



**May 20, 2019**

7:00 P.M.  
High School

**Chris Branton**  
President  
Region III

**Gregg Anthony**  
Vice President  
Region II

**Nathan Miller**  
Treasurer  
Region I

**Cathy Bachman**  
Region III

**Sue Bowman**  
Region I

**Todd Engel**  
Region III

**Erica Molino**  
Region II

**Airneezer Page**  
Region I

**Steve Persun**  
Region II

**Dr. Mark Stamm**  
Superintendent

**Jamie Mowrey**  
Board Secretary

**Fred Holland**  
Solicitor

## **Agenda**

### **Regular Board Meeting**

#### ***Opening***

Call to Order

Silent Meditation & Pledge of Allegiance

Roll Call

Preliminary Comments on Agenda Items

#### ***Action Items***

Approval of Bills

- 2018-2019 General Fund – \$757,822.41
- Food Service – \$6,600.34
- Capital Reserve - \$3,563.32

Approval of Minutes

Board Committee Reports

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

1. South Williamsport Area Education Support Professionals Agreement 2019-2022
2. The Nutrition Group Agreement
3. Capital Reserve Budget
4. Resignation
5. Employment
6. Guest Teachers
7. District Photographer
8. Athletic Conference Vote
9. Approval of Chaperones for Out-of-State Field Trips
10. Adoption of Proposed Final Budget for 2019-2020
11. Economic Furlough
12. Voluntary Economic Furlough
13. Non-renewal of Temporary Professional Employees
14. Staff Transfers
15. Superintendent Pay Freeze
16. Act 93 Pay Freeze
17. Request to Change Board Meeting Date

#### ***General Information***

#### **Principals Spotlight**

#### **Organizational Reports**

Old Business

New Business

Courtesy to the Floor

Final Remarks by Board Members

Adjournment

**SUPERINTENDENT'S REPORT AND RECOMMENDATIONS**  
**May 20, 2019**

1. **South Williamsport Education Support Professionals Association 2019-2022 Agreement** – Attachment #1

It is recommended that the board approve the negotiated agreement between the Support Personnel Association and the board negotiating committee. This is a five-year agreement effective July 1, 2019 through June 30, 2024. The agreement includes an annual \$0.25 per hour pay increase for all association members, eliminates health care coverage for spouses eligible for government-sponsored health care, and other minor changes negotiated by the committees.

2. **The Nutrition Group Agreement** – Attachment #2

It is recommended the school board approve The Nutrition Group to oversee the school district's cafeteria for 2019-2020 with no increase in breakfast or lunch prices and guaranteed revenue of \$11,332.

3. **Capital Reserve Budget** – Attachment #3

It is recommended the school board approve the attached Capital Reserve Project Budget for 2019-2020 not to exceed \$40,000.

4. **Resignation** – Attachment #4

It is recommended the school board accept the letter of resignation from Chenoa Lindsay as a Food Service Employee at Central Elementary School effective April 29, 2019.

5. **Employment** – Attachment #5

It is recommended the school board approve A. Grace Hicks as the school Dental Hygienist. This is a supplemental contracted position for 15 days per school term at a rate of \$125 per day. As a dental hygienist, Mrs. Hicks is responsible for implementing the district's dental hygiene education program and providing dental screenings to students as needed.

6. **Guest Teacher(s)** – Attachment #6

It is recommended the school board approve the attached list of Guest Teachers submitted by BLaST IU 17 for the 2018-2019 school year.

7. **District Photographer** – Attachment #7

It is recommended the school board approve Albright Studios as the School District Photographer for 2019-2022.

8. **Athletic Conference Vote**

The Athletic Committee will present their recommendation for membership of athletic conference.

**9. Approval of Chaperones for Out-of-State Field Trips**

It is recommended the board approve the following chaperones (pending receipt of clearances) to attend the FCCLA students' out-of-state field trip to Anaheim, CA., on July 2-6, 2019. The field trip was board approved at the April 15, 2019 board meeting.

Susan Branton

Christopher Branton

It is recommended the board approve the following chaperone (pending receipt of clearances) to attend the FBLA students' out-of-state field trip to San Antonio, TX, on June 27 – July 3, 2019. The field trip was board approved at the May 6, 2019 board meeting.

Sue Bowman

**10. Adoption of Proposed Final Budget for 2019-2020 – Attachment #8**

The superintendent is recommending school board approval of the 2019-2020 proposed final budget. Revenue will be \$19,638,181 and expenditures will be \$19,765,152. The taxes to support the above budget numbers are as follows:

Real Estate	16.78 mills
Earned Income	1.1%
Real Estate Transfer Tax	.5%

**11. Economic Furlough – Attachment #9**

It is recommended the school board furlough of Brooke Cohick from her position on June 6, 2019 for economic reasons based on Public School Code of 1949, Section 1124 (5) Economic Reasons.

**12. Voluntary Economic Furlough – Attachment #10**

It is recommended the school board furlough Melissa Mix from her position on June 6, 2019 for economic reasons based on Public School Code of 1949, Section 1124 (5) Economic Reasons. Melissa has volunteered to receive an economic furlough.

**13. Non-Renewal of Temporary Professional Employees – Attachment #11**

It is recommended the school board not renew Jonelle Harvard as a Temporary Professional Employee effective June 6, 2019.

It is recommended the school board not renew Kelsey Shannon as a Temporary Professional Employee effective June 6, 2019.

It is recommended the school board not renew Margaret Sander as a Temporary Professional Employee effective June 6, 2019.

**14. Staff Transfers – Attachment #12**

It is recommended the school board approve the transfer of the following staff from their current area of certification to a different area for which they hold professional certification. Professional staff recommended for transfer to a different certification are:

Sara Beth Ireland from Reading to Elementary K-6

Lisa Laidacker from Office Technologies to Secondary School Counselor

Kendra Lewis from Elementary K-6 to Elementary Special Education PK-12

Ashely Zielewicz from Grades 4-8 (All Subjects) to Special Education PK-12

**15. Superintendent Pay Freeze – Attachment #13**

It is recommended the school board approve the attached Memorandum of Understanding regarding the Superintendent's voluntary request to forego any pay raise for the 2019-2020 school year. This offer is made without conditions and is not reflective of any performance evaluations.

**16. Act 93 Pay Freeze – Attachment #14**

It is recommended the school board approve the attached Memorandum of Understanding regarding Act 93 Group's voluntary request to forego any pay raise for the 2019-2020 school year. This offer is made without conditions and is not reflective of any performance evaluations.

**17. Request to Change Board Meeting Date**

It is recommended the school board approve that the June 17, 2019 board meeting be changed to June 24, 2019.

**BOARD INFORMATION**  
**May 20, 2019**

**REMINDER:**

Please bring your 2019-2020 budget book with new budget pages to the board meeting.

**BOARD MEETING DATES**

June 03 – School Board Meeting 7:00 p.m.

June 24 – School Board Meeting 7:00 p.m. (pending board approval)

July 08 – School Board Meeting 7:00 p.m.

**BOARD COMMITTEE DATES**

May 20 - Athletic Committee Meeting – 6:00 p.m.

June 05 - Feasibility Study Committee Meeting – 4:00 p.m.

**ADDITIONAL DATES**

May 27 – Memorial Day Schools Closed

May 29 – Senior Awards Night 6:30 p.m.

June 06 – Graduation 7:00 p.m.

**ADDITIONAL INFORMATION**

Please email the Superintendent if you plan to participate in graduation as a member of the board.

# Fund Accounting Check Summary

General Fund - From 05/01/2019 To 05/15/2019

Note: Output selection limited to transactions dated between 05/01/2019 and 05/15/2019

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Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00014756	JusticeWorks YouthCare, Inc.	Void check from prior year. To be		-3,166.20
00016432	AT & T	TELEPHONE SERVICE		156.69
00016433	BALCHARTS.COM	GENERAL SUPPLIES		37.00
00016434	BAYADA HOME HEALTH CARE	FIELD TRIPS		123.75
00016435	KEN BERGREN, INC.	GENERAL SUPPLIES		27.67
00016436	BLOOMSBURG UNIVERSITY	TUITION REIMBURSEMENT	Amy Pregent	1,548.00
00016437	BREON'S INC.	REPAIRS & MAINT		1,726.79
00016438	EMILY BRUMBACH	DUES & FEES		300.00
00016439	CARDMEMBER SERVICES	GRANT EXPENSE		2,015.58
00016440	21st CENTURY CYBER CHARTER	CHARTER SCHOOL	GENERAL SUPPLIES	1,891.92
	SSHOOL			
00016441	CM REGENT, LLC	INCOME PROTECTION		1,694.23
00016442	CROUSE'S CATERING	GENERAL SUPPLIES		331.50
00016443	DELUXE	GENERAL SUPPLIES		210.53
00016444	THOMAS L. DUNLAP	GENERAL SUPPLIES		99.42
00016445	EPLUS TECHNOLOGY INC	GENERAL SUPPLIES		395.00
00016446	MATTHEW R EISLEY	GENERAL SUPPLIES		53.20
00016447	FASTENAL CO	GENERAL SUPPLIES		54.82
00016448	FLUENCY MATTERS	GENERAL SUPPLIES		196.00
00016449	FOLLETT SCHOOL SOLUTIONS INC	TEXTBOOKS		282.30
00016450	GEM	REPAIRS & MAINT		596.89
00016451	Hobart Service	REPAIRS & MAINT		327.00
00016452	Max Houseknecht Sr.	GENERAL SUPPLIES		16.92
00016453	HOPE ENTERPRISES INC	OTHER PROF. SERVICE		4,192.25
00016454	HURWITZ BATTERIES	GENERAL SUPPLIES		313.60
00016455	K & S MUSIC	GENERAL SUPPLIES		140.67
00016456	JAIMEE KOPP	TRAVEL		117.16
00016457	LOWE'S COMPANIES INC	GENERAL SUPPLIES		18.58
00016458	RE MICHEL CO INC	GENERAL SUPPLIES		115.82
00016459	JAMIE MOWREY	TRAVEL	FIELD TRIPS	69.60
00016460	NCS PEARSON INC.	GENERAL SUPPLIES		378.95
00016461	PA DEPT OF LABOR &	REPAIRS & MAINT		72.00
	INDUSTRY-E			
00016462	PETTY CASH	GENERAL SUPPLIES	TRAVEL	180.07
00016463	AMY PREGENT	FIELD TRIPS	GENERAL SUPPLIES	323.10
00016464	RAKOSKI AUTO	GENERAL SUPPLIES		2.99
00016465	RICOH USA INC	REPAIRS & MAINT		824.23
00016466	ROBYN RUMMINGS	TRAVEL		143.36
00016467	SANICO INC	GENERAL SUPPLIES		1,146.07

