



Superintendent's Report

February 16, 2023

Web Site Preview:

As part of the district comprehensive plan goals relating to clarity and transparency in communications, the web site is receiving a complete overhaul. Mr. Creasy and I have been working with web designers from BLAST IU17 to create a new web site for the district. We are eager to share the preliminary design with the board this evening. Anticipated rollout of the new web site will be mid-March to mid-April.

Spartan Logo Style Guides:

Along with the web site is an updated / refined Spartan logo and style guide. The logo is the same used on the previous web site with some minor enhancements for digital applications and one for print applications. The style guide provides consistency in Spartan "green" along with accent colors. This guide is then provided to any company doing work for the district to ensure every Spartan logo, colors, and even text is consistent.

Comprehensive School-Based Mental Health and Emotional Wellness:

Each month, I will update the Board on the progress of the stakeholder committee on school based mental health and emotional wellness program development. As you recall this is a K-12 approach to promoting positive social, emotional, behavioral skills, and overall, well-being of students and staff. Even this week, findings from the CDC showed alarming increases in mental health risks in teens including depression, anxiety, suicide and violence between 2011 and 2021. The committee is working carefully to discuss what types of programs and supports will best meet the needs of ELSD students. The full summary of their work is in the information section for your review. The committee meets next on March 1.

Building Project Update:

To ensure that any recommendations from the permit review process are included in the bid specifications, Marotta/Main is shifting the schedule 30 days at this point. As currently scheduled bidding will begin March 9. There will be a pre-bid meeting for interested contractors at Ashkar on March 16. Bids will be due on April 6. Bids will be reviewed at the April 11 board meeting and if appropriate, approved on April 25. Site mobilization will begin around July 3.

Board Policy Revisions / Adoptions:

There are multiple policies on the agenda for first reading. Each of these policy updates is recommended by PSBA as part of that service. A description of the reason for revising / adopting each group of policies is provided.

School Calendar 2023-24:

The 2023-24 school calendar is presented without changes for second and final reading.

**Support Personnel Agreement:**

The negotiated five-year Support Personnel Agreement is recommended for your approval. Changes in the agreement are intended to address staffing shortages and maintain fiscal responsibility to the district. These changes include: a one-time market adjustment in wages of \$0.75/hour for 2023-24, separate job classifications for Instructional Paraprofessionals and Supervision Aides, and ability to align the workday hours with the student instructional day.

Facilities Manager:

I am pleased to recommended to the board the appointment of Mr. Bryan McCaffery as our new facilities manager. Mr. McCaffery has an extensive background in industrial HVAC, is the former facilities manager of the Williamsport School District, and is currently the HVAC director for the 187 buildings at Bucknell University. He is eager to return to the K12 setting and work directly with support staff again. I am confident he will provide excellent leadership to our facilities program and be an asset to the leadership team. I look forward to working with him.

Cargo Van:

The ELSD cargo van has numerous repairs, including a cracked engine block, that exceeds its value. The cargo van is not used by the district and making these repairs does not make sense. Lyco-CTC is interested in using it for students in the automotive program and it is recommended that the board approve the donation.

Job Descriptions:

A few years ago, the district contracted with PSBA to rewrite job descriptions for district staff. You will begin seeing these come to the board for approval in groups over the next several months. This first group includes the district leadership team. Next month will include the business office and district support staff. Subsequent groups will include faculty and support staff. Once finalized, they will be posted to the district web site, available for applicants to review before hiring, and revised as needed.

Respectfully submitted,

Dr. Mark Stamm
Superintendent of Schools

EAST LYCOMING SCHOOL DISTRICT DEPARTMENT OF ATHLETICS



Athletic Committee Agenda 2/21/23 6:00 PM

1. Preliminary Comments on Agenda Items.
2. Facilities / Programs:
 - a. Scoreboard Replacement Proposal:
 - i. Mr. Tallman will discuss a proposal to replace the scoreboards on each athletic field / area.
 - b. Gym floor refinishing:
 - i. Capital Reserve Projects approved
 - c. Review all sport participation numbers from the Fall/Winter sports as well as overall numbers from the past in all sports.
 - d. New Sport Updates:
 - i. Volleyball
 1. Backboards in main HS gym
 - ii. Girls Wrestling
 - e. Winter sports update on season progress with all sports and post season.
 - f. Athletic Handbook 2023-24:
 - i. Add a 15 school day limit to join a sport for current students, exceptions are foreign exchange students, or student transfers in from another school.
 1. 15 school days counted from the first official day of PIAA season
 - g. Turf room scheduling clarification:
 - i. Priority Order
 1. In-Season Varsity / JV Sports (without other location)
 2. Off-Season Varsity / JV Sports
 3. JR High Sports
 4. Others
3. General Information for the Committee.
4. New Business.
5. Courtesy to the Floor.
6. Adjournment.

**EAST LYCOMING SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
Tuesday, February 21, 2023
High School Library - 7:00 p.m.**

Public should enter through the Library Vestibule Doors

WELCOME AND CALL THE MEETING TO ORDER – MR. MICHAEL, PRESIDENT

- I. **AUDIENCE PARTICIPATION:** Comments from residents of the district regarding this agenda.

II. **REPORTS:**

Administrator Reports:

- Superintendent Report by Dr. Mark Stamm
- Literacy Program Committee/Process by Mrs. Cotner
- Elementary Curriculum, Interventions by Mrs. Cowburn, Mrs. Warg and Mrs. Cotner

Administrator Updates (as applicable):

- Mrs. Cori Cotner – Director of Curriculum
- Mr. Tom Coburn - Sr. High School Principal
- Mr. Richard Reichner – Jr. High School Principal
- Mrs. Jill Warg – Ferrell/Renn Elementary Principal
- Mrs. Sherry Cowburn – Ashkar Elementary Principal
- Mrs. Heather Burke – Business Manager/Board Secretary
- Mrs. Valerie Ochs - Assistant Business Manager
- Mrs. April Paulhamus - Special Education Director
- Mr. Adam Creasy - Technology Director
- Mr. Kenneth Tallman - Athletic Director

Board Member Updates (as applicable):

- Intermediate Unit #17 – Mrs. McClintock
- Legislative Representation – Mrs. Gavitt
- LycoCTC – Mr. Mamrak

Committee Report:

- Board Committee Meeting (Athletics) - Mr. Mamrak

III. **BOARD POLICIES:**

(BOE)

1. **Board Policy 011 (Principle of Governance and Leadership) - First Reading:**

Resolved, to approve the revisions to the following policy as recommended by PSBA to align with changes in **PSBA Principles of Governance and Leadership:**
Policy 011: Principles of Governance and Leadership **--resolution required**

2. **Board Policies (200,202,204,217,221,251,808,810)- First Reading:**

Resolved, to approve the revisions to the following policies as recommended by PSBA to align with changes in the school code in 2022 to support students experiencing **educational instability:**

Policy 200 Enrollment, 202 Eligibility of Non-Resident Students, 204 Attendance, 217 Graduation, 221 Dress and Grooming, 251 Students Experiencing Homelessness, 808 Food Services, and 810 Transportation. **--resolution required**

3. **Board Policy 210 (Medications) - First Reading:**
Resolved, upon the recommendation of Superintendent Stamm and the school nurses to approve a first reading of Board Policy 210 (Medications). **--resolution required**

4. **Board Policy 233 (Suspension and Expulsion) - First Reading:**
Resolved, to approve the revisions to the following policy as recommended by PSBA to align with changes in the school code relating to **compulsory attendance age:**
Policy 233 Suspension / Expulsion. **--resolution required**

5. **Board Policies (236.1 and 805)- First Reading:**
Resolved, to approve the revisions to the following policies as recommended by PSBA to align with annual changes in **school safety and security annual training requirements:**
Policy 236.1 Threat Assessment and 805 Emergency Preparedness and Response
--resolution required

6. **Board Policy 309.1 (Remote Work) - First Reading:**
Resolved, adoption of the following Board Policy 309.1 (Remote Work) as developed by PSBA to guide administrative actions around employees who may work remotely.
--resolution required

7. **Board Policies (610, 611, and 626)- First Reading:**
Resolved, to approve the revisions to the following policies as recommended by PSBA to align with annual changes in **procurement thresholds:**
Policy 610 Purchases Subject to Bid/Quotation, 611 Purchases Budgeted, and 626 Federal Fiscal Compliance.
--resolution required

8. **Board Policy 810.1 (School Bus Drivers) - First Reading:**
Resolved, adoption of the following policy to align with state requirements for **drug testing of School Bus Drivers.** Policy is consistent with current district practice.
Policy 810.1 School Bus Drivers **--resolution required**

IV. **EDUCATIONAL:**

(E-1)

1. **2023/2024 School Calendar - Second and Final Reading:**
Resolved, upon the recommendation of Superintendent Stamm to approve the second and final reading of 2023/2024 School Calendar. **--resolution required**

2. **Field Trips:**
Resolved, upon the recommendation of Superintendent Stamm to approve the following field trips:

-February 22-24, 2023 Number of Students: 1	Community Arts Center Cost to Student: \$0.00	Sr. High Chorus Cost to District: \$300.00
-March 8, 2023 Number of Students: 20 Cost to District: Approximately \$425.00	Penn College Cost to Students: \$0.00	High School
-March 9-11, 2023 Number of Students: 3	Bloomsburg University Cost to Students: \$0.00	Sr. High Band Cost to District: \$563.00
-March 17-18, 2023 Number of Students: 1	Harrisburg Cost to Student: \$0.00	8 th Grade Student

Cost to District: Approximately \$545.00

-March 27, 2023 Number of Students: 6	Backyard Broadcasting Cost to Students: \$0.00	Drama Club Cost to District: \$110.00
-March 30, 2023 Number of Students: 17 Cost to District: Approximately \$360.00	Muncy School District Cost to Students: \$0.00	Select High School
-April 14, 2023 Number of Students: 6	Canton Area High School Cost to Students: \$0.00	Selected Chorus Members Cost to District: \$475.00
-May 5, 2023 Number of Students: 50 Cost to District: \$0.00 (Club & Other Funds)	New York City Cost to Students: \$95.00	High School
-May 5, 2023 Number of Students: 38 Cost to District: \$0.00 (PTO/PTAC Funded)	Camp Susque Cost to Students: \$0.00	Grade 2 Ferrell & Renn
-May 12, 2023 Number of Students: 40 Cost to District: \$0.00 (PTO/PTAC Funded)	Reptiland Cost to Students: \$0.00	Grade 1 Ferrell & Renn
-May 18, 2023 Number of Students: 42 Cost to District: \$0.00 (Fundraising & Club Funded)	Baltimore National Aquarium Cost to Students: \$55.00	High School
-11/30-12/5/2025 Number of Students: 44 Cost to District: \$0.00 (Fundraising & payment plans)	Walt Disney World Cost to Students: \$1965.00	Sr. High Chorus <u>--resolution required</u>

PRE-APPROVED FIELD TRIPS:

Ferrell Grade 4 to Harrisburg on March 17, 2023
Renn Grade 6 to Washington DC on May 12, 2023
Renn Grade 4 to Harrisburg on May 25, 2023

V. **PERSONNEL:**

(P-1)

1. **Support Personnel Agreement (July 1, 2023 to June 30, 2028):**

Resolved, upon the recommendation of Superintendent Stamm to approve the negotiated five-year agreement, effective July 1, 2023 to June 30, 2028, with the ELSD Support Personnel Association. **--resolution required**

2. **Facilities Director Appointment:**

Resolved, upon recommended by Superintendent Stamm and the interview committee, to appoint Mr. Bryan McCaffery as the ELSD Facilities Director at a starting salary of \$80,000. **--resolution required**

3. **Food Service Worker:**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Amber Wagner be approved as a Part-time Food Service Worker at Renn Elementary, pending receipt of required documents. Ms. Wagner will be paid \$12.54 per hour (minus \$.30 per hour for a 60 day probation period), 1.50 Breakfast hours and 4.75 Lunch hours per day,

per the terms of the East Lycoming Educational Support Professional Contract.

--resolution required

4. **Food Service Worker:**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Chasity Schomburg be approved as a Part-time Food Service Worker at Ashkar Elementary retro-active to February 7, 2023. Ms. Schomburg will be paid \$12.54 per hour (minus \$.30 per hour for a 60 day probation period), 3 hours per day, per the terms of the East Lycoming Educational Support Professional Contract.

--resolution required

5. **Assistant Varsity Softball Coach:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mr. Patrick Kimble be approved as an Assistant Varsity Softball Coach for the 2023 season. Mr. Kimble will be paid \$3,173.00, which represents level 3 of the extracurricular salary agreement.

--resolution required

6. **Assistant Varsity Softball Coach:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mr. Casey Snyder be approved as an Assistant Varsity Softball Coach for the 2023 season. Mr. Snyder will be paid \$3,173.00, which represents level 3 of the extracurricular salary agreement.

--resolution required

7. **Assistant Varsity Baseball Coach:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mr. Trey Smith be approved as an Assistant Varsity Baseball Coach for the 2023 season. Mr. Smith will be paid \$3,173.00, which represents level 3 of the extracurricular salary agreement.

--resolution required

8. **Head Girls Varsity Volleyball Coach:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mrs. Brandi Dillon Liddic be approved as a Head Girls Volleyball Coach for the 2023 season. Mrs. Dillon Liddic will be paid \$3,742.00, which represents level 3 of the extracurricular salary agreement.

--resolution required

9. **Coaching Reappointments – 2023 Season:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman that the following coaching reappointments be approved for the 2023 season:

<u>Sport</u>	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Salary</u>
Baseball (V)	Head Coach	Chris Kish	5+	\$4,816.00
Baseball (V)	Assistant	Nathan Hill	5+	\$4,129.00
Softball (V)	Head Coach	Dave Dimoff	5+	\$4,912.00
Boys Track (V)	Head Coach	Griffin Molino	3	\$3,742.00
Boys Track (V)	Assistant	Rob Wallis	5+	\$4,296.00
Girls Track (V)	Head Coach	Rick Glenwright	5+	\$6,584.00
Girls Track	Assistant	Jan Mostowy	5+	\$5,250.00
Girls Track	Assistant	Denise Gorini	5+	\$4,048.00
JH Boys Soccer	Head Coach	Jim Dennis	5+	\$3,885.00
JH Girls Soccer	Head Coach	Zane Campbell	5+	\$3,469.00
Boys Tennis (V)	Head Coach	Josh Fry	5	\$4,538.00

--resolution required

10. **Fitness Center Worker:**
Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman to approve Ms. Angela DiRocco as a Fitness Center Worker. Ms. DiRocco will be paid \$11.50 per hour. **--resolution required**

11. **Athletic Volunteers:**
Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman to approve the following athletic volunteers:
-Brittin Balliet (2023 Baseball season)
-Lindsey Hartman (2023 Track season)
-Elizabeth Moores (2023 Track season)
-Scott Ritter (2023 Girls Wrestling) **--resolution required**

- VI. **MINUTES:** (1)
Resolved, to accept the minutes from the meeting of January 17, 2023 as submitted. **--resolution required**

VII. **BUSINESS/FINANCIAL MATTERS:**

1. **Treasurer's Report:** (F-1)
Resolved, to accept the January 2023 Treasurer's Reports as attached. **--resolution required**
2. **Bills for Payment:** (F-2)
Resolved, to accept bills for payment as listed and attached. **--resolution required**
3. **Business Office Reports:** (F-3)
(Act 24 Reform, Capital Projects and Student Activities) **--resolution required**
4. **Agreement with Bryan Miller:** (F-4)
Resolved, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that the attached agreement with Bryan Miller be approved. **--resolution required**
5. **Agreement with The Meadows:** (F-5)
Resolved, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that the attached agreement with The Meadows for 2023/2024 & 2024/2025 be approved. **--resolution required**
6. **Intermediate IU 17 2023/2024 Budget:** (F-6)
Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that the attached Intermediate IU 17 2023/2024 budget be approved. **--resolution required**
7. **Donation of Cargo Van to LCTC:**
Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that the 1997 Cargo Van be donated to the Lycoming Career and Technology Center. **--resolution required**
8. **Job Descriptions:** (F-7)
Resolved, upon the recommendation of Superintendent Stamm to approve the updated job descriptions. **--resolution required**

9. **Chromebook Purchase:**

(F-8)

Resolved, upon the recommendation of Superintendent Stamm and Technology Director Creasy that the attached ChromebookParts.com totaling \$164,985 be approved utilizing the Technology Reserve Account. **--resolution required**

VIII. **INFORMATION:**

1. Resignations received and accepted by Superintendent Stamm:
 - Amber Miller, High School Custodian, Retirement effective July 25, 2023.
 - Elizabeth Barber, Food Service Worker at Renn, effective February 10, 2023.
 - Robert Gavitt, Custodian at the High School, effective February 24, 2023.
2. Upcoming Events.
3. Spartan Style Guides: Digital and Print.
4. Comprehensive School-Based Mental Health and Emotional Wellness update.

IX. **AUDIENCE PARTICIPATION:**

Questions or comments from residents of the district regarding board discussion topics or other school-related matters.

X. **ADJOURNMENT:**

**NEXT BOARD MEETING:
TUESDAY, MARCH 14, 2023
7:00 PM**



Book	Policy Manual
Section	000 Local Board Procedures
Title	Principles for Governance and Leadership
Code	011 Vol IV 2022
Status	From PSBA

This board policy supports the Principles for Governance and Leadership adopted by the board and signed by individual school directors.

Pennsylvania school boards are committed to providing every student the opportunity to grow and achieve. **Our** actions, **as elected and appointed board members**, ultimately have both short and long-term impact in the classroom. Therefore, **we pledge that we** will . . .

Lead Responsibly

- Prepare for, attend, and actively participate in board meetings
- Work together **with civility and** cooperation, **respecting that individuals hold differing opinions and ideas**
- Participate in professional development, training, and board retreats
- Collaborate with the Superintendent, **acknowledging their role** as the **10th member of the board and commissioned officer of the Commonwealth**

Act Ethically

- Never use the position for improper benefit to self or others
- **Avoid** actual or perceived conflicts of interest
- Recognize **school directors do not possess any** authority outside of the collective board
- **Accept that when a board has made a decision, it is time to move forward collectively and constructively**

Plan Thoughtfully

- **Implement** a collaborative **strategic** planning process
- Set annual goals that are aligned with comprehensive plans, **recognizing the need to adapt as situations change**
- Develop a **comprehensive** financial plan **and master facilities plan** that anticipates short and long-term needs
- **Allocate resources to effectively impact student success**

Evaluate Continuously

- **Make** data-informed decisions
- **Evaluate** the Superintendent **annually**
- **Conduct a board self-assessment on a recurring basis**
- **Focus on** student growth and achievement

- Review effectiveness of **all** comprehensive **and** strategic plans

Communicate Clearly

- Promote open, honest, and respectful dialogue among the board, staff, and community
- **Acknowledge and listen to varied input from all stakeholders**
- **Promote transparency while protecting necessary confidential matters**
- **Set expectations and guidelines for individual board member communication**

Advocate Earnestly

- Promote public education as a keystone of **our Commonwealth**
- Engage the community by seeking input, building support networks, and generating action
- Champion public education by **engaging** local, state, and federal **officials**

Govern Effectively

- **Establish and** adhere to rules and procedures for board operations
- Develop, adopt, revise, and review policy **routinely**
- Align **board** decisions to policy **ensuring compliance with the PA School Code and other local, state, and federal laws**
- **Remain focused on the role of** governance, **effectively** delegating management tasks to **the** administration



Book	Policy Manual
Section	200 Pupils
Title	Enrollment of Students
Code	200 Vol IV 2022
Status	From PSBA
Legal	1. 24 P.S. 1301 2. 24 P.S. 1302 3. 22 PA Code 11.11 4. 22 PA Code 11.41 5. 24 P.S. 1331.1 6. 22 PA Code 11.12 7. 22 PA Code 12.1 8. 24 P.S. 1303a 9. 24 P.S. 1304-A 10. Pol. 203 11. Pol. 216.1 12. Pol. 138 13. Pol. 251 14. Pol. 202 Pol. 201

Authority

The Board shall enroll school age students eligible to attend district schools, in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Definitions

School age shall be defined as the period from the earliest admission age for the district's kindergarten program until graduation from high school or the end of the school term in which a student reaches the age of twenty-one (21) years, whichever occurs first.[\[1\]](#)[\[6\]](#)

District of residence shall be defined as the school district in which a student's parents/guardians reside.[\[2\]](#)[\[3\]](#)

Guidelines

School age resident students and eligible nonresident students shall be entitled to attend district schools.[1][2][3][7]

The district shall not enroll a student until the parent/guardian has submitted proof of the student's age, residence, and immunizations and a completed Parental Registration Statement, as required by law and regulations.[1][2][3][8][9][10][11]

The district shall administer a home language survey to all students enrolling in district schools for the first time.[3][12]

The district shall normally enroll a school age, eligible student the next business day, but no later than five (5) business days after application.[3]

The district shall immediately enroll students **experiencing homelessness, foster care and other forms of educational instability**, even if the student or parent/guardian is unable to produce the required documents, **in accordance with Board policy, law and regulation.**[5][13]

The district shall not inquire about the immigration status of a student as part of the enrollment process.[3]

Enrollment requirements and administrative regulations shall apply to nonresident students approved to attend district schools, in accordance with Board policy.[14]

Delegation of Responsibility

The Superintendent or designee shall annually notify students, parents/guardians and staff about the district's **enrollment** policy by publishing such policy in the student handbook, parent newsletters, district website and other efficient methods.[4]

The Superintendent or designee shall develop and disseminate administrative regulations for the enrollment of eligible students in district schools.



Book	Policy Manual
Section	200 Pupils
Title	Eligibility of Nonresident Students
Code	202 Vol IV 2022
Status	
Legal	1. 24 P.S. 501 2. 24 P.S. 502 3. 24 P.S. 503 4. 24 P.S. 1301 5. 24 P.S. 1316 6. Pol. 200 7. 24 P.S. 1302 8. 22 PA Code 11.19 9. Pol. 906 10. 24 P.S. 2561 11. Pol. 607 12. 24 P.S. 1305 13. 24 P.S. 1331.1 14. 24 P.S. 1306 15. 24 P.S. 1307 16. 24 P.S. 1308 17. 24 P.S. 1309 18. 24 P.S. 1310 19. 24 P.S. 2562 20. 22 PA Code 11.18 21. Pol. 251 24 P.S. 1306.2 24 P.S. 2503 22 PA Code 11.41 Pol. 103 Pol. 103.1
Adopted	March 9, 2010
Last Revised	March 14, 2023

Purpose

The Board shall operate district schools for the benefit of students residing in this district who are eligible for attendance.[1][2][3]

Authority

{ } It shall be the policy of the Board not to permit the admission of nonresident students.[4]

{XX } The Board may permit the admission of nonresident students in accordance with Board policy.[4][5][6]

The Board shall require that appropriate legal documentation showing dependency or guardianship or a sworn statement of full residential support be filed with the Board Secretary before an eligible nonresident student may be accepted as a student in district schools. The Board may require a resident to submit additional, reasonable information to substantiate a sworn statement, in accordance with guidelines issued by the PA Department of Education.[7][8]

The Board reserves the right to verify claims of residency, dependency and guardianship and to remove from school attendance a nonresident student whose claim is invalid.[7]

If information contained in the sworn statement of residential support is found to be false, the student shall be removed from school after notice is given of an opportunity to appeal the student's removal, in accordance with Board policy.[7][9]

{ XX} The Board shall not be responsible for transportation to or from school for any nonresident student residing outside school district boundaries.

Tuition rates shall be determined annually in accordance with law. Tuition shall be charged monthly, in advance of attendance.[5][10][11]

Guidelines

Nonresident Children Placed in Resident's Home

Any child placed in the home of a district resident by a court or government agency shall be admitted to district schools and shall receive the same benefits and be subject to the same responsibilities as resident students.[12][13]

Residents of Institutions

A child who is living in or assigned to a facility or institution for the care or training of children that is located within this district is not a legal resident of the district by such placement; but **the student** shall be admitted to district schools, and a charge shall be made for tuition in accordance with law.[10][13][14][15][16][17][18][19][20]

Students Experiencing Educational Instability

The district shall immediately admit students experiencing homelessness, foster care and other forms of educational instability, even if the required documents are unavailable, in accordance with Board policy, law and regulation.[13][21]

{ XX} Prospective Residents

A student eligible for attendance whose parent/guardian has executed a contract to buy, build or rent a residence in this district for occupancy by ____October 1____ may be enrolled[5]

☐ () with payment of tuition

☒ (XX) without payment of tuition

☐ () for _____ previous to the anticipated date of residency.

☐ () at the beginning of the school year, provided that the anticipated date of residency is not later than _____ of the same school year.

If the student does not become a resident of the district by the end of the period for which

☒ (XX) free attendance is given,

☐ () reduced rate tuition is charged,

tuition shall be required until residency is established.

Parents/Guardians of students who claim admission on the basis of future residency shall be required to demonstrate proof of the anticipated residency.

{ } Former Residents

Regularly enrolled students whose parents/guardians have moved out of the school district may be permitted to finish the[5]

☐ () school year

☐ () semester

☐ () marking period

☐ () with payment of tuition.

☐ () without payment of tuition.

☐ () when the parents/guardians move from the district during the _____ immediately previous to the end of the school year.

☒ (XX) when the student is completing the senior year and will graduate.

Other Nonresident Students

A nonresident student may be admitted to district schools without payment of tuition where attendance is justified on the grounds that the student lives full-time and not just for the school year with district residents who have assumed legal dependency or guardianship or full residential support of the student.
[7][8]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations for the enrollment of nonresident students.

The Superintendent shall report to the Board for its information the enrollment of nonresident students.

NOTES:

Incarcerated Juveniles

Convicted – SC 1306.2, 1318

Charged – SC 1306.2

PSBA Revision 11/22 © 2022 PSBA



Book	Policy Manual
Section	200 Pupils
Title	Attendance
Code	204 Vol IV 2022
Status	

- [1. 22 PA Code 11.41](#)
- [2. 24 P.S. 1327](#)
- [3. 24 P.S. 1329](#)
- [4. 24 P.S. 1330](#)
- [5. 22 PA Code 11.23](#)
- [6. 22 PA Code 11.25](#)
- [7. 22 PA Code 12.1](#)
- [8. 24 P.S. 1326](#)
- [9. 22 PA Code 11.13](#)
- [10. 42 Pa. C.S.A. 6302](#)
- [11. 24 P.S. 510.2](#)
- [12. 24 P.S. 1332](#)
- [13. 24 P.S. 1339](#)
- [14. 22 PA Code 11.22](#)
- [15. 22 PA Code 11.28](#)
16. Pol. 113
17. Pol. 115
18. Pol. 116
19. Pol. 117
20. Pol. 118
- [21. 22 PA Code 11.34](#)
- [22. 22 PA Code 11.32](#)
- [23. 22 PA Code 11.5](#)
- [24. 24 P.S. 1327.1](#)
- [25. 22 PA Code 11.31](#)
- [26. 22 PA Code 11.31a](#)
27. Pol. 137
- [28. 22 PA Code 11.21](#)
- [29. 22 PA Code 11.26](#)
30. Pol. 251
- [31. 24 P.S. 1546](#)
- [32. 24 P.S. 1333](#)
- [33. 24 P.S. 1333.1](#)
- [34. 24 P.S. 1333.2](#)
35. Pol. 103.1
36. Pol. 113.3
37. Pol. 114
- [24 P.S. 1333.3](#)
- [22 PA Code 11.24](#)
- [22 PA Code 11.8](#)

Purpose

The Board recognizes that attendance is an important factor in educational success, and supports a comprehensive approach to identify and address attendance issues.[\[1\]](#)

Authority

The Board requires the attendance of all students during the days and hours that school is in session, except that temporary student absences may be excused by authorized district staff in accordance with applicable laws and regulations, Board policy and administrative regulations.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

Definitions

Compulsory school age shall mean the period of a student's life from the time the student's person in parental relation elects to have the student enter school, which shall be no later than **six (6)** years of age, until the student reaches **eighteen (18)** years of age. The term does not include a student who holds a certificate of graduation from a regularly accredited, licensed, registered or approved high school.[\[8\]](#)[\[9\]](#)

Habitually truant shall mean six (6) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[8\]](#)

Truant shall mean having incurred three (3) or more school days of unexcused absences during the current school year by a student subject to compulsory school attendance.[\[8\]](#)

Person in parental relation shall mean a:[\[8\]](#)

1. Custodial biological or adoptive parent.
2. Noncustodial biological or adoptive parent.
3. Guardian of the person of a student.
4. Person with whom a student lives and who is acting in a parental role of a student.

