST INTERMEDIATE UNIT 17  
GENERAL OPERATIONS FUND 10**

Function	Object		23/24 Actual	24/25 Budget	24/25 Projected Actuals	25/26 Budget
2310	151	Salaries-Board Services	\$1,000	\$1,000	\$600	\$0
2310	331	Legal Services	\$2,090	\$2,000	\$2,000	\$2,100
2310	500's	Board Travel/Meals/Advertising	\$5,081	\$4,700	\$5,000	\$5,300
2350	331	Legal Services	\$0	\$3,000	\$0	\$3,000
2360	111/151	Salaries-Office of Exec. Dir.	\$201,578	\$207,625	\$207,625	\$218,860
2360	200's	Benefits-Office of Exec. Dir.	\$141,539	\$146,319	\$143,492	\$154,940
2360	390	Purchased Prof Serv	\$3,830	\$4,000	\$4,000	\$4,000
2360	540	Advertising	\$754	\$1,000	\$900	\$1,000
2360	550	Communications	\$0	\$500	\$0	\$500
2360	580	Staff Travel/Other Expenses	\$43,341	\$43,000	\$43,000	\$43,500
2360	610	Administrative Supplies	\$4,723	\$3,000	\$3,000	\$3,500
2360	640	Books/Publications	\$997	\$1,000	\$1,000	\$1,000
2360	810	Dues/Memberships	\$9,418	\$10,000	\$10,000	\$10,000
2380	111	Salaries-Office of Principal Ser.	\$46,017	\$77,021	\$77,021	\$78,000
2380	200's	Benefits-Office of Principal Ser	\$30,372	\$48,734	\$48,734	\$46,487
2380	580	Staff Travel/Other Expenses	\$4,517	\$2,500	\$3,500	\$2,872
2380	610	Supplies	\$574	\$2,000	\$2,000	\$1,000
2380	810	Dues/Memberships	\$5	\$500	\$500	\$250
2500	111/112/151	Salaries- Business Office	\$345,194	\$413,875	\$384,721	\$435,621
2500	200's	Benefits - Business Office	\$236,448	\$276,310	\$257,736	\$284,542
2500	330	Audit/Legal	\$7,513	\$7,500	\$7,500	\$8,000
2500	340	Contracted Services	\$803	\$3,000	\$3,000	\$2,000
2500	531	Communication - Telephone	\$0	\$250	\$250	\$250
2500	532	Communication - Postage	\$3,282	\$3,750	\$3,600	\$3,750
2500	540	Advertising	\$2,229	\$250	\$750	\$250
2500	580	Staff Travel/Other Expenses	\$20,176	\$15,500	\$15,500	\$19,500
2500	610	Supplies	\$29,505	\$16,000	\$16,000	\$18,000
2500	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2500	810	Dues/Memberships	\$6,549	\$6,000	\$7,000	\$7,000
2600	330	Professional Services	\$629	\$1,000	\$1,000	\$1,000
2600	411	Disposal Service	\$2,899	\$2,500	\$2,500	\$3,000
2600	413	Contracted Serv. Cleaning	\$26,676	\$18,000	\$27,200	\$28,000
2600	432	Contracted Serv. Maint.	\$21,791	\$25,000	\$25,000	\$25,000
2600	442	Rental - Equipment	\$6,937	\$8,300	\$8,300	\$8,000
2600	520	General Insurance	\$3,000	\$3,000	\$3,000	\$3,000
2600	610	Supplies- Cleaning	\$2,081	\$1,000	\$2,000	\$2,000
2600	620	Energy (Gas & Electric)	\$11,380	\$16,000	\$16,000	\$15,000
2600	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2830	151	Salaries - Personnel	\$66,000	\$67,650	\$67,650	\$119,341
2830	200's	Personnel Benefits	\$50,046	\$49,952	\$49,952	\$76,159
2830	540	Advertising (personnel Ads)	\$2,634	\$1,500	\$1,500	\$2,000
2830	580	Staff Travel	\$3,486	\$2,500	\$2,500	\$3,000
2830	611	Supplies	\$574	\$2,000	\$2,000	\$1,000
2840	111/151	Salaries - Technology	\$429,645	\$601,350	\$601,350	\$620,108
2840	200's	Personnel Benefits	\$267,007	\$405,521	\$392,227	\$395,360
2840	330	Contracted Services	\$46,009	\$29,000	\$35,000	\$35,000
2840	530	Communications	\$3,943	\$8,000	\$8,000	\$8,000
2840	580	Staff Travel	\$21,820	\$35,000	\$35,000	\$30,000
2840	600's	Supplies	\$322,484	\$236,000	\$275,000	\$240,000
5200	400	Bldg Purch/Renov	\$200,000	\$200,000	\$200,000	\$200,000
5900	840	Budgetary Reserve	\$0	\$15,000	\$25,000	\$8,500
Fund 10 Total (General Operation)			\$2,636,575	\$3,028,607	\$3,028,607	\$3,178,690