\* Denotes Non-Negotiable Transaction

# - Payables within Check      P - Prenote

d - Direct Deposit      c - Credit Card Payment

# Fund Accounting Check Summary

General Fund - From 05/01/2019 to 05/15/2019

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Note: Output selection limited to transactions dated between 05/01/2019 and 05/15/2019

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00016468	SCHAEDLER YESCO DISTRIBUTION	GENERAL SUPPLIES.....		104.19
00016469	LAURA SCHRECKENGAST	PROF ED SERVICES OTHER.....		1,250.00
00016470	SHERWIN WILLIAMS	GENERAL SUPPLIES.....		234.85
00016471	ROBERT M. SIDES, INC.	GENERAL SUPPLIES.....		16.17
00016472	TRANE U.S. INC.	GENERAL SUPPLIES.....		2,000.88
00016473	UGI ENERGY SERVICES	FUEL.....		6,781.68
00016474	VERIZON	TELEPHONE SERVICE.....		551.04
00016475	WELD-TEC SERVICE & SALES	GENERAL SUPPLIES.....		186.85
00016476	W. F. Welliver & Sons	GENERAL SUPPLIES.....		20.88
00016477	DWIGHT WOODLEY	TRAVEL.....		61.36
00016478	XEROX CORP	REPAIRS & MAINT.....		618.99
00016479	YOUR BUILDING CENTERS, INC.	GENERAL SUPPLIES.....		297.27
00016480	ASHLEY ZIELEWICZ	GENERAL SUPPLIES.....		252.35
00016481	PAYROLL FUND	Gross 5-10-19.....	ER RETIRE 5-10-19.....	439,631.67
00016482	AED SUPERSTORE	GENERAL SUPPLIES.....		95.00
00016483	AT & T	TELEPHONE SERVICE.....		45.01
00016484	BAYADA HOME HEALTH CARE	FIELD TRIPS.....		33.75
00016485	BENFER INSTRUMENT REPAIR	REPAIRS & MAINT.....		420.00
00016486	BLAST INTERMEDIATE UNIT 17	CHARTER SCHOOL.....		20,575.00
00016487	ANDREW BROWN	GENERAL SUPPLIES.....		233.63
00016488	Bucks County IU #22	PROFESS.SERVICES I.U.....		7,594.00
00016489	CANON FINANCIAL SERVICES	REPAIRS & MAINT.....		521.63
00016490	CENTRAL PA TENNIS CENTER	Court Rental March 2019.....		765.00
00016491	CM REGENT, LLC	LIFE INSURANCE.....		764.15
00016492	CROUSE'S CATERING	Senior National Honor Society Dinn		462.50
00016493	DEMAN'S SPORTS CENTER	GENERAL SUPPLIES.....		998.50
00016494	DELTA DENTAL OF PA	DENTAL INSURANCE.....		7,600.00
00016495	Dynamic Measurement Group Inc.	GENERAL SUPPLIES.....		494.00
00016496	EHRlich PEST CONTROL	REPAIRS & MAINT.....		270.00
00016497	ESCO PROCESS	REPAIRS & MAINT.....		215.00
00016498	FLINN SCIENTIFIC INC	GENERAL SUPPLIES.....		359.48
00016499	FRED HAMM INC	DISPOSAL SERVICE.....		1,499.94
00016500	HILSHER GRAPHICS	GENERAL SUPPLIES.....		52.75
00016501	IMMACULATA UNIVERSITY	Kim Bollinger Tuition Reimbursemen	Tara McGlensey Tuition Reimburseme	5,130.00
00016502	JOSTENS INC	GENERAL SUPPLIES.....		41.00
00016503	RICHARD KNECHT	TRAVEL.....		59.16
00016504	Labels By Pulizzi	GENERAL SUPPLIES.....		255.60
00016505	LYCOMING COUNTY	PRINTING.....		196.95

\* Denotes Non-Negotiable Transaction

# - Payables within Check    P - Prenote    d - Direct Deposit    c - Credit Card Payment

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SOUTH WILLIAMSPORT SCHOOL DIST

Page 2

# Fund Accounting Check Summary

General Fund - From 05/01/2019 To 05/15/2019

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Note: Output selection limited to transactions dated between 05/01/2019 and 05/15/2019

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00016506	MURPHY BUTTERFIELD HOLLAND	PURCHASE PROF & TECH SV.....		60.00
00016507	NITTANY OIL	DIESEL FUEL.....	GASOLINE.....	4,968.08
00016508	RICOH USA INC	REPAIRS & MAINT.....		544.00
00016509	Slippery Rock University	M Shepard Tuition Reimbursement....		1,548.00
00016510	SUN GAZETTE CO	ADVERTISING.....		856.17
00016511	SUSQUEHANNA TRANSIT CO	CONTRACTED CARRIERS.....		30,436.57
00016512	SWASD CAFETERIA	GENERAL SUPPLIES.....		635.40
00016513	UGI PENN NATURAL GAS	FUEL.....		3,927.45
00016514	UPMC	OTHER PROF. SERVICE.....		2,781.81
00016515	VERIZON	TELEPHONE SERVICE.....		43.41
00016516	ZACHARY WATERS	GENERAL SUPPLIES.....		88.00
00016517	WEGMANS FOOD MARKETS	GENERAL SUPPLIES.....		557.44
00016518	XEROX CORP	REPAIRS & MAINT.....		518.61
00016519	BRETT ZALONIS	FIELD TRIPS.....		180.00
00016520	SUSAN ZAYDELL	TRAVEL.....		27.84
00016521	ATHLETIC ACCOUNT IMPREST	OFFICIALS FEES.....		3,381.00
	FUND			
00016522	JusticeWorks YouthCare, Inc.	ALTERNATIVE ED.....		3,166.20
00016523	Mackenzie Miller	GENERAL SUPPLIES.....	Reimburse.....	150.80
*00E19001	LYCOMING COUNTY INSURANCE	Highmark May 2019 Health Insurance		186,303.94
	CONSORTIUM			
			757,822.41	
			183,137.74	
			574,684.67	
			0.00	
			0.00	
			757,822.41	

**10-GENERAL FUND**

Grand Total Manual Checks : 183,137.74  
 Grand Total Regular Checks : 574,684.67  
 Grand Total Direct Deposits: 0.00  
 Grand Total Credit Card Payments: 0.00  
 Grand Total All Checks : 757,822.41



# Fund Accounting Check Summary

facksmc

CAFETERIA FUND - From 05/02/2019 To 05/14/2019  
 Note: Output selection limited to transactions dated between 05/02/2019 and 05/14/2019

Check #	Vendor Name	Description Of Purchase	Description Of Purchase	Check Amount
00006078	PAYROLL FUND	P.R. 5-10-19 GROSS PAY.....	P.R. 5-10-19 EMPLOYER RETIRE.....	6,600.34
		50-FOOD SERVICE FUND		
		Grand Total Manual Checks :		0.00
		Grand Total Regular Checks :		6,600.34
		Grand Total Direct Deposits:		0.00
		Grand Total Credit Card Payments:		0.00
		Grand Total All Checks :		6,600.34

TO: BOARD OF SCHOOL DIRECTORS

FROM: JAMIE MOWREY, BUSINESS MANAGER

DATE: May 20, 2019

RE: CAPITAL RESERVE FUND BILLS

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**McKissick Associates**

Professional services for Feasibility Study (Data Collection & Option Development) \$3,081.75

**Nightlocks**

Purchase of Nightlocks for Rommelt Building \$ 481.57

Total Capital Reserve Bills **\$3563.32**

May 6, 2019

The regular meeting of the South Williamsport Area School Board was called to order this evening in the library of the High School by the President, Chris Branton.

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

Board Members Present: Anthony, Bachman, Bowman, Engel, Miller, Molino, Page, Persun and Branton.

Others Present: Mark Stamm – Superintendent, Dwight Woodley – Director of Innovative Learning/ Director of Information Systems, Michele Loomis – Elementary Principal, Jesse Smith – HS Principal, Scott Hill – Assistant Principal, Kristin Bastian – Director of Special Education/School Psychologist, Bill Reifsnnyder – Maintenance Director, Rob Houseknecht – Athletic Director, Fred Holland – Solicitor, and Jamie Mowrey – Business Manager.

Visitors: Melissa Bradley, Nicole Hockman, Brenda Trimble, Oluchi Kalu, Success Kalu, Tayge Molino, McGwire Molino, Eric Gerber, Steven Rupert, Emily Wagner, Liz Steppe, Keith Cremer, Asiyah Smith-Rupert, McKenna Cremer, Maddie Garner, Jodi Wolesslagle, Amy Pregent, Stephanie Fay, Brooke Cohick, Lesa Hennigan, Linda Fessler, Madelyn Swartholt, Amilee Miller, Megan Weber, Peter Sinibaldi, Kathie Sinibaldi, Lauren Sinibaldi, Pete Sinibaldi Jr, John Pulver, Jamie Flick, Kathleen Flerlage, Josie Sahn, Tara McGlensey, Luci Steinbacher, Ellen Koser, Ken Flerlage, Mary Geise, Robyn Rummings, Tina Pulver, Matt Krach, Stephanie Trimble, Jenna McWilliams, Emilee Wein, Megan Wein, Dominic Roupp, Lauren Reynolds, Lee Bernstein, Madison Losell, Sarah Bastian, Payton Cooley, Josalyn Bradley, Ava Persun, Amber Eckroth, Jacqueline Wright, Dawn Wein, Daphne Branton, Melissa Stahl, Dean Kriebel, Amy Kriebel, Diane Cramer, Sabina Bower, Alayna McGovern, Cassidy Strosser, and Pat Crossley – Sun Gazette.