This term shall not include any county agency or person acting as an agent of the county agency in the jurisdiction of a dependent child as defined by law.[\[10\]](#)

School-based or community-based attendance improvement program shall mean a program designed to improve school attendance by seeking to identify and address the underlying reasons for a student's absences. The term may include an educational assignment in an alternative education program, provided the program does not include a program for disruptive youth established pursuant to Article XIX-C of the Pennsylvania Public School Code.[\[8\]](#)

Delegation of Responsibility

The Superintendent or designee shall annually notify students, persons in parental relation, staff and

{ } local children and youth agency

{XX} local magisterial district judges

about the district's attendance policy by publishing such policy in student handbooks and newsletters, on the district website and through other efficient communication methods.[\[1\]](#)[\[11\]](#)

{ } The Superintendent shall require the signature of the person in parental relation confirming that the policy has been reviewed and that the person in parental relation understands the compulsory school attendance requirements.

The Superintendent or designee, in coordination with the

{XX } building principal,

{ } Attendance Officer,

{ } Home and School Visitor,

{ } (other) _____,

shall be responsible for the implementation and enforcement of this policy.

The Superintendent or designee shall develop administrative regulations for the attendance of students which:

1. Govern the maintenance of attendance records in accordance with law.[\[12\]](#)[\[13\]](#)
2. Detail the process for submission of requests and excuses for student absences.
3. Detail the process for written notices, School Attendance Improvement Conferences, School Attendance Improvement Plans, and referrals to a school-based or community-based attendance improvement program, the local children and youth agency, or the appropriate magisterial district judge.
4. Clarify the district's responsibility for collaboration with nonpublic schools in the enforcement of compulsory school attendance requirements.
5. {XX} Ensure that students legally absent have an opportunity to make up work.

Guidelines

Compulsory School Attendance Requirements

All students of compulsory school age who reside in the district shall be subject to the compulsory school attendance requirements.[\[2\]](#)

A student shall be considered in attendance if present at any place where school is in session by authority of the Board; the student is receiving approved tutorial instruction, or health or therapeutic services; the student is engaged in an approved and properly supervised independent study, work-study or career education program; the student is receiving approved homebound instruction; or the student's placement is instruction in the home.[\[2\]](#)[\[5\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)[\[20\]](#)

The following students shall be excused from the requirements of attendance at district schools, upon request and with the required approval:

1. On certification by a physician or submission of other satisfactory evidence and on approval of the Department of Education, children who are unable to attend school or apply themselves to study for mental, physical or other reasons that preclude regular attendance.[\[3\]](#)[\[4\]](#)[\[21\]](#)
2. Students enrolled in nonpublic or private schools in which the subjects and activities prescribed by law are taught.[\[2\]](#)[\[22\]](#)

3. Students attending college who are also enrolled part-time in district schools.[\[23\]](#)
4. Students attending a home education program or private tutoring in accordance with law.[\[2\]](#)[\[18\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)[\[27\]](#)
5. Students fifteen (15) or sixteen (16) years of age whose enrollment in private trade or business schools has been approved.[\[2\]](#)
6. Students fifteen (15) years of age, as well as students fourteen (14) years of age who have completed the highest elementary grade, engaged in farm work or private domestic service under duly issued permits.[\[4\]](#)
7. Students sixteen (16) years of age regularly engaged in useful and lawful employment during the school session and holding a valid employment certificate. Regularly engaged means thirty-five (35) or more hours per week of employment.[\[4\]](#)[\[15\]](#)

Excused/Lawful Absence

For purposes of this policy, the following conditions or situations constitute reasonable cause for absence from school:

1. Illness, including if a student is dismissed by designated district staff during school hours for health-related reasons.[\[3\]](#)[\[6\]](#)
2. Obtaining professional health care or therapy service rendered by a licensed practitioner of the healing arts in any state, commonwealth or territory.[\[3\]](#)
3. Quarantine.
4. Family emergency.
5. Recovery from accident.
6. Required court attendance.
7. Death in family.
8. Participation in a project sponsored by a statewide or countywide 4-H, FFA or combined 4-H and FFA group, upon prior written request.[\[1\]](#)[\[3\]](#)
9. {XX} Participation in a musical performance in conjunction with a national veterans' organization or incorporated unit, as defined in law, for an event or funeral.[\[3\]](#)
 - a. The national veterans' organization or incorporated unit must provide the student with a signed excuse, which shall include the date, location, and time of the event or funeral.
 - b. The student shall furnish the signed excuse to the district prior to being excused from school.
10. {XX} Observance of a religious holiday observed by a bona fide religious group, upon prior written request from the person in parental relation.[\[28\]](#)
11. {XX} Nonschool-sponsored educational tours or trips, if the following conditions are met: [\[3\]](#)[\[29\]](#)
 - a. The person in parental relation submits the required documentation for excusal prior to the absence, within the appropriate timeframe.

b. The student's participation has been approved by the Superintendent or designee.

c. {X} The adult directing and supervising the tour or trip is acceptable to the person in parental relation and the Superintendent.

d. { } (other) _____.

12. {X} College or postsecondary institution visit, with prior approval.

13. Other urgent reasons that may reasonably cause a student's absence, as well as circumstances related to homelessness, foster care **and other forms of educational instability**. [3][6][30]

The district may limit the number and duration of

{XX} nonschool-sponsored educational tours or trips

{XX} college or postsecondary institution visits

for which excused absences may be granted to a student during the school year.

Temporary Excusals –

The following students may be temporarily excused from the requirements of attendance at district schools:

1. Students receiving tutorial instruction in a field not offered in the district's curricula from a properly qualified tutor approved by the Superintendent, when the excusal does not interfere with the student's regular program of studies. [2][14][18]
2. Students participating in a religious instruction program, if the following conditions are met: [28][31]
 - a. The person in parental relation submits a written request for excusal. The request shall identify and describe the instruction, and the dates and hours of instruction.
 - b. The student shall not miss more than thirty-six (36) hours per school year in order to attend classes for religious instruction.
 - c. Following each absence, the person in parental relation shall submit a statement attesting that the student attended the instruction, and the dates and hours of attendance.
3. School age children unable to attend school upon recommendation of the school physician and a psychiatrist or school psychologist, or both, and with approval of the Secretary of Education. [21]

Parental Notice of Absence –

Absences shall be treated as unexcused until the district receives a written excuse explaining the absence, to be submitted within

{XX} three (3)

{ } five (5)

{ } (other) _____

days of the absence.

A maximum of

{ } eight (8)

{XX} ten (10)

{ } (other) _____

days of cumulative lawful absences verified by parental notification shall be permitted during a school year. All absences beyond

{ } eight (8)

{XX} ten (10)

{ } (other) _____

cumulative days shall require an excuse from a licensed practitioner of the healing arts.

Unexcused/Unlawful Absence

For purposes of this policy, absences which do not meet the criteria indicated above shall be permanently considered unexcused.

An out-of-school suspension may not be considered an unexcused absence.[\[8\]](#)

Parental Notification –

District staff shall provide prompt notice to the person in parental relation upon each incident of unexcused absence.

Enforcement of Compulsory Attendance Requirements

Student is Truant –

When a student has been absent for three (3) days during the current school year without a lawful excuse, district staff shall provide notice to the person in parental relation who resides in the same household as the student within ten (10) school days of the student's third unexcused absence.[\[32\]](#)

The notice shall:[\[32\]](#)

1. Be in the mode and language of communication preferred by the person in parental relation;
2. Include a description of the consequences if the student becomes habitually truant; and
3. When transmitted to a person who is not the biological or adoptive parent, also be provided to the student's biological or adoptive parent, if the parent's mailing address is on file with the school and the parent is not precluded from receiving the information by court order.

The notice may include the offer of a School Attendance Improvement Conference.[\[32\]](#)

If the student incurs additional unexcused absences after issuance of the notice and a School Attendance Improvement Conference was not previously held, district staff shall offer a School Attendance Improvement Conference.[\[32\]](#)

School Attendance Improvement Conference (SAIC) –

District staff shall notify the person in parental relation in writing and by telephone of the date and time of the SAIC.[32]

The purpose of the SAIC is to examine the student's absences and reasons for the absences in an effort to improve attendance with or without additional services.[8]

The following individuals shall be invited to the SAIC:[8]

1. The student.
2. The student's person in parental relation.
3. Other individuals identified by the person in parental relation who may be a resource.
4. Appropriate school personnel.
5. Recommended service providers.

Neither the student nor the person in parental relation shall be required to participate, and the SAIC shall occur even if the person in parental relation declines to participate or fails to attend the scheduled conference.[32]

The outcome of the SAIC shall be documented in a written School Attendance Improvement Plan. The Plan shall be retained in the student's file. A copy of the Plan shall be provided to the person in parental relation, the student and appropriate district staff.[32]

The district may not take further legal action to address unexcused absences until the scheduled SAIC has been held and the student has incurred six (6) or more days of unexcused absences.[32]

Student is Habitually Truant –

When a student under fifteen (15) years of age is habitually truant, district staff:[33]

1. Shall refer the student to:
 - a. A school-based or community-based attendance improvement program; or
 - b. The local children and youth agency.
2. May file a citation in the office of the appropriate magisterial district judge against the person in parental relation who resides in the same household as the student.[33]

When a student fifteen (15) years of age or older is habitually truant, district staff shall:[33]

1. Refer the student to a school-based or community-based attendance improvement program; or
2. File a citation in the office of the appropriate magisterial district judge against the student or the person in parental relation who resides in the same household as the student.

District staff may refer a student who is fifteen (15) years of age or older to the local children and youth agency, if the student continues to incur additional unexcused absences after being referred to a school-based or community-based attendance improvement program, or if the student refuses to participate in such program.[33]

Regardless of age, when district staff refer a habitually truant student to the local children and youth agency or file a citation with the appropriate magisterial district judge, district staff shall provide verification that the school held a SAIC.[33]

Filing a Citation –

A citation shall be filed in the office of the appropriate magisterial district judge whose jurisdiction includes the school in which the student is or should be enrolled, against the student or person in parental relation to the student.[34]

Additional citations for subsequent violations of the compulsory school attendance requirements may only be filed against a student or person in parental relation in accordance with the specific provisions of the law.[34]

Special Needs and Accommodations

If a truant or habitually truant student may qualify as a student with a disability, and require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy. [16][35][36][37]

For students with disabilities who are truant or habitually truant, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy. [16][35][37]

Discipline

The district shall not expel or impose out-of-school suspension, disciplinary reassignment or transfer for truant behavior.[32]

NOTES:

Remove language on withholding of credit or automatic grade deductions for students with unexcused/illegal absences (based on court decision). May include language on deduction of class participation grades only, if in response to unexcused/illegal absences.

See additional explanation on court case and info. from School Law Handbook.



Book	Policy Manual
Section	200 Pupils
Title	Graduation
Code	217 Vol IV 2022
Status	
Legal	1. 24 P.S. 121 2. 22 PA Code 4.24 3. 22 PA Code 4.51 4. 22 PA Code 4.52 5. 24 P.S. 510.2 6. 24 P.S. 1611 7. 24 P.S. 1613 8. Pol. 102 9. Pol. 127 10. Pol. 212 11. Pol. 233 12. 24 P.S. 1331.1 13. Pol. 251 14. 24 P.S. 1614 15. 22 PA Code 11.27 16. 22 PA Code 4.12 17. 34 CFR 300.102 18. 34 CFR 300.305 19. Pol. 113 20. 22 PA Code 11.5 21. 22 PA Code 11.8 22. 22 PA Code 11.4 23. Pol. 216 34 CFR Part 300
Adopted	March 9, 2010
Last Revised	March 14, 2023

Purpose

The Board shall establish graduation requirements and acknowledge each student's successful completion of the instructional program by awarding diplomas and certificates at graduation ceremonies.

Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state **law and** regulations.[\[1\]\[2\]\[3\]\[4\]](#)

The Board requires graduation requirements to be published and distributed to students and parents/guardians, and made available in each school building **and posted** on the district's **publicly accessible** website. All changes to graduation requirements shall be published and distributed to students and parents/guardians, and made available in each school building **and posted** on the district's **publicly accessible** website immediately following approval by the Board.[\[2\]\[5\]](#)

Diplomas

The Board shall award a high school diploma to every student enrolled in this district who meets the requirements for graduation established by this Board.[\[2\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure

{XX}, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.[\[11\]](#)

Students Experiencing Educational Instability -

The district shall provide supports to ensure that students experiencing educational instability graduate in a timely manner, in accordance with law and Board policy. A graduation plan shall be developed to facilitate this process for students in grades nine (9) through twelve (12) who are experiencing educational instability.[\[12\]\[13\]](#)

Students With Disabilities -

The Board shall permit a student with a disability, whose Individualized Education Program (IEP) prescribes continued educational services, to participate in commencement ceremonies with **their** graduating class and receive a certificate of attendance, provided that the student has attended four (4) years of high school. The Board shall issue a high school diploma to each student with a disability who completes the graduation requirements established by the Board or the goals established in the student's IEP, as determined by the student's IEP team.[\[1\]\[2\]\[14\]\[15\]\[16\]\[17\]\[18\]\[19\]](#)

Part-Time Students -

A student may qualify for graduation by attending a district school part-time when lawfully employed part-time or when officially enrolled part-time in a postsecondary institution.[\[20\]\[21\]](#)

Full-Time Postsecondary Students -

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[\[21\]\[22\]](#)

{XX} Eligible Veterans -

{XX} In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.[\[6\]](#)

{XX} Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

{XX} The Superintendent shall submit to the Board for its approval the names of veterans of World War II, the Korean War, and the Vietnam War who are eligible for a high school diploma.

Delegation of Responsibility

The Superintendent or designee shall be responsible for ensuring the following:

1. Publication and distribution of graduation requirements to students and parents/guardians.[\[2\]](#)[\[5\]](#)
2. Counseling of students regarding expectations of graduation requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[16\]](#)
3. Assessment of individual student attainment of academic standards to ensure the student's progress toward achievement of graduation requirements.[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[8\]](#)[\[9\]](#)[\[10\]](#)[\[16\]](#)
4. Accurate recording and reporting of each student's progress and accumulation of graduation requirements.[\[10\]](#)[\[23\]](#)
5. Provision of assistance to those students having difficulty attaining the academic standards.[\[1\]](#)[\[2\]](#)
6. Development of a list of individuals who qualify for the award of a diploma.
7. Planning and executing graduation ceremonies that appropriately recognize this important achievement.

The Superintendent or designee shall annually, no later than December 1, report to the PA Department of Education (PDE) graduation information and data, as required by law.[\[1\]](#)



Book	Policy Manual
Section	200 Pupils
Title	Dress and Grooming
Code	221 Vol IV 2022
Status	
Legal	1. 24 P.S. 1317.3 2. 22 PA Code 12.11 3. Pol. 251 4. Pol. 325
Adopted	March 9, 2010
Last Revised	March 14, 2023

Purpose

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference.

Authority

The Board has the authority to impose limitations on students' dress in school. The Board will not interfere with the right of students and their parents/guardians to make decisions regarding their appearance, except when their choices disrupt the educational program of the schools or constitute a health or safety hazard.[\[1\]](#)[\[2\]](#)

{ } The Board may require students to wear standard dress or uniforms, which may be required district-wide or by individual schools.[\[1\]](#)[\[2\]](#)

Students may be required to wear certain types of clothing while participating in physical education classes, technical education, extracurricular activities or other situations where special attire may be required to ensure the health or safety of the student.[\[2\]](#)

The Board directs district staff to support students experiencing educational instability by waiving penalties related to a delay in compliance with Board policy or school rules related to dress and grooming.[\[3\]](#)

Delegation of Responsibility

The building principal or designee shall be responsible to monitor student dress and grooming, and to enforce Board policy and school rules governing student dress and grooming.

The Superintendent or designee shall ensure that all school rules implementing this policy impose only the minimum necessary restrictions on the exercise of the student's taste and individuality.[\[2\]](#)

Staff members shall be instructed to demonstrate, by example, positive attitudes **and compliance with Board policy and school rules related to dress and grooming.**[4]

NOTE:

If district has three (3) employee sections, remember to change the policy cites in the policy and references.

PSBA Revision 11/22 © 2022 PSBA



Book	Policy Manual
Section	200 Pupils
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	251 Vol IV 2022
Status	
Legal	1. 22 PA Code 11.18 2. 24 P.S. 1305 3. 24 P.S. 1306 4. 24 P.S. 1331.1 5. 20 U.S.C. 6311 6. 20 U.S.C. 6312 7. 42 U.S.C. 11431 et seq 8. 42 U.S.C. 675 9. Pol. 221 10. Pol. 810 11. Pol. 113 12. Pol. 115 13. Pol. 121 14. Pol. 122 15. Pol. 123 16. Pol. 114 17. Pol. 231 18. Pol. 124 19. Pol. 217 20. Pol. 223 21. Pol. 808 22. Pol. 110 23. 23 Pa. C.S.A. 6301 et seq 24. 42 Pa. C.S.A. 6301 et seq 25. 45 CFR 1355.20 26. 42 U.S.C. 11434a 27. 42 U.S.C. 11432 28. Pol. 103.1 29. Pol. 113.4 30. Pol. 216

30. Pol. 210

31. Pol. 200

32. Pol. 201

33. Pol. 203

34. Pol. 204

35. Pol. 209

36. Pol. 206

37. Pol. 906

38. Pol. 202

[39. 20 U.S.C. 1232g](#)

40. Pol. 146

41. Pol. 918

42. Pol. 138

[43. 24 P.S. 121](#)

[20 U.S.C. 6301 et seq](#)

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

[Basic Education Circular, August 1, 2022: Act 1 of 2022 - Assisting Students Experiencing Education Instability](#)

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide

Adopted July 18, 2017

Last Revised March 14, 2023

Purpose

The Board recognizes the **challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports** in compliance with federal and state laws, regulations and Board policy, for such students.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]](#)

Authority

The Board directs the district to collaborate with **school staff**, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that **students experiencing educational instability** have equal access to the same educational programs, **activities** and services provided to other district students.[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

The Board authorizes the Superintendent to waive **specific requirements in Board** policies, procedures and administrative regulations **to the extent** that **they** create barriers **for** the enrollment and attendance of **students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:**[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]](#)

1. **Dress code.**[9]
2. **Transportation.**[10]
3. **School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.**[11][12][13][14][15][16][17]
4. **Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.**[9][13][14][15][18][19][20][21][22]
5. **Graduation.**[19]
6. **Registration deadlines.**

It is the policy of the Board that no student shall be discriminated against, segregated or stigmatized based on **their status as a student experiencing educational instability.**

Definitions

Student Experiencing Educational Instability means a student who has experienced one (1) or more changes in school enrollment during a single school year due to any of the following:
[4]

1. **Homelessness.**[1][3][7]
2. **An adjudication of:**[23][24]
 - a. **Dependency relating to child protective services and juvenile matters;**
 - b. **Delinquency, if disclosed by the student's parent/guardian; or**
 - c. **As part of court-ordered services under a voluntary placement or custody agreement.**

A student experiencing foster care may also qualify as a student experiencing educational instability as defined above, if such circumstances apply.[25]

Enroll or Enrollment means attending classes and participating fully in school activities.[26]

Additional costs means the difference between what the district spends to transport a resident student to the student's assigned school and the cost to transport a child in foster care to the child's school of origin.

Foster care means twenty-four (24) hour substitute care for children placed away from their parents or guardians and for whom the child welfare agency has placement and care responsibility. This includes, but is not limited to, placements in foster family homes, foster homes of relatives, group homes, emergency shelters, residential facilities, child care institutions and pre-adoptive homes. A child is in foster care in accordance with this definition regardless of whether the foster care facility is licensed and payments are made by the state, tribal or local agency for the care of the child, whether adoption subsidy payments are being made prior to the finalization of an adoption or whether there is federal matching of any payments that are made.[25]

Homeless children and youths means individuals who lack a fixed, regular and adequate nighttime residence, and includes: [\[26\]](#)

1. Children and youths who are:
 - a. Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason;
 - b. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
 - c. Living in emergency, transitional or domestic violence shelters; or
 - d. Abandoned in hospitals;
2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations or similar settings;
4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school in which the **student experiencing educational instability** was last enrolled.

- **The school of origin for a *homeless child or youth*** - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool. [\[27\]](#)
- **The school of origin for a *child in foster care*** - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement. [\[8\]](#)
- When the **homeless** child or youth, **or child in foster care**, completes the final grade level served by the school of origin, the school of origin shall **become** the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason. [\[26\]](#)

Delegation of Responsibility

The Board designates the

{XX} Superintendent or designee

{ } Assistant Superintendent

{ } Federal Programs Coordinator

{ } Home and School Visitor

{ } **Director of Student Services**

{ } **Homeless Child or Youth Liaison**

{ } (Other) _____

to serve as the district's **point of contact** for **students experiencing educational instability**.[\[4\]](#)[\[5\]](#)[\[27\]](#)

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[\[4\]](#)

The district's **point of contact** shall ensure outreach and coordination with **the following, as appropriate to each individual student's needs:**[\[4\]](#)[\[5\]](#)[\[27\]](#)

1. Local children and youth agency to:

- a. **Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;**
- b. **Develop a protocol on how to make best interest determinations; and**
- c. **Develop and coordinate transportation procedures.**

2. Other local service agencies and entities that provide services to students experiencing educational instability.

3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.

4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[\[11\]](#)[\[28\]](#)

5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[\[4\]](#)

1. **Facilitate the student's expedited consultation with the school counselor or other mental health professionals, as appropriate.**
2. **Facilitate the prompt placement of the student in appropriate courses.**
3. **Connect the student with educational services that meet the student's specific needs.**
4. **Immediately request the prior school entity, county agency and the student's education decision maker to provide the complete student information and records, including an IEP or Section 504 service agreement, if applicable. Within ten (10) business days, the prior school entity located within Pennsylvania, including schools with residential placements, shall provide the requested information and records to ensure proper transfer of course credits, grades and an IEP or Section 504 service agreement, if applicable.**
5. **Develop and execute a graduation plan in collaboration with the student in grades nine (9) through twelve (12). The graduation plan shall be customized to meet the specific needs of the student and shall detail the courses necessary for on-time graduation and**

transition to postsecondary education or the workforce. The graduation plan shall be included in the student's education records.

Additional Responsibilities to Support Homeless Students -

The district's **point of contact** shall ensure that public notice of the educational rights of homeless children and youths is disseminated in locations frequented by parents/guardians of homeless children and youths, and unaccompanied youths, including schools, shelters, public libraries and soup kitchens. Such notice shall be provided in a manner and form understandable to the parents/guardians of homeless children and youths, and unaccompanied youths.[\[27\]](#)

The district's **point of contact** shall provide reliable, valid and comprehensive data to the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness (ECYEH) Program in accordance with federal and state laws and regulations.[\[27\]](#)

Training

The district's point of contact shall provide professional development and training to school staff on the education needs of students experiencing educational instability.

Additional Training to Support Homeless Students -

The district's **point of contact** shall participate in professional development programs and other technical assistance activities offered by the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.[\[27\]](#)

The district's **point of contact** shall arrange professional development programs for school staff, including office staff.[\[27\]](#)

School personnel providing services to homeless children and youths, including school enrollment staff, shall receive professional development and support to:[\[27\]](#)

1. Improve identification of homeless children and youths and unaccompanied youths;
2. Understand the rights of such children, including requirements for immediate enrollment and transportation; and
3. Heighten the awareness of, and capacity to respond to, the educational needs of such children.

Guidelines

Students enrolled in this district experiencing educational instability shall be provided support and services, as appropriate to each individual student's needs, in accordance with Board policy.[\[4\]](#)

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[\[29\]](#)[\[30\]](#)

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the **homeless** child's or youth's best interest, the district shall continue to enroll a homeless student in **the student's** school of origin **within the district** while **the student** remains homeless and through the end of the academic year in which **the student** obtains permanent housing.
[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in **any grade-appropriate school within the district regardless of the district** attendance area where the student is actually living or **a school of origin in another district.**[27]

The district's **point of contact** shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where **the student** will be enrolled.
[27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

- 1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.**
- 2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.**

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

- 1. The student is unable to produce records normally required for enrollment.**[27][31]
- 2. The application or enrollment deadline has passed.**[27][31][32]

The district's **point of contact** shall immediately contact the school last attended by the **student** to obtain relevant academic or other records.[27]

The district may require a parent/guardian to submit contact information.

Grade Level Assignment -

If the district is unable to determine the student's grade level due to missing or incomplete records, the district **may** administer tests or utilize appropriate means to determine the student's assignment within the school.[36]

Dispute Resolution

If a dispute involving a student experiencing educational instability arises, the concern shall be addressed and/or resolved at the lowest appropriate level in accordance with Board policy, unless otherwise stated below.[37]

Dispute Resolution for Homeless Students -

If the district determines that it is not in the student's best interest to attend the school of origin or the school requested by the unaccompanied youth or parent/guardian, the district shall provide the unaccompanied youth or parent/guardian with a written explanation of the reasons for its determination. The explanation shall be in a manner and form understandable to the unaccompanied youth or parent/guardian and shall include information regarding the right to appeal.[27]

If a dispute arises over eligibility, enrollment or school selection:[27]

1. The parent/guardian or unaccompanied youth shall be referred to the district's **point of contact**, who shall assist in the dispute resolution process.
2. The student shall be immediately enrolled in the school in which enrollment is sought, pending final resolution of the dispute, including all available appeals.
3. The district's **point of contact** shall issue a written decision of the dispute within twenty (20) business days of being notified of the dispute.

A parent/guardian or unaccompanied youth may file a complaint with the Coordinator of Pennsylvania's Education for Children and Youth Experiencing Homelessness Program.

Dispute Resolution for Students in Foster Care -

If a dispute arises over the appropriate school placement for a child in foster care, to the extent feasible and appropriate, the child shall remain in their school of origin, pending resolution of the dispute.[2][38]

{XX} Students Discharged From Foster Care

A student who has been discharged from foster care may be permitted to finish the

(XX) school year

() semester

in this district, if appropriate, and approved by the superintendent,

(XX) with payment of tuition.

() without payment of tuition.

Education Records

Information about a **student's educational instability** shall be treated as a student education record subject to the protections of the Family Educational Rights and Privacy Act (FERPA), and shall not be deemed to be directory information.[29][30][39]

The district may disclose personally identifiable information from the education records of a student without written consent of the parent/guardian or the eligible student if the disclosure is:[29][30][39]

- 1. To comply with a court order authorizing the disclosure of education records in a case where a parent is a party to a proceeding involving child abuse or neglect or a dependency matter.**
- 2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.**

Comparable Services

Students **experiencing educational instability** shall be provided services comparable to those offered to other district students including, but not limited to:[3][27][40]

1. Transportation services.[10]
2. School nutrition programs.[21]
3. Career and technical education.[12]
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[41]
 - b. Programs for English **Learners**. [42]
 - c. Programs for students with disabilities.[11]
 - d. Programs for gifted and talented students.[16]
5. **{XX}** Preschool programs.