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

Function	Object		23/24 Actual	24/25 Budget	24/25 Projected Actuals	25/26 Budget
2890	111/151	Salaries - Office of Prog Spec	\$48,617	\$145,542	\$145,542	\$112,354
2890	200's	Benefits - Office of Prog Spec	\$100,994	\$123,262	\$104,180	\$132,915
2890	330	Workshop	\$6,125	\$2,000	\$2,000	\$2,000
2890	580	Staff Travel/Other Expenses	\$9,974	\$4,000	\$10,000	\$5,000
2890	610	Materials & Supplies	\$25,169	\$5,000	\$18,082	\$5,000
2890	750	Equipment	\$0	\$0	\$0	\$0
5900	840	Budgetary Reserve	\$0	\$2,500	\$2,500	\$2,500
Fund 12 Total (Educational Planning)			\$190,879	\$282,304	\$282,304	\$259,769
<b>Total Fund 10 + 12</b>			<b>\$2,827,454</b>	<b>\$3,310,911</b>	<b>\$3,310,911</b>	<b>\$3,438,459</b>

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

<b>Position</b>	<b>Personnel</b>
Executive Director	Christina Steinbacher-Reed
Assistant Executive Director	Vacant
Director: Division of Educational Planning	Rebecca Gibboney
Director: Division of Management Services/Board Secretary	Sara McNett
Coordinator of Special Projects	Kelly Beck
Personnel Specialist	Cheryl Starr
Business Services Coordinator	Vacant
 Administrative Assistants	 Teaka Wilcox Renee Peluso Jennifer Diefenderfer Vacant Christy Colton Vacant
 Accounting Personnel	 Alisha Ragan Norine Fuller Aimee Pepper
 Technology	 Jason Albright Ed Ploy Tim Confer Ethan Smith Sean Meleski Ty Jackson Brooke Wise Alyssa English Blayne Wesneski
 Coordinator of Professional Learning	 Amanda Karaffa

The proposed 2025 - 2026 General Operations Budget projects costs of maintaining the staff positions listed above. Some positions represent partial FTE's.