#### **PRELIMINARY COMMENTS ON AGENDA ITEMS**

The following citizens spoke on the following topics:

Jacqueline Wright – Course offerings and staff furloughs  
McKenna Cremer – Education and study halls

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

A motion to approve the Treasurer's Report for the month of March 2019 was moved by Anthony, seconded by Bachman. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

#### **APPROVE GENERAL FUND BILLS**

A motion to approve the payment of bills from the General Fund in the amount of \$1,813,502.27 as funds become available was moved by Anthony, seconded by Miller. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

#### **APPROVE FOOD SERVICE BILLS**

A motion to approve the payment of bills from the Food Service Fund in the amount of \$114,905.62 as funds become available was moved by Miller, seconded by Bachman. Roll call: Anthony-yes, Bachman-

yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

### **APPROVE CAPITAL RESERVE FUND BILLS**

A motion to approve the payment of bills from the Capital Reserve Fund in the amount of \$1,272.50 as funds become available was moved by Persun, seconded by Bachman. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

### **APPROVE MINUTES**

A motion to approve the minutes of April 15, 2019, as written was moved by Anthony, seconded by Bachman. All members present voting yes, motion carried.

A motion to approve the minutes of April 24, 2019, as written was moved by Bachman, seconded by Miller. All members present voting yes, motion carried.

### **SUPERINTENDENT RECOMMENDATIONS**

#### **MILLION MOUNTIE LIGHTS**

The board honored Kathie Sinibaldi with the Million Mountie Lights award. Kathie was nominated by Mary Geise and approved by the nomination committee.

#### **ADMINISTRATOR RAISE**

The Act 93 group submitted a request to decline any pay increase for the 2019-2020 school year. This will be on the agenda for approval at the May 20, 2019 board meeting.

#### **CONFERENCE REQUESTS**

A motion for approve the following conference request was moved by Anthony, seconded by Bachman. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

Lisa Fisher, Lauren Reynolds, and Zachary Watters to the 2019 PA PBIS Implementers Forum on May 14-15 in Hershey, PA, sponsored by Pennsylvania Positive Behavior/PaTTAN.

#### **PERSONNEL CHANGES**

A motion to accept the letter of resignation for retirement purposes from Sharon Biber from her position as food service worker on June 6, 2019 was moved by Bachman, seconded by Miller. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

A motion to accept the letter of resignation from Suzanne Bastian from her position as lunchroom monitor effective June 6, 2019 was moved by Bachman, seconded by Persun. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

## **APPOINTMENT OF SCHOOL DISTRICT SOLICITOR**

A motion to reappoint Fred A. Holland as school solicitor for the 2019-2020 school year was moved by Anthony, seconded by Miller. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

## **OUT OF STATE FIELD TRIP REQUEST**

A motion to accept Jennifer Kimball's out of state field trip request for FBLA to attend the National Leadership Conference in San Antonio, TX from June 27 – July 3, 2019 was moved by Persun, seconded by Miller. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

## **2019 GRADUATION LIST**

A motion to approve the list of graduate candidates for the Class of 2019 was moved by Miller, seconded by Bachman. Roll call: Anthony-yes, Bachman-yes, Bowman-yes, Engel-yes, Miller-yes, Molino-yes, Page-yes, Persun-yes, and Branton-yes, motion carried.

## **STAFFING CHANGES FOR 2019-2020**

The board had a discussion regarding the professional staffing transfers for the 2019-2020 school year.

## **COURTESY TO THE FLOOR**

The following citizens spoke about class reductions and staff furloughs/transfers: Melissa Bradley, Madison Losell, Alisha Wein, Nicole Hockman, Amber Eckroth, Diane Cramer, Keith Cremer, Sabina Bower, Brenda Trimble, Riley Hoffman, Jen Bowman, Alayna McGovern, Cassidy Strosser, Lisa Arp, Payton Cooley, Tayge Molino, Melissa Stahl, Oluchi Kalu, Megan Wein, Madeline Gardner, Kathleen Flerlage, McGwire Molino, Mary Geise, and Jacqueline Wright.

A motion to adjourn the meeting was made by Anthony, seconded by Miller. All members present voting yes, the meeting was adjourned at 8:48PM.

Attest

Jamie Mowrey  
Board Secretary

AGREEMENT  
BETWEEN  
SOUTH WILLIAMSPORT AREA SCHOOL DISTRICT

AND

SOUTH WILLIAMSPORT EDUCATION SUPPORT  
PROFESSIONALS ASSOCIATION

July 1<sup>st</sup>, 2019 – June 30<sup>th</sup>, 2024

## INDEX

<u>ARTICLE</u>	<u>PAGE NUMBER</u>
Preamble	1
Article I – Recognition	1
Article II – Negotiations	2
Article III – Grievance Procedure	2
Article IV – Rights of Employees	5
Article V – Association Rights and Privileges	6
Article VI – Probationary Status – Seniority	8
Article VII – Layoff and Recall	9
Article VIII – Hours and Working Conditions	11
Article IX – Vacations	14
Article X – Temporary Leaves of Absence	14
Article XI – Insurance/Medical Benefits	17
Article XII – Wages	19
Article XIII – Additional Compensation	19
Article XIX – Miscellaneous	20
Appendix A – Wage Rates	22

## PREAMBLE

This Agreement entered into as of the first day of July, 2019, by and between the Board of School Directors of the South Williamsport Area School District, hereinafter called the "Board", and the South Williamsport Area Education Support Professionals Association / ESPA / PSEA / NEA, hereinafter called the "Association".

## ARTICLE I RECOGNITION

### A. CERTIFICATION

The Board hereby recognizes the Association as the exclusive bargaining agent for all full-time and regular part-time employees in the bargaining unit certified by the Pennsylvania Labor Relations Board, PERA-R-03-72-E and PERA-U-05-417-E, for the purpose of collective bargaining with respect to wages, hours, and other terms and conditions of employment.

### B. UNIT

In a subdivision of the employer unit comprised of all full-time and regular part-time nonprofessional employees, including but not limited to secretaries, paraprofessionals, cafeteria employees, and health support staff; and excluding custodians, painters, maintenance employees, library aides as certified at Case No. PERA-R-5084-C, management-level employees, supervisors, first-level supervisors, and confidential employees and guards as defined in the Act.

### C. EXCLUSIVITY

In recognition of the Association as the exclusive bargaining agent for members of the bargaining unit with respect to wages, hours, and other terms and conditions of employment, as set forth in this collective bargaining agreement, the employer agrees not to bargain with or enter into said agreements with individual members of the bargaining unit on matters covered by this Agreement.

### D. MANAGEMENT RIGHTS

The parties agree that the Board retains the exclusive right to manage its business and direct its personnel, except insofar as the right to manage and direct is limited by the specific terms of this Agreement and the applicable laws of the Commonwealth of Pennsylvania.

### E. PAST PRACTICES

All past practices that were in effect prior to the ratification of this Agreement, including but not limited to, handbooks, memos, directives, and actual practices are null and void and are not subject to the grievance procedure identified in this Agreement. This Agreement, and any practices established in accordance with this Agreement, shall be prospective from the date of ratification of this Agreement.



**ARTICLE II**  
**NEGOTIATIONS**

A. **DEADLINE DATE**

The parties agree to enter into collective bargaining over a successor agreement no later than January 10, 2024.

B. **CONTINUITY OF AGREEMENT**

All of the terms and conditions of this Agreement shall remain in effect during the term of this Agreement.

C. **MODIFICATION**

This Agreement shall not be modified in whole or in part by the parties except by an instrument, in writing, duly executed by both parties.

D. **COPIES OF AGREEMENT**

The Board agrees to allow the Association to copy this Agreement for each member of the bargaining unit.

**ARTICLE III**  
**GRIEVANCE PROCEDURE**

A. **DEFINITIONS**

1. **Grievance** A grievance shall mean a complaint made by a member or members of the bargaining unit or the Association, which involves a violation, interpretation or application of the terms of this Agreement.
2. **Grievant** A grievant is defined as a member or members of the bargaining unit or the Association making the complaint.
3. **Party in Interest** A party in interest is the employee or employees making the complaint, any individual or group who might be required to take action, or any employee against whom action might be taken in order to resolve the complaint.
4. **Days** This shall mean days on which the school district central offices are normally open for business and shall not include Saturdays, Sundays, or holidays, or any other day in which the school district is closed. If a grievance deadline falls on a weekend, holiday, or a day in which the school district is closed, the deadline shall be extended to the next business day.

B. **RIGHTS OF REPRESENTATION**

1. At least one representative of the Association may be present for any meeting, hearing, appeals or other proceedings related to a grievance, which has been formally presented at no expense to the school district unless the school district orders said representative to attend.
2. Nothing contained herein may be construed as limiting the rights of any bargaining unit member having a grievance to discuss the matter informally via administrative channels and to have the problem adjusted without the intervention of the Association, as long as the Association is notified in writing as to the disposition of the matter and such disposition is not inconsistent with the terms of this Agreement. A representative of the Association may be in attendance at these discussions.
3. At all stages of the grievance procedure, the grievant may act alone as his/her representative and/or may be represented by an Association representative if the grievant so desires. At any step of the process, the grievant and/or representative may present whatever evidence and/or witnesses deemed necessary.
4. Neither the Board, nor any agent thereof, nor the Association or its officers, nor any employee, shall retaliate against any party in interest, any representative, any member of the Association, or any other participant in the grievance procedure for the exercising of their legal and contractual rights.

C. SUBMITTING GRIEVANCES

1. All formal grievances and dispositions of grievances shall be in writing and placed on a proper grievance form. The grievance must cite specific contract provisions which have been violated and the dates upon which the violation(s) occurred, if possible. A grievance, as defined in Section A.1 of this Article, may be filed by the Association or by an individual member of the bargaining unit. If both the Association and an individual member file grievances over the same issue, the individual grievance shall be merged with the Association grievance and processed as a single grievance.
2. All grievances shall be instituted at the lowest possible level of supervision where an equitable solution may be reached.
3. If specified time limits are not met by the employer, the grievant may submit a grievance to the next level. If the School Board fails to meet the specified time limits at Level Three below, that specific grievance shall be deemed to be granted.
4. If the grievant fails to meet specified time limits, that specific grievance is deemed to have been abandoned and may not be resubmitted.
5. Time limits may be extended by mutual agreement.