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[27]

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;[6]
 - c. The district and the local children and youth agency agree to share the costs; or
 - d. The district of origin, the district of foster residence, and the placing children and youth agency agree to share the costs.
3. Dispute resolution procedures to ensure that any disagreements regarding the cost of transportation are resolved promptly and fairly, and do not impact a student's ability to remain in the school of origin during the dispute resolution process.

The district shall submit the local transportation plan, including any updates or revisions, to the Pennsylvania Department of Education.

Transportation shall be provided to children in foster care in accordance with the local transportation plan regardless of whether transportation is provided to district students.

Course Credit and Graduation

The district shall ensure that each student experiencing educational instability in grades nine (9) through twelve (12) is provided with a graduation plan to facilitate the student's timely graduation. The graduation plan shall specify the courses and other requirements necessary for the student to graduate. The district's efforts to ensure that the student experiencing educational instability graduates in a timely manner may include:[4][5][6]

1. Waiving a specific course required for graduation if similar coursework has been satisfactorily completed in another school entity or the student has demonstrated competency in that content area. Evidence as to whether coursework has been satisfactorily completed and the amount of full or partial credit assigned, may be determined through any of the following:[4][19]
 - a. Competency demonstration, which could include, but is not limited to:
 - i. Submission of an essay, presentation or project.
 - ii. Recognition that the student has already successfully completed a higher-level course, an experiential learning opportunity or internship that demonstrates competence in the content area.
 - b. Performance on an examination.
 - c. Successful completion of a career and technical education course.

d. Other evidence or method determined appropriate by the district.

2. If a specific course requirement cannot be waived, the district shall provide an alternative or modified course of study that is currently offered to students and that will assist the student with acquiring the required work or competency requirements by the anticipated graduation date.
3. If, after considering full and partial course credits, waiving courses or providing alternative courses of study, the district determines that the student meets the established graduation requirements, the student shall be allowed to participate in the graduation ceremony and graduate with their peers.

If the student is determined not eligible for graduation, the district may request a high school diploma from the prior school entity. The prior school entity may issue a diploma if the student meets the prior school entity's graduation requirements.

Keystone Diploma –

In any school year for which demonstration of proficiency on a Keystone exam is required for graduation, a student who has successfully satisfied the graduation requirements may obtain a secondary school diploma known as the Keystone Diploma from the PA Department of Education, if both of the following provisions apply: [\[4\]](#)[\[43\]](#)

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education. [\[4\]](#)[\[43\]](#)

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP. [\[11\]](#)[\[19\]](#)

Students with an IEP may elect to remain in school until age twenty-one (21) even if the district determines there is an earlier pathway to graduation. Such students may participate in the graduation ceremony with their current graduating class, even if the student elected to remain in school. [\[19\]](#)



Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808 Vol I 2022
Status	First Reading

Legal

- [1. 2 CFR Part 200](#)
- [2. 24 P.S. 1335](#)
- [3. 24 P.S. 1337](#)
- [4. 24 P.S. 504](#)
- [5. 24 P.S. 807.1](#)
- [6. 42 U.S.C. 1751 et seq](#)
- [7. 42 U.S.C. 1773](#)
- [8. 7 CFR Part 210](#)
- [9. 7 CFR Part 215](#)
- [10. 7 CFR Part 220](#)
- [11. 7 CFR 210.23](#)
- [12. FNS Instruction 113-1 \(USDA\)](#)
- [13. 42 U.S.C. 1760](#)
- [14. 7 CFR 210.14](#)
- [15. 3 Pa. C.S.A. 5713](#)
- [16. 42 U.S.C. 1758\(h\)](#)
- [17. 7 CFR 210.13](#)
- [18. 7 CFR 210.30](#)
19. Pol. 246
- [20. 42 U.S.C. 1758](#)
- [21. 7 CFR Part 245](#)
- [22. 7 CFR 15b.40](#)
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
- [29. 7 CFR 210.15](#)
- [30. 7 CFR 220.7](#)
- [31. 7 CFR 210.9](#)
- [P.L. 111-296](#)
- [7 CFR Part 15](#)
- Pol. 103

Adopted

October 8, 2019

Last Revised

March 14, 2023

Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).[\[1\]\[2\]\[3\]\[4\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.[\[11\]\[12\]](#)

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.[\[4\]\[13\]](#)

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.[\[13\]\[14\]](#)

Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the

{ } Superintendent.

{XX} Business Manager.

{ } Food Services Director.

{ } Cafeteria Supervisor.

The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[\[4\]](#)

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the [\[3\]\[4\]](#)

{ } Superintendent.

{ } Business Manager.

{XX} auditor.

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[\[2\]\[3\]\[4\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[\[15\]\[16\]\[17\]\[18\]](#)

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

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[\[12\]](#)

Guidelines

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[\[19\]](#)

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

{XX} The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[\[4\]](#)

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[\[4\]](#)

Free/Reduced-Price School Meals and Free Milk

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[\[20\]](#)[\[21\]](#)

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted: [\[20\]](#)[\[21\]](#)

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The district may also conduct direct certification on a weekly or monthly basis.

Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[\[22\]](#)[\[23\]](#)[\[24\]](#)[\[25\]](#)

School Meal Service and Accounts

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in **their** school meal account, **except when** the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.[\[3\]](#)

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[\[3\]](#)[\[20\]](#)[\[21\]](#)

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[\[3\]](#)

School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.[\[3\]](#)

{XX} The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[\[3\]](#)

District schools shall be prohibited from:[\[3\]](#)

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other school-related purposes.
2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

{XX} The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]

Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][29]

School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][30]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][30][31]

NOTES:

Language related to provisions for alternative meals being served to students if the student is not eligible for free/reduced-price school meals and the student's account reaches a negative balance of more than fifty dollars (\$50) in a school year was removed based on recent food service audits conducted by PDE stating that the language is in violation of the USDA regulations. Although alternative meal provisions were added to the PA School Code 24 P.S. Sec. 13-1337 under Act 16 of 2019, PDE's Child Nutrition Programs issued a memo regarding Revised Meals for Students with Insufficient Funds and Local Meal Charge Policies stating that the provision of law regarding alternative meals **does not apply to any student in any school that participates in the National School Lunch or School Breakfast Programs whether or not the student qualifies for free and reduced-price school meals**. School entities should work with their solicitor if they wish to use the alternative meal provisions from 24 P.S. Sec. 13-1337 under Act 16 of 2019.

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."

[808-Attach.doc \(44 KB\)](#)



Book	Policy Manual
Section	800 Operations
Title	Transportation
Code	810 Vol IV 2022
Status	From PSBA
Legal	1. 75 Pa. C.S.A. 102 2. 24 P.S. 1361 3. 24 P.S. 1362 4. 24 P.S. 1726-A 5. 22 PA Code 23.1 6. 22 PA Code 23.2 7. 22 PA Code 23.4 8. Pol. 610 9. Pol. 611 10. Pol. 818 11. 67 PA Code 447.1 et seq 12. 22 PA Code 23.3 13. 24 P.S. 1374 14. Pol. 103 15. Pol. 103.1 16. Pol. 113 17. Pol. 140 18. 20 U.S.C. 6312 19. Pol. 251 20. 42 U.S.C. 11432 21. 35 P.S. 4601 et seq 22. 35 P.S. 4608 23. 67 PA Code 212.101 24. Pol. 121 25. Pol. 209.1 26. Pol. 209.2 27. Pol. 210 28. Pol. 210.1 29. Pol. 113.4 30. Pol. 216

30. Pol. 210

[31. 24 P.S. 1517](#)

[32. 75 Pa. C.S.A. 4552](#)

33. Pol. 805

[24 P.S. 1331](#)

[24 P.S. 1365](#)

[24 P.S. 1366](#)

[24 P.S. 2541](#)

[24 P.S. 2542](#)

[22 PA Code 15.1 et seq](#)

[22 PA Code 23.6](#)

[75 Pa. C.S.A. 4551-4553](#)

[20 U.S.C. 6301 et seq](#)

[42 U.S.C. 11431 et seq](#)

[49 CFR Part 37](#)

[49 CFR Part 38](#)

Pol. 810.1

Purpose

Transportation for students shall be provided in accordance with law and Board policy.

Definitions

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[1\]](#)

School vehicle means a motor vehicle, except a motorcycle, designed for carrying no more than ten (10) passengers, including the driver, and used for the transportation of preprimary, primary or secondary school students while registered by or under contract to the school district. The term includes vehicles having chartered, group and party rights under the Pennsylvania Public Utility Commission and used for the transportation of school children.[\[1\]](#)

Authority

The Board shall provide transportation for resident students in grades kindergarten through 12 to the district's public schools and charter, regional charter and nonpublic schools located in the district or within the district's transportation boundary or other placements as required by law or agreements. The district's transportation boundary is a distance not exceeding ten (10) miles by the nearest public highway outside the school district's border.[\[2\]\[3\]\[4\]](#)

The Board shall purchase, lease, equip and maintain school buses/vehicles and/or contract for school bus/vehicle services for transportation of students to and from school at regularly scheduled hours and for field trips and extracurricular activities.[\[2\]\[3\]\[5\]\[6\]\[7\]\[8\]\[9\]\[10\]](#)

The Board shall provide transportation for students living within the prescribed limits when walking conditions to the school are found to be hazardous by the Department of Transportation.[\[3\]\[11\]](#)

The Board shall provide transportation for students with disabilities, without regard to distance or hazardous walking conditions, when required by the student's individualized education program (IEP) or Section 504 Service Agreement.[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)[\[16\]](#)

The Board shall provide transportation for eligible resident students who are enrolled in nonpublic schools or charter schools as required by law.[\[2\]](#)[\[4\]](#)[\[17\]](#)

The Board shall provide transportation for children in foster care in accordance with federal and state laws and regulations, and the local transportation plan.[\[18\]](#)[\[19\]](#)

The Board shall provide transportation for homeless children and youths in accordance with federal and state laws and regulations.[\[19\]](#)[\[20\]](#)

The Board prohibits any diesel-powered motor vehicle weighing 10,001 pounds or more to idle for more than five (5) minutes in any continuous sixty-minute period while parked, loading or unloading, except as allowed by law.[\[21\]](#)

The Board shall ensure that permanent signs, notifying drivers of the idling restrictions, are maintained on district property at locations where diesel-powered motor vehicles weighing 10,001 pounds or more load or unload. Signs shall also be posted at locations that provide fifteen (15) or more parking spaces for such diesel-powered motor vehicles.[\[22\]](#)[\[23\]](#)

Delegation of Responsibility

The school bus/vehicle driver shall be responsible to maintain order while students are being transported.

The school bus/vehicle driver shall report all incidents, including, but not limited to, discipline problems, medical problems, bullying/harassment, safety issues, accidents or injuries, and violations of Pennsylvania's School Bus Stopping Law to the Superintendent or designee as soon as practicable.

The building principal may suspend a student from bus transportation for disciplinary reasons, and the parents/guardians shall be responsible for the student's transportation.[\[7\]](#)

The Superintendent or designee shall be responsible to:

1. Maintain records and make required reports regarding school transportation.[\[5\]](#)[\[7\]](#)
2. Distribute rules governing student conduct during transport; such rules shall be binding on all students transported by the district.[\[7\]](#)
3. Provide each school bus/school vehicle driver with:
 - a. The Pennsylvania School Bus Driver's Manual;
 - b. The written rules for student conduct on buses/vehicles;
 - c. The procedures for evacuation drills; and
 - d. Any additional laws and applicable Board policies and administrative regulations which apply to school bus/vehicle drivers.
4. { } Establish administrative regulations that specify the number of chaperones to accompany students in connection with school-related activities and field trips.[\[7\]](#)[\[24\]](#)
5. { } Prepare a district map or schedule indicating each bus stop and bus route.[\[7\]](#)

Guidelines

Student Health Information

When necessary for student safety, or when required by a student's IEP or Section 504 Service Agreement, a school bus/vehicle driver shall be provided with relevant student health and medical information.[15][16][25][26][27][28]

School bus/vehicle drivers shall maintain the confidentiality of student health/medical information in accordance with district policies and procedures and applicable law.[29][30]

Evacuation Drills

Bus evacuation drills shall be conducted twice a year and reported to the Pennsylvania Department of Education, in accordance with law and Board policy.[31][32][33]

NOTES:

Title 22, Sec. 23.4 - discipline, field trips, contracted negotiations, records

Title 22, Sec. 23.6 - authorized passengers

Computation of distance - 1366

Field Trips - 24 P.S. Sec. 517 (farm show), 1361 (nonpublic); Title 22, Sec. 23.4

Ten-mile boundaries - 1361

Other boundaries - 1 ½ miles - 1362

Payments/reimbursements - 2541, 2542, Title 22 Sec. 23.31-23.40

Transportation - Title 22, Chapter 23

School Buses/Vehicles - Title 67, Chapter 171

Bus Drivers Minor Children - Title 22 Sec. 23.6

Definitions of motor vehicle - Vehicle Code - 75 Pa. C.S.A. Sec. 102

If the district has existing language in policy on transportation routes and stops, which addresses students being limited to a single bus stop or single residence, recommend reviewing the language with the solicitor based on recent court cases regarding student transportation and residency (*Watts v Manheim Township SD*, *Wyland v West Shore SD*). Consult Legal with questions.



Book Policy Manual

Section 200 Pupils

Title Medications

Code 210

Status

Legal

- [1. 24 P.S. 510](#)
- [2. 22 PA Code 12.41](#)
- [3. 42 Pa. C.S.A. 8337.1](#)
- 4. Pol. 103.1
- 5. Pol. 113
- [6. 24 P.S. 1409](#)
- 7. Pol. 216
- [8. 24 P.S. 1414.1](#)
- 9. Pol. 210.1
- 10. Pol. 121
- [24 P.S. 1401](#)
- [24 P.S. 1402](#)

Pennsylvania Department of Health Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care, March 2010

Purpose

The Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication to a student during school hours in accordance with the direction of a parent/guardian and licensed prescriber will be permitted only when failure to take such medicine would jeopardize the health of the student or the student would not be able to attend school if the medicine were not available during school hours.

Definitions

For purposes of this policy, **medication** shall include all medicines prescribed by a licensed prescriber and any over-the-counter medicines.

For purposes of this policy, **licensed prescribers** shall include licensed physicians (M.D. and D.O.), podiatrists, dentists, optometrists, certified registered nurse practitioners and physicians assistants.

Authority

The Board directs all district employees to comply with the Pennsylvania Department of Health's Guidelines for Pennsylvania Schools for the Administration of Medications and Emergency Care.

Before any medication may be administered to or by any student during school hours, the Board shall require the written request of the parent/guardian, giving permission for such administration.[\[1\]](#)[\[2\]](#)

Delegation of Responsibility

The Superintendent or designee, in conjunction with the Certified School Nurse (CSN), shall develop administrative regulations for the administration and self-administration of students' medications.

All medications shall be administered by the Certified School Nurse, or in the absence of the Certified School Nurse by other licensed school health staff (RN, LPN), except as otherwise noted in this policy.

In the event of an emergency, a district employee may administer medication when s/he believes, in good faith, that a student needs emergency care.[\[3\]](#)

The Certified School Nurse shall collaborate with parents/guardians, district administration, faculty and staff to develop an individualized healthcare plan to best meet the needs of individual students.[\[4\]](#)[\[5\]](#)

The policy and administrative regulations for administration of medications shall be reviewed, at least every two (2) years, by a committee consisting of the Certified School Nurse, school physician, school dentist, designated administrators, and revised as necessary.

Guidelines

The district shall inform all parents/guardians, students and staff about the policy and administrative regulations governing the administration of medications.

All standing medication orders and parental consents shall be renewed at the beginning of each school year.

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations and the Department of Health Guidelines.[\[6\]](#)[\[7\]](#)

Students may possess and use asthma inhalers and epinephrine auto-injectors when permitted in accordance with state law and Board policy.[\[8\]](#)[\[9\]](#)

Delivery and Storage of Medications

Students are prohibited from possessing medication except as allowed by Board policy and state law.

All medication shall be brought to the nurse's office, or the main office if the nurse is in another building, by the parent/guardian or by another adult designated by the parent/guardian. All medication shall be stored in the original pharmacy-labeled container and kept in a locked cabinet designated for storage of medication. Medications that require refrigeration shall be stored and locked in a refrigerator designated only for medications. The district shall not store more than a thirty-day supply of an individual student's medication.

Medication should be recorded and logged in with the date, name of student, name of medication, amount of medication, and signatures of the parent/guardian or designated adult delivering the medication and the school health personnel receiving the medication.

Nonprescription medication must be delivered in its original packaging and labeled with the student's name.

Prescription medication shall be delivered in its original packaging and labeled with:

1. Name, address, telephone and federal DEA (Drug Enforcement Agency) number of the pharmacy.
2. Student's name.
3. Directions for use (dosage, frequency and time of administration, route, special instructions).
4. Name and registration number of the licensed prescriber.
5. Prescription serial number.
6. Date originally filled.
7. Name of medication and amount dispensed.
8. Controlled substance statement, if applicable.

All medication shall be accompanied by a completed Medication Administration Consent and Licensed Prescriber's Medication Order Form, or other written communication from the licensed prescriber.

Disposal of Medications

Procedures shall be developed for the disposal of medications consistent with the Department of Health Guidelines, which shall include:

1. Guidelines for disposal of contaminated needles or other contaminated sharp materials immediately in an appropriately labeled, puncture resistant container.
2. Processes for immediately returning to parents/guardians all discontinued and outdated medications, as well as all unused medications at the end of the school year.
3. Methods for safe and environmentally friendly disposal of medications.
4. Proper documentation of all medications returned to parents/guardians and for all medications disposed of by the Certified School Nurse or other licensed school health staff. Documentation shall include, but not be limited to, date, time, amount of medication and appropriate signatures.

Student Self-Administration of Emergency Medications

Prior to allowing a student to self-administer emergency medication, the district shall require the following:[9]

1. An order from the licensed prescriber for the medication, including a statement that it is necessary for the student to carry the medication and that the student is capable of self-administration.
2. Written parent/guardian consent.
3. An Individual Health Plan including an Emergency Care Plan.
4. The nurse shall conduct a baseline assessment of the student's health status.
5. The student shall demonstrate administration skills to the nurse and responsible behavior.

The nurse shall provide periodic and ongoing assessments of the student's self-management skills.

The student shall notify the school nurse immediately following each occurrence of self-administration of medication.

Students shall demonstrate a cooperative attitude in all aspects of self-administration of medication. Privileges for self-administration of medication will be revoked if school policies regarding self-administration are violated.

Administration of Medication During Field Trips and Other School-Sponsored Activities

The Board directs planning for field trips and other school-sponsored activities to start early in the school year and to include collaboration between administrators, teachers, nurses, appropriate parents/guardians and other designated health officials.[10]

Considerations when planning for administration of medication during field trips and other school-sponsored programs and activities shall be based on the student's individual needs and may include the following:

1. Assigning school health staff to be available.
2. Utilizing a licensed person from the school district's substitute list.
3. Contracting with a credible agency which provides temporary nursing services.
4. Utilizing licensed volunteers via formal agreement that delineates responsibilities of both the school and the individual.
5. Addressing with parent/guardian the possibility of obtaining from the licensed prescriber a temporary order to change the time of the dose.
6. Asking parent/guardian to accompany the child on the field trip, with proper clearances.
7. Arranging for medications to be provided in an original labeled container with only the amount of medication needed.

Security procedures shall be established for the handling of medication during field trips and other school-sponsored activities.

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[Self-administration of Medication- 210 Attachment A.pdf \(121 KB\)](#)

[Request to Administer Medication 210 Attachment B.pdf \(155 KB\)](#)



Book	Policy Manual
Section	200 Pupils
Title	Suspension and Expulsion
Code	233 Vol IV 2022
Status	
Legal	1. 22 PA Code 12.6 2. 22 PA Code 12.7 3. 22 PA Code 14.143 4. 20 U.S.C. 1400 et seq 5. 34 CFR Part 300 6. 22 PA Code 12.8 7. 24 P.S. 1318 8. 2 Pa. C.S.A. 101 et seq 9. 2 Pa. C.S.A. 101 10. Pol. 204 11. 24 P.S. 1326 12. Pol. 113 13. Pol. 113.1 14. Pol. 218 15. Pol. 216 16. Pol. 113.4 22 PA Code 12.3
Adopted	March 9, 2010
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Purpose

The Board recognizes that exclusion from the educational program of the schools, whether by suspension or expulsion, is the most severe sanction that can be imposed on a student and one that cannot be imposed without due process. The Board shall define and publish the types of offenses that would lead to exclusion from school. Exclusions affecting students with disabilities shall be governed by applicable state and federal law and regulations. [\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Authority

The Board may, after a proper hearing, suspend or expel a student for such time as it deems necessary, or may permanently expel a student.[\[1\]\[6\]\[7\]](#)

Guidelines

Exclusion From School - Suspension

The principal or person in charge of the school may suspend any student for disobedience or misconduct for a period of one (1) to ten (10) consecutive school days and shall immediately notify the parent/guardian and the Superintendent in writing when the student is suspended.[\[1\]\[7\]](#)

No student may be suspended without notice of the reasons for which **the student** is suspended and an opportunity to be heard on **their** own behalf before the school official who holds the authority to reinstate the student. Prior notice is not required where it is clear that the health, safety or welfare of the school population is threatened. Suspensions may not be made to run consecutively beyond the ten-school day period.[\[1\]](#)

When a suspension exceeds three (3) school days, the student and parent/guardian shall be given the opportunity for an informal hearing with the designated school official. Such hearing shall take place as soon as possible after the suspension, and the district shall offer to hold it within the first five (5) days of the suspension.[\[1\]\[6\]](#)

Informal hearings under this provision shall be conducted by the

{XX} building principal.

{ } Superintendent.

{ } person in charge of the school.

Purpose of Informal Hearing

The purpose of the informal hearing is to permit the student to explain the circumstances surrounding the event leading to the suspension, to show why the student should not be suspended, and to discuss ways to avoid future offenses.[\[6\]](#)

Due Process Requirements for Informal Hearing[\[6\]](#)

1. The student and parent/guardian shall be given written notice of the reasons for the suspension.
2. The student and parent/guardian shall receive sufficient notice of the time and place of the informal hearing.
3. The student may question any witnesses present at the informal hearing.
4. The student may speak and produce witnesses who may speak at the informal hearing.
5. The district shall offer to hold the informal hearing within five (5) days of the suspension.

Exclusion From Class - In-School Suspension

No student may receive an in-school suspension without notice of the reasons for which **the student** is suspended and an opportunity to be heard prior to the time the suspension becomes effective. The parent/guardian shall be informed of the suspension action taken by the school.[\[2\]](#)

Should the in-school suspension exceed ten (10) consecutive school days, the student and parent/guardian shall be offered an informal hearing with the building principal. Such hearing shall take place prior to the eleventh day of the in-school suspension. The procedure shall be the same as the procedure for informal hearings held in connection with out-of-school suspensions.[2][6]

The district shall provide for the student's education during the period of in-school suspension.[2]

Expulsion

Expulsion is exclusion from school by the Board for a period exceeding ten (10) consecutive school days. The Board may permanently expel from the district rolls any student whose misconduct or disobedience warrants this sanction. No student shall be expelled without an opportunity for a formal hearing before [1][6][7]

{XX} the Board,

{XX} a duly authorized committee of the Board,

{ } a qualified hearing examiner appointed by the Board,

and upon action taken by the Board after the hearing.

Expulsion Hearings

A formal hearing shall be required in all expulsion actions.[1][6][7][8]

The formal hearing shall observe the due process requirements of:[6]

1. Notification of the charges in writing by certified mail to the student's parent/guardian.
2. At least three (3) days' notice of the time and place of the hearing, which shall include a copy of this policy, hearing procedures and notice of the right to representation by legal counsel. A student may request the rescheduling of the hearing when **the student** demonstrates good cause for an extension.
3. The hearing shall be private unless the student or parent/guardian requests a public hearing.
4. Representation by counsel at the parent's/guardian's expense and parent/guardian may attend the hearing.
5. Disclosure of the names of witnesses against the student and copies of their written statements or affidavits.
6. The right to request that witnesses against the student appear in person and answer questions or be cross-examined.
7. The right to testify and present witnesses on the student's behalf.
8. A written or audio record shall be kept of the hearing and a copy made available to the student at the student's expense, or at no charge if the student is indigent.
9. The hearing shall be held within fifteen (15) school days of the notice of charges, unless a delay is mutually agreed to by both parties or is delayed by:
 - a. The need for laboratory reports from law enforcement agencies.

b. Evaluations or other court or administrative proceedings are pending due to a student's invoking **their** rights under the Individuals with Disabilities Education Act (IDEA).

c. Delay is necessary due to the condition or best interests of the victim in cases of juvenile or criminal court involving sexual assault or serious bodily injury.

10. Notice of a right to appeal the results of the hearing shall be provided to the student with the expulsion decision.

Adjudication

A written adjudication shall be issued after the Board has acted to expel a student. The adjudication may include additional conditions or sanctions.[9]

Attendance/School Work During Suspension and Prior to Expulsion

Students serving an out-of-school suspension must make up missed exams and work, and shall be permitted to complete assignments pursuant to established guidelines.[1][10]

Students who are facing an expulsion hearing must be placed in their normal classes if the formal hearing is not held within the ten-school day suspension.

If it is not possible to hold the formal hearing within the first ten (10) school days, the school district may exclude such a student from class for up to five (5) additional – fifteen (15) total – school days if, after an informal hearing, it is determined that the student's presence in **their** normal class would constitute a threat to the health, safety or welfare of others.

Any further exclusion prior to a formal hearing may be only by mutual agreement. Such students shall be given alternative education, which may include home study.

Attendance/School Work After Expulsion

Students who are under **eighteen (18)** years of age are still subject to compulsory school attendance even though expelled and shall be provided an education.[1][10][11]

The parent/guardian has the initial responsibility of providing the required education and shall, within thirty (30) days, submit written evidence to the school that the required education is being provided or that they are unable to do so. If the parent/guardian is unable to provide for the required education, the school district shall, within ten (10) days of receipt of the parent's/guardian's notification, make provision for the student's education.

The Board may provide an educational program to the student immediately upon expulsion and may waive the 30-day period, at its discretion.

Students With Disabilities

A student with a disability shall be provided educational services as required by state and federal laws and regulations and Board policies.[12][13]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy which include:

1. Publication of a Code of Student Conduct, in accordance with Board policy on student discipline.
[14]

2. Procedures that ensure due process when a student is being deprived of the right to attend school.
3. Regulations regarding student records which require that records of disciplinary suspension be maintained in accordance with Board policy on student records.[15][16]
4. The name of a student who has been disciplined shall not become part of the agenda or minutes of a public meeting, nor part of any public record of the Board. Such students may be designated by code.
5. Any student who has been expelled may apply for readmission to school upon such conditions as may be imposed by the Board.