**Comprehensive Listing of All BLAST IU 17 Budgets  
Fiscal Year - 2025-2026**

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

<b>Fund</b>	<b>Description</b>	<b>Director</b>	<b>Source</b>	<b>Rate</b>	<b>Amount</b>
16	NTIC Health Professional	McNett	NTIC	0	\$ 92,558
19	Act 89	Coran/Pepper	State Grant	0.06	\$ 719,266
20	Equip	Gibboney	Districts	0	\$ 1,074,345
21	LCIC Health Professional	McNett	LCIC	0	\$ 140,138
23	Special Ed Core	Swinehart/Pepper	State Grant	0.06	\$ 1,894,830
23	Special Ed Contracted	Swinehart/Pepper	Districts	0.05	\$ 7,921,314
24	Transportation EI	Swinehart/Pepper	State	0.08	\$ 912,129
25	Institutionalized Child	Swinehart/Pepper	State/Districts	0.06	\$ 243,294
26	State Early Intervention	Swinehart/Hindman/Pepper	State Grant	0.08	\$ 4,717,711
33	Preschool 619	Swinehart/Hindman/Pepper	Federal	0.08	\$ 309,902
40	IDEA Part B-School Age C-2 and C-3	Gibboney/Pepper	Federal	0	\$ 7,725,348*
40	IDEA PART B- EI	Swinehart/Hindman/Pepper	Federal	0.08	\$ 775,761
41	PATTAN	McNett/Pepper	Federal	0.08	\$ 1,915,476
44	T1 D	McNett/Beck	Federal	0	\$ 132,418
46	Paraeducator Preparedness	Beck/Pepper		0.0756	\$ 64,000
49	Data Governance	Gibboney/Beck	State	0.08	\$ 12,000
49	STEM State	Gibboney/Beck	State	0	\$ 90,500
49	CDT Focus and Support	Gibboney/Beck	State	0	\$ 5,600
49	A-TSI	Gibboney/Beck	State	0	\$ 50,350
49	Accelerated Learning Title I	Gibboney/Beck	State	0.08	\$ 73,460
49	Accelerated Learning Title II	Gibboney/Beck	State	0.08	\$ 81,200
49	Social and Emotional Wellness	Gibboney/Beck	State	0	\$ 118,960
68	PCCD SAEDR	Swinehart/Beck	State	0	\$ 247,388
51	PCCD Targeted Non-Public	Beck/Pepper	State	0.05	\$ 210,000
53	Professional Certification Testing	Beck/Pepper	State	0	\$ 80,960
52	Access	McNett/Pepper	Federal	0	\$ 310,818
57	WAN	McNett/Paulhamus	State	0	\$ 502,200
59	ELECT	McNett/Beck	State	0.08	\$ 362,386
61	T1 D	McNett/Beck	Federal	0.08	\$ 134,726
70	North Partial	Swinehart/Pepper	Districts	0.05	\$ 706,810
71	Lycoming Partial	Swinehart/Pepper	Districts	0.05	\$ 446,239
72	South Partial	Swinehart/Pepper	Districts	0.05	\$ 999,301
73	Tioga Partial	Swinehart/Pepper	Districts	0.05	\$ 331,128
74	LaSaQuik	Swinehart/Pepper	Districts	0.05	\$ 182,285
75	Clear Vision	Swinehart/Pepper	Districts	0.05	\$ 370,117
76	Lycoming Day Treatment	Swinehart/Pepper	Districts	0.05	\$ 405,820
77	Intergrated Studies South	Swinehart/Pepper	Districts	0.05	\$ 1,595,608
78	Intergrated Studies North	Swinehart/Pepper	Districts	0.05	\$ 1,551,651
79	Elkland Partial	Swinehart/Pepper	Districts	0.05	\$ 154,484
82	Software Resell Budget	Confer	Districts	0	\$ 665,000
					\$ 38,327,481



## IU 17 Assessment History

The following is a HISTORY OF GENERAL OPERATIONS ASSESSMENT TO DISTRICTS

<b>Fiscal Year</b>	<b>\$ Assessment</b>		<b>Fiscal Year</b>	<b>\$ Assessment</b>
1971-72	0		2011-12	0
1972-73	0		2012-13	0
1973-74	0		2013-14	0
1974-75	10,000		2014-15	0
1975-76	54,218		2015-16	0
1976-77	70,755		2016-17	0
1977-78	12,020		2017-18	0
1978-79	10,080		2018-19	0
1979-80	0		2019-20	0
1980-81	0		2020-21	0
1981-82	20,980		2021-22	0
1982-83	5,000		2022-23	0
1983-84	41,650		2023-24	0
1984-85	43,260		2024-25	0
1985-86	0			
1986-87	39,815			
1987-88	0			
1988-89	0			
1989-90	0			
1990-91	0			
1991-92	0			
1992-93	0			
1993-94	0			
1994-95	0			
1995-96	0			
1996-97	0			
1997-98	0			
1998-99	0			
1999-00	0			
2000-01	0			
2001-02	0			
2002-03	0			
2003-04	0			
2004-05	0			
2005-06	0			
2006-07	0			
2007-08	0			
2008-09	0			
2009-10	0			
2010-11	0		<b>Total</b>	<b>\$309,778</b>

## **BOARD OF DIRECTORS**

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

Vacated  
Arica Jennings  
Craig Dudek  
Jessie Edwards  
Michael Zicolello  
Vacant  
Sharon Meyer  
Scott Johnson  
Peggy Hughes  
Julie Preston  
Debra Agnew  
Chad Riley  
Cathy Bachman  
Heather Hanna  
Brady Finogle  
Abramo Capece  
Jerry Curreri  
Lori Baer  
Duane Naugle

## **ADVISORY COUNCIL OF SUPERINTENDENTS**

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

Craig Stage  
Amy Martell  
Mark Stamm  
Brian Ulmer  
Gerald McLaughlin  
Daphne Bowers  
Daniel Taormina  
Craig Skaluba  
Matthew Holmes  
Kristopher Kaufman  
Jill Daloisio  
Eric Briggs  
Sam Rotella, Jr.  
Douglas Lindner  
Erick Cummings  
Janilyn Elias  
Alanna Huck  
Timothy Bowers  
Gary Otis