D. INITIATION AND PROCESSING OF GRIEVANCES

Level One

The grievant shall present his/her alleged grievance in writing to his/her immediate supervisor within ten (10) days of the occurrence of the matter to be grieved. The immediate supervisor shall communicate his/her decision in writing to the grievant within ten (10) days of receipt of the written statement of the alleged grievance.

Level Two

An aggrieved person may appeal the immediate supervisor's decision to the Superintendent of Schools. This appeal shall be in writing and must be submitted within ten (10) days of receipt of the preceding decision. The Superintendent of Schools shall attempt to resolve the matter as quickly as possible within a period not to exceed ten (10) days. The Superintendent shall communicate his/her decision in writing along with appropriate reasons supporting the decision to the grievant and to the Association.

Level Three

The grievant may appeal the decision of the Superintendent of Schools within ten (10) days of receipt of his decision. The appeal shall be made to the South Williamsport Area School Board. The appeal shall be in writing and shall contain the stated grievance and copies of the written decisions at all levels. Within fifteen (15) days of receipt of this appeal, the President of the School Board shall set a time, date and place for a hearing before the Board at which all persons pertinent to the grievance and its disposition shall be present, if possible. This hearing shall be held within thirty (30) days of receipt of the appeal to the School Board and shall be conducted in executive session. Within fifteen (15) days of the conclusion of the hearing, the School Board shall issue its written decision to the grievant and to the Association.

Arbitration

If the decision of the School Board is not satisfactory, only the Association may request arbitration of the grievance. This request shall be submitted in writing to the School Board within fifteen (15) days of the receipt of the decision of the School Board. Within ten (10) days of the receipt of the request for arbitration, the Board and the Association shall attempt to agree upon a mutually acceptable arbitrator. If the Board and the Association are unable to agree upon an arbitrator or to obtain such commitment within ten (10) days, a request for a list of arbitrators shall be made to the Bureau of Mediation. An arbitrator shall then be selected by striking names until one name remains according to the terms of Section 903 of Act 195. The decision of the arbitrator shall be final and binding upon the Board and the Association. If there is a dispute whether the arbitrator has jurisdiction to hear the merits of the grievance, that issue shall first be addressed by the arbitrator. The arbitrator shall not add to, subtract from, or modify the language of this Agreement. The arbitrator's decision shall determine whether the language of the Agreement has been violated and the relief, if any, to which the grievant may be entitled.

E. MISCELLANEOUS

1. All documents, communications, and records dealing with the processing of a grievance shall be filed in a separate grievance file and shall not be kept in the personnel file of any of the participants.
2. Forms for filing grievances, serving notices, taking appeals, making reports and recommendations, and other necessary documents shall be prepared jointly by the Administration and the Association and given appropriate distribution so as to facilitate operation of the grievance procedure.

F. MEETINGS AND HEARINGS

All meetings and hearings under this procedure shall be conducted in private and shall include only the parties and their designated or selected representatives, as referenced in this Article.

G. COST OF ARBITRATION

If a grievance reaches arbitration, the cost of arbitration shall be borne equally by the Board and the Association. All preparation and presentation costs will be the responsibility of each party.

H. GROUP GRIEVANCE

If in the judgment of the Association a grievance affects a group or class of employees, the group may submit such grievance in writing to the Superintendent directly, and the processing shall be commenced at that Level, unless the entire class or group of employees has the same immediate supervisor in which case, the grievance shall be filed with the immediate supervisor.

## ARTICLE IV RIGHTS OF EMPLOYEES

A. JUST CAUSE PROVISION

No employee shall be reduced in rank or compensation, disciplined, or discharged without just cause. Any such action asserted by the Board, or any agent or representative thereof, shall be subject to the grievance procedure herein set forth. All information forming the basis for such action will be made available to the employee and the Association.

B. REQUIRED MEETINGS OR HEARINGS

Whenever any employee is required to appear before the superintendent, Board, or any committee or member thereof concerning any matter which could adversely affect the continuation of that employee in his office, position, or employment or the salary or any increments pertaining thereto, then the employee shall be given prior written notice of the reasons for such meeting or interview and shall be entitled to have a representative of the Association and/or legal counsel present to advise and represent the employee during such meeting or interview. Any accrued or deferred earnings will be paid to any

employee who is suspended pending charges in the event that the charges are dismissed and/or found in favor of the employee.

C. UNSAFE AND HAZARDOUS CONDITIONS

Employees shall not be required to work under unsafe or hazardous conditions as determined by the Pennsylvania Department of Labor and Industry and Occupation Safety and Health Agency.

D. PERSONNEL FILE

An employee shall have the right to review his/her personnel file. Any employee, after examining his/her personnel file, shall be entitled to write an answer to any material contained therein and have that answer attached to the original document in his/her personnel file.

E. JOB DESCRIPTION

The Administration shall provide job descriptions for each job classification within sixty (60) days of the signing of this Agreement. If new job classifications are established during the life of this Agreement, the Administration shall provide job descriptions within sixty (60) days of creating such classifications. Each employee is subsequently entitled to a review of his/her job description and performance evaluation by making a request to his/her immediate supervisor. The content of job descriptions shall not be subject to the grievance procedure set forth in this Agreement.

F. ASSOCIATION LEAVE

A total of four (4) days for each contract year will be allowed for the South Williamsport ESPA/PSEA/NEA officers and/or representatives for workshops, conferences, and/or House of Delegates. These employees shall suffer no loss of wages and/or benefits. The Association will fund the cost of substitutes for those days, if necessary.

G. STATUTORY SAVINGS CLAUSE

Nothing contained herein shall be construed to deny or restrict to any employee such rights as he/she may have under the Public School Code, Act 195 of 1970, or other applicable state and federal laws and regulations.

**ARTICLE V**  
**ASSOCIATION RIGHTS AND PRIVILEGES**

A. INFORMATION

The Board agrees to provide to the Association in response to reasonable requests from time to time all available information concerning the program and financial resources of the School District and any other information which is normally made available to the public together with information which may be necessary for the Association to process any grievance or complaint.

B. RELEASE TIME FOR MEETINGS

Whenever any grievant or member of the bargaining unit participate(s) during working hours in the grievance procedure or Labor Board hearings which they are required to attend, no loss of pay shall be incurred; provided that once they have completed their testimony they would return to work. All time spent in such hearings outside the work day shall be uncompensated.

C. USE OF FACILITIES.

1. Buildings & Facilities: The Association shall be permitted the use of school buildings without charge for meetings in accordance with the standard Board procedure in effect at that time for the temporary use of facilities. The time and place for such meetings shall be established with the appropriate administrator.
2. Bulletin Boards: The Board shall allow one bulletin board in each building solely for posting official Association notices.
3. Mail and email: The Association shall have the right to use the inter-school and intra-school mail and email facilities to communicate information to Association members.

D. ASSOCIATION IDENTIFICATION

No employee shall be prevented from wearing pins or other identification of membership in the Association or its affiliates.

E. DUES DEDUCTIONS

1. Deductions: The employer will deduct unified Association dues from the pay of those employees covered by this Agreement who are members of the association. The amount to be deducted shall be certified to the employer by the Association and said amount shall be uniform for each employee and shall be made from each pay during the month. The dues shall be remitted to the treasurer of the Association on or before the 15<sup>th</sup> day of the following month.
2. Indemnification: The Association shall indemnify and save harmless the employer against any and all suits or other forms of liability of any kind which shall arise by, upon, or by reason of action taken by the employer for the purpose of complying with this Article.

F. MAINTENANCE OF MEMBERSHIP

Each employee who is a member of the Association and each employee who becomes a member of the Association during the life of this Agreement shall maintain his/her membership in the Association during the life of the Agreement, provided that an employee may resign his/her membership in the Association during the period fifteen (15) days prior to the expiration date of this Agreement. Such notice of resignation must be in writing and sent certified or registered mail to the Association with a copy to the

Board. The Association shall hold the School District harmless in all matters relating to this provision.

**ARTICLE VI**  
**PROBATIONARY STATUS - SENIORITY**

A. PROBATIONARY EMPLOYEE

An employee newly hired shall serve a probationary period of ninety (90) days. During the probationary period, a probationary employee may be terminated without cause. A newly hired employee may not apply for any vacant positions during this probationary period.

B. SENIORITY.

1. Definitions

a. District Seniority: School District seniority shall be defined as the length of an employee's continuous service with the school district. Length of continuous service shall be computed retroactive from the date of hiring to a permanent position. Substitute time shall not be credited toward seniority.

b. Classification Seniority: Classification seniority shall be defined as the length of an employee continuous service within a classification in the School District. For purposes of this Article, classifications are defined as follows:

- (1) ESL Paraprofessional
- (2) Food Service Employee
- (3) General Support Assistant (Including School Bus Assistant, Van Driver / Stockroom Clerk, Cafeteria Monitor)
- (4) Instructional Paraprofessional (Including Title I)
- (5) Health Support Staff
- (6) Personal Care Paraprofessional
- (7) Secretary

c. Qualified/Qualifications: As used herein, "QUALIFICATION" or "QUALIFIED" means having sufficient skill and ability to move into a job and immediately perform at least well enough to meet minimum requirements as set forth in the job descriptions.

2. Termination of Seniority: Seniority shall be terminated by:

- a. Quitting or resigning
  - b. Discharge for just cause
  - c. Layoff for twenty-four (24) months
  - d. Failure to report within ten (10) working days after recall from layoff
  - e. Retiring
3. Breaking Ties: In case of seniority ties, seniority shall be established by the drawing of lots.
  4. Seniority List: On or before September 15th of each year, seniority lists showing both district and classification seniority shall be sent to the Association president. In the event of an error in the lists, such error shall be brought to the attention of the Board in writing within twenty (20) days of the date of the distribution of the lists.