Book	Policy Manual
Section	200 Pupils
Title	Threat Assessment
Code	236.1 Vol III 2022
Status	
Legal	1. 24 P.S. 1302-E 2. 24 P.S. 1301-E 3. Pol. 832 4. Pol. 236 5. Pol. 805.2 6. Pol. 805 7. Pol. 819 8. Pol. 103 9. Pol. 113.4 10. Pol. 207 11. Pol. 216 12. Pol. 146.1 13. 24 P.S. 1205.2 14. 24 P.S. 1205.5 15. 24 P.S. 1310-B 16. Pol. 333 17. Pol. 104 18. Pol. 105.1 19. Pol. 249 20. Pol. 805.1 21. 23 Pa. C.S.A. 6311 22. Pol. 806 23. Pol. 247 24. Pol. 252 25. Pol. 226 26. Pol. 103.1 27. Pol. 113 28. Pol. 113.1 29. Pol. 113.2 30. Pol. 113.3

30. Pol. 113.3

31. Pol. 146

32. Pol. 218

33. Pol. 218.1

34. Pol. 218.2

35. Pol. 233

36. Pol. 709

[37. 24 P.S. 1303-A](#)

[38. 22 PA Code 10.2](#)

[39. 35 P.S. 780-102](#)

[40. 24 P.S. 1302.1-A](#)

[41. 22 PA Code 10.21](#)

[42. 22 PA Code 10.22](#)

[43. 22 PA Code 10.25](#)

[44. 20 U.S.C. 1232g](#)

[45. 20 U.S.C. 1415](#)

[46. 34 CFR Part 99](#)

[47. 34 CFR Part 300](#)

[48. 24 P.S. 1409](#)

49. Pol. 209

50. Pol. 216.1

[51. 24 P.S. 1304-A](#)

[52. 24 P.S. 1305-A](#)

[53. 24 P.S. 1307-A](#)

[54. 42 Pa. C.S.A. 6341](#)

55. Pol. 218.3

[56. 24 P.S. 1304-D](#)

[57. 22 PA Code 12.12](#)

[58. 42 Pa. C.S.A. 5945](#)

[59. 42 Pa. C.S.A. 8337](#)

[60. 42 CFR Part 2](#)

[61. 24 P.S. 1309-B](#)

[20 U.S.C. 1400 et seq](#)

[35 P.S. 7601 et seq](#)

Pol. 203.1

[PA Commission on Crime and Delinquency, School Safety and Security Committee Model K-12 Threat Assessment Procedures and Guidelines](#)

Adopted

October 10, 2021

Last Revised

March 14, 2023

Purpose

The Board is committed to protecting the health, safety and welfare of its students and the school community and providing the resources and support to address identified student needs. The Board adopts this policy to address student behavior that may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Authority

The Board directs the Superintendent or designee, in consultation with the School Safety and Security Coordinator, to establish a threat assessment team and develop procedures for assessing and intervening with students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community and others.[1]

Definitions

Behavioral service providers – includes, but is not limited to, a state, county or local behavioral health service provider, crisis intervention center or psychiatric hospital. The term includes a private service provider which contracts with a state, county or local government to act as a behavioral health agency.[2]

Bias – the attitudes or beliefs we have about a person or group that affects our understanding, actions and decisions in a conscious or subconscious manner.[3]

Individualized Management Plan – a plan developed for a student who is referred to the threat assessment team that documents the concerns that brought a student to the team's attention, as well as the resources and supports a student might need based on the information gathered during the assessment.

Threat assessment – a fact-based process for the assessment of and intervention with students whose behaviors may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.

Delegation of Responsibility

The Superintendent or designee, in consultation with the School Safety and Security Coordinator, shall appoint [1]

[Note: districts should only select one of the appropriate options if the designated team is made up of required personnel under 24 P.S. 1302-E]

{XX} individuals to a district threat assessment team.

{ } individuals to a threat assessment team at each school building in the district.

{ } the district's Student Assistance Program team to serve as the threat assessment team.

{ } the district's Safe2Say Something crisis team to serve as the threat assessment team.

{ } the district's suicide prevention crisis response/crisis intervention team to serve as the threat assessment team.

{ } the district's _____ to serve as the threat assessment team.

The Superintendent or designee shall designate a member of the team as team leader for the threat assessment team.[1]

The threat assessment team shall include the School Safety and Security Coordinator and individuals with expertise in school health; counseling, school psychology or social work; special education and school administration.[1]

{ } members of the Student Assistance Program team.[4]

{ } school security personnel.[5]

{ } law enforcement agency representatives.

{ } behavioral health professionals.

{ } members of the Safe2Say Something crisis team.[6]

{ } suicide prevention coordinators and/or members of the crisis response/crisis intervention team.[7]

{ } juvenile probation professionals.

{ } The Superintendent or designee may assign additional staff members or designated community resources to the threat assessment team for assessment and response support.

The Superintendent or designee shall develop and implement administrative regulations to support the threat assessment process.

Guidelines

Training

The

{XX} Superintendent or designee

{ } School Safety and Security Coordinator

shall ensure that threat assessment team members are provided individual and/or group training **annually** on:[1]

1. Responsibilities of threat assessment team members.
2. Process of identifying, reporting, assessing, responding to and intervening with threats.
3. Identifying and avoiding racial, cultural or disability bias.[3][8]
4. Confidentiality requirements under state and federal laws and regulations, and Board policies.[4][6][9][10][11]
5. { } Student Assistance Program process.[4]
6. { } Youth suicide awareness, prevention and response.[7]
7. { } Trauma-informed approach.[12]
8. { } Safe2Say Something procedures.[6]
9. { } Multi-tiered systems of support.
10. { } Positive Behavioral Intervention and Support.

Threat assessment team training shall be credited toward professional education requirements and school safety and security training requirements for staff, in accordance with applicable law and Board policy.[1][6][13][14][15][16]

Information for Students, Parents/Guardians and Staff

The district shall **annually** notify students, staff and parents/guardians about the existence and purpose of the threat assessment team through posting information on the district website, publishing in handbooks and through other appropriate methods.[\[1\]](#)

The threat assessment team shall make available age-appropriate informational materials to students regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Informational materials shall be available for review by parents/guardians.[\[1\]](#)[\[7\]](#)[\[8\]](#)[\[17\]](#)[\[18\]](#)[\[19\]](#)

The threat assessment team shall make available informational materials for school employees regarding recognition of threatening or at-risk behavior that may present a threat to the student, other students, school employees, school facilities, the community or others and how to report concerns, including through the Safe2Say Something program and other district reporting hotlines or methods. Information for school employees shall include a list of the staff members who have been appointed to the threat assessment team.[\[1\]](#)[\[7\]](#)[\[8\]](#)[\[17\]](#)[\[19\]](#)

The district shall annually provide mandatory training for school staff on identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, other individuals, school facilities or the community, in accordance with law, Board policy and the standards specified by the state's School Safety and Security Committee.[\[6\]](#)[\[15\]](#)

Reporting and Identification

The threat assessment team shall document, assess and respond to reports received regarding students whose behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others.[\[1\]](#)

The threat assessment team shall assist in assessing and responding to reports that are received through the Safe2Say Something Program identifying students who may be a threat to themselves or others.[\[1\]](#)[\[6\]](#)

The threat assessment team shall assist in assessing and responding to reports of students exhibiting self-harm or suicide risk factors or warning signs, as identified in accordance with applicable law and Board policy.[\[1\]](#)[\[7\]](#)

When the threat assessment team has made a preliminary determination that a student's reported behavior may indicate a threat to the safety of the student, other students, school employees, school facilities, the community or others, the team shall immediately take the following steps:[\[1\]](#)

1. Notify the Superintendent or designee and School Safety and Security Coordinator of the reported threat.
2. Notify the building principal of the school the student attends of the reported threat, who shall notify the student's parent/guardian of the reported threat.

When a reported student's behavior indicates that there may be an imminent threat to the safety of the student or others, or an emergency situation, a threat assessment team member shall take immediate action, which may include promptly reporting to the appropriate law enforcement agency and school administration.[\[1\]](#)[\[5\]](#)[\[6\]](#)[\[20\]](#)

Where a threat assessment team member has reasonable cause to suspect that a reported situation indicates that a student may be a victim of child abuse, the member shall make a report of suspected child abuse in accordance with law and Board policy.[\[1\]](#)[\[21\]](#)[\[22\]](#)

Inquiry and Assessment

In investigating, assessing and responding to threat reports, the threat assessment team shall make a determination if the report should be addressed under one or more specific Board policies or administrative regulations, based on the subject matter of the report and the requirements of law, regulations and Board policy, including, but not limited to, reports involving:

1. Discrimination/Title IX Sexual Harassment.[8][17]
2. Bullying/Cyberbullying.[19]
3. Suicide Awareness, Prevention and Response.[7]
4. Hazing.[23]
5. Dating Violence.[24]

Members of the threat assessment team shall engage in an assessment of the reported student behavior that may indicate a threat, in accordance with training and established procedures. This process may include, but is not limited to:

1. {XX} Interviewing the student, other students, staff, parents/guardians or others regarding the subject(s) of the reported threat.
2. {XX} Reviewing existing academic, health and disciplinary records and assignments, as appropriate, regarding the subject(s) of the report.
3. {XX} Conducting searches of lockers, storage spaces, and other possessions on school property as applicable, in accordance with applicable law, regulations and Board policy.[25]
4. {XX} Examining outside resources such as social media sites, in coordination with law enforcement, or contacting law enforcement, juvenile probation, or community agencies to request additional information about the subject(s) of the report, in accordance with law, regulations and Board policies.
5. {XX} Where appropriate, convening the appropriate team to assess and/or address the situation that is the subject of the report, such as the Individualized Education Program (IEP) team, Section 504 Team, Behavior Support team, Student Assistance Program team, or others.[4][26][27][28][29][30]

The threat assessment team shall establish and implement procedures, in accordance with the district's Memorandum of Understanding, to address situations where the investigation of a reported threat shall be transferred to the appropriate law enforcement agency.[5][20]

The threat assessment team may request that the county agency or juvenile probation department consult and cooperate with the team in assessing the student who is the subject of a preliminary determination regarding a threat.[1]

When assessment of a student's behavior determines that it is not a threat to the student, other students, school employees, school facilities, the community or others, the threat assessment team shall document the assessment and may refer the student to other appropriate resources such as a child study team, the Student Assistance Program team, an IEP or Section 504 Team or other district supports and services.

Response and Intervention

The threat assessment team shall develop an Individualized Management Plan for each student identified and assessed as posing a threat to the student, other students, school employees, school facilities, the community or others. The plan should document the team's evaluation of the threat and recommendations for disposition of the threat, including the information gathered during the assessment and recommendations for response and intervention.

Following notification to the student's parent/guardian, the threat assessment team may refer the student to an appropriate program or take action to address the reported situation in accordance with applicable Board policy, which may include, but is not limited to:[\[1\]](#)

1. A referral to the Student Assistance Program.[\[4\]](#)
2. A referral to the appropriate law enforcement agency.[\[5\]](#)[\[6\]](#)[\[20\]](#)
3. An appropriate evaluation to determine whether the student is a qualified student with a disability in need of a Section 504 Service Agreement or in need of special education services through an Individualized Education Program (IEP), in accordance with applicable law and Board policy.[\[26\]](#)[\[27\]](#)[\[30\]](#)
4. A referral to the student's IEP Team to review and address the student's IEP and/or Positive Behavior Support Plan. This could include, but is not limited to, a manifestation determination or functional behavioral assessment in accordance with applicable law, regulations and Board policy.[\[27\]](#)[\[28\]](#)[\[29\]](#)[\[30\]](#)
5. A referral to the student's Section 504 Team to review and address the student's Section 504 Service Agreement and/or Positive Behavior Support Plan.[\[26\]](#)
6. With prior parental consent, a referral to a behavioral service provider, health care provider or county agency.[\[31\]](#)
7. Addressing behavior in accordance with applicable discipline policies and the Code of Student Conduct.[\[32\]](#)[\[33\]](#)[\[34\]](#)[\[35\]](#)
8. Ongoing monitoring of the student by the threat assessment team, a child study team, Student Assistance Program team or other appropriate school personnel.
9. Taking steps to address the safety of any potential targets identified by the reported threat.[\[6\]](#)[\[36\]](#)

Safe Schools Incident Reporting –

For Safe Schools reporting purposes, the term **incident** means 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; or conduct that constitutes an offense listed under the Safe Schools Act.[\[20\]](#)[\[37\]](#)[\[38\]](#)[\[39\]](#)

When a reported threat also meets the definition of an incident under the Safe Schools Act, in accordance with reporting requirements, the Superintendent or designee shall immediately report required incidents, if not previously reported by district staff, 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 local police department 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 local law enforcement and Board policies.[\[20\]](#)[\[32\]](#)[\[37\]](#)[\[38\]](#)[\[40\]](#)[\[41\]](#)[\[42\]](#)

The Superintendent or designee shall notify the parent/guardian, if not previously notified by district staff, of any student directly involved in an incident on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity, who is a victim or suspect, immediately, as soon as practicable. The Superintendent or designee will inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee will document attempts made to reach the parent/guardian.[20][38][43]

Students With Disabilities –

When reporting an incident committed by a student with a disability or referring a student with a disability to a law enforcement agency, the district shall provide the information required by state and federal laws and regulations and shall ensure that copies of the special education and disciplinary records of the student are transmitted for consideration by these authorities. The district shall ensure compliance with the Family Educational Rights and Privacy Act when transmitting copies of the student's special education and disciplinary records.[9][11][44][45][46][47]

Monitoring and Management

If a student has an Individualized Management Plan, the threat assessment team shall monitor the Individualized Management Plan and coordinate with the designated team or resource to provide support and follow-up assessment as necessary. Follow-up assessments, referrals, re-entry plans and other supports shall be documented as part of the student's Individualized Management Plan.

The threat assessment team, in coordination with other appropriate teams and supports, shall determine when the student's Individualized Management Plan is no longer needed for disposition of the threat(s), and may transfer appropriate information in accordance with applicable law, regulations and Board policy.[4][7][9][11][26][27]

Records Access and Confidentiality

In order to carry out their duties and facilitate the timely assessment of and intervention with students whose behavior may indicate a threat, the threat assessment team shall have access to the following student information to the extent permitted under applicable law and regulations:[1]

1. Student health records.[48][49]
2. Prior school disciplinary records.[9][11][50]
3. Records related to adjudication under applicable law and regulations.[50][51][52][53][54][55]
4. Records of prior behavioral or mental health or psychological evaluations or screenings maintained by the district.
5. Other records or information that may be relevant to evaluating a threat or determining treatment or referral options for a student that are maintained by the district.

The threat assessment team shall use all information or records obtained in fulfilling the team's duty in accordance with law to evaluate a threat or to recommend disposition of a threat. Team members shall not redisclose any record or information obtained or otherwise use any record of a student beyond the purpose for which the disclosure was made to the team, in accordance with law.[1]

The threat assessment team shall maintain confidentiality and handle all student records in accordance with applicable law, regulations, Board policy, the Student Records Plan and the district's legal and investigative obligations.[4][7][9][10][11][19][44][46][50][56]

Threat assessment members whose other assignments and roles require confidentiality of specific student communications, in accordance with law, shall ensure that all confidential communications and information are addressed in accordance with applicable law, regulations, Board policy and administrative regulations.[10][57][58][59][60]

Annual Board Report

The threat assessment team shall provide the required information to the Superintendent, in consultation with the School Safety and Security Coordinator, to annually develop and present to the Board, at an executive session, a report outlining the district's approach to threat assessment, which shall include:[1]

1. Verification that the district's threat assessment team and process complies with applicable law and regulations.
2. The number of threat assessment teams assigned in the district, and their composition.
3. The total number of threats assessed that year.
4. A summary of interactions with outside law enforcement agencies, juvenile probation and behavioral service providers.
5. An assessment of the district's threat assessment team(s) operation.
6. Recommendations for improvement of the district's threat assessment processes.
7. Any additional information required by the Superintendent or designee.

{XX} The annual threat assessment report shall be presented as part of the annual report to the Board by the School Safety and Security Coordinator on district safety and security practices.[1][5]

The threat assessment team's information addressing verification of compliance with law and regulations, the number of threat assessment teams assigned in the district and their composition, the total number of threats assessed that year, and **additional** information required by the Superintendent or designee shall be included in the School Safety and Security Coordinator's annual report on district safety and security practices that is submitted to the state's School Safety and Security Committee.[1][5][61]



Book	Policy Manual
Section	800 Operations
Title	Emergency Preparedness and Response
Code	805 Vol III 2022
Status	First Reading
Legal	<p>1. Pol. 705</p> <p>2. 22 PA Code 10.24</p> <p>3. 35 Pa. C.S.A. 7701</p> <p>4. Pol. 805.1</p> <p>5. 24 P.S. 1517</p> <p>6. 24 P.S. 1518</p> <p>7. 24 P.S. 1301-B</p> <p>8. 22 PA Code 10.11</p> <p>9. 24 P.S. 1303-A</p> <p>10. 24 P.S. 1303-B</p> <p>11. 24 P.S. 1314-B</p> <p>12. 24 P.S. 1315-B</p> <p>13. 24 P.S. 1302.1-A</p> <p>14. Pol. 804</p> <p>15. 35 Pa. C.S.A. 7301 et seq</p> <p>16. 24 P.S. 520.1</p> <p>17. 24 P.S. 1501</p> <p>18. 24 P.S. 1506</p> <p>19. 22 PA Code 11.2</p> <p>20. Pol. 803</p> <p>21. 24 P.S. 1310-B</p> <p>22. Pol. 203</p> <p>23. Pol. 203.1</p> <p>24. 24 P.S. 102</p> <p>25. Pol. 333</p> <p>26. Pol. 805.2</p> <p>27. Pol. 146.1</p> <p>28. Pol. 249</p> <p>29. Pol. 819</p> <p>30. Pol. 827</p>

30. Pol. 227

31. Pol. 351

32. Pol. 805

[33. 24 P.S. 1302-E](#)

34. Pol. 236.1

[35. 24 P.S. 1205.2](#)

[36. 75 Pa. C.S.A. 4552](#)

[37. 24 P.S. 1303-D](#)

[24 P.S. 1205.7](#)

[20 U.S.C. 7112](#)

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

[20 U.S.C. 7801](#)

Pol. 146

Pol. 236

Pol. 709

Pol. 810

Pol. 909

Adopted November 19, 2019

Last Revised March 14, 2023

Purpose

The Board recognizes its responsibility for the safety of students, staff, visitors and facilities. Therefore, the Board shall provide facilities, equipment and training necessary to protect against hazards and emergencies, including but not limited to natural disasters, hazardous chemicals, fires, weapons, bomb threats, intruders, terrorism, communicable diseases and pandemics. Advance planning, training, practice and comprehensive implementation are key components in protecting the safety and security of the school community.[1]

Authority

The district, in cooperation with the county Emergency Management Agency and the Pennsylvania Emergency Management Agency (PEMA), shall develop and implement a comprehensive disaster response and emergency preparedness plan, consistent with the guidelines developed by PEMA and other applicable state requirements.[2][3]

The Board shall also utilize the resources of and comply with the requirements of the Pennsylvania Department of Health, the Pennsylvania Department of Education, and local law enforcement agencies. [4]

The Board requires that emergency preparedness, emergency evacuation and school security drills be conducted at intervals required by state law.[3][5][6]

Definitions

School security drill – a planned exercise, other than a fire drill or natural disaster drill, designed to practice procedures to respond to an emergency situation that may include, but is not limited to, an act of terrorism, armed intruder situation or other violent threat.[5]

School Safety and Security Assessment – a strategic evaluation of a school entity’s facilities and programs used to identify potential safety and security threats.[7]

Delegation of Responsibility

The Superintendent or designee shall collaborate with relevant stakeholders, including parents/guardians, students, staff, community agencies, local law enforcement agencies and first responders, during the development and implementation of the emergency preparedness plan.

The Superintendent or designee shall implement a communication system to notify parents/guardians of the evacuation or sheltering of students and to alert the entire school community when necessary.

Annually, on or before April 10, the Superintendent shall certify that emergency evacuation drills and school security drills have been conducted in the manner prescribed by law.[5]

In accordance with state law and regulations, the Superintendent shall execute a memorandum of understanding with each local police department that has jurisdiction over school property.[4][8][9]

{XX} The Board directs the

{XX} Superintendent or School Safety and Security Coordinator

to periodically complete a School Safety and Security Assessment in accordance with the provisions of law and established criteria, based on the needs of the district and availability of funding and resources.
[7][10][11][12]

Guidelines

Emergency Planning

The emergency preparedness plan shall be accessible in each district building, be reviewed at least annually, and be modified as necessary. A copy of the plan shall be made accessible to the county Emergency Management Agency, each local police department and each local fire department that have jurisdiction over school property. The district shall obtain assurances from each appropriate agency that the emergency preparedness plan will be safeguarded and maintained confidentially.[2][3][13]

Appropriate information regarding the emergency preparedness plan shall be communicated to students, parents/guardians, staff, the community and other relevant stakeholders.

Annually, by September 30, the district shall assemble information required to assist local police and fire departments in responding to an emergency. The required information shall be deployed immediately to the Incident Command Post in the event of an emergency incident or disaster.[2][3][4]

Schools and school buses or transportation vehicles owned or leased by the district shall be made available to local, county and state officials for emergency planning and exercises.[3]

Continuity of Student Learning/Core Operations

In the event of an emergency, local, county or state officials may require that schools be made available to serve as mass-care facilities. Local, county or state officials may also utilize district-owned buses and other transportation vehicles. The Superintendent or designee shall determine whether schools shall be closed, or the educational program suspended, to safeguard student and staff health and safety.[3][14]

State officials may also direct schools to close in order to mitigate the spread of infection or illness in designated emergencies.[15]

The district shall make provisions in the emergency preparedness plan **and any applicable health and safety plan** for the continuity of student learning during school closings or excessive absences, in accordance with law. This may include, as appropriate, activities qualifying as instructional days for fulfilling the minimum required days of instruction under the law. Instructional activities may include: [16][17][18][19][20]

1. {XX} Web-based instruction.
2. {XX} Mailed or district distributed lessons and assignments.
3. {XX} Instruction via local television or radio stations.
4. { } Other: _____.

The continuity of core operations such as payroll and ongoing communication with staff, students and parents/guardians shall be an essential part of the emergency preparedness plan.

Education and Training

Students and staff members shall be instructed and shall practice how to respond appropriately to emergency situations.[5][6][21]

Effective infection control and prevention education and procedures, such as frequent hand washing and cough/sneeze etiquette, shall be encouraged continually to help limit the spread of germs at district schools.[22][23]

The district shall provide mandatory training **for school staff** on school safety and security, **in accordance with law and the standards specified by the state's School Safety and Security Committee:**[21][24][25][26]

1. **Two (2) hours of required training addressing** any combination of one (1) or more of the following areas **shall be completed each year, in person or virtually:**
 - a. Situational awareness.
 - b. Trauma-informed approaches.[25][27]
 - c. Behavioral health awareness.
 - d. Suicide and bullying awareness.[28][29]
 - e. Substance use awareness.[30][31]
2. **One (1) hour of training in the following areas shall be completed each year:**
 - a. Emergency training drills, including fire, natural disaster, active shooter, hostage situation and bomb threat. **This training must be conducted in person.**[32]
 - b. Identification or recognition of student behavior that may indicate a threat to the safety of the student, other students, school employees, **other individuals**, school facilities, **or** the community. **This training may be conducted in person or virtually.**[33][34]

The required school safety and security training shall be credited toward professional education requirements, in accordance with law and the district's Professional Education Plan.[21][25][35]

Required Drills

Emergency Preparedness Drill -

The Board directs district schools to conduct a disaster response or emergency preparedness plan drill at least annually, in accordance with the provisions of law.[\[3\]](#)

Fire Drills -

The Board directs each district school to conduct fire drills at least once a month during the school year, in accordance with the provisions of law.[\[5\]](#)[\[6\]](#)

School Security Drills -

The Board directs each district school to conduct a school security drill within ninety (90) days of the beginning of each school year. The school security drill shall be conducted while school is in session, with students present.[\[5\]](#)

The school security drill may take the place of a fire drill for the month in which it is conducted.

The Superintendent or designee

{XX} may

{ } shall

conduct additional school security drills in district schools after the first ninety (90) days of the school year. Up to two (2) additional school security drills per school year may be conducted in place of the required fire drills for the month in which they are conducted.[\[5\]](#)

The Superintendent or designee shall:[\[5\]](#)

1. Oversee instruction and training of students and school employees in procedures for conducting school security drills and responding to emergency situations.
2. Notify and request assistance from local law enforcement and the emergency management agency prior to conducting a school security drill.
3. Notify parents/guardians of the students attending the school building where the school security drill is scheduled in advance of conducting the drill.

Bus Evacuation Drills -

Bus evacuation and safety drills shall be conducted twice a year, in accordance with the provisions of law.[\[5\]](#)[\[36\]](#)

Safe2Say Something Program

The Board directs the Superintendent or designee to develop procedures for assessing and responding to reports received from the Safe2Say Something anonymous reporting program, in accordance with law. The procedures shall establish a framework within which district administration and staff will respond to program reports, coordinate with the county emergency dispatch center(s) and local law enforcement, and provide appropriate assessment and response for the safety and security of students, staff and school facilities, **in accordance with applicable law and Board policy and administrative regulations.**[\[4\]](#)[\[26\]](#)[\[32\]](#)[\[34\]](#)[\[37\]](#)

NOTES:

School entities who receive specific federal funding grants for readiness and emergency management may also have additional requirements for compliance with the National Incident Management System (NIMS).

False alarms – 18 Pa. C.S.A. Sec. 4905, 4906

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[Safe2SayProcedures.doc \(242 KB\)](#)



Book	Policy Manual
Section	300 Employees
Title	Remote Work
Code	309.1 Vol V 2020
Status	First Reading
Legal	1. Pol. 805 2. Pol. 113.4 3. Pol. 216 4. Pol. 324 5. Pol. 708 6. Pol. 334 7. Pol. 335 8. Pol. 336 9. Pol. 339 10. Pol. 330 11. Pol. 332 Pol. 815 Pol. 824
Adopted	March 14, 2023

Purpose

The Board recognizes that in certain limited circumstances it may be appropriate to allow or require district employees to work remotely.[1]

The Board adopts the following policy to establish district rules for employees who work from a remote or other work location.

Definitions

Remote work location – a worksite other than an employee's regularly assigned place of work, typically the employee's residence.

Remote/Remote Working – the performance of the assigned essential functions of an employee's job at a remote work location via electronic means in accordance with the employee's usual expected standards of performance and other approved or agreed-upon terms.

Remote Work Agreement – a written agreement that details the terms and conditions to permit an employee to engage in remote working.

Remote Working Employee – a district employee who can perform all of their assigned essential job duties at a remote work location. The employee must have a suitable designated workspace at the remote work location and access to any computer and communications equipment necessary for the completion of tasks.

Delegation of Responsibility

The Board directs the Superintendent or designee to develop procedures that outline circumstances under which employees may remote work and the expectations for such employees while working remotely.

Guidelines

Employees may be required to sign a remote work agreement, or acknowledge remote working provisions in an applicable collective bargaining agreement, prior to working in a remote work location, which may be waived under emergency conditions at the Board's discretion or as specified in this policy.

Such an agreement may include, but is not limited to, the following considerations:

1. Acknowledgement that the employee's compensation, benefits, work hours, and performance expectations shall not change while remote working.
2. The employee shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected at their regularly assigned place of work.
3. A remote working employee's performance shall be monitored and assessed in the same manner as employees working from their regularly assigned place of work.
4. The employee shall work from a dedicated workspace that is free from health or safety hazards, undue distractions, or undue risk that confidential or private information will be discovered, or that district equipment permitted to be brought to the remote work location will be stolen or damaged.
[2][3][4]
5. The employee shall obtain permission from their supervisor before bringing district property to a remote work location and will provide the supervisor with a written list of all such equipment.
6. The employee shall be personally responsible for any district equipment brought to the remote work location, shall be fully liable for any damage or loss occurring to the equipment during the period of use, and shall be responsible for its safe return.[5]
7. The employee does not have a right to remote work and the remote working arrangement may be terminated by the Board or Superintendent at any time.
8. The employee shall notify their supervisor if the employee is not able to perform all assigned job duties, essential or nonessential, at the remote work location.