## **IU 17 NONDISCRIMINATION POLICY**

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

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



**Ballots must be returned to the Intermediate Unit no later than May 31, 2025 in order to be counted.**

## BALLOT

### 2025 Election of Directors to BLaST Intermediate Unit #17 Board of School Directors

Name of School Director: \_\_\_\_\_

Name of School District: \_\_\_\_\_

Number of Votes Allowed to be Cast for Each Nominee: One (1)

**Instructions:** Please cast up to the number of votes identified above that are allowed for each nominee identified below:

#### Election of Directors to Fill Unexpired Terms to 6/30/25

DUDEK, Craig, East Lycoming School District

Vote: \_\_\_\_\_

CURRERI, Jerry, Wellsboro Area School District

Vote: \_\_\_\_\_

YECKLEY, Paula, Montgomery Area School District

Vote: \_\_\_\_\_

#### Election of Directors to Fill Unexpired Terms to 6/30/26

CAPECE, Abramo, Troy Area School District

Vote: \_\_\_\_\_

#### Election of Directors to Fill Full Three-Year Terms to 6/30/28

DUDEK, Craig, East Lycoming School District

Vote: \_\_\_\_\_

EDWARDS, Jessie, Jersey Shore Area School District

Vote: \_\_\_\_\_

YECKLEY, Paula, Montgomery Area School District

Vote: \_\_\_\_\_

JOHNSON, Scott, Muncy School District

Vote: \_\_\_\_\_

HUGHES, Peggy, Northeast Bradford School District

Vote: \_\_\_\_\_

RILEY, Chad, Southern Tioga School District

Vote: \_\_\_\_\_

BACHMAN, Cathy, South Williamsport Area School District

Vote: \_\_\_\_\_

HANNA, Heather, Sullivan County School District

Vote: \_\_\_\_\_

CURRERI, Jerry, Wellsboro Area School District

Vote: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

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

**When complete, please provide this to your School Board Secretary for transmittal to the Intermediate Unit.**

## **Principal Spotlight Central Elementary February Board Meeting**

- Coastal Wilds, a free program that teaches students facts about exotic animals, came to Central on Jan. 30<sup>th</sup>. Students enjoyed meeting a guinea pig, chinchilla, tortoise, bearded dragon, and a spectacled owl, and learning interesting facts about each.
- Central visited the Jr/Sr. High school on Jan. 31<sup>st</sup> and enjoyed a preview of the musical, Cinderella. We enjoyed watching the high schoolers and Central classmates perform this childhood classic.
- Another PBIS incentive, Ridiculous Nicholas: Super Science Show! Will be coming to Central on Feb. 24<sup>th</sup>.



## **Principal Spotlight Central Elementary March Board Meeting**

- Central and Rommelt enjoyed Ridiculous Nicholas' Super Science Show on Feb. 24<sup>th</sup> as their PBIS incentive.
- Mrs. Brumbach created two separate performances for our Central students to participate in. *The Snowy Day* was performed by our 2<sup>nd</sup> and 3<sup>rd</sup> graders, and *Snowmen at Night* was performed by our Kindergarten and First Graders. Students sang songs they learned during their music special, and some students were narrators of each story throughout the performance. Many thanks to Mrs. Brumbach for giving our students this fun experience, to Jared Whitman and his tech staff for running sound and lights, and to all the staff who attended the performance and assisted with supervising students. Both shows were well attended, and very much enjoyed by all!
- Read Across America week is March 3-7. Students will participate in sports themed activities, a book mark creation contest, and will be visited by an author/illustrator team.
- Central's spring family engagement night is March 6<sup>th</sup> from 5:30-7:00.

## **Principal Spotlight Rommelt Elementary March Board Meeting**

- To boost student attendance, Rommelt teachers started March Attendance Madness this month. There will be a grand prize for the homeroom with the strongest attendance.
- Students also participated in Read Across America Spirit Week 3/1/25-3/7/25 with special dress-ups to encourage students to read and honor Dr. Seuss!
- Sixth-grade students will attend a Field Trip to the Community Arts Center on 3/6/25 to see *Astronaut Group 1*.

## **Student Services**

- High School CTE (Career and Technology Education) students will put on a Career Fair for our 5<sup>th</sup> and 6<sup>th</sup> grade Rommelt students on 3/18/25. This activity is referenced in our K-12 Guidance Plan.
- The second round of benchmark testing with the new state Firefly Assessment is scheduled in grades 3 – 10 from 3/24/25 – 4/4/25 in ELA, Math, Algebra, and Literature.