## ARTICLE VII LAYOFF AND RECALL

### A. LAYOFF

Layoff shall be by classification seniority with the least senior person being laid off first. If the least senior employee is not assigned to the building or department where the reduction in staff is necessary, the Superintendent shall make such reassignments necessary to effectuate the reductions in staff where needed. When two employees have identical seniority dates, the least senior employee for the purpose of the layoff notice shall be the employee who is employed the least number of hours per day. A fifteen-day (15) notice of layoff shall be sent to any/all-affected employees. The Board shall provide the Association with all pertinent information, including copies of documents, used in making the decisions to layoff employees.

### B. BUMPING

Within five (5) days of notification of an impending layoff, an employee so affected, who had been previously employed in another classification within the school district, shall be permitted to utilize his/her district seniority to return to his/her previous classification and the least senior employee in that classification shall then be provided with notification of impending layoff. If the employee does not exercise his/her bumping rights under this section, then the employee shall be subject to layoff.

### C. RECALL

1. Recalls from layoffs shall be on the basis of classification seniority. If the duties of the position have changed and retraining is necessary, the Board shall provide such retraining at its cost. Refusal by a part-time employee to accept recall from layoff shall result in the removal of the employee's name from the recall list. If an employee was laid off from a full-time position and accepts recall to a part-time position, that employee will continue to maintain recall rights to a full-time



position within the classification from which he/she was laid off; however, refusal to accept recall to a part-time position shall not result in the removal of the employee's name from the recall list.

2. On April 1<sup>st</sup> of each year, employees on the recall list must communicate, in writing, to the District Superintendent their intent to remain on the recall list and must provide their current address and contact information. Failure to provide this notification shall result in the removal of the employee from the list.
3. No person shall be hired for a position in the bargaining unit until all layoff and recall procedures are completed as established in this Agreement.

D. VACANCIES AND TRANSFERS

1. Posting.

a. Bargaining Unit Positions.

- (1) School Year: Whenever a vacancy arises within the bargaining unit or is anticipated, the Administration will post notices of the same in the main office of each building and will forward notice to all association members via district email no less than ten (10) days before the position is filled.
- (2) Summer: Whenever a vacancy arises within the bargaining unit or is anticipated during the summer months when school is not in session, notice of the vacancy shall be posted in the main office of each building and will forward notice to all association members via district email no less than fifteen (15) days before the position is filled, unless extenuating circumstances require the position to be filled in a shorter period of time. In such cases where a shorter posting is necessary, the notice to the Association President shall include notice of the shorter posting period and an explanation of the extenuating circumstances.
- (3) Vacancy: shall be defined as a resignation, death, retirement, termination for just cause, or newly created position within the bargaining unit.
- (4) Vacancies and temporary vacancies shall not be posted until all employees on layoff have been recalled.

- b. Temporary Positions: Whenever a vacancy occurs, the District has the right to fill the position on a temporary basis for a maximum of sixty (60) working days or until a replacement is located.

- c. Posting – Content: Any new position shall be posted with accompanying job description, qualifications, and salary.
- d. Temporary Summer Employment: When a position within a classification is available for temporary summer employment, the position will first be offered to employees within that classification in order of seniority.

2. Applying for Vacancies

- a. Notice to Employer: Employees shall have the right to apply for openings by completing the appropriate application processes and submitting it to the advertised recipient.
- b. Filling of Vacancies: The Board may decide to fill a vacancy with a candidate from within the bargaining unit, but is not limited in its authority to appoint the most qualified to the position. When two or more applicants from the bargaining unit are equally qualified, the applicant with the greater district seniority shall be appointed.
- c. Testing: The Board may require written, oral, or performance tests in connection with filling job vacancies. Employees testing for a specific position on a specific date shall be given the same test(s). A copy of the graded test shall be available for inspection by the employee.
- d. Transfers and/or Promotions: When an employee is transferred and/or promoted to a classification within the bargaining unit and there is a difference in the level of benefits received, the new benefits shall be effective upon the first day in the new classification. Within thirty (30) days of the transfer/promotion, the Superintendent may decide to return the employee to his/her previous classification if performance is not satisfactory. The employee may also request to be returned to his/her previous position and the Superintendent may grant that request.

**ARTICLE VIII**  
**HOURS AND WORKING CONDITIONS**

A. WORK SCHEDULES BY CLASSIFICATION

- 1. ESL Paraprofessional  
ESL Paraprofessionals shall normally be employed for 180 days per year. The number of hours employed per day and per week for each employee shall be

determined at the time of hiring, but may be altered for operational purposes at any time. The immediate supervisor shall establish the beginning and end time for each day. ESL Paraprofessionals shall not be assigned to perform instruction except in the presence of or under the direction of a certified professional. The district will provide training as needed or as required by law.

2. Food Service Employees

All food service employees shall normally be employed for 180 days per year. The number of hours employed per day and per week for each new employee shall be determined at the time of hiring, but may be altered for operational purposes at any time. The immediate supervisor shall determine the beginning and ending of the workday for food service employee. The district shall provide training as needed or as required by law.

3. General Support Assistant

All General Support staff shall normally be employed for 180 days per year. The number of hours employed per day and per week for each employee shall be determined at the time of hiring, but may be altered for operational purposes at any time. The immediate supervisor shall establish the beginning and end time for each day. The district will provide training as needed or as required by law.

4. Instructional Paraprofessional

Instructional Paraprofessionals shall normally be employed for 180 days per year. The number of hours employed per day and per week for each employee shall be determined at the time of hiring, but may be altered for operational purposes at any time. The immediate supervisor shall establish the beginning and end time for each day. Paraprofessionals shall not be assigned to perform instruction except in the presence of, or under the direction of, a certified professional. The district will provide training as needed or as required by law.

5. Health Support Professional

Health Support staff shall normally be employed for 180 days per year. The number of hours employed per day and per week for each employee shall be determined at the time of hiring, but may be altered for operational purposes at any time. The immediate supervisor shall establish the beginning and end time for each day. The district will provide training as needed or as required by law.

6. Personal Care Paraprofessional

Personal Care Paraprofessionals shall normally be employed for 180 days per year. The number of hours employed per day and per week for each employee shall be determined at the time of hiring, but may be altered for operational purposes at any time. The immediate supervisor shall establish the beginning and end time for each day. Personal Care Paraprofessionals shall not be assigned to perform instruction or nursing duties except in the presence of or under the direction of a

certified professional. The district will provide training as need or as required by law.

7. Secretaries

Secretaries shall be employed for a minimum of ten (10) months and up to twelve (12) months. The workday for secretaries shall be seven and one-half (7.5) hours and the work-week shall be thirty-seven and one-half (37.5) hours. The immediate supervisor shall establish the beginning and ending of the workday for secretaries. Secretaries shall not be assigned to monitor or supervise students as part of their normal duties.

B. BREAKS AND LUNCH

1. The immediate supervisor shall establish the schedule of breaks and/or lunches. Employees may not adjust the length of their lunches/breaks without prior approval from their immediate supervisor.
2. A ten (10) minute break in the morning and a ten (10) minute break in the afternoon are authorized for all employees working seven (7) or more hours per day. A ten (10) minute break is authorized each workday for all employees working less than seven (7) hours per day. Breaks are contingent upon adequate coverage in assigned area as determined by the immediate supervisor.
3. For employees working more than five (5) hours per day, the work day is exclusive of a thirty (30) minute lunch break.
4. Lunch Breaks are optional for Food Service Employees.

C. OVERTIME

1. Regular: Employees shall receive time and one-half (1 ½) pay for all hours worked over and above eight (8) hours per day or forty (40) hours per week. The work-week is defined for this section as Sunday to Saturday. All leave hours will be considered hours worked. All overtime must be approved by the employee's immediate supervisor prior to it being worked. When food service professionals are catering events during evenings and weekends during the school year, they will be paid time and one-half for this time worked.
2. Call-in Time: Any employee who is involuntarily called to return to work from home outside his/her normal scheduled workday or workweek shall be compensated for the time worked. The employee may not leave, however, until the job which he/she was called in to do is completed or he/she is granted permission to leave by the supervisor. The rate of pay will be at whatever rate is appropriate under this Agreement.

3. Inclement Weather/Closing: Whenever there is a school delay or early dismissal, there shall be no loss of pay. In the event that employees begin their workday and school is subsequently closed before students arrive, these employees may be sent home and shall be compensated for a minimum of two (2) hours.

D. IN SERVICE

The Board may require any or all employees in the bargaining unit to attend up to three (3) in-service days per school year to receive training. Employees will be paid their normal hourly rate for such in-service days.

## ARTICLE IX VACATIONS

A. VACATIONS

1. Days: All full-time, twelve (12) month employees shall accrue paid vacation according to the following schedule. Employees are allowed to accumulate a maximum of thirty (30) days of vacation time each year.

1 year of employment	5 days
2 years of employment	10 days
5 years of employment	15 days
8 years of employment	20 days

2. Scheduling: Vacations are to be scheduled by the employee and are subject to the approval of the supervisor. No employee shall unreasonably be denied his/her vacation request. Vacations will be granted on a first-come, first-served basis. When two or more people apply on the same day for the same time, seniority will prevail. Employees shall provide the immediate supervisor with a minimum of ten (10) working days advance notice that they intend to use vacation. The immediate supervisor shall respond in writing within five (5) days of the receipt of a request for vacation. If the employee does not receive a response within five (5) days, the request shall be considered approved. This immediate supervisor may grant vacation requests with less than ten (10) day notice provided that such request does not disrupt normal operations. If a holiday occurs during a week in which the employee is on vacation, the holiday shall not be charged as a vacation day.
3. Compensation: Upon separation from service, unused vacation time shall be compensated up to the maximum amount.