General Conditions

Employees whose physical presence at their regularly assigned place of work is essential to the performance of their duties may not be permitted to remote work.

An employee may not work remotely as a replacement for personal or vacation leave.[6][7][8][9]

Attendance at the employee's regularly assigned place of work for onsite meetings, conferences, training sessions, and other school business activities may be required on scheduled remote work days.

Nonexempt employees shall not be permitted to work overtime or during non-working hours while remote working without authorization from the employee's immediate supervisor, in accordance with law and Board policy.[10][11]

All remote working employees shall be subject to and shall comply with the same Board policies, administrative regulations, and standards of conduct as are expected under normal working conditions.

Emergency Conditions

In the event that local, state or federal officials, or any similar authority with appropriate jurisdiction, declare an emergency condition that prevents or discourages public gatherings due to a public health or safety concern, or closes school buildings, the Board authorizes individual employees or designated classifications of employees to be permitted to work remotely in accordance with established procedures or as otherwise directed.[1]

For district employees unable to perform their assigned essential job duties while working remotely, such employees may be required to take any available accrued leave, whether paid or unpaid, in accordance with applicable Board policies or provisions of an administrative compensation plan, individual contract, collective bargaining agreement or Board resolution.[6][7][8][9]



Book	Policy Manual
Section	600 Finances
Title	Purchases Subject To Bid/Quotation
Code	610
Status	First Reading
Legal	1. 24 P.S. 751 2. 24 P.S. 807.1 3. 24 P.S. 120 4. 73 P.S. 1602
Adopted	June 29, 2010
Last Revised	February 14, 2023
Last Reviewed	February 14, 2023

Authority

It is the policy of the Board to obtain competitive bids and price quotations for products and services where such bids or quotations are required by law or may result in monetary savings to the school district.[\[1\]\[2\]](#)

Guidelines

The amounts contained in this policy regarding competitive bid and price quotation requirements are subject to adjustments based on the Consumer Price Index.[\[3\]\[1\]\[2\]](#)

Supplies

The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing **\$22,500** or more, unless exempt by law. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[2\]](#)

Furniture, equipment, school supplies and appliances to be purchased by the district costing more than **\$12,200** but less than **\$22,500** may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[2\]](#)

Contracts

The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a cost or value of more than **\$22,500** unless exempt by law.[\[1\]](#)

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than \$11,800 but not more than **\$22,500**, may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[1\]](#)

The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than **\$12,200**.[\[1\]](#)

Delegation of Responsibility

Bid specifications shall be prepared by the Business Manager.

Bid specifications shall provide for alternates wherever possible.

The Business Manager shall combine like items of supply and material whenever it is feasible and permissible under law and shall not split purchases to avoid requirements for bidding.[\[1\]](#)[\[2\]](#)

Bids shall be opened publicly by the Business Manager before one (1) or more witnesses at a previously designated time and place.

With kind, quality and material being equal, contracts shall be awarded to the lowest responsible bidder upon resolution of the Board, unless the Board chooses to reject all bids.[\[2\]](#)

The Board recognizes that emergencies may occur when imminent danger exists to persons or property or continuance of existing school classes is threatened, and time for bidding cannot be provided because of the need for immediate action. Bidding decisions in the event of such emergencies shall be made in accordance with existing legal requirements.[\[1\]](#)

Whenever a contractor shall submit a bid for the performance of work and the contractor later claims a mistake, error or omission in preparing said bid, the contractor shall, before the bids are open, make known the fact and in such case the bid shall be returned, unopened.[\[4\]](#)

NOTES:

The Department of Labor and Industry shall publish notice, in the Pennsylvania Bulletin prior to January 1 of each calendar year, of the annual percentage change and the unadjusted or final adjusted base amounts at which competitive bidding is required and written or telephonic price quotations are required, respectively, for the calendar year beginning the first day of January after publication of the notice. This policy will be adjusted annually based on the notice published in the Pennsylvania Bulletin.



Book	Policy Manual
Section	600 Finances
Title	Purchases Budgeted
Code	611
Status	First Reading
Legal	1. 24 P.S. 751 2. 24 P.S. 807.1 3. 24 P.S. 609 24 P.S. 508
Adopted	June 29, 2010
Last Revised	February 14, 2023
Last Reviewed	February 14, 2023

Authority

It is the policy of the Board that when funds are available all purchases contemplated within the current budget and not subject to bid shall be made in a manner that ensures the best interests of the district.
[\[1\]\[2\]](#)

Delegation of Responsibility

All purchases that are within budgetary limits may be made upon authorization of the Purchasing Agent, Business Manager, Board Secretary, and/or Superintendent, unless the contemplated purchase is for more than \$**22,500**, in which case prior approval by the Board is required.[\[3\]\[2\]](#)

All purchase order requests must be referred to the Purchasing Agent, who shall check whether the proposed purchase is subject to bid; whether sufficient funds exist in the budget; and whether the material might be available elsewhere in the district.[\[3\]\[1\]\[2\]](#)

Guidelines

In the interests of economy, fairness and efficiency in its business dealings, the Board requires that:

1. Items commonly used in the district schools and buildings be standardized whenever possible.
2. Opportunity to do business with the district shall be provided to as many responsible suppliers as possible. Lists of potential suppliers for various types of supplies, equipment and services will be developed and maintained.
3. No purchase request will be honored unless made on a district requisition form that has the necessary approval.



Book	Policy Manual
Section	600 Finances
Title	Federal Fiscal Compliance
Code	626
Status	First Reading

Legal

[1. 2 CFR Part 200](#)

2. Pol. 827

3. Pol. 828

4. Pol. 317

[5. 2 CFR 200.430](#)

6. Pol. 626.1

[7. 24 P.S. 1153](#)

8. Pol. 304

9. Pol. 319

10. Pol. 336

11. Pol. 337

12. Pol. 624

13. Pol. 805

14. Pol. 813

[15. 2 CFR 200.333-200.337](#)

16. Pol. 800

[17. 34 CFR 75.730-75.732](#)

[18. 34 CFR 76.730-76.731](#)

[19. 2 CFR 200.336](#)

[20. 2 CFR 200.333](#)

21. Pol. 113.4

22. Pol. 216

23. Pol. 324

[24. 2 CFR 200.330-200.331](#)

[25. 2 CFR 200.338](#)

[26. 2 CFR 200.339](#)

Pol. 610

Pol. 611

Pol. 612

Pol. 613

Pol. 625

Adopted

May 12, 2020

Last Revised

February 14, 2023

Prior Revised Dates

Attachment revised 02/14/2023

Authority

The Board shall ensure federal funds received by the district are administered in accordance with federal requirements, including but not limited to the federal Uniform Guidance.[\[1\]](#)

The Board shall review and approve all applications for federal funds submitted by the district.

Delegation of Responsibility

The Board designates the

- ☒ Superintendent
- ☐ Federal Programs Coordinator
- ☐ building principal
- ☐ Business Manager

as the district contact for all federal programs and funding.

The Superintendent or designee, in collaboration with the Federal Programs Coordinator and Business Manager, shall establish and maintain a sound financial management system to include internal controls and federal grant management standards covering the receipt of both direct and state-administered federal grants, and to track costs and expenditures of funds associated with grant awards.^[1]

The Superintendent, to assist in the proper administration of federal funds and implementation of this policy, may approve additional procedures as attachments to this policy.

Guidelines

The district's financial management system shall be designed with strong internal controls, a high level of transparency and accountability, and documented procedures to ensure that all financial management system requirements are met.

Financial management standards and procedures shall assure that the following responsibilities are fulfilled:

1. Identification – The district must identify, in its accounts, all federal awards received and expended, and the federal programs under which they were received.
2. Financial Reporting – Accurate, current, and complete disclosure of the financial results of each federal award or program must be made in accordance with the financial reporting requirements of the Education Department General Administrative Regulations (EDGAR).
3. Accounting Records – The district must maintain records which adequately identify the source and application of funds provided for federally-assisted activities.
4. Internal Controls – Effective control and accountability, **including segregation of duties**, must be maintained for all funds, real and personal property and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes.
5. Budget Control – Actual expenditures or outlays must be compared with budgeted amounts for each federal award. Procedures shall be developed to establish determination for allowability of costs for federal funds.
6. Cash Management – The district shall maintain written procedures to implement the cash management requirements found in EDGAR.
7. Allowability of Costs – The district shall ensure that allowability of all costs charged to each federal award is accurately determined and documented.

Standards of Conduct

The district shall maintain standards of conduct covering conflicts of interest and the actions of employees and school officials engaged in the selection, award and administration of contracts.[2][3]

All employees shall be informed of conduct that is required for federal fiscal compliance and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[4]

Employees - Time and Effort Reporting

All district employees paid with federal funds shall document the time they expend in work performed in support of each federal program, in accordance with law. Time and effort reporting requirements do not apply to contracted individuals.[5]

District employees shall be reimbursed for travel costs incurred in the course of performing services related to official business as a federal grant recipient.[6]

The district shall establish and maintain employee policies **and procedures** on hiring, benefits and leave and outside activities, as approved by the Board. **District procedures on payment of staff shall apply to employees paid with federal funds and shall include payment in extenuating or emergency conditions, in accordance with applicable law, regulations or emergency declarations by state or federal authorities.**[7][8][9][10][11][12][13][14]

Record Keeping

The district shall develop and maintain a Records Management Plan and related Board policy and administrative regulations for the retention, retrieval and disposition of manual and electronic records, including emails.[15][16]

The district shall ensure the proper maintenance of federal fiscal records documenting:[16][17][18]

1. Amount of federal funds.
2. How funds are used.
3. Total cost of each project.
4. Share of total cost of each project provided from other sources.
5. Other records to facilitate an effective audit.
6. Other records to show compliance with federal program requirements.
7. Significant project experiences and results.

All records must be retrievable and available for programmatic or financial audit.

The district shall provide the federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives, the right of access to any documents, papers, or other district records which are pertinent to the federal award. The district shall also permit timely and reasonable access to the district's personnel for the purpose of interview and discussion related to such documents.[19]

Records shall be retained for a minimum of five (5) years from the date on which the final Financial Status Report is submitted, or as otherwise specified in the requirements of the federal award, unless a written extension is provided by the awarding agency, cognizant agency for audit, oversight agency for audit or cognizant agency for indirect costs.[20]

If any litigation, claim or audit is started before the expiration of the standard record retention period, the records shall be retained until all litigation, claims or audits have been resolved and final action taken.[20]

As part of the Records Management Plan, the district shall develop and maintain a records retention schedule, which shall delineate the record retention format, retention period and method of disposal.
[16]

The Records Management Plan shall include identification of staff authorized to access records, appropriate training, and preservation measures to protect the integrity of records and data.[16]

The district shall ensure that all personally identifiable data protected by law or regulations is handled in accordance with the requirements of applicable law, regulations, Board policy and administrative regulations.[21][22][23]

Subrecipient Monitoring

In the event that the district awards subgrants, the district shall establish procedures to:[24]

1. Assess the risk of noncompliance.
2. Monitor grant subrecipients to ensure compliance with federal, state, and local laws and Board policy and procedures.
3. Ensure the district's record retention schedule addresses document retention on assessment and monitoring.[16]

Compliance Violations

Employees and contractors involved in federally funded programs and subrecipients shall be made aware that failure to comply with federal law, regulations or terms and conditions of a federal award may result in the federal awarding agency or pass-through entity imposing additional conditions or terminating the award in whole or in part.[25][26]

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Book	Policy Manual
Section	800 Operations
Title	School Bus Drivers and School Commercial Motor Vehicle Drivers
Code	810.1 Vol I 2021
Status	First Reading
Legal	1. 49 CFR 382.107 2. 49 CFR 392.80 3. 75 Pa. C.S.A. 1621 4. 75 Pa. C.S.A. 1622 5. 75 Pa. C.S.A. 102 6. 49 CFR Part 382 7. 49 CFR Part 40 8. 49 U.S.C. 31306 9. 67 PA Code 229.14 10. Pol. 818 11. 49 CFR 392.82 12. 75 Pa. C.S.A. 3316 13. 49 CFR 40.15 14. 49 CFR 382.105 15. 49 CFR 382.701 16. 49 CFR 40.3 17. 49 CFR 382.401 18. 49 CFR 382.601 19. 23 Pa. C.S.A. 6344 20. 23 Pa. C.S.A. 6344.3 21. 24 P.S. 111 22. 24 P.S. 111.1 23. Pol. 304 24. 49 CFR 382.413 25. 49 CFR 382.703 26. 49 CFR 40.25 27. 49 U.S.C. 31303 28. 75 Pa. C.S.A. 1604 29. 75 Pa. C.S.A. 1606 30. 67 PA Code 229.14

[30. 67 PA Code 1.3](#)

[31. 49 CFR 391.25](#)

[32. 49 U.S.C. 31304](#)

[33. 49 CFR 391.41](#)

34. Pol. 317

[35. 49 CFR 382.213](#)

[36. 75 Pa. C.S.A. 1613](#)

[37. 49 CFR 382.205](#)

[38. 75 Pa. C.S.A. 1612](#)

[39. 75 Pa. C.S.A. 1603](#)

[40. 75 Pa. C.S.A. 3802](#)

[41. 49 CFR 382.207](#)

[42. 49 CFR 382.209](#)

[43. 49 CFR 382.211](#)

[44. 49 CFR 40.191](#)

[45. 49 CFR 382.215](#)

[46. 49 CFR 40.23](#)

[47. 49 CFR 382.201](#)

[48. 49 CFR 382.505](#)

[49. 49 CFR 40.289](#)

[50. 49 CFR 382.705](#)

[51. 49 CFR 40.333](#)

52. Pol. 800

[53. 49 CFR 382.405](#)

[54. 49 CFR 382.723](#)

[55. 49 CFR 40.321](#)

[56. 49 CFR 382.403](#)

[57. 24 P.S. 1517](#)

[58. 49 CFR 382.603](#)

[24 P.S. 510](#)

[75 Pa. C.S.A. 1601 et seq](#)

Pol. 351

Adopted

March 14, 2023

Note: This policy refers to school bus and commercial motor vehicle drivers only. Policy 810.3 applies to drivers of school vehicles used to transport students which do not qualify as a school bus or commercial motor vehicle.

Purpose

The Board recognizes that an employee must be fit to operate a school bus and commercial motor vehicle to ensure the health and safety of students being transported. The Board also recognizes that an employee impaired by drugs or alcohol who operates district vehicles or transports students poses significant risks to the safety of students and others.

Definitions

The following words and phrases, when used in this policy, shall have the meaning given to them in this section:

A **covered driver** shall include any district employee who drives, operates or is in the actual physical control or movement of a school bus or a commercial motor vehicle owned, leased or operated by the school district. The term includes drivers and mechanics who operate such vehicles, including full-time, regularly employed individuals; leased drivers; and independent owner-operator contractors who are directly employed by or under lease to the district or who operate a bus or commercial motor vehicle owned or leased by the district.[\[1\]](#)

Commercial motor vehicle - a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the vehicle:[\[1\]](#)

1. Has a gross combination weight rating or gross combination weight of 26,001 or more pounds, whichever is greater, inclusive of towed unit(s) with a gross vehicle weight rating or gross vehicle weight of more than 10,000 pounds, whichever is greater;
2. Has a gross vehicle weight rating or gross vehicle weight of 26,001 or more pounds, whichever is greater;
3. Is designed to transport sixteen (16) or more passengers, including the driver; or
4. Is transporting hazardous materials and is required to be placarded.

Driving - operating a commercial motor vehicle or motor carrier vehicle on a highway, with the motor running, including while the commercial motor vehicle or motor carrier vehicle is temporarily stationary because of traffic, a traffic control device or other momentary delay. The term does not include operating a commercial motor vehicle or motor carrier vehicle with or without the motor running if the driver moved the vehicle to the side of or off of a highway and halted in a location where the vehicle can safely remain stationary.[\[2\]\[3\]\[4\]](#)

Electronic device - an electronic device includes, but is not limited to, a cellular telephone, personal digital assistant, pager, computer or any other device used to input, write, send, receive or read text.[\[3\]](#)

Mobile telephone - a mobile communication device which uses a commercial mobile radio service.[\[4\]](#)

Safety-sensitive functions include all on-duty functions performed from the time a driver begins work or is required to be ready to work until **the driver** is relieved from work and all responsibility for performing work. It includes driving; waiting to be dispatched; inspecting and servicing equipment; supervising, performing or assisting in loading and unloading; repairing or obtaining and waiting for help with a disabled vehicle; and performing other requirements related to accidents.[\[1\]](#)

School bus means a motor vehicle that is designed to carry eleven (11) passengers or more, including the driver, and is used for the transportation of preprimary, primary or secondary school students to or from public, private or parochial schools or events related to such schools or school-related activities.[\[5\]](#)

Texting - manually entering alphanumeric text into or reading text from an electronic device. The following shall apply:[\[3\]](#)

1. The term includes, but is not limited to, short message service, emailing, instant messaging, a command or request to access an Internet web page, pressing more than a single button to initiate or terminate a voice communication using a mobile telephone or engaging in any other form of electronic text retrieval or entry, for present or future communication.

2. The term does not include:

- a. Inputting, selecting or reading information on a global positioning system or navigation system.
- b. Pressing a single button to initiate or terminate a voice communication using a mobile telephone.
- c. Using a device capable of performing multiple functions, including, but not limited to, fleet management systems, dispatching devices, citizens band radios and music players, for a purpose that is not prohibited by law.

Use a handheld mobile telephone or other electronic device –[4]

1. Using at least one (1) hand to hold a mobile telephone to conduct a voice communication.
2. Dialing or answering a mobile telephone by pressing more than a single button.
3. Reaching for a mobile telephone in a manner that requires a driver to maneuver so that the driver is no longer in a seated driving position, restrained by a seat belt.

Authority

The Board shall implement a drug use and alcohol misuse prevention program for employees who are required to hold a commercial driver's license and who perform safety-sensitive functions in accordance with federal and state laws and regulations.[6][7][8][9]

All contracted transportation providers shall implement a drug use and alcohol misuse prevention program in accordance with federal law and regulations.[10]

Covered drivers shall observe all state and federal laws and Pennsylvania Department of Transportation regulations governing traffic safety and school bus and commercial motor vehicle operation.

The Board prohibits covered drivers from texting and from using a handheld mobile telephone or other electronic device while driving a school bus or commercial motor vehicle except when it is necessary to communicate with law enforcement officials or other emergency services.[2][3][11][12]

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy and the requirements of law, which include the following components:

1. Selecting and contracting with a qualified medical review officer, substance abuse professional, a certified laboratory and other service agents as necessary.[13]
2. Establishment of procedures for required testing of covered drivers.[14]
3. Maintenance of the confidentiality of all aspects of the testing process.[8]
4. Delegation of responsibility for monitoring employee compliance with the provisions of Board policy and administrative regulations, including, but not limited to, an annual query of the Federal Motor Carrier Safety Administration's Commercial Driver's License Drug and Alcohol Clearinghouse.[15]
5. Designation of an employee responsible for receiving and handling results of drug and alcohol tests.[16]
6. Implementation of procedures for the query, preparation, maintenance, reporting, retention and disclosure of records, as required by law.[15][17]

7. Distribution to affected employees of information and materials relevant to Board policies and administrative regulations regarding drug and alcohol testing.[\[18\]](#)
8. Distribution to affected employees of information and materials relevant to individuals or organizations that can provide counseling and treatment for drug and/or alcohol problems.

The Superintendent or designee shall provide each driver, upon hire or transfer, with:

1. This policy and its accompanying administrative regulations; and[\[18\]](#)
2. Educational materials that explain the state and federal requirements related to misuse of alcohol and use of controlled substances.[\[18\]](#)

The Superintendent or designee shall also provide notice to representatives of employee organizations of the availability of this information.[\[18\]](#)

The Board designates the

{ } Superintendent

{ } Assistant Superintendent

{XX} Director of Transportation

{ } Director of Human Resources

{ } Other _____

to be the contact person for questions about the drug use and alcohol misuse program.[\[18\]](#)

Guidelines

Employment Requirements

All covered drivers shall comply with the requirements for background checks/certifications and employment history reviews in accordance with applicable law, Board policy and administrative regulations. These requirements are addressed separately in Board policy 304 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[\[10\]](#)[\[19\]](#)[\[20\]](#)[\[21\]](#)[\[22\]](#)[\[23\]](#)

Prior to employment by the district as a covered driver or transfer to a covered driver position, the district shall obtain the following information in accordance with federal and state laws and regulations:

1. Alcohol and drug testing information from previous U.S. Department of Transportation-regulated employers during the past three (3) years with the covered driver's written consent.[\[15\]](#)[\[24\]](#)[\[25\]](#)[\[26\]](#)
2. Commercial motor vehicle employment information for the past ten (10) years.[\[27\]](#)[\[28\]](#)

Additional Documentation -

Prior to employment by the district as a covered driver or transfer to a covered driver position, and at least once each school year, the Superintendent or designee shall:

1. Obtain a copy of a valid commercial driver's license indicating the appropriate endorsements from the covered driver, **or authorize the applicable legal exemption in cases of emergency**;[\[29\]](#)
2. Obtain a copy of a Commonwealth of Pennsylvania School Bus Driver's Physical Examination Form from the covered school bus driver;[\[30\]](#)
3. Obtain a copy of a current Pennsylvania School Bus Endorsement card from the covered school bus driver;[\[30\]](#)

4. Review each covered driver's driving record to determine whether the driver meets the minimum requirements for safe driving and is not disqualified to operate a commercial motor vehicle.[31]
[32]

Prior to employment by the district as a covered driver or transfer to a covered driver position, and every two (2) years, the Superintendent or designee shall obtain a valid Medical Examiner's Certificate, if applicable.[33]

Reporting Requirements -

Covered drivers shall report misconduct in accordance with Board policy 317 for drivers employed by the district and Board policy 818 for drivers employed by an independent contractor.[10][20][21][34]

Covered drivers using controlled substances prescribed for therapeutic purposes by a licensed medical practitioner shall submit the practitioner's written statement that the prescribed substance will not adversely affect the employee's ability to safely operate a school bus or commercial motor vehicle.[35]

Covered drivers shall also inform their supervisors of any use of drug(s) or medication(s) for which the packaging includes warnings that, "marked drowsiness may occur and/or be careful when driving a motor vehicle or operating machinery." [35]

A covered driver **arrested**, charged with or issued a citation for violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee

{XX} and the contract carrier

in writing

{XX} before the end of the next business day

{ } within seventy-two (72) hours

{ } within thirty (30) days

following the driver's arrest, charge or receipt of citation. Notice is required no matter what type of vehicle the driver was driving.[28]

An employee who has provided timely notification of an arrest, citation or charge shall not be terminated or otherwise disciplined by the district

{XX} or contract carrier

based solely on the allegations underlying the arrest, citation or charge reported by the employee. Termination or other disciplinary action based on the underlying misconduct may be taken only where there has been a conviction of the violation, or where there is independent evidence of the underlying misconduct warranting termination or other discipline. This shall not preclude suspension, reassignment or other action pending resolution of the charges reported by the employee, nor disciplinary action up to and including termination for failure to provide timely notice of an arrest, citation or charge.[10]
[28][34]

A covered driver who is convicted of violating a federal or state law or local ordinance relating to motor vehicle traffic control in this or any other state or any federal, provincial, territorial or municipal law relating to motor vehicle traffic control in Canada, other than parking violations, shall notify the Superintendent or designee

{XX} and the contract carrier

in writing of the conviction within **fifteen (15)** days of the date of conviction. Notice is required no matter what type of vehicle the driver was driving.[\[27\]](#)[\[28\]](#)

Any covered driver whose operating privilege is suspended, revoked or canceled by any state, who loses the privilege to drive a school bus or commercial motor vehicle in any state for any period, or who is disqualified from driving a school bus or commercial motor vehicle for any period, shall notify the Superintendent or designee

{XX} and the contract carrier

immediately upon reporting to work for the next scheduled shift following the notice of the suspension, revocation, cancellation, loss or disqualification.[\[27\]](#)[\[28\]](#)

Failure to comply with the reporting requirements may result in disciplinary action, up to and including termination, **in accordance with applicable law, regulations and Board policy.**[\[10\]](#)[\[34\]](#)

Controlled Substances and Alcohol

Drug and Alcohol Testing -

The district shall require covered drivers to submit to the following drug and alcohol tests in accordance with state and federal laws and regulations: pre-employment, random, post-accident, reasonable suspicion, return-to-work and follow-up.[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[14\]](#)[\[36\]](#)

Prohibited Conduct -

Covered drivers shall not use medical marijuana products.

Covered drivers shall not ingest hemp products or otherwise use hemp products in a way that may result in absorption of hemp or hemp residue into the body.

A covered driver shall not report for duty, drive, operate or be in the actual physical control of the movement of a school bus or commercial motor vehicle under the following circumstances:

1. While using or while having any amount of alcohol present in the body, including medications containing alcohol.[\[30\]](#)[\[37\]](#)[\[38\]](#)
2. While under the influence of a controlled substance or combination of controlled substances, or the combined influence of alcohol and a controlled substance or substances.[\[35\]](#)[\[39\]](#)[\[40\]](#)
3. After consuming alcohol or a controlled substance within the previous eight (8) hours for school bus drivers and within the previous four (4) hours for commercial motor vehicle drivers.[\[30\]](#)[\[41\]](#)

An exception shall be made for therapeutic use of prescribed controlled substances used by a covered driver when the driver has submitted in advance a licensed medical practitioner's written statement that the prescribed substance will not adversely affect the driver's ability to safely operate a school bus or commercial motor vehicle.[\[35\]](#)

A covered driver required to take a post-accident test shall not use alcohol for eight (8) hours following the accident, or until **the driver** undergoes a post-accident test, whichever occurs first.[\[42\]](#)

A covered driver shall not refuse to submit to a required test for drugs or alcohol.[\[1\]](#)[\[36\]](#)[\[43\]](#)[\[44\]](#)

Consequences/Discipline -

The district shall remove a covered driver from performing safety-sensitive functions under the following circumstances:

1. A verified positive drug test result;[45][46]
2. A verified adulterated or substituted drug test result;[45][46]
3. An alcohol test result of 0.04 or higher; or[46][47]
4. A refusal to submit to a post-accident, random, reasonable suspicion, return-to-duty or follow-up test.[43]

The district shall place a school bus driver who drives, operates or is in physical control of a school bus out of service for thirty (30) days if the school bus driver has any detectable amount of alcohol in **their** system.[36][38]

The district shall remove a commercial motor vehicle driver who is tested and is found to have an alcohol concentration of 0.02 or greater but less than 0.04 until the start of the driver's next regularly scheduled duty period that is at least twenty-four (24) hours following administration of the test.[48]

A covered driver employed by the district who violates Board policy or administrative regulations and tests positive for drugs or alcohol shall be subject to disciplinary action, up to and including termination, and shall be provided with a list of qualified substance abuse professionals.

Consistent with contractual and legal requirements, a determination shall be made as to the appropriate disciplinary action for a covered driver who violates Board policy or administrative regulations. Nothing in this policy shall limit the Board's authority to impose discipline, including discharge.