## ARTICLE X

## TEMPORARY LEAVES OF ABSENCE

### A. SICK LEAVE

1. Days: All twelve (12) and ten (10) month employees shall receive ten (10) days of sick leave per year. All nine (9) month employees shall receive eight (8) days of sick leave per year. Sick leave shall be credited on July 1 of each year.
2. Use of Sick Days: Sick leave shall be used in increments of days or half days. Absences are chargeable as sick leave only when the employee is unable to perform required duties due to illness or injury. However, time off for an employee's routine appointment with a physician, dentist, hospital, or optometrist is charged to sick leave provided it is not possible for the employee to schedule the appointment on his/her own time. The request for such time off shall be made as far in advance as possible. A supervisor may request the employee to submit a written statement from the physician, dentist, hospital, or optometrist for verification of the appointment. The Board may request a written physician's statement from the employee after three (3) days of consecutive absence, upon suspicion of abuse, or a continued absence of ten (10) days in a school year.
3. Family illness: An employee may use up to six (6) days per year to care for a member of the immediate family who is ill. Immediate family shall be defined as spouse, mother, father, child (including step-child and foster child), step-parent, or any other family member who makes his/her home with the employee.
4. Accumulation: Unused sick leave will accumulate from year to year without limit.
5. Notification: Employees will be given a written accounting of accumulated sick leave on their pay stubs.
6. Worker's Compensation: Absence due to injury incurred in the course of the employee's employment shall not be charged against the employee's sick leave days. The employee may choose to utilize accumulated sick leave to receive full salary for the one (1) week waiting period prior to the payments beginning under the worker's compensation laws and regulations. Additionally, the employee may also choose to utilize accumulated sick leave in order to receive full compensation while receiving worker's compensation benefits. If the employee chooses to utilize sick leave in this manner, the Board shall only be responsible for the difference between the worker's compensation payment and the employee's full salary.
7. Payment for Unused Sick Leave upon Retirement: Upon retirement from the Pennsylvania School Employees Retirement System (PSERS), employees will be compensated at the rates listed below for up to one hundred and twenty-five (125)

days of unused sick leave. This payment shall be made in lump sum no later than the first payroll date after the effective date of retirement of the employee.

- a. Employees who work a minimum of 35 or more hours per week - \$40.00 per day
- b. Employees who work a minimum of 30 but less than 35 hours per week - \$35.00 per day
- c. Employees who work less than 30 hours per week - \$30.00 per day.

B. PERSONAL LEAVE.

Three (3) personal days, accumulative to five (5), shall be granted to each employee each year with pay. An employee planning to use a personal leave day shall notify his/her immediate supervisor at least three (3) days in advance, except in cases of emergency. Any personal leave days in excess of five (5) will be converted to sick days.

C. EMERGENCY DAY OF LEAVE

1. One Emergency Day of Leave with pay shall be granted in each year of the contract to each employee. A day of Emergency Leave must be approved by the Superintendent and an Emergency Day of Leave does not accumulate from year to year.
2. Emergency shall be defined as a sudden, unforeseen situation requiring immediate action by an employee to avoid harm to the health or safety of the employee or the employee's immediate family or property (a happening that could not have been planned).
3. The request for an Emergency Day of Leave, even though approval is given must be in writing stating the nature and reason for the request. This must be in the Superintendents' Office as soon as possible after the fact.

D. BEREAVEMENT LEAVE.

In case of death in the immediate family, an employee shall receive full salary for up to five (5) days of bereavement leave. Immediate family is defined as father, mother, brother, brother-in-law, sister, sister-in-law, daughter, daughter-in-law, son, son-in-law, husband, wife, grandparents, grandchildren, parents-in-law, or any person who resides in the same household as the employee. When the death of a near relative occurs, which is defined as aunt, uncle, niece, nephew and cousin, an employee will be granted the day of the funeral off with full pay. The Superintendent may extend the period of bereavement leave due to extenuating circumstances, which may include the distance traveled.

E. JURY DUTY.

An employee called involuntarily for jury duty shall be compensated for the difference between the regular pay and the pay received for the performance of such obligation for the term of the jury duty.

F. FAMILY AND MEDICAL LEAVES.

The board will comply with the provisions of the Family Medical Leave Act.

G. CHILD BEARING / REARING LEAVE:

Employees may request leave of up to one (1) full school year due to the birth / adoption of a child. Upon return from leave, the employee shall be returned to the same position occupied prior to the leave, unless that position no longer exists, in which event the employee shall be given another and similar position for which he / she is qualified and the employee will be placed on the same position on the pay schedule where he / she was prior to the granting of the leave.

H. MILITARY LEAVE

Military leave shall be granted as provided by the applicable laws.

I. GENERAL PROVISIONS

1. Return from Leave: All benefits entitled to an employee at the commencement of a leave of absence shall be restored upon return. These benefits include seniority, unused accumulated sick leave and an assignment to the same or similar position, which was held at the time said leave commenced.
2. Extensions and Renewals: All extensions or renewals of leaves shall be applied for in writing, and if granted, the granting to be in writing.

**ARTICLE XI**  
**INSURANCE/MEDICAL BENEFITS**

A. HEALTH INSURANCE.

Access Care II PPO-C

1. The Board will assume payment of the medical insurance plan for employees hired prior to July 1, 2016, working in a board-approved minimum thirty-five (35) hour per week position or employees who were provided such coverage under a previous agreement. The base plan is Access Care II PPO Plan C which may include benefit changes made by the insurance consortium to conform to regulatory guidelines, to address the availability of new procedures, and to implement carrier-wide design changes as determined by the Lycoming County Insurance Consortium.



2. Dependent children of eligible employees may be added to the health care plan. Spouses are not eligible without a letter from their current employer attesting that they are not eligible for health care coverage with that employer, or other appropriate documentation that health care coverage is not available. Letters are due annually to the district office by July 1<sup>st</sup>, or by the first of any month the spouse becomes ineligible for health insurance through an employer. Spouses who are eligible for government sponsored health care are not eligible for health insurance through the district.

#### CDHP-1

1. The Board will assume payment of the medical insurance plan for employees working in a board-approved minimum thirty-five (35) hour per week position appointed after June 30, 2016. The base plan is CDHP-1 which may include benefit changes made by the insurance consortium to conform to regulatory guidelines, to address the availability of new procedures, and to implement carrier-wide design changes as determined by the Lycoming County Insurance Consortium.
  - a. Employees covered under PPO-C may elect CDHP-1 coverage on the first of the month following written receipt from the employee of notification to enroll. HSA contributions will be prorated based on enrollment date.
2. Spouses and dependent children of eligible and enrolled employees may be added to the CDHP-1 plan.

#### B. Miscellaneous Health Insurance

1. Employees participating in either district-provided health care plan will contribute a co-payment of \$480 per year as a base amount. During the term of this agreement, if annual health care plan premiums increase greater than 5.0% as set by the Lycoming County Insurance Consortium, the co-payment will increase by \$120. This amount will be divided equally over each pay period.
2. All eligible employees and their dependents shall have health insurance coverage for the entire calendar year regardless of the number of months employed.
3. Employees eligible for health insurance may choose to opt out of the district insurance plan. Should an eligible employee choose not to enroll in the district provided health insurance plan, the employee shall receive a lump sum payment of \$2,500.00 in lieu of receiving health insurance coverage. This payment shall be processed in the second pay date in May of each year. Once an employee opts out of insurance coverage, should circumstances change and the employee wishes to enroll in the health care plan, he/she may do so on the first day of the month following written receipt of notification by the employee to enroll. The opt-out payment shall be prorated and any monies received by the employee in excess of the prorated amount shall be reimbursed by the employee to the district.

4. The District shall adopt an IRS Section 125 Plan for employee participation as allowed by law.

B. LIFE INSURANCE.

For employees who meet the minimum thirty-five (35) hour per week requirement in Article XI A(1), the Board will assume the cost of a fifty thousand dollar (\$50,000.00) term life insurance policy.

C. DENTAL INSURANCE

For employees who meet the minimum thirty-five (35) hour per week requirement in Article XI A(1), the Board will assume full payment of the family dental insurance plan.

**ARTICLE XII**  
**WAGES**

- A. The wage schedule for each classification shall be found in Appendix A of this Agreement. Wage increases under this Agreement shall be effective July 1 of each year. The salary schedules listed in Appendix A reflect a pool of money in each year that the Board made available to the Association. The Association applied the pool of money to the wage rates from the previous year in order to provide fair wage increases for all employees, subject to final approval by the Association and the Board or its designee.
- B. Credit for a year of service shall be granted if the employee was hired no later than the first board meeting in January. This clause effects only employees hired after the effective date of this agreement.

**ARTICLE XIII**  
**ADDITIONAL COMPENSATION**

A. TRAVEL ALLOWANCE

Employees who are required to use their own means of transportation to and from schools within the District in the performance of their jobs will be reimbursed at the IRS rate for miles traveled.

B. TRAINING

All trainings, courses, conferences, and seminars required by the Board or by laws and/or regulations for the employee to perform or maintain his/her job shall be paid by the District. Employees will be compensated their normal hourly wage while in attendance at any such training. Additionally, if an employee is recalled from layoff to a position where training is necessary to effectuate the recall, the District shall pay for such training. The Superintendent of his/her designee shall determine whether such training is required.

C. WORK OUTSIDE CLASSIFICATION

Employees who are temporarily assigned to work in a position with a higher rate of pay for three (3) or more consecutive days shall receive the rate of pay for that position based on their district seniority as defined by this agreement during this period retroactive to the first day.

**ARTICLE XIV**  
**MISCELLANEOUS**

A. NO LOCK-OUT, NO-STRIKE PROVISION

Both parties agree to faithfully abide by the provision of the Pennsylvania Public Employee Bargaining Law, Act 195. As a condition of the various provisions of this Agreement, to which the parties have agreed, the Association pledges that members of the bargaining unit will not engage in a strike (as that term is defined in Act 195), during the period of this Agreement, and the Board pledges that it will not conduct or cause to be conducted, a lock-out during the term of this Agreement.

B. SEPARABILITY CLAUSE

The parties agree that, if any provision of this Agreement is held by a Court of competent jurisdiction to be contrary to law, then such provision shall not be deemed valid and subsisting, except to the extent permitted by law. Such invalidity of any provision shall not affect the remainder of the terms of this Agreement, which shall remain in full force and effect.

It is further agreed that within ten (10) days after notification of the final decision of the Court so declaring, if no appeal is to be taken, or within ten (10) days after notification of the final decision of the Appellate Court upholding such decision, in the event of an appeal, the parties shall commence negotiating to arrive at an agreement on such matters.

All understandings and agreements reached under this procedure shall be reduced to writing, signed by each party, and made a part of the Collective Bargaining Agreement.

C. UNIFORMS & EQUIPMENT

1. All safety equipment required by the board shall be paid for and maintained by the board.
2. No employee shall be required to use personal tools or equipment to perform his/her job. The administration shall provide appropriate supplies, equipment, and space for job performance.
3. The Food Service management company will provide uniform items of suitable quality to the nature of work and expected duration of wear. Items to be provided are: 5 shirts and 3 aprons for employees working six or more hours per day; 3 shirts and 2 aprons for employees working less than six hours per day. The

district may identify the uniform pants to be worn and the employee is responsible for procuring them at their own expense.

D. CONTRACTING OUT

The Board will not exercise its right to assign, let or contract out bargaining unit work if such action results in the layoff of any regular employee in the bargaining unit.

E. EFFECTIVE DATE

This Agreement shall be a five-year agreement effective July 1, 2019, and shall continue in full force and effect until midnight June 30, 2024.

Intending to be legally bound hereby, the parties hereto have caused this Agreement to be executed by their duly authorized officers and/or agents this, to become effective as of July 1, 2019.

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

**SOUTH WILLIAMSPORT AREA  
EDUCATIONAL SUPPORT  
PROFESSIONALS ASSOCIATION**

By \_\_\_\_\_ By \_\_\_\_\_  
Board President Association President

By \_\_\_\_\_ By \_\_\_\_\_  
Chairperson, Negotiations Committee Chairperson, Negotiations Committee

Appendix A

	2019-20	2020-21	2021-22	2022-23	2023-24
<b>ESL/Instructional/Title One Paraprofessional</b>					
0-3 years	12.74	12.99	13.24	13.49	13.74
4-7 years	13.74	13.99	14.24	14.49	14.74
8+ years	14.89	15.14	15.39	15.64	15.89
<b>General Food Service</b>					
0-3 years	12.18	12.43	12.68	12.93	13.18
4-7 years	12.47	12.72	12.97	13.22	13.47
8+ years	12.76	13.01	13.26	13.51	13.76
Offscale 639	13.91	14.16	14.41	14.66	14.91
Offscale 373	15.51	15.76	16.01	16.26	16.51
<b>Food Service Manager</b>					
0-3 years	15.55	15.80	16.05	16.30	16.55
4-7 years	16.55	16.80	17.05	17.30	17.55
8+ years	17.55	17.80	18.05	18.30	18.55
Offscale 156 & 209	18.55	18.80	19.05	19.30	19.55
<b>Health Support Services</b>					
0-3 years	18.05	18.30	18.55	18.80	19.05
4-7 years	18.55	18.80	19.05	19.30	19.55
8+ years	19.05	19.30	19.55	19.80	20.05
<b>Secretary</b>					
0-3 years	14.29	14.54	14.79	15.04	15.29
4-7 years	15.58	15.83	16.08	16.33	16.58
8+ years	17.02	17.27	17.52	17.77	18.02
Offscale 214 & 345	20.57	20.82	21.07	21.32	21.57
<b>Van Driver/Lunch Monitor</b>					
	11.04	11.29	11.54	11.79	12.04
<b>Bus Assistant</b>					
	9.75	10.00	10.25	10.50	10.75

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Attachment #2

May 14, 2019

Members of the Board:

We are required to send out a formal Request for Proposal for a Food Service Management Company every 5 years. RFPs were sent out and 2 companies responded.

It is my recommendation that we approve an agreement with The Nutrition Group to oversee the School District's cafeteria for 2019/20, with no increase in breakfast/lunch prices and guaranteed revenue of \$11,332.

Jamie Mowrey  
Business Manager

## **CAPITAL RESERVE BUDGET**

**2019/ 2020**

**Total 2019/2020 Capital Reserve Budget: 40,000.00**

### **Priority Projects:**

- **PROGRAMMING OF COOLING AND HEATING SYSTEMS FOR HUMIDITY CONTROL**
- **BUILDING ENVELOPE REPAIRS TO ROMMELT**
- **REPAIR INTERIOR WINDOW WALLS**
- **PRESSURE WASH FRONT OF HIGH SCHOOL**
- **REPAINT MAIN PARKING LOT LINES AND CROSS WALKS HIGH SCHOOL**
- **REPAIR HANDRAILINGS IN DISTRICT**

### **ITEMS OF CONCERN:**

- **HIGH ENVIRONMENTAL HEALTH & SAFETY CONSULTING**
- **2019 TRANSIT LOW ROOF PASSENGER WAGON TO REPLACE MINI VAN**
- **REPLACEMENT OF HOME SIDE SPEAKER TO FOOTBALL FIELD**
- **REPLACEMENT OF JOHN DEERE TRACTOR**

818 Market Street  
Williamsport, PA 17701

April 29, 2019

SWASD  
515 West Central Avenue  
South Williamsport, PA 17702

School Board:

Although I have enjoyed working for the South Williamsport Area School District, personal reasons necessitate that I vacate my position and focus on improving my situation.

I would like to inform you that I am resigning from my position as Cook for the South Williamsport School District, effective April 29th, 2019. Despite having to leave, I deeply appreciate the opportunities given to me during my time of employment.

Thank you for the support and the opportunities that you have provided me during my time with the district. I have truly enjoyed my time with the SWASD and am more than grateful for the encouragement everyone has given me in pursuing my professional and personal growth objectives.

It has been a pleasure working for you and your team. Thank you for your understanding in this matter.

Please feel free to contact me at (570) 329-0313 with any questions, comments or concerns.

Sincerely,

Chenoa Lindsay



Attachment #5

*May 20, 2019*

*Dental Hygienist*

*Mr. Branton and Members of the Board,*

*I am pleased to recommend A. Grace Hicks for the position of Dental Hygienist. This is a supplemental contracted position for 15 days per school term at a rate of \$125 per day. As a dental hygienist, Mrs. Hicks is responsible for implementing the district's dental hygiene education program and providing dental screenings to students as needed.*

*Mrs. Hicks has extensive experience as a dental hygienist in private practice and as an adjunct instructor at Penn College. She holds a bachelor's degree in dental hygiene and is finalizing her independent practitioner license this month. Her experience and enthusiasm for this role will make her a welcome addition to this program for kids.*

*Respectfully,*

*Mark Stamm, D.Ed.*

*Superintendent*

Guest Teachers  
2018-2019

Sir	FIRST NAME	LAST NAME	DISTRICTS WILLING TO SUBSTITUTE IN
Ms.	Amy	Brooks	Jersey Shore, Loyalsock Twp., Montgomery, S. Wmspt., Williamsport, LCTC, IU 17
Mr.	Dylan	Casale	East Lycoming, Jersey Shore, Loyalsock Twp., Montgomery, Montoursville, Muncy, S. Wmspt., Williamsport, LCTC, IU 17
Ms.	Lynne	Hopkins-Alvarez	Sullivan County, East Lycoming, Jersey Shore, Loyalsock Twp., Montgomery, Montoursville, Muncy, S. Wmspt., LCTC
Ms.	Wendy	Hunter	East Lycoming, Jersey shore, Loyalsock Twp., Montoursville, Muncy, S. Wmspt., Williamsport, IU 17
Mr.	Dylan	Leahy	Loyalsock Twp., Montoursville, S. Wmspt.
Ms.	Margaret	Merk	East Lycoming, Jersey Shore, Loyalsock Twp., Montgomery, Montoursville, Muncy, S. Wmspt., Williamsport, LCTC, IU 17
Ms.	MaryEllen	Miele	Loyalsock Twp., Montoursville, S. Wmspt., Williamsport, IU 17
Mr.	Alec	Tallman	East Lycoming, Jersey Shore, Loyalsock Twp., Montgomery, Montoursville, Muncy, S. Wmspt., Williamsport, LCTC, IU 17
Ms.	Maree	VanStavoren	East Lycoming, Loyalsock Twp., Montoursville, S. Wmspt., Williamsport
			5/7/2019

**Attachment #7**

**To:** Dr. Mark Stamm & the South Williamsport School Board  
**From:** Dwight Woodley, Director of Innovative Learning & Information Systems  
**Date:** May 10, 2019

**School District Photographer**

**July 1, 2019 – June 30, 2022**

I would like to recommend the Board approve Albright Studios as the district photographer beginning July 1, 2019 through June 30, 2022. Albright Studio's met all requirements of the Request for Proposal and has done outstanding work for the past 5 years. They have been the District Photographer since the 2012-13 school year. There is no cost to the District for this service.

**Request for Proposal Information:**

- 1.) The Request for Proposal is attached. An ad was run on the Sun-Gazette three days per week for 3 weeks.
- 2.) Proposals were due: Friday, April 26<sup>th</sup>
- 3.) Eight requests for a complete proposal list were requested.
- 4.) 3 Proposals were submitted.
- 5.) All three proposals were reviewed in detail by Mark, Jamie, and myself. After the review and considerable discussion it was determined that Albright Studio's proposal met all requirements and was the best fit for the district.

## Request for Proposal District Photographer

The South Williamsport Area School District is currently accepting proposals for a district photographer to take student, athletic, and special occasion photographs. This Request for Proposal is for an agreement to run from July 1, 2019 – June 30, 2022.

All photographs must be supplied to the district in digital format and the district must have rights to install pictures in district student information software, district newsletters, yearbooks, website, and other digital or print materials produced or maintained by the district for district use.

The district photographer will be the official photographer for the district and the sole photographer approved to sell school, athletic, and special event photographs to students and families.

The District is soliciting proposals that must meet the following requirements for district photographer:

### REQUIREMENTS

#### Student School Photographs:

At dates and times set by the district:

1. *Digital* pictures of the K-12 student body (approximately 1280 students).
2. *Digital* pictures of the District faculty and staff (approximately 150).
3. Provide reasonably priced picture packages for parents to purchase. The proposal must include the cost of the picture packages and the content of the packages.
4. Provide the District with *two (2)* adhesive back photos of each student for permanent record files.
5. Provide student and faculty identification cards that include the district name, school name, student or faculty picture, district logo, school year, and student identification number in a barcode. Identification cards will be provided within two (2) business days of date of the school picture. ID design must be approved by District one (1) week prior to picture day.
6. Picture packets need to be completed and returned to the school for distribution within three (3) weeks after pictures have been taken.
7. A picture retake day must be established within two (2) weeks after pictures have been distributed to parents. Retakes must be allowed if parents are not satisfied with original pictures. Retakes must be returned to the school within three (3) weeks of pictures being taken.