If the district permits a covered driver who has been removed from performing safety-sensitive functions to return to a safety-sensitive function, the district shall ensure that the covered driver has been evaluated by a qualified substance abuse professional and has successfully completed the return-to-duty process before returning to a safety-sensitive function.[46][49]

Maintenance of Records

The district shall maintain records of its drug use and alcohol misuse prevention program in compliance with federal regulations, and in accordance with the district's records retention schedule.[15][17][50][51][52]

Drug and alcohol records shall be confidential and shall only be released in accordance with applicable law.[53][54][55]

Statistical records and reports shall be maintained and made available to the Federal Highway Administration for inspection or audit in accordance with federal regulations.[53][56]

Acknowledgment of Receipt

Each covered driver shall sign a statement certifying that **they have** received a copy of this policy and its accompanying administrative regulations.[18]

The district shall keep the original signed statement in the personnel file of the covered driver employed by the district and provide a copy to the driver.[18]

Training

Covered drivers shall attend orientation and training sessions, as appropriate to the nature of their service. When training is provided for other school employees relating to the legal obligations of employers and educational institutions, consideration shall be given to which covered drivers should also receive that training.[57]

The district shall ensure that employees who supervise covered drivers receive at least sixty (60) minutes of training on alcohol misuse and at least sixty (60) minutes of training on controlled substances use. Such training shall include the physical, behavioral, speech, and performance indicators of probable alcohol misuse and drug use.[\[58\]](#)

NOTES:

The Department of Transportation's Drug and Alcohol Testing Regulation – 49 CFR Part 40, at 40.151(e) – does not authorize "medical marijuana" under a state law to be a valid medical explanation for a transportation employee's positive drug test result.

Qualifications of bus drivers – 1361, 1365, Title 67 Sec. 71.1 et seq.

EAST LYCOMING SCHOOL DISTRICT | 2023-2024 CALENDAR

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

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 1-2: Schools Closed
Jan 12: Weather Day (1)
Jan 15: Professional Day (8)

Student 19 / 97
Teacher 20 / 105

Aug 18 – Professional Day 1 (Remote)
Aug 21-23: Professional Days (2-4)
Aug 24: First Student Day

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

Student 6/6
Teacher 10/10

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 16: Weather Day (2)
Feb 19: Professional Day (9)

Student 19 / 116
Teacher 20 / 125

Sept 4: Schools Closed

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

Student 20 / 26
Teacher 20 / 30

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 28: Weather Day (4)
Mar 29: Schools Closed

Student 19 / 135
Teacher 19 / 144

Oct 9: Professional Day (5)

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

Student 21 / 47
Teacher 22 / 52

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 1: Schools Closed
Apr 2: Weather Day (3)

Student 20 / 155
Teacher 20 / 164

Nov 20: Professional Day (6) (11:40AM - 7:15PM)
Nov 21: Professional Day (7) (7:40AM - 3:15PM)
Nov 22-27: Schools Closed

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

Student 16 / 63
Teacher 18 / 70

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 24: Weather Day (5)
May 27: Schools Closed

Student 21 / 176
Teacher 21 / 185

Dec 21: Student Half Day
Dec 22-29: Schools Closed

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

Student 15 / 78
Teacher 15 / 85

Student Day
Professional Day – No Students
Student Half Day – 11 AM
Weather Day
Schools Closed

Board Approval: 1st Reading:
(DATE)

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Jun 6: Student Half Day
June 7: Commencement Class of 2024 (Rain Date – June 8)

Student 4 / 180
Teacher 4 / 189

Total Days

180 Student Days
189 Teacher Days
9 Professional Days
5 Weather Days

Rev: #####

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting to your building principal for approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: Jan 20 2023 School: High School
Staff Member: Brian Barckley
Class/Club Attending: Sr High Chorus
Number of Students: 1 Number of Adult Chaperones: 1

DESTINATION INFORMATION

Destination Name: Community Arts Center
Destination Address: 220 West Fourth Street
Williamsport PA 17701
Destination Phone Number: 570-326-2424
Estimated Roundtrip Mileage: 30
Departure Date: Feb 22-24, 2023 Departure Time: 8 AM
(not overnight)
Return Date: Feb 24, 2023 *Return Time: 9 PM
Rain Date: n/a No transportation
needed, Parent will
Special Transportation Request(s) (i.e. wheelchair lift): transport to and from
n/a

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Annual PMEA Region Chorus Festival. Select students will perform with students from other PMEA schools. Students will rehearse Thursday through Saturday Feb. 22-24 with a guest conductor. The students will perform a concert on Feb. 24th at the Community Arts Center.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a bus appropriate for this trip?

If no, please specify.

Circle One Initials

Yes

No

MB

Is this an overnight trip?

Yes

No

MB

Will students be exposed to planned hazardous situations?

If yes, attach a written explanation.

Yes

No

MB

Is there a personal cost to students/chaperones?

If yes, how much?

Yes

No

MB

If yes, for what?

Is the trip budgeted during the fiscal year?

Yes

No

MB

Total estimated cost* of trip:

(*include transportation, substitutes & fees)

\$ 300.00

District Funds:

Other Funds:

Other Funds Source:

\$ 300.00

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure.

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure.

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes

No

HB

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

M.S. Smith
Requestor's Signature

Jun 20/2023
Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, Superintendent and the board of education approve this fieldtrip.

[Signature]
Principal's Signature

1/20/23
Date
(Submitted to Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent and the board of education approve this fieldtrip.

Cori A Cotter
Curriculum Director's Signature

1/20/23
01/23/2023
Date
(Submitted to Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the fieldtrip.

[Signature]
Superintendent's Signature

1-23-23
Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 2/8/23 School: Hughesville High School

Staff Member: Chris Kish

Class/Club Attending: Transition Aged Students (Primarily 11th Grade)

Number of Students: Approx: 20 Number of Adult Chaperones: Approx: 4

DESTINATION INFORMATION

Destination Name: Penn College of Technology

Destination Address: Academic Center 312

Susquehanna St #308, Williamsport PA 17701

Destination Phone Number: 570-327-4761 / 570-367-9222

Estimated Roundtrip Mileage: 42 miles

Departure Date: 3/8/23 Departure Time: 8:00A

Return Date: 3/8/23 *Return Time: 2:15 P

Rain Date:

Special Transportation Request(s) (i.e. wheelchair lift):

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Students will have an opportunity to participate in the Blast In 17 signature transition event. Students with disabilities in grades 10-12 get an opportunity to explore options for success after high school graduation by learning more about Postsecondary Education, Employment, and Independent Living.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a school bus appropriate for this trip? Circle One Initials
Yes No CK
If no, please specify (i.e. Van, Charter, etc.):

Is this an overnight trip? Yes No CK

Will students be exposed to planned hazardous situations? Yes No CK
If yes, attach a written explanation.

Is there a personal cost to students/chaperones? Yes No CK
If yes, how much? _____

If yes, for what? _____

Is the trip budgeted during the fiscal year? Yes No CK

Total estimated cost* of trip: *approx.* \$425
(*include transportation, substitutes & fees)

District Funds: _____
Other Funds: _____
Other Funds Source: _____

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. CK

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. CK

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes No TK

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Clifford Wild

2/8/23

Date
(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Carolyn Eash

2/8/23

School Nurse Signature

Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]

Principal's Signature

2/8/23

Date
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A Cotner

Curriculum Director's Signature

02/08/2023

Date
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]

Superintendent's Signature

2-8-23

Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: Feb 1 2023 School: Hughesville High School
Staff Member: Alex Dwyer
Class/Club Attending: Sr. High Band
Number of Students: 3 Number of Adult Chaperones: 1

DESTINATION INFORMATION

Destination Name: Bloomsburg University - Region Orchestra
Destination Address: 400 E. Second St
Bloomsburg, PA 17815
Destination Phone Number: 570-389-4000
Estimated Roundtrip Mileage: 58x3
Departure Date: 3/9-10-11 Departure Time: 8:00 am
Return Date: 3/9-10-11 *Return Time: 9:30 pm
Rain Date: N/A
Special Transportation Request(s) (i.e. wheelchair lift):

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

1. To compete at the region level for an opportunity to advance to a state level group.
2. To perform higher quality repertoire than what our school can achieve with a group of high achieving musicians.
3. To learn advanced ensemble techniques from an experienced conductor.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip? <i>If no, please specify (i.e. Van, Charter, etc.):</i> <u>Van</u>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>[Signature]</u>
Is this an overnight trip?	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>[Signature]</u>
Will students be exposed to planned hazardous situations? <i>If yes, attach a written explanation.</i>	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>[Signature]</u>
Is there a personal cost to students/chaperones? <i>If yes, how much?</i> _____ <i>If yes, for what?</i> _____	Yes <input type="radio"/> No <input checked="" type="radio"/>	<u>[Signature]</u>
Is the trip budgeted during the fiscal year?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<u>[Signature]</u>
Total estimated cost* of trip: <u>\$563</u> (*include transportation, substitutes & fees)	District Funds: _____ Other Funds: _____ Other Funds Source: _____	

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. [Signature]

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. [Signature]

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes ☒ No ☐ [Signature]

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?



Feb 1, 23
Date
(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Carolyn Eakin
School Nurse Signature

2/2/23
Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]
Principal's Signature

2/2/23
Date
(Submitted to the Curriculum Director.)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotter
Curriculum Director's Signature

02/02/2023
Date
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]
Superintendent's Signature

2-3-23
Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 2/15/23 School: High School
Staff Member: Victoria Welch
Class/Club Attending: 8th grade student
Number of Students: 1 Number of Adult Chaperones: 1 + Parent

DESTINATION INFORMATION

Destination Name: Sheraton Harrisburg-Hershey Hotel
Destination Address: 4650 Lindle Road
Harriusburg PA 17111
Destination Phone Number: _____
Estimated Roundtrip Mileage: 178
Departure Date: 3/17/23 Departure Time: After School
Return Date: 3/18/23 *Return Time: TBA
Rain Date: _____
Special Transportation Request(s) (i.e. wheelchair lift):

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Student attended the local MathCOUNTs competition and placed 4th earning a
spot in the State Competition. Will compete in the competition March 18th at
7:45am. Student can attend a Engineering Activity hosted
by University of Pittsburg Friday Evening.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a school bus appropriate for this trip? Circle One Initials
Yes ☐ No ☒ VW
If no, please specify (i.e. Van, Charter, etc.):

Is this an overnight trip? Yes ☒ No ☐ VW

Will students be exposed to planned hazardous situations? Yes ☐ No ☒ VW
If yes, attach a written explanation.

Is there a personal cost to students/chaperones? Yes ☒ No ☐ VW
If yes, how much?

If yes, for what? Additional meals/drinks

Is the trip budgeted during the fiscal year? Yes ☐ No ☒ VW

Total estimated cost* of trip: 419.74 District Funds: _____
(*include transportation, substitutes & fees) Other Funds: _____
2 Hotel Rooms Other Funds Source: _____
Registration Fee for Coach & student

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. VW

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. VW

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes ☒ No ☐ HS

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Nichola Welch

2/15/23

Date

(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Carolyn Eash

2/15/23

Date

(Submitted to Principal)

School Nurse Signature

I have reviewed this request, it is my recommendation that the Curriculum Director,
approves this field trip.

[Signature]

2/15/23

Date

(Submitted to the Curriculum Director)

Principal's Signature

I have reviewed this request, it is my recommendation that the Superintendent
approves this field trip.

Cori A Cotner

02/15/2023

Date

(Submitted to the Superintendent)

Curriculum Director's Signature

I have reviewed this request, it is my recommendation that the board of education approve
the field trip.

[Signature]

2-15-23

Approval Date

Superintendent's Signature

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 2/01/2023 School: High School
Staff Member: Jesse Stryker
Class/Club Attending: Drama Club
Number of Students: 6 Number of Adult Chaperones: 1

DESTINATION INFORMATION

Destination Name: Backyard Broadcasting
Destination Address: 1685 Fair Mile Drive
Williamsport, PA 17701
Destination Phone Number: 570-323-8200
Estimated Roundtrip Mileage: 40 miles
Departure Date: 3/27/23 Departure Time: 7:15am
Return Date: 3/27/23 *Return Time: 9:30am
Rain Date: _____
Special Transportation Request(s) (i.e. wheelchair lift):

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Drama Club students performing in Shreck: The Musical
will be promoting their hard work and dedication in the
theatre arts.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a school bus appropriate for this trip? Circle One Initials
Yes ☒ No _____
If no, please specify (i.e. Van, Charter, etc.):
Van

Is this an overnight trip? Yes ☒ No _____

Will students be exposed to planned hazardous situations? Yes ☒ No _____
If yes, attach a written explanation.

Is there a personal cost to students/chaperones? Yes ☒ No _____
If yes, how much? _____
If yes, for what? _____

Is the trip budgeted during the fiscal year? Yes ☒ No _____

Total estimated cost* of trip: ~\$110 District Funds: _____
(*include transportation, substitutes & fees) Other Funds: _____
Other Funds Source: _____

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. _____

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. _____

TO BE COMPLETED BY BUSINESS MANAGER


Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes ☒ No ☐ HB

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

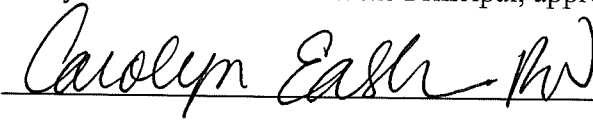
The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?



2/01/2023

Date
(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

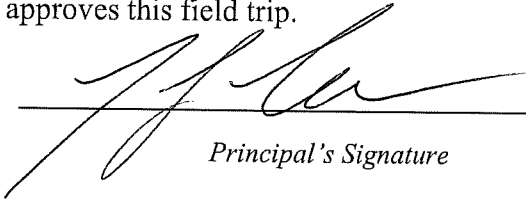


School Nurse Signature

2/2/23

Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director,
approves this field trip.



Principal's Signature

2/2/23

Date
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent
approves this field trip.



Curriculum Director's Signature

02/02/2023

Date
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve
the field trip.



Superintendent's Signature

2-3-23

Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval.

Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: Staff 2/3/23 Class/Club Attending: Select Seniors + Juniors?
School: High School
Member: Michelle Beck

Number of Students: 17 students Number of Adult Chaperones: approximately 20-25
2-3 We will arrange + have students sign up in the counseling office

DESTINATION INFORMATION

Destination Name: Muncy Jr/Sr High School

Destination Address: 200 W. Penn Street
Muncy PA 17756

Destination Phone Number: 570-546-3125

Estimated Roundtrip Mileage: 15 miles

Departure Date: 3/30/23

Departure Time: 12:45 pm

Return Date: 3/30/23

*Return Time: 2:45 pm

Rain Date: _____

Special Transportation Request(s) (i.e. wheelchair lift):

none known at this time.

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Career Fair for work force candidates post high school.

*Return time is the time the bus would arrive back at the school.

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

Circle One Initials

Is a school bus appropriate for this trip? Yes No *If no, please specify (i.e. Van, Charter, etc.):*

Is this an overnight trip? Yes No

Will students be exposed to planned hazardous situations? Yes No *If yes, attach a written explanation.*

Is there a personal cost to students/chaperones? Yes No *If yes, how much?*

If yes, for what?

Is the trip budgeted during the fiscal year? Yes No

First time offered.

Total estimated cost* of trip: District Funds: (*include transportation, substitutes & fees) Other Funds: Other Funds Source:

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure.

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure.

TO BE COMPLETED BY BUSINESS MANAGER _ Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes

No

HB

Yes No

Page 2 of 3 Revised: 8/30/22

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

many reps from industry will be present to talk to the students, and provide valuable job related information.

Date

(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Date

(Submitted to Principal)

Carolyn Eadie
School Nurse Signature

2/15/23

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

Date

(Submitted to the Curriculum Director)

[Signature]
Principal's Signature

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotner
Curriculum Director's Signature

Date

(Submitted to the Superintendent)

02/15/2023

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

Approval Date

[Signature]
Superintendent's Signature

2-15-23

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 01/31/23 School: Ashkar, Ferrell, and Renn
Staff Member: Brian Scott
Class/Club Attending: Selected members of the Elementary Chorus
Number of Students: 6 Number of Adult Chaperones: 1 +Mr. Scott

DESTINATION INFORMATION

Destination Name: Canton Area High School
Destination Address: 509 E. Main Street
Canton, PA 17724
Destination Phone Number: 570-673-5134
Estimated Roundtrip Mileage: 114
Departure Date: 04/14/23 Departure Time: 7:30AM
Return Date: 04/14/23 *Return Time: After Concert
Rain Date: N/A
Special Transportation Request(s) (i.e. wheelchair lift):

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Selected members will attend the PMEA District VIII Elementary Chorus Fest. Chorus Fest is a one day choral festival featuring area schools. Students will spend the day in Canton preparing a program of advanced choral works with a guest conductor. Students will have the opportunity to learn new vocal/choral techniques and prepare new music with students from three counties.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip? <i>If no, please specify (i.e. Van, Charter, etc.):</i> <u>Van - 8 people</u>	Yes <input checked="" type="radio"/> No	<u>BS</u>
Is this an overnight trip?	Yes <input checked="" type="radio"/> No	<u>BS</u>
Will students be exposed to planned hazardous situations? <i>If yes, attach a written explanation.</i>	Yes <input checked="" type="radio"/> No	<u>BS</u>
Is there a personal cost to students/chaperones? <i>If yes, how much?</i> _____ <i>If yes, for what?</i> _____	Yes <input checked="" type="radio"/> No	<u>BS</u>
Is the trip budgeted during the fiscal year?	<input checked="" type="radio"/> Yes / <input checked="" type="radio"/> No	<u>BS</u>
Total estimated cost* of trip: _____ (*include transportation, substitutes & fees) <u>Registration - \$120.00</u> <u>+ Van Transport -</u>	<u>Registration</u> District Funds: _____ Other Funds: _____ Other Funds Source: _____	<u>BS</u>

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. BS

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. BS

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes ☒ No HS

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Brian Scott

01/30/2023
Date

(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Paula Green

2/14/23

School Nurse Signature

Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]
Principal's Signature

01/30/2023
Date
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotter
Curriculum Director's Signature

02/14/2023
Date
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]
Superintendent's Signature

2-14-23
Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 1/16/2023 School: High School
Staff Member: Brian Machmer
Class/Club Attending: Local History / Sociology classes
Number of Students: 50 Number of Adult Chaperones: 5

DESTINATION INFORMATION

Destination Name: New York City
Destination Address: various locations

Destination Phone Number:
Estimated Roundtrip Mileage: 400
Departure Date: 5/5/2023 Departure Time: 5am
Return Date: 5/5/2023 *Return Time: midnight
Rain Date: none
Special Transportation Request(s) (i.e. wheelchair lift):

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Our trip to New York City is a great opportunity for the students of Hughesville High School to visit a few of the historical foundations that have made the United States into a nation that welcomes all people regardless of race or ethnicity. As a direct connection to the Sociology of Diverse Cultures curriculum students will be able to visit the Statue of Liberty, Ellis Island, the National September 11 memorial and museum, Trinity Church, China town and Little Italy. For many of the students of HHS this will be their first and for some their only trip to the greater New York City area.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip?	Yes <input checked="" type="radio"/> No	BM
<i>If no, please specify (i.e. Van, Charter, etc.):</i> <u>CHARTER</u>		
Is this an overnight trip?	Yes <input checked="" type="radio"/> No	BM
Will students be exposed to planned hazardous situations?	Yes <input checked="" type="radio"/> No	BM
<i>If yes, attach a written explanation.</i>		
Is there a personal cost to students/chaperones?	<input checked="" type="radio"/> Yes No	BM
<i>If yes, how much?</i> <u>\$95</u>		
<i>If yes, for what?</i> <u>Transportation costs and museum entrance fees</u>		
Is the trip budgeted during the fiscal year?	Yes <input checked="" type="radio"/> No	

Total estimated cost* of trip: \$5,180
(*include transportation, substitutes & fees)

District Funds: \$0
Other Funds: Students
Other Funds Source: NYC club

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. BM

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. BM

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

☒ Yes No HLS

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Brian Marlon

1/16/2023

Date
(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Carolyn Eddle

2/2/23

School Nurse Signature

Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]

Principal's Signature

2/6/23

Date
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotner

Curriculum Director's Signature

02/07/2023

Date
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]

Superintendent's Signature

2-8-23

Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 1-27-23 School: Ferrell and Renn
Staff Member: Bonnie Burkhardt and Rebecca Mallery
Class/Club Attending: Second Grade
Number of Students: 38 Number of Adult Chaperones: 42

DESTINATION INFORMATION

Destination Name: Camp Inaugie School of Discovery
Destination Address: 47 Inaugie Road
Mount Pleasant, PA 17771
Destination Phone Number: 570-998-2151
Estimated Roundtrip Mileage: 74 miles round trip
Departure Date: 5/5/23 Departure Time: 8:30 am
Return Date: 5/5/23 *Return Time: 2:15 pm
Rain Date: N/A
Special Transportation Request(s) (i.e. wheelchair lift):
N/A

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

The goal of this trip is to identify common animal tracks. There will be activities that teach life skills such as cooperation, strategy and engagement.

*Return time is the time the bus would arrive back at the school.

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a school bus appropriate for this trip? Circle One Initials
Yes ☒ No ☐ BB
If no, please specify (i.e. Van, Charter, etc.): _____

Is this an overnight trip? Yes ☐ No ☒ BB

Will students be exposed to planned hazardous situations? Yes ☐ No ☒ BB
If yes, attach a written explanation.

Is there a personal cost to students/chaperones? Yes ☐ No ☒ BB
If yes, how much? _____

If yes, for what? _____

Is the trip budgeted during the fiscal year? Yes ☐ No ☒ BB

Total estimated cost* of trip: PTAC Funded
(*include transportation, substitutes & fees)
District Funds: 0
Other Funds: 0
Other Funds Source: 0

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. BB

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. BB

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes ☒ No ☐ BB

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Bonnie Burkhardt

1-27-23

(Rebecca Waller)

1/30/23

Date
(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Valerie Arthur LPN / JOT

1-27-23 / 1-30-23

School Nurse Signature

Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

(Signature)

Principal's Signature

02/07/2023

Date
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotner

Curriculum Director's Signature

02/08/2023

Date
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

(Signature)

Superintendent's Signature

2-8-23

Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 1-24-23 School: Ferrell & Renn
Staff Member: Amy Wallis & Kristin Carper
Class/Club Attending: Ferrell & Renn First Grades
Number of Students: 40 Number of Adult Chaperones: 20+

DESTINATION INFORMATION

Destination Name: Reptiland
Destination Address: 18628 US Route 15
Allenwood, PA 17810
Destination Phone Number: 570-538-1819
Estimated Roundtrip Mileage: 56 miles Renn / Ferrell
Departure Date: 5-12-23 Departure Time: 8:45 / 9:15
Return Date: 5-12-23 *Return Time: 2:00 / 1:30
Rain Date: NA
Special Transportation Request(s) (i.e. wheelchair lift):
NA

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Students will learn about various reptiles and their environments, diets, and life spans. They will have opportunities to ask Reptiland staff questions, as well as explore the zoo.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip? <i>If no, please specify (i.e. Van, Charter, etc.):</i>	<input checked="" type="radio"/> Yes <input type="radio"/> No	ARW KNC
<hr/>		
Is this an overnight trip?	Yes <input type="radio"/> No <input checked="" type="radio"/>	ARW KNC
Will students be exposed to planned hazardous situations? <i>If yes, attach a written explanation.</i>	Yes <input type="radio"/> No <input checked="" type="radio"/>	ARW KNC
Is there a personal cost to students/chaperones? <i>If yes, how much?</i> <u>Chaperones only - \$12.00</u>	<input checked="" type="radio"/> Yes <input type="radio"/> No	ARW KNC
<i>If yes, for what?</i> <u>Students may purchase gift shop items.</u>		
Is the trip budgeted during the fiscal year?	Yes <input type="radio"/> No <input checked="" type="radio"/>	ARW KNC
Total estimated cost* of trip: <u>\$414.50</u> (*include transportation, substitutes & fees) <u>+ cost of bus.</u>	District Funds: <u>0</u> Other Funds: <u>PTAC/PTD Funded</u> Other Funds Source: <u>NA</u>	

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. ARW KNC

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. ARW KNC

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

☒ Yes ☐ No NA

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Rpl. R. Dahi Krishna Capor 1-24-23/2-3-2023
Date
(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Valerie Arthur RN/PT 1/24/23/2-3-23
School Nurse Signature Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature] 01/24/2023
Principal's Signature Date
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotner 02/08/2023
Curriculum Director's Signature Date
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature] 2-8-23
Superintendent's Signature Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 1-26-23 School: High School
Staff Member: Caitlin McClintock
Class/Club Attending: AP Bio + AP CHEM
Number of Students: 42 Number of Adult Chaperones: 4

DESTINATION INFORMATION

Destination Name: National Aquarium
Destination Address: 501 E Pratt St
Baltimore, MD 21202
Destination Phone Number: (410) 576 3800
Estimated Roundtrip Mileage: ~330mi
Departure Date: 5-18-23 Departure Time: 6AM
Return Date: 5-18-23 *Return Time: 8PM
Rain Date: _____
Special Transportation Request(s) (i.e. wheelchair lift):
None

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

A culminating educational experience to reward
a year of hard work and perseverance. Not only are
there biological concepts such as ecology and evolution;
chemistry enrichment of pH, salinity and dissolved
O₂ content of marine aquatics is relevant also.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a school bus appropriate for this trip? Circle One Yes (No) Initials CM
If no, please specify (i.e. Van, Charter, etc.):
Charter bus - A.J. Limo Coach

Is this an overnight trip? Yes (No) CM

Will students be exposed to planned hazardous situations? Yes (No) CM
If yes, attach a written explanation.

Is there a personal cost to students/chaperones? (Yes) No CM
If yes, how much? 55.00

→ *If yes, for what?* Charter + entrance fee (\$3279.85)

Is the trip budgeted during the fiscal year? (Yes)? No CM

Total estimated cost* of trip: \$2279.85
(*include transportation, substitutes & fees)
unknown

District Funds: —
Other Funds: 1,000
Other Funds Source: AP Bid

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. CM

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. CM

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

(Yes) No HS

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

AP BIO + AP CHEMISTRY
Amcler

1-20-23
Date
(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

Carolyn E. Smith
School Nurse Signature

2/1/23
Date
(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]
Principal's Signature

2/1/23
Date
(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotner
Curriculum Director's Signature

02/02/2023
Date
(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]
Superintendent's Signature

2-2-23
Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting to your building principal for approval. Note **ALL** requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: Jan. 31st 2023 School: High School
Staff Member: Brian Barckley
Class/Club Attending: Sr. High Chorus
Number of Students: 44 Number of Adult Chaperones: 9

DESTINATION INFORMATION

Destination Name: Walt Disney World
Destination Address: 200 Epcot Center Drive
Lake Buena Vista Florida 32830
Destination Phone Number: (407) 939-5277
Estimated Roundtrip Mileage: 2,118
Departure Date: 11/30/2025 Departure Time: 2:30 AM
Return Date: 12/05/2025 *Return Time: 1:00 PM
Rain Date: n/a
Special Transportation Request(s) (i.e. wheelchair lift):
n/a

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

The Spartan Chorus will perform at the famous Candlelight Processional show at Epcot. This will be the choir's fourth performance at Walt Disney World. The Candlelight Performance is a great honor as only select few choir's are chosen to perform at this event. Choir programs from all over the world audition for this honor. The Chorus will perform in two Candlelight Programs along with a professional orchestra entertainers, and vocalist. This performance will be seen by over 4000 spectators.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

Is a bus appropriate for this trip?

If no, please specify.

Charter Bus

Circle One

☒ Yes ☐ No

Initials

RS

Is this an overnight trip?

☒ Yes ☐ No

NW

Will students be exposed to planned hazardous situations?

If yes, attach a written explanation.

Yes ☒ No

ND

Is there a personal cost to students/chaperones?

If yes, how much?

\$1965.00

☒ Yes ☐ No

If yes, for what?

Park Tickets / Transportation / Hotel

Is the trip budgeted during the fiscal year?

Yes ☒ No

ND

Total estimated cost* of trip: \$1965.00 per student
(*include transportation, substitutes & fees)

District Funds: 0.00

Other Funds: Fundraising

Other Funds Source: Fundraising / monthly payment plan

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. RS

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. RS

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

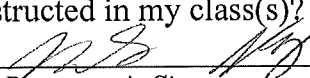
Yes ☒ No

HS

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

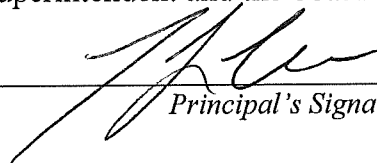
The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?


Requestor's Signature

1/31/2023
Date

(Submitted to Principal)


I have reviewed this request, it is my recommendation that the Curriculum Director, Superintendent and the board of education approve this fieldtrip.


Principal's Signature

2/1/23
Date

(Submitted to Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent and the board of education approve this fieldtrip.


Curriculum Director's Signature

02/02/2023
Date

(Submitted to Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the fieldtrip.


Superintendent's Signature

2-2-23
Approval Date



Day One - Sunday November 30, 2025

Trip check-in

Board motorcoach and depart for the airport

Arrive at airport two hours before departure and check in with airlines

Flight departs

Flight lands

Drop luggage at the hotel

Your ticket allows you to explore the Walt Disney World Theme Parks Over 4 Days (1 park only per day)

Lunch is at your own expense

Enjoy a Meal with a \$20 Disney Meal Card

Depart for the hotel at park closing using Disney Transportation

Check into Disney's All-Star Music Resort.
1801 West Buena Vista Drive
Lake Buena Vista, FL 32830
(407) 939-6000

Day Two - Monday December 1, 2025

Enjoy Breakfast at a Disney resort food court with a meal certificate

Depart for the park of your choice using Disney Transportation

Lunch is at your own expense

Enjoy a Meal with a \$20 Disney Meal Card

Depart for the hotel at park closing using Disney Transportation

Day Three - Tuesday December 2, 2025

Enjoy Breakfast at a Disney resort food court with a meal certificate

Depart for the park of your choice using Disney Transportation

Choir Performance at Walt Disney World

Lunch is at your own expense

Enjoy a Meal with a \$20 Disney Meal Card

Depart for the hotel at park closing using Disney Transportation

Day Four - Wednesday December 3, 2025

Enjoy Breakfast at a Disney resort food court with a meal certificate

Depart for the park of your choice using Disney Transportation

Lunch is at your own expense

Enjoy a Meal with a \$20 Disney Meal Card

Depart for the hotel at park closing using Disney Transportation

Day Five - Thursday December 4, 2025

Enjoy Breakfast at a Disney resort food court with a meal certificate

Explore both of the Universal Orlando theme parks with a 1 Day, 2 Park Ticket

Lunch is at your own expense

Enjoy one meal with a Universal Orlando \$20 Gift Card

Day Six - Friday December 5, 2025

Enjoy Breakfast at a Disney resort food court with a meal certificate

Free time in Disney Springs
Enjoy some free time at Disney Springs!

Lunch with \$20 meal money

Arrive at airport two hours before departure and check in with airlines

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 01/12/23 School: Ferrell
Staff Member: Stephen Stopper
Class/Club Attending: 4th grade
Number of Students: 19 Number of Adult Chaperones: 19

DESTINATION INFORMATION

Destination Name: Harrisburg Capitol & Whittaker Center
Destination Address: - 501 North 3rd St, Harrisburg, PA 17120
- 222 Market St, Harrisburg, PA 17101
Destination Phone Number: Capitol → 800 868-7672 / Whittaker → 717-214-2787
Estimated Roundtrip Mileage: 180
Departure Date: 03/17/23 Departure Time: 6:15
Return Date: 03/17/23 *Return Time: 5:00
Rain Date: _____
Special Transportation Request(s) (i.e. wheelchair lift): _____

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Learn how PA government works and possibly speak to state
representatives. Students will also see science exhibits and take a STEM
class. Finally students will have a chance to see a 3D documentary on
the great barrier reef.

**Return time is the time the bus would arrive back at the school.*

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip? <i>If no, please specify (i.e. Van, Charter, etc.):</i>	Yes No	_____
<hr/>		
Is this an overnight trip?	Yes <u>No</u>	_____
Will students be exposed to planned hazardous situations? <i>If yes, attach a written explanation.</i>	Yes <u>No</u>	_____
Is there a personal cost to students/chaperones? <i>If yes, how much?</i> <u>\$15</u>	<u>Yes</u> No	_____
<i>If yes, for what?</i> <u>Whitaker Center</u>		_____
Is the trip budgeted during the fiscal year?	Yes No	_____
Total estimated cost* of trip: _____ (*include transportation, substitutes & fees) <u>Whitaker → \$356</u>	District Funds: _____ Other Funds: _____ Other Funds Source: _____	<u>yes</u> _____ _____

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. _____

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. _____

TO BE COMPLETED BY BUSINESS MANAGER


Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

Yes No Yes

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?



1/12/23
Date

(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

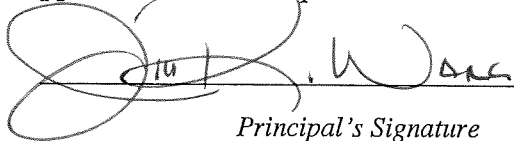


School Nurse Signature

1/12/23
Date

(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.



Principal's Signature

January 12, 2023
Date

(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.




Curriculum Director's Signature

01/31/2023
Date

(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.



Superintendent's Signature

1-31-23

Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: 2-1-23 School: Renn Elementary
Staff Member: Susan Seube / Christine Jansen
Class/Club Attending: 6th Grade Classes
Number of Students: 32 Number of Adult Chaperones: 14

DESTINATION INFORMATION

Destination Name: Washington D.C.
Destination Address: White House
1600 Pennsylvania Ave.
Destination Phone Number: _____
Estimated Roundtrip Mileage: 41.5 mi (Roundtrip)
Departure Date: 5/12/23 Departure Time: 6:30 am
Return Date: 5/12/23 *Return Time: 9:30 pm
Rain Date: N/A
Special Transportation Request(s) (i.e. wheelchair lift):
N/A

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

The educational goal of this trip is to experience our nation's capital, Washington D.C., through walking tours of the various national monuments, buildings, and museums. We hope our students will gain a better understanding of this great city and what it has to offer.

*Return time is the time the bus would arrive back at the school.

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip?	Yes <input type="radio"/> No <input checked="" type="radio"/>	SS CJ
If no, please specify (i.e. Van, Charter, etc.): <u>Charter bus</u>		
Is this an overnight trip?	Yes <input type="radio"/> No <input checked="" type="radio"/>	SS CJ
Will students be exposed to planned hazardous situations?	Yes <input type="radio"/> No <input checked="" type="radio"/>	SS CJ
If yes, attach a written explanation.		
Is there a personal cost to students/chaperones?	<input checked="" type="radio"/> Yes <input type="radio"/> No	SS CJ
If yes, how much? <u>Chaperones - \$25/chaperone</u>		
If yes, for what? <u>Chaperones: Food/snacks</u>		
<u>Students: Food/snacks; souvenirs</u>		
Is the trip budgeted during the fiscal year?	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Total estimated cost* of trip:	<u>\$3100⁰⁰/₁₁₁₄</u>	District Funds: _____
(*include transportation, substitutes & fees)		Other Funds: _____
		Other Funds Source: <u>PTO</u>

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. SS CJ

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. SS CJ

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

☒ Yes ☐ No HB

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Susan Leube / Christine Jansun

2-3-23

Date

(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

[Signature]

School Nurse Signature

2-3-23

Date

(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]

Principal's Signature

02/07/2023

Date

(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Cori A. Cotter

Curriculum Director's Signature

02/08/2023

Date

(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]

Superintendent's Signature

2-8-23

Approval Date

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Complete this form prior to submitting for approval. To ensure health services are available for students on this trip, the School Nurse must provide the initial approval. Note ALL requests requiring school board approval must be submitted to the Superintendent's office at least 10 days prior to the upcoming board meeting.

Date of Request: January 10, 2023 School: Carl G. Penn Elementary
Staff Member: Kristina Hartman
Class/Club Attending: Fourth grade
Number of Students: 24 Number of Adult Chaperones: 10

DESTINATION INFORMATION

Destination Name: Fort Hunter Mansion & Park and The Pennsylvania Capitol
Destination Address: 5300 North Front Street 501 North Third Street
Harrisburg, PA 17110 Harrisburg, PA 17120
Destination Phone Number: (717) 599-5751 1-800-868-7672
Estimated Roundtrip Mileage: @ 185 miles
Departure Date: May 25, 2023 Departure Time: @ 8:00 am
Return Date: May 25, 2023 *Return Time: @ 5:30 pm
Rain Date: — NA —
Special Transportation Request(s) (i.e. wheelchair lift):
— NA —

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

Students will visit the Fort Hunter Mansion and Park to learn about life as it was 100+ years ago. They will participate in a hands-on workshop where they will focus on Native American life compared to the life of wealthier settlers who established homes along the Susquehanna River. We will then tour the State Capitol building to learn more about the

*Return time is the time the bus would arrive back at the school.
history of Pennsylvania and our state government.

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

Please answer the following questions to the best of your knowledge and initial where appropriate.

	Circle One	Initials
Is a school bus appropriate for this trip? <i>If no, please specify (i.e. Van, Charter, etc.):</i>	<input checked="" type="radio"/> Yes No	<u>ek</u>
<hr/>		
Is this an overnight trip?	Yes <input checked="" type="radio"/> No	<u>ek</u>
Will students be exposed to planned hazardous situations? <i>If yes, attach a written explanation.</i>	Yes <input checked="" type="radio"/> No	<u>ek</u>
Is there a personal cost to students/chaperones? <i>If yes, how much?</i> @ \$10.00 - \$20.00	<input checked="" type="radio"/> Yes No	<u>ek</u>
<i>If yes, for what?</i> Optional shopping at Museum Shop and \$5.00 entrance fee for chaperones		
Is the trip budgeted during the fiscal year?	<input checked="" type="radio"/> Yes No	<u>ek</u>
Total estimated cost* of trip: @ \$300.00	District Funds: @ \$300.00	
(*include transportation, substitutes & fees)	Other Funds: _____	
	Other Funds Source: _____	

By initialing next to each of the following questions, you take responsibility for each action.

Each student will complete a Fieldtrip Permission and Medical Information form prior to departure. ek

A list of students/chaperones and completed Fieldtrip Permission and Medical Information forms will be on file in the respective building office prior to departure. ek

TO BE COMPLETED BY BUSINESS MANAGER

Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?

☒ Yes No HS

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

Kristina Hartman

1-10-23

Date

(Submitted to School Nurse)

I have reviewed this request to ensure student health services can support this trip.
It is my recommendation that the Principal, approve this field trip.

[Signature]

School Nurse Signature

1-11-23

Date

(Submitted to Principal)

I have reviewed this request, it is my recommendation that the Curriculum Director, approves this field trip.

[Signature]

Principal's Signature

January 11, 2023

Date

(Submitted to the Curriculum Director)

I have reviewed this request, it is my recommendation that the Superintendent approves this field trip.

Core A Cotter

Curriculum Director's Signature

01/27/2023

Date

(Submitted to the Superintendent)

I have reviewed this request, it is my recommendation that the board of education approve the field trip.

[Signature]

Superintendent's Signature

1-27-23

Approval Date

AGREEMENT
BY
EAST LYCOMING SCHOOL DISTRICT
AND
EAST LYCOMING EDUCATIONAL SUPPORT PROFESSIONAL
ASSOCIATION
ESP/ /PSEA/NEA
2023 - 2028

Index

	Page
Preamble	3
Article I Recognition	4
Article II Negotiations	4
Article III Conditions of Agreement	5
Article IV Management Rights	5
Article V Grievance	6
Article VI Employee Rights	7
Article VII Association Rights and Privileges	8
Article VIII Probationary Status - Seniority	10
Article IX Layoffs-Recalls/Vacancies Transfers	11
Article X Hours and Working Conditions	12
Article XI Vacations and Holidays	15
Article XII Temporary Leaves Of Absence	17
Article XIII Extended Leave of Absence	18
Article XIV Insurances/ Medical Benefits	21
Article XV Wages	24
Article XVI Additional Compensation	24
Article XVII Miscellaneous	27
Article XVIII Duration	28
Appendix "A" Grievance Report	29-31
Appendix "B" Wages	32-33

Preamble

This agreement is made and entered into under the provisions of Act 195 and Act 88 of the Commonwealth of Pennsylvania between the Board of School Directors of the East Lycoming School District, hereinafter called the "Board", and the East Lycoming Educational Support Professional Association - ESEA/NEA/NEA hereinafter called "Association".

Article I

Recognition

- 1-1 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-660-C and PERA-U-10, 080-C and amendments thereto, for the purpose of collective bargaining on all matters with respect to wages, hours, and other terms and conditions of employment.
- 1-2 Unit Composition.** The bargaining unit for which the Board recognizes the Association as the exclusive representative with respect to wages, hours and other terms and conditions of employment shall be a unit comprised of all full-time and regular part-time non-professional employees, including but not limited to secretarial / clerical / LPN employees, para-professional (teacher aides), food service employees, custodian and maintenance employees; and excluding professional employees, management level employees, supervisors, first level supervisors, confidential employees and guards as defined in the act.
- 1-3 Exclusionary Clause.** No agreement, understanding, consideration or interpretation which alters, varies, waives or modifies any of the terms or conditions contained herein shall be made with any employee or group of employees by the employer or any of its agents or representatives, unless it has been made, ratified and agreed to in writing by the employer and the Association. Any such agreement shall not constitute a precedent in the future enforcement of any of the terms contained herein.
- 1-4 Intent and Purpose.** It is the intent and purpose of the union and the employer to promote the efficiency of the East Susquehanna School District however possible. In order to render the most efficient public service, the union and the employer agree that these goals can best be achieved through an orderly, constructive and harmonious relationship between them.
- 1-5 Intent and Purpose.** It is the intent of both parties to reach an agreement and understanding with respect to wages, hours and terms and conditions of employment (Act 195, Section 701) and to provide a peaceful method of settling grievances which may arise concerning the interpretation or application of such agreement.

Article II

Negotiations

- 2-1 Successor Agreement.** The parties agree to enter into collective bargaining over a successor agreement no later than January 10, 2028. Any agreement so negotiated shall be reduced in writing after ratification by the parties. Either party may commence negotiations over the terms of a successor agreement by written notification thereof. If no such notification is tendered prior to the expiration date set forth above, then all terms and conditions contained herein shall be renewed and maintained in full force and effect for a period of one (1) year and thereafter on a year-to-year basis until such time as the parties negotiate a successor agreement.

- 2-2 Copies.** The Board agrees to provide a copy of this agreement to each member of the bargaining unit within thirty (30) days following the signing of this agreement.
- 2-3 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.

Article III

Conditions of Agreement

- 3-1** All reference to employees in this agreement designates both sexes and whenever the male gender is used, it shall be construed to mean male and female employees.
- 3-2** There shall be no discrimination or distinction in the treatment of an individual or group in matters affecting their employment status because of race, creed, color, sex, marital status, age, national origin, union affiliation or non-affiliation or political affiliation or for any other reason prohibited by state or federal law.
- 3-3** The terms "employee" and "employees" as used in this agreement shall be deemed to apply only to those persons within the herein above described bargaining unit and this agreement shall apply to and affect only such persons.
- 3-4** This agreement sets forth the complete agreement between the parties with respect to wages, hours and terms and conditions of employment in accordance with Act 195, Article VII.
- 3-5** Regularly scheduled part-time employees, who are entitled to the fringe benefits of this contract, must be scheduled to work more than sixty-five hours (65) per pay period. Hours worked for the breakfast program shall not be included as part of regularly scheduled hours unless the total number of hours exceeds seventy-five (75).
- 3-6 Separability.** If any provision of this agreement or any application of this agreement to any employee is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

Article IV

Management Rights

- 4-1** It is understood and agreed that the district, at its sound discretion, possesses the right, in accordance with applicable laws, to manage all operations including the direction of the working force and the right to plan, direct, and control the operation of all equipment and other property of the district, except as modified by this agreement.

Article V

Grievance

The parties agree that any difference between them which arises out of the interpretation and/or application of the specific terms of this agreement shall be resolved in accordance with grievance procedures described in this section.

5-1 Definition. A grievance is hereby defined as a dispute between the parties with respect to the interpretation or application of the specific terms of this agreement. All such grievances arising during the term of this agreement shall be processed in accordance with the following procedure:

5-2 Procedure.

01 Initiation. Any employee who has a grievance shall, within fifteen (15) work days after its occurrence, with or without the assistance of a representative of the Association, present the grievance to his or her immediate superior. Exceptions to the fifteen-day limit shall be all grievances involving wages. These shall be thirty (30) days after occurrences.

02 Filing-Immediate Supervisor. If the grievance is not settled to the satisfaction of the employee within one (1) work day after conclusion in the foregoing step, and the employee feels there is just cause for further processing of the grievance, he or she shall reduce the grievance to writing and present it to his/her immediate supervisor, who shall, in turn, within five (5) work days from the date of presentation, state his/her answer to the same in writing.

03 Appeal-Chief Administrator. In the event that the answer of the immediate supervisor is unsatisfactory, the employee shall, within five (5) work days, submit the grievance to the chief administrator and/or his designate who shall, within ten (10) work days thereafter, meet with the members of the grievance committee in an effort to settle the grievance. The chief administrator and/or his designate shall give his answer to the grievance within five (5) work days after the date of the meeting held in this step.

04 Appeal-School Board. If the answer of the chief administrator is unsatisfactory to the grievant, such grievant shall, within ten (10) work days of the receipt of the answer, refer the matter to the Board of School Directors who shall, within thirty (30) calendar days thereafter, meet with the grievant and/or his representatives and attempt to settle the grievance. The Board of School Directors shall give their answer to the grievance, in writing, within ten (10) work days of the meeting.

05 Appeal-Arbitration. In the event that the answer of the Board of School Directors is unsatisfactory to the grievant or the Association, the Association shall, within ten (10) days of the receipt of the answer, refer the matter to arbitration, as provided in the following section.

Selection of an Arbitrator. The Association shall, in writing, advise the School Board of receipt of the grievant's request for arbitration. The parties will then initiate a request for arbitration pursuant to the rules of the American Arbitration Association or the State Bureau of Mediation, which are hereby incorporated in this agreement.

Jurisdiction of an Arbitrator. The arbitrator, as provided for in this section, shall have neither the jurisdiction nor the authority to add to, detract from, or modify in any way, any provisions of this agreement.

Decision of an Arbitrator. A decision of the arbitrator submitted to the Board and the Association shall be binding and conclusive upon both parties.

Costs of an Arbitrator. Each party shall bear the expenses of their own arbitrator and shall divide equally the fees and necessary expenses of the impartial arbitrator.

5-3 General Provisions.

01 The Board shall have the right to file and process grievances. Such grievances shall be initiated at the third step.

02 Time Limits.

Failure to Meet. In the event that the Association/Board shall fail to meet any of the time limits set forth in the procedure, the grievant or the Association may, upon such failure, refer the matter to the next step in this procedure. In the event that the grievant or the Association shall fail to observe the time limits set forth in this procedure, upon such default the grievance shall be considered to be settled in the manner provided in the Association's/Board's last written answer.

Extensions. Any and all time limits provided for in this procedure may be extended by mutual agreement of the parties in writing.

03 Number of Grievances. Not more than one grievance shall be heard in any one of the foregoing meetings at any one time.

04 Number of Attendees. Neither party shall be permitted to have in attendance more than three (3) individuals in the meetings to be held in steps two and three of this procedure.

05 Forms. Forms for filing grievances, serving notices, taking appeals and making reports and recommendations shall be appended to this agreement. (See Appendix "A")

Article VI

Employee Rights

6-1 Just Cause. No employee shall be disciplined, reprimanded, discharged, reduced in rank or compensation or deprived of any advantage 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 of disciplinary action will be made available to the employee and the Association.

- 6-2 Right to Representation.** Whenever any employee is required to meet with any employer representative concerning a disciplinary matter which could adversely affect the employees' status, the employee shall be given a forty-eight-hour prior written notice of the time and nature of the meeting and shall be entitled to have present an Association representative.
- 6-3 Personnel File.**
- 01** Employees shall have the right, upon reasonable request, to review the contents of their personnel file, in the presence of the Superintendent or his designee, and to receive copies of any documents contained therein upon approval of the Superintendent. Said employees shall be entitled to have a representative of the Association accompany them during such review.
 - 02** Employees shall have the right to submit a written commentary to any material placed in the file and such written comment shall be attached to the item in the file. No unsigned item shall be placed in an employee's file.
 - 03** The examination of an employee's file shall be limited to qualified supervisory and confidential personnel.
 - 04** No material derogatory to an employee's conduct, service, character or personality shall be placed in his/her personnel file unless the employee has received a copy. The employee shall have the right to submit a written answer to such material and attach it to the file copy.
- 6-4 Public Criticism.** Any criticism of an employee by a supervisor, administrator or other agent of the employer shall be made in reasonable confidence.
- 6-5 Unsafe Conditions.** Employees shall not be required to work under unsafe or hazardous conditions. In-service for employees related to safety and hazardous working conditions shall be available for employee participation during a yearly in-service program.
- 6-6 Liability Protection.** The Board agrees to provide if requested by the President of the Association a copy of its liability insurance policy which covers employees.

Article VII

Association Rights and Privileges

- 7-1 Information.** The Board agrees to furnish to the Association in response to reasonable requests from time to time all available information concerning the program and financial resources of the 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. In addition, the district shall furnish job descriptions for each job classification within 60 days of signing of this agreement. If new job classifications are established during the life of this contract, the district shall provide a job description within 60 days of creating such position. Job descriptions will be developed by the administration. The job descriptions may be amended after employee review at the sole discretion of the employer.

7-2 Release Time for Meetings. Whenever any representative of the Association or any employee participates during working hours in negotiations or grievance proceedings, he shall suffer no loss in pay. This provision shall also apply to school related conferences or meetings as approved by the Board of Education.

7-3 Use of School Facilities.

01 Building. The East Lycoming Educational Support Professional Association and its members shall have the use of school buildings for meetings in accordance with the standard Board procedure in effect at that time for the temporary use of facilities. There shall be no charge to the Association for the use of school facilities under the provisions of this contract. The time and place for such meetings shall be scheduled with the building principal.

02 Equipment. The Association officers shall have the right to use school facilities and equipment, including, but not limited to, typewriters, copiers, duplicating equipment, calculators, use of district e-mail and computers for Association officers consistent with school district policy and guidelines and use of all types of audio-visual equipment, with prior approval of the Superintendent or his designee, at times when such equipment is not otherwise in use for conducting Association business.

7-4 Dues Deductions. The Board agrees that it will deduct from employees' pay uniform dues to the East Lycoming Educational Support Professional Association - ESPA/PSEA/NEA. Such deductions shall be in the amount certified to the Board by the Association to be the then current dues. The Board shall be obligated to deduct dues from only those persons who have authorized the Board to do so in writing on a valid legal authorization card. Such dues deductions shall be in accordance with the mutual agreement between the Board and the Association as to the frequency and amount. The Board agrees to transmit promptly to the Association the dues deducted in accordance with the paragraph. Such transmittal need not be made more often than once each month.

7-5 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 this agreement, provided that an employee may resign his/her membership in the Association during the period (ten (10) 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 district.

7-6 Association Leave.

01 Two (2) officers of the Association or representatives thereof shall be permitted to attend Association meetings. The Association shall be granted a maximum of five (5) days without loss of pay per year. Whenever substitutes are used, the employer shall be reimbursed for said substitutes by the Association.

02 One (1) member of the Association who assumes a position of responsibility at the regional, state, or national level shall be granted two (2) days, without loss of pay per year, to attend meetings pertinent to his position. Whenever substitutes are used, the employer shall be reimbursed for said substitutes by the Association.

- 03** Additional days may be granted at the discretion of the Board at the request of the Association.

Article VIII

Probationary Status - Seniority

- 8-1 Probationary Period.** New employees hired after the effective date of this agreement shall be considered as probationary employees during the first sixty (60) working days of his/her employment, and during said probationary period, such employees' employment may be terminated by the Board who has this exclusive authority. Any employee who has completed sixty (60) working days of employment shall be covered by this agreement, and no such covered employees shall be dismissed or be subject to disciplinary action without just cause.

8-2 Seniority.

- 01 Definition.** For purposes of this agreement the term "seniority" means a preferred position for specific purposes which one (1) employee may have over another employee because of greater length of continuous service in the school district.

- 02 Termination of Seniority.** The following shall constitute a break in continuous service and terminate seniority:

- (A) Resignation
- (B) Termination for just cause
- (C) Retirement
- (D) Absence without leave for more than (3) working days unless in an emergency situation
- (E) Refusal of a recall to work from layoff within ten (10) consecutive working days of recall
- (F) Failure to report after leave
- (G) Layoff for a period of eighteen (18) months

- 03 Classification.** Classification seniority is defined as the length of continuous service in a specified job classification. Classifications are as follows:

- (A) Secretary
- (B) Health Service (LPN /RN)
- (C) Paraprofessional (Personal Care and Instructional)
- (D) Supervision Aides
- (C) Food Service
- (D) Custodian
- (E) Maintenance

- 04 Tie Breaks.** If two or more persons have equal seniority dates, ties will be broken by drawing of lots.

05 Seniority Lists. Seniority lists shall be prepared for each seniority group and revised where necessary every twelve (12) months. The list shall be given to the Association President each October 1 who shall have the responsibility to post the list in each building for a period of 30 days to identify any exceptions after which the list will be deemed by both parties to be correct. Appropriate service information shall be shown thereon to permit application of various seniority provisions.

Article IX

Layoffs and Recall/Vacancies and Transfers

9-1 Layoff and Recall. Layoffs shall be made in the inverse order of seniority. Employees affected by layoffs who have the requisite seniority shall have the right to bump back to positions previously held within the classification; the employees may bump back within the same classification. The employer shall establish a recall list for those persons who have been laid off under the provisions of this article in the inverse order of such layoff. This list shall be used in the order of seniority to fill vacancies within a classification from which the persons on the preference list may have been furloughed or laid off. In the event a person refuses an offer of a position under this section, he shall be dropped from the list. Seniority for the purpose of this section shall be deemed to be length of continuous service with the school district.

9-2 Vacancies and Transfers.

01 Posting.

- (A) When a job vacancy occurs within the bargaining unit and the employer wishes to have it filled, the employer agrees to post such vacancy through district email five (5) days prior to the filling of such job vacancy unless an emergency (i.e., fire/flood) requires a lesser period of time.
- (B) The notice will state the qualifications required, how the application is to be made and deadline for submission.

02 Filling Vacancies.

- (A) Employees who wish to apply for the vacancy shall file their application within the prescribed time limit. In filling the vacancy, the following shall be considered:
 - (1) Skill and ability to perform the work
 - (2) Physical fitness
 - (3) Seniority in the school district
- (B) Successful applicants shall be appointed and a sixty (60) day qualifying period shall be placed in effect. Those who do not demonstrate competency in performing their job within the sixty (60) days shall return to their original job or prior status.
- (C)**Transfer Hourly Rate.** Current employees transferring to a new classification will be placed at a higher level under the new classification to maintain a comparable rate to their old wage or will receive the proper rate recognizing

years of service within their new classification, whichever provides a greater wage.