#### School Athletic Photographs:

At date and times coordinated with the Athletic Director:

1. Provide team and individual pictures of school athletic teams. This includes Fall, Winter, and Spring seasons at the Varsity, Junior Varsity, Junior High, and Elementary level.
2. Provide reasonably priced picture packages for parents to purchase from the photographer. The proposal must include the cost of the picture packages and the content of the packages.
3. Picture packets need to be completed and returned to the school for distribution within three (3) weeks after pictures have been taken.

Miscellaneous:

1. Extra and Co-Curricular:
  - a. Provide photography services for individuals and groups at special events, activities, and performances that occur throughout the school year including plays, musicals, dances, graduation, and other special events. *(Digital copies of images provided to District for District use).*
2. Athletic Competitions:
  - a. Provide photography services at select athletic competitions, and all play-off competitions beyond the league level. *(Digital copies of images provided to District for District use).*
3. Candid School Photographs:
  - a. Twice per year, provided candid photographs of students and staff throughout district schools for use by the district. *(Digital copies of images provided to District for District use).*
4. Board Photography:
  - a. Once per year, provide photographs of the school board for district use. *(Digital copies of images provided to District for District use).*
5. Posters, Banners, Etc. *(District or Booster Club will pay for any posters or banners ordered)*

The district photographer will receive advertisement space in all district programs and publications indicating services provided and where families can purchase photographs. The advertisement space will be provided without charge to the district photographer for the duration of this agreement.

#### SUBMISSION OF PROPOSAL

All proposals must be submitted to Dwight Woodley by Friday, April 26<sup>th</sup>. Proposals should include:

1. Description of the services that will be provided
2. Associated cost for each requirement
3. Samples of similar work
4. Business references

Please send all proposals to:

South Williamsport Area School District  
Attn: District Photographer Proposal  
515 West Central Avenue  
South Williamsport, PA 17702

The proposals will be reviewed by the administrative team. Final selection will be based on:

1. Overall quality of the proposal
2. Affordability of pictures
3. Cost
4. Business references and previous examples of school work

The South Williamsport Area School District reserves the right to accept or reject any or all proposals, waive any irregularities and award the proposal in the best interest of the District.

**South Williamsport Area School District**  
**Proposed Final Budget - Revenues**  
**May 20, 2019**

		2018/19 Budget	2019/20 Proposed Final Budget	Increase (Decrease) from 2018/19 Budget	
<b>Local Revenue</b>	6111	Real Estate Taxes	5,272,320	5,650,921	378,601
	6113	Public Utility Realty Taxes	8,000	8,000	-
	6114	Payments in Lieu of Current Taxes	19,570	19,570	-
	6151	Earned Income Taxes	2,198,266	2,198,266	-
	6153	Real Estate Transfer Taxes	100,000	100,000	-
	6400	Delinquent Real Estate Taxes	350,000	350,000	-
	6500	Earnings on Investments	30,000	30,000	-
	6700	Athletic Event Admissions	42,000	33,900	(8,100)
	6830	IDEA Funding (from BLAST IU)	165,175	180,292	15,117
	6910	Facility Rental Fees	5,000	5,000	-
	6920	Private Donations (SWASDF)	20,000	20,000	-
	6944	Receipts from other LEAs	-	10,000	10,000
	6990	Miscellaneous Revenue	1,000	1,000	-
	6992	Energy Incentive Rebate	5,000	5,000	-
<b>State Revenue</b>	7110	Basic Instructional Subsidy	6,112,869	6,385,669	272,800
	7270	Special Education Subsidy	865,113	879,881	14,768
	7310	Transportation	221,566	221,566	-
	7320	Building Reimbursement Subsidy	506,949	420,242	(86,707)
	7330	Health Services	25,107	25,107	-
	7340	Property Tax Reduction Allocation	560,564	560,963	399
	7360	Safe Schools Grant	-	25,000	25,000
	7505	Ready to Learn Block Grant	228,011	-	(228,011)
	7800	State Share of FICA	382,766	382,109	(657)
	7820	State Share of PSERS	1,791,839	1,717,107	(74,732)
<b>Federal</b>	8514	Title I	355,858	331,243	(24,615)
	8515	Title II	56,105	56,105	-
	8517	Title IV	21,240	21,240	-
	<b>Total Revenue</b>	<b>19,344,318</b>	<b>19,638,181</b>	<b>293,863</b>	

**South Williamsport Area School District  
Proposed Final Budget - Expenses  
May 20, 2019**

		2018/19 Budget		2019/20 Proposed Final Budget		Increase (Decrease)
100	Salaries	8,625,692	43.51%	8,324,562	42.12%	(301,130)
200	Employee Benefits	6,042,462	30.48%	6,012,142	30.42%	(30,320)
300	Purchased Professional & Technical Services	742,139	3.74%	849,462	4.30%	107,323
400	Purchased Property Services	300,984	1.52%	303,024	1.53%	2,040
500	Other Purchased Services	1,305,944	6.59%	1,506,799	7.62%	200,855
600	Supplies	808,671	4.08%	822,710	4.16%	14,039
700	Property	67,630	0.34%	99,195	0.50%	31,565
800	Other Objects	125,312	0.63%	129,582	0.66%	4,270
900	Other Uses of Funds	1,804,383	9.10%	1,717,676	8.69%	(86,707)
	<b>Total Expenses</b>	<b>19,823,217</b>	<b>100.00%</b>	<b>19,765,152</b>	<b>100.00%</b>	<b>(58,065)</b>

**South Williamsport Area School District  
Proposed Final Budget - Fund Balance  
May 20, 2019**

	2018/19 Budget	2019/20 Proposed Final Budget
Total Revenue	19,344,318	19,638,181
Total Expenses	19,823,217	19,765,152
Increase (Decrease) in Fund Balance	(478,899)	(126,971)
Beginning Total Fund Balance	1,341,913	863,014 *
Ending Total Fund Balance	863,014 *	736,043

\* Fund Balance of \$863,014 is budgeted total. Amount may vary based on 2018/19 actual figures.

Attachment #9

May 20, 2019

*Furlough of Professional Staff for Economic Reasons*

*Members of the board,*

*It is recommended that the board furlough two professional staff for economic reasons based on the Public School Code of 1949, Section 1124 (5) Economic Reasons. These furloughs were determined by the process outlined in Section 1125.1.*

*Employees to be furloughed are:*

- *Brooke Cohick*
- *Melissa Mix (voluntary)*

*Respectfully,*

*Mark Stamm, D.Ed.*

*Superintendent*



2694 Jack's Hollow Road  
South Williamsport, Pa 17702  
[mmix@swasd.org](mailto:mmix@swasd.org)  
(570)772-5385

South Williamsport Area School District  
515 Central Ave.  
South Williamsport, Pa 17702

Dr. Stamm:

This letter is to express my intention to receive a furlough for the 2019-2020 school year. This will allow me to go back to school to receive my master's degree and spend more time with my daughter before she goes to kindergarten the following year.

I very much appreciate the opportunity to teach at such a wonderful school district. I hope that I have been able to make a positive impact on students. My time here has been a truly rewarding experience.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Mix".

Melissa Mix

Attachment #11

May 20, 2019

*Non-Renewal of Temporary Professional Employees for Economic Reasons*

*Members of the board,*

*It is recommended that the board not renew the employment contracts of three temporary professional employees for economic reasons.*

*Temporary professional employees recommended for non-renewal are:*

- *Kelsey Shannon*
- *Margaret Sander*
- *Jonelle Havard*

*Respectfully,*

*Mark Stamm, D.Ed.*

*Superintendent*

Attachment #12

May 20, 2019

*Transfer of Professional Staff*

*Members of the board,*

*It is recommended that the board approve the transfer the following staff from their current area of certification to a different area for which they hold professional certification.*

*Professional staff recommended for transfer to a different certification:*

- *Kendra Lewis from Elementary K-6 to Elementary Special Education PK-12*
- *Sarah Beth Ireland from Reading to Elementary K-6*
- *Ashley Zielewicz from Grades 4-8 (All Subjects) to Special Education PK-12*
- *Lisa Laidacker from Office Technologies to Secondary School Counselor*

*Respectfully,*

*Mark Stamm, D.Ed.*

*Superintendent*

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between the South Williamsport Area School District (District) and Dr. Mark Stamm, Superintendent, and relates to the Superintendent’s contract effective July 1, 2014 – June 30, 2019.

The agreement states that salary increases will be determined by annual performance evaluations conducted by the board.

In an effort to support the district in a difficult financial situation, the Superintendent has voluntarily proposed to forego any salary increase for the 2019-20 school year. This offer is made without conditions and is not reflective of any performance evaluations.

Nothing in this Memorandum is intended to constitute a binding “past practice” or create a precedent for future situations that may arise that may be considered similar to the current circumstances. The board recognizes the organizational benefit to accept this offer for the mutual benefit of the superintendent and the district.

\_\_\_\_\_  
Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
South Williamsport Area School District

\_\_\_\_\_  
Date

## MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding is made between the South Williamsport Area School District (District) and the South Williamsport Act 93 Administrators (Act 93 Group) and relates to the Act 93 Compensation Plan effective July 1, 2018 through June 30, 2020.

The agreement states that Salary increases will be determined by annual performance evaluations conducted by the superintendent. Percentage increases are set by the overall rating assigned. Rating: Distinguished 4%, Satisfactory 3%, Needs Improvement 1.5%, Failing 0%.

In an effort to support the district in a difficult financial situation, the Act 93 group has voluntarily proposed to forego any salary increases for the 2019-20 school year. This offer is made without conditions and is not reflective of any performance evaluations.

Nothing in this Memorandum is intended to constitute a binding "past practice" or create a precedent for future situations that may arise that may be considered similar to the current circumstances. The board recognizes the organizational benefit to accept this offer for the mutual benefit of the Act 93 group and the district.

\_\_\_\_\_  
South Williamsport Act 93 Group "Representative"

\_\_\_\_\_  
Date

\_\_\_\_\_  
South Williamsport Area School District

\_\_\_\_\_  
Date