- (D) **Substituting:** Any employee substituting in a different job classification will receive either his/her current rate or his/her level's rate in the other classification, whichever is greater.
- (E) **Summer Employment.** Part-time employees will be given consideration to accept a temporary position within the bargaining unit for a period of up to ninety (90) working days, if the regular employee is absent or if a summer position is available. The employee will receive the normal job rate of pay for this temporary period. No benefits will be paid to the employee during this temporary working period.
- (F) **Transfers between July 1, 2023 and September 31, 2023.** Due to the change in full-time/part-time designation in the 2023-2024 school year, special consideration to the seniority status of employees (as defined in Article 8-2 of this agreement) will be given when changing the regular working hours of each position, such that the more senior qualified bargaining unit member will have transfer rights into or away from a position with increasing hours depending on the employee's preference.

Article X

Hours and Working Conditions

10-1 Work Day / Work Year Expectations:

- (A) **Secretary.** Secretaries shall be employed for a minimum of ten (10) months and up to twelve (12) months. The workday for secretaries shall not exceed seven and one-half (7.5) hours, and the work-week shall not exceed 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) **Instructional and Personal Care Paraprofessional:** Instructional and Personal Care Paraprofessionals shall normally be employed for 185 days per year. The number of hours employed per day and per week for each employee shall be determined at the time of hiring. 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.
- (C) **Food Service Staff:** All food service employees shall normally be employed for 183 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 employees. The district shall provide training as needed or as required by law.
- (D) **Maintenance and Custodian:** All full-time maintenance and custodial staff shall

normally be employed for twelve (12) months and the workday shall be -8 hours. Part-time maintenance and custodians shall work up to 6.5 hours per day. The immediate supervisor shall determine the beginning and ending of the workday. Shift assignments may change to align with operational needs throughout the year. The district shall provide training as needed or as required by law.

(E) Supervision Aides: All Supervision aides shall normally be employed for 181 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. Supervision aides are responsible for the supervision of students in non-instructional settings such as cafeterias, playgrounds, busses, etc. Supervision aides shall not provide instructional support for students 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.

(F) Health Support Staff: Health Support staff shall normally be employed for 185 days per year. The work day shall not exceed 6.5 hours per day. 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.

(a) The provisions of 10-1.01 shall not be construed:

- (1)** As a guarantee of any minimum number of hours of work either per day, week or year; or
- (2)** As a limitation on the number of hours of work which the employer may require.
- (3)** Daily work schedule will be set annually by the supervising administrator by August 1. Changes may be made at any time to meet emergency or unforeseen staffing needs.

02 Changes to the above normal workday, work year, or work hours per day may be made by the administration in emergency situations or for special programs.

03 Work week begins at 12:00 midnight on Sunday and ends at 11:59 p.m. on the following Saturday.

04 Full-time is defined as those working more than sixty-five (65) hours during a pay period.

05 Part-time is defined as those working less than or equal to sixty-five (65) hours during a pay period.

06 Employees working less than or equal to sixty-five (65) hours per pay period are considered part-time in status and are not eligible for paid holidays (except Christmas Day and New Year's Eve) and a longevity bonus.

07 If the child cared for by a personal care paraprofessional is absent, the paraprofessional will report and be re-assigned for the day by the principal.

08 In-service. The administration will schedule appropriate in-service training days as determined by the administration. Employees will be compensated at their regular hourly rate for attending such training, if not regularly scheduled on that day. A minimum of 5 days' notice will be provided for non-scheduled days.

09 Availability of Student Medications. The district will make available a secured area for students to obtain their medication container and take the appropriate medicine. The district agrees to hold harmless any bargaining unit employee who oversees a student's self-administration of medication. The district agrees to defend and indemnify bargaining unit employees against liability in the performance of this activity. In these instances, the parent/guardian must have provided written consent requesting that a prescription and/or a non-prescription medication is to be made available to their child(ren) during school hours.

10-2 Breaks and Lunch.

01 Breaks. Each work day each employee who works eight (8) hours per day shall receive two (2) fifteen-minute breaks. Each employee working seven and a half hours (7.5) shall receive two (2) ten-minute breaks. Each employee working four (4) hours or more per day shall receive one (1) fifteen-minute break per day. The above-mentioned breaks shall be scheduled by the immediate supervisor.

02 Lunch. Each employee, who works five-and-a-half (5.5) or more hours per day, shall be provided with a thirty (30) minute duty-free lunch period for each work day. Lunch periods shall be unpaid for the employee working the first shift and paid for each employee working a shift other than the first shift.

10-3 Reporting.

01 Emergency Closings. Employees who are notified not to report for work on what would normally be a scheduled work day shall not have his or her pay reduced by virtue of such absence except for emergency school closings. However, employees who report for work on days when an emergency closing occurs shall be paid a minimum of two (2) hours wages provided the employee's time card has record of those hours worked.

02 Failure to Report. Employees who are scheduled to report for work and fail to do so shall have deducted from his or her pay an amount of money on a pro-rata basis for such absence.

10-4 Overtime and Temporary Assignments.

01 The employer agrees to pay one and one-half (1.5) the employee's regular hourly rate of pay exclusive of any premium or differential pay for work under the following conditions:

(A) Work performed in excess of forty (40) hours in any one (1) week.

(B) Work performed in excess of eight (8) hours in any one (1) day.

- (C) Work performed in a managerial position shall be paid at a rate of the job classification plus \$3.00 per hour. This work shall be shared equally between employees in the effected classification.
 - (D) During a temporary food service assignment, an employee will be paid an additional \$1.50/hour during that assignment. An exception to this provision will be in the cafeteria to receive the higher rate only if coverage is needed for longer than two (2) consecutive days and the higher rate will take effect on the third (3rd) day. Further, a Café Worker on pay level "A" who assumes the duties of Asst. Head Cook or Head Cook will be paid \$0.25/hour in lieu of the \$1.50/hour.
 - (E) For temporary assignments specified in subsections (c) and (d), the hourly compensation earned shall be the regular hourly rate used in calculating overtime.
 - (F) For purposes of computing overtime, paid holidays, vacation days, personal days and sick leave days count as consecutive work days.
- 02** The employer agrees to pay double the employees' regular hourly rate of pay exclusive of any premium or differential pay for work performed on Sunday, provided the Sunday is the 7th consecutive work day.
- 03** There shall be no pyramiding of overtime. The payment of overtime for any hour excludes that hour from consideration of overtime payment on any other basis.
- 04** Employees working special events during hours other than the assigned working hours shall receive their regular hourly rate of pay. Employment for such events shall be offered on a rotating basis in order of seniority, with the most senior employees offered such work first. The head cook or assistant head cook is required at full banquets and supervises the rotation process. If this work constitutes overtime as defined in 10-4a and 10-4b overtime wages will be paid.
- 05 Special Directives.** All special directives and special instructions which vary from the regular work assignment shall be in writing, dated, and signed by the supervisor in charge. Employees shall not be held liable for full completion of their regular duties on a day which they are required to perform a special directive.
- 10-5 Substitutes.** The employer agrees to maintain a list of qualified persons sufficient to serve as substitutes for regular employees who may be absent on any given work day.
- 10-6 Direct Deposit.** Each employee shall receive his or her regular wages through direct deposit to the depository of his or her choice.
- 10-7 Breakfast Practices.** As vacancies occur in the breakfast program, such positions shall be posted in accordance with Article IX, Section 9-2. Current practices in each building scheduling work time shall be maintained until such time as there is a vacancy.

Article XI

Vacations and Holidays

For purposes of this article, there shall be three (3) classifications of employees:

- 01** Full-time employees working 260 days per year.
- 02** Full-time employees working less than 260 days.
- 03** Part-time employees (see 10-1.05 for definition of part-time)

11-1 Vacations.

01 Full-time employees working 260 days.

- (A)** 0 year - 1 year 10 days prorated (to June 30th)
 - (B)** 1 year - 8 years 10 days
 - (C)** 9 years - 18 years 15 days
 - (D)** 19 years and over 20 days
- (1)** Vacation days are earned on a monthly basis (i.e., 10 days divided by 12 months = .833 vacation earned days per month) throughout the year. The payroll department shall distribute a posting each July to all employee's indicating the number of days that they have earned through June 30th. If an employee leaves or retires during the fiscal year, vacation will be prorated through the month they worked.
- (2)** Vacation begins to accrue at the next level's monthly allocation beginning at 8 years, 1 month (1.667 days/month) and 18 years, 1 month (1.667 days/month).

02 Eligibility.

- (A)** The eligibility date for paid vacations shall be the employees' anniversary date of hire and said date shall be controlling for purposes of determining vacation and vacation pay eligibility.
- (B)** Length of service shall be computed from the employees first day of continuous full-time employment within this bargaining unit including approved leaves of absence.

03 Scheduling.

- (A) Normal Scheduling.** It is the responsibility of the employer to administer the vacation program. Normally, vacations will be taken during the time school is closed and prior to its reopening. The scheduling of vacations shall be governed by the work requirements that are determined by the employer. In the selection of vacation dates, preference as between the employees shall be made on the basis of seniority.
- (B)** During the school year. No more than a total of fourteen (14) vacation days shall be taken at the discretion of the employee from the opening of the school year to the closing of the school year without district approval. No more than five (5) consecutive vacation days may be taken when school is in session without prior district approval.

- (C) As of June 30, of each year, a maximum of 20 vacation days can be carried over to the next year. All days in excess of 20 days carry-over will be lost at that time.

11-2 Holidays.

01 Full-time employees working 260 days per year (Holidays – 13).

- (A) New Year's Eve and New Year's Day (2)
- (B) Good Friday
- (C) Memorial Day
- (D) July 3 (if July 3 falls on a Saturday or Sunday, then the preceding Friday will be the effective holiday).
- (E) July 4
- (F) Labor Day
- (G) Thanksgiving Day, Friday, and Monday after Thanksgiving. (3)
- (I) Christmas Eve, Christmas Day and day after Christmas. (3)

02 Full-time employees working less than 260 days (Holidays – 9).

- (A) New Year's Eve and New Year's Day (2)
- (B) Friday before Easter and Monday after (2)
- (D) Memorial Day
- (E) Thanksgiving Day and Friday after (2)
- (F) Christmas Eve and Christmas Day (2)

03 Part-time employees (Holidays – 2)

- (A) Christmas Day
- (B) New Year's Eve

04 If a holiday falls on a Saturday, the preceding Friday shall be taken as a holiday; if the holiday falls on a Sunday and the Sunday holiday is not celebrated on a Monday, employees shall be given a day off in lieu of such holiday. The day in lieu of such holiday shall be scheduled by mutual agreement between the employee and his/her supervisor.

05 An employee must have worked his/her last full scheduled workday prior to the Holiday, unless his/her absence is due to vacation, sick or personal leave in order to be compensated for said holiday. In certain instances, such as a snow day or planned school activity (May Day, building-wide picnic, etc.), the last full scheduled workday may not be the day immediately preceding the Holiday.

Article XII

Temporary Leaves of Absence

12-1 Sick Leave and Unpaid Part-Time Leave

- 01** Each full-time and part-time employee covered by this agreement shall be entitled to sick leave in accordance with the following. The Board, after three (3) consecutive days of absence, shall have the right at any time to require proof of sickness or injury. All full-time employees shall be entitled to ten (10) days sick leave per year of which five (5) may be used for illness or injury in the immediate family. Unused days shall be allowed to accumulate. Regular part-time employees shall receive (2) two sick days per year, cumulative from year to year. The sick day will be based on the employee's regular hours of work for part-time employees.
- 02 Accounting.** Members of the bargaining unit shall be given a written accounting of accumulated sick leave days no later than September 30 of each year.
- 03 Medical Appointments.** Employees working on 2nd shift are limited to using ½ day (4 hours) of sick leave per occurrence for medical and related appointments.
- 04** Regular part-time employees are permitted to use up to five (5) unpaid days as any combination of sick leave or unpaid days for personal reasons. These days shall be non-cumulative. The use of these days and sick days is bound by the other requirements of this section.
- (A)** If a regular part-time employee has exhausted the five (5) unpaid days provided in 12-1.04, any further requests for unpaid leave during the school year must either be accompanied by a physician's certification or must be approved by the Superintendent prior to taking the leave.
- (B)** If a regular part-time employee does not comply with the provisions of 12-1.04A, that employee shall be subject to disciplinary action by the District.

12-2 Personal Days.

- 01** Each full-time employee in the bargaining unit shall have two (2) personal days. Not more than three (3) employees per classification shall be off on any one day from any building. The administration, at their discretion, may expand the above quota per building, should an emergency request be made by an employee in the bargaining unit. The administrator's decision is not subject to challenge.
- 02** Personal leave days may be accumulated up to five (5). Days in excess of five (5) on July 1, will be lost.

12-3 Bereavement Leave.

- 01** Each employee covered by this agreement will be granted three (3) days death leave as provided for in Section 1154 of the Pennsylvania School Code for father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, step-parent, step-child or near relative who resides in the same household or any person with whom the employee has made his/her home. Each employee covered by this agreement will be granted one (1) day death leave for: first cousin, grandfather, grandmother, aunt, uncle, niece, nephew, son-in-law, daughter-in-law, brother-in-law or sister-in-law.

- 02** Such leave must be used during the period from the date of death to the day following the funeral. Bereavement leave may not be used to handle family and/or estate matters relating to the affairs of the decedent when the decedent is the employee's parent, spouse or child.
- 03** Authorized days off shall be paid for as if they were holidays.
- 04** The employee upon approval of the Superintendent shall be given additional time off, without pay, to attend funerals not covered under this article as the exigency of the case may warrant. Such approval shall not be unreasonably withheld provided the work schedule can be maintained.

12-4 Legal Leave.

- 01** Any time an employee is summoned for jury duty (non-voluntary) or subpoenaed to testify in any judicial or quasi-judicial hearing, the Board agrees to pay the difference between any appearance fee compensation and the employee's regular daily wage.

Article XIII

Extended Leaves of Absence

13-1 Family Medical Leave Act Leaves.

- 01** The Family Medical Leave Act (FMLA) is applicable to eligible employees according to federal regulations. Child bearing leave is a portion of Parental leave for which the FMLA will apply. FMLA leave is determined using a rolling twelve (12) month basis.

- (A)** Parental Leave

- (1)** Full-time and part-time employees of the East Lycoming School District shall be provided with leave related to child-bearing and child-rearing which shall be considered parental leave under the following provisions.

- (a)** Child-Bearing Leave.

- Child Bearing leave shall be deemed a medical disability certified by a physician for a female employee. The female employee may use sick/personal leave for the child bearing portion of the leave at their discretion. Health/dental insurance, less any applicable employee premium contribution, will be paid by the district for 12 weeks.

- (b)** Child-Rearing Leave.

- Child Rearing leave shall be granted to:

- (i)** Employees at the conclusion of a child-bearing leave.

- (ii) Employees who are parents of new-born infants, or who become parents of an adopted child of preschool age, immediately following the infant's birth or adoption.

(B) The following guidelines shall be observed:

- (1) The employee shall submit a written request for FMLA or parental leave to the Board no later than thirty (30) days prior to commencement of such leave unless medical complications necessitate an earlier date. In the case of adoption, the written request shall be as soon as possible.
- (2) If both parents are employees of the district, only one (1) shall be entitled to additional child-rearing leave after the conclusion of any FMLA leave required by law.
- (3) Parental leave shall not exceed a maximum of one (1) year.
- (4) Child-rearing leave shall be without pay. The employee will be responsible for all insurance premiums while on child-rearing leave.
- (5) Pregnancy related disabilities will be treated in the same manner as other temporary disabilities. Therefore, an employee is entitled to use accumulated sick leave for the portion of time she is disabled because of pregnancy, childbirth or abortion. Disability shall be affirmed by a statement from a physician.
- (6) The employee shall, upon making a request for FMLA or parental leave, indicate the anticipated date of return from leave. Once the date has been approved, it can be changed only by mutual consent of the employee and the board. Following the birth of the child, the employee shall reaffirm her intention of returning as scheduled.
- (7) Upon returning to service from FMLA or parental leave, the employee shall be returned to the same position occupied prior to the leave unless the previous position does not exist. In the event the previous position has been abolished, the employee will be returned to a position for which he/she is properly certified. Upon returning from leave, the employee will be placed in the same position on the salary schedule as on prior to the granting of the leave.
- (8) The School District shall continue the payment of health/dental insurance premiums, less any applicable employee premium contribution, while an employee is on FMLA or child bearing leave up to twelve (12) weeks from the start of the leave. At this time, the employee shall have the option to pay the premiums at the tiered rate.

The use of the twelve (12) weeks of FMLA insurance coverage may come after the use of insurance coverage provided during paid sick and personal leave days at the discretion of the employee. The use of paid sick and/or personal leave days applies only to a serious health condition of an employee or an employee on child bearing leave.

- (9) In case of incomplete pregnancy or death of the child, an application for return to duty may be considered at an earlier date than those specified above. Upon the recommendation of the employee's physician, the Board shall approve the return.

(C) Health/Family Emergency Leave

- (1) In the event of an immediate family member's health or emergency condition, the employee has several options:
- (a) Utilization of up to five sick days as per contract,
 - (b) Utilization of personal leave,
 - (c) Request FMLA leave, and/or
 - (d) Upon written request, the Board of Education may agree to consider the use of additional sick/personal leave for a family health emergency.

13-4 Emergency/Discretionary Leave.

- 01 An employee covered by this agreement may apply for an emergency/discretionary leave of absence, without pay, for any reason. Such leaves may be granted to the requesting employee upon the mutual agreement between the Association and the Board.

Article IV
Insurance/Medical Benefits

14-1 Required Medical Exams.

- 01 All medical and physical examinations and tests that are required by the Board, excluding those required by the Pennsylvania School Code, the Commonwealth of Pennsylvania, or any agency thereof, shall be paid for by the Board.
- 02 Hepatitis - B immunization shots will be provided at the expense of the district to 10 employees per year. The district will determine who will administer the shots and when.

14-2 Medical Insurance

- 01 **Full-time.** All full-time employees, including nine (9), ten (10) and eleven (11) month employees, shall have provided for them full year medical coverage.
- 02 **Head Cooks.** All Head cooks will qualify for medical coverage.
- 02 **Medical Plans.** Medical plans will be provided through the Lycoming County Insurance Consortium (LCIC) or other group mutually approved by the Board and Association.
- (A) The base plan provided to employees hired prior to July 1, 2016 is equivalent to BlueCare PPO Option "C". The base plan provided to employees hired on or after

July 1, 2016 is equivalent to qualified high deductible health plan, BlueCare PPO QCDHP-1 which thereafter shall have deductibles as per the IRS minimums for a qualified high deductible plan (QHDP).

PPO "C"

- (B) All employees with PPO Option "C" hired after July 1, 1994 will be required to pay 20% of the monthly tiered premium for the base medical plan.
- (C) All employees with PPO Option "C" hired previous to July 1, 1994 will be required to pay the following percentage of the monthly tiered premium for the base medical plan:

: 18%

QCDHP-1

- (D) For all employees hired on or after July 1, 2016 and for current employees who choose the QCDHP-1 plan, the district will establish a Health Savings Account (HSA) for active employees who are eligible and elect to receive health insurance benefits. The district will contribute based on self-only or other coverage levels 100% of the IRS minimum annual deductible in the first year of QCDHP-1 plan election and 50% of the IRS minimum annual deductible in the second year of QCDHP-1 plan election. No district contribution will be made after the second year of coverage under the QCDHP-1 plan. The District contribution to the employee's HSA will be made prior to July 31 of each calendar year.
- (E) All employees who choose the QCDHP-1 will be required to pay the following percentage of the monthly tiered premium 8%
- (F) Once an employee is enrolled in a QCDHP, he/she must remain in a QCDHP unless he/she has opted out of health coverage. If an employee re-enrolls, the employee will continue in the QCDHP.

Applicable to all Health Plans

- (G) Benefit changes are regularly made by insurance carriers to conform to regulatory guidelines, to address the availability of new procedures, and to implement carrier-wide plan design changes. Changes, such as these, enacted by Blue Cross/Blue Shield or other mutually approved carrier will be applied to the LCIC plans.
- (H) The district will provide coverage for the employee, spouse and dependents at the tiered rate.
- (I) If both the employee and spouse are members of the bargaining units of the district, tiered coverage will be purchased under one tiered coverage only. Any change in the employee's status, including, but not limited to divorce or death

of spouse, will result in the employee being provided coverage immediately, if the employee is otherwise entitled to these benefits.

- (J) If, at any time the premium for a Medical Plan offered through the LCIC or other mutually approved group exceeds the threshold amount as stated in the Patient Protection and Affordable Care Act (PPACA) or "Cadillac Tax" so as to subject the Medical Plan to a tax or fee, the parties agree that such a tax or fee will be paid by the employees enrolled in that Medical Plan. This amount is in addition to any monthly tiered premium employee contribution.
- (K) Employees who opt out of medical insurance coverage shall receive a sum of \$1,500. This amount shall be paid in two equal installments in December and June of each year. If an employee subsequently needs to re-enroll due to a Qualifying Life Event, the \$1,500 would be pro-rated over the course of that year. An employee who is covered by the district under another employee's district provided medical insurance is not eligible for this opt out benefit.

14-3 Dental.

01 Full-time. All full-time employees, including nine (9), ten (10) and eleven (11) month employees, shall have provided for them full year dental coverage.

02 Dental Plans. The present dental insurance plan will be continued during the term of this agreement.

- (A) All employees hired after July 1, 1994 will be required to pay 20% of the tiered rate for the dental plan. Employees hired previous to July 1, 1994 will be required to pay the following percentages of the tiered rate 18%.
- (B) The district will provide coverage for the employee, spouse and dependents.
- (C) If both the employee and spouse are members of the bargaining units of the district, tiered coverage will be purchased under one tiered coverage only. Any change in the employee's status, including, but not limited to divorce or death of spouse, will result in the employee being provided coverage immediately, if the employee is otherwise entitled to these benefits.

14-4 Life, Accidental Death & Dismemberment.

01 All full-time employees covered by this agreement shall be provided with life insurance, including accidental death and dismemberment, in the amount of \$40,000. The total cost is to be borne by the Board. All new employees hired after 7/1/97 will be required to pay 20% of the premium. Employees hired previous to 7/1/97 will be required to pay the following percentages of the premium 18%.

14-5 Disability Income Protection.

01 The Board agrees that during the term of this agreement, it will continue the present disability income protection insurance program, and shall pay the total premium thereof. All new employees hired after 7/1/97 will be required to pay 20% of the

premium. Employees hired previous to 7/1/97 will be required to pay the following percentages of the premium 18%

14-6 Worker's Compensation.

- 01** An individual collecting worker's compensation may not collect greater than his/her normal salary by collecting sick benefits or disability benefits in conjunction with worker's compensation.

Article XV

Wages

- 15-1 Schedule (Appendix "B").** Both parties agree that the hourly wages of the employees covered by this Agreement are accurately reflected in Appendix "B".

- 15-2 Notation of Hours.** Each employee shall receive on his/her pay stub an accurate accounting of hours worked. Said accounting shall be on every check.

- 15-3 Longevity.** Longevity payments will be paid during the month of December, prior to December 15th. To be eligible for a longevity bonus payment, full-time and part-time employees must have completed continuous service in the district for the specified time. The longevity rate is listed below. Employees shall receive payments only at the time indicated and shall not be eligible for further longevity payments until they complete the next five (5) year cycle. Longevity payments are non-cumulative.

5 years	-	\$100.00	20 years	\$400.00
10 years	-	\$200.00	25 years	\$500.00
15 years	-	\$300.00	30 years	\$600.00

- 15-4 Clock-out Rounding Rule.** The rounding rule for clocking-out at the end of a shift will be seven (7) minutes for all employees. An employee working seven minutes or less into a quarter hour will have their time rounded backwards and an employee working 8 minutes or more into a quarter hour will have their time rounded forward to the next quarter hour. Employees should request prior authorization for hours worked in excess of their assigned work schedule.

- 15-5 Employment in Multiple Positions.** If an employee voluntarily elects to work in multiple part-time positions which in total exceeds sixty-five hours per pay period (65), the employee will not be eligible for fringe benefits based on a full-time status.

Article XVI

Additional Compensation

- 16-1 Mileage.** Employees covered by this agreement shall only use their personal automobiles on school business upon written authority by their immediate supervisor. Such employees as are authorized in writing to use their automobiles for such purposes shall be reimbursed at the IRS rate per mile upon submission of the reimbursement form.

- 16-2 Course Reimbursement.** Employees covered by this agreement who are requested by their supervisor to take a course, get a specific license, etc. shall be reimbursed for the

cost of the course and/or license; the employee shall be paid at their regular hourly rate for the in-class time involved in course work and/or license testing. Compensation for mileage, traveling to and from a course, will follow the terms set forth in Article XVI, Section 16-1.

- 01** Employees shall be reimbursed for pre-approved courses at actual cost for up to two (2) three credit courses per year with a maximum rate per credit not to exceed the state university rate (i.e., Bloomsburg University). Reimbursement shall not be made for fees or textbooks. Courses must be related to the employee's current job and be pre-approved at the discretion of the Superintendent.

16-3 Retirement Bonus. An employee may choose one of the following options:

Option 1

Each employee who shall retire during the term of this agreement shall be paid within thirty (30) days after his/her effective retirement date a benefit of \$500.00. Such retirement benefit shall be paid only when the retiring employee meets the following eligibility requirements:

- (a)** Shall have notified the Board of his or her intention to retire at least six (6) months in advance of his or her retirement date.
- (b)** Have been approved for retirement benefits by the Public School Employees' Retirement System.

Option 2

Upon retirement each full-time employee with a minimum of 10 years of service shall receive thirty (\$30) dollars for each unused sick day up to a maximum of 125 days.

16-4 Retirement Medical/Dental Benefits. Upon retirement and for a period not to exceed ten (10) years or until the former employee is eligible for Medicare, a full-time employee is eligible to have his or her individual health/dental insurance paid for by the District only when the full-time retiring employee meets the following eligibility requirements:

- 01** Shall have notified the Board of his or her intention to retire at least six (6) months in advance of his or her retirement date.
- 02** Has been approved for retirement benefits by the Public School Employees Retirement System.
- 03** Is at least fifty-five (55) years of age during the calendar year (January 1-December 31) For the purpose of the allocation chart the retirement age determined in the Jan. 1-Dec. 31 time period will be truncated.
- 04** Must have 15 years full-time actual service in ELSD. Years of service purchased will not count toward the 15-year requirement.
- 05** If eligible, the full-time employee must apply for and contribute on a monthly basis any PSERS premium assistance (currently \$100/month) to the school district until

eligible for a government sponsored health care program or until the allocation amount is depleted

- 06** Full-time employees retiring after June 30, 2006 desiring other than individual coverage for medical/dental insurance will be responsible for paying ELSD 100% of the difference between the two monthly premiums.
- 07** If the retiree requests individual dental insurance, it will be included for the same time period the retiree is covered by the medical insurance.
- 08** The amount of money available to pay for the medical/dental insurance is determined for each retiree based on their PSER'S years of service, age, and highest average 3-year's salary as determined by PSERS according to the Allocation Chart listed below. The allocation percentage is determined by adding the PSER'S years of service rounded off to the whole year (.5 and higher rounded up, .49 and lower rounded down) added to the retiree age (sub-paragraph (7)) as per the table listed below. On a monthly basis, the gross premiums for medical and dental insurance will be deducted from the retiree's allocation. An annual statement will be provided to each retiree during the month of June indicating the balance of their allocation and the premiums for the upcoming fiscal year.
- 09** Any allocation amount not used by the retiree (death or eligibility for a government sponsored health care program) will revert to the district.
- 10** The parties agree that all former retirees currently receiving retire health insurance that are eligible to receive PSERS premium assistance (currently \$100/month) must apply and contribute the money to the school district on a monthly/quarterly basis effective July 1, 2007. All persons retiring in the 2006-07 school year and beyond are also required if eligible to forward the PSERS premium assistance to the district. This will end when district insurance coverage terminates.
- 11** The BlueCare PPO "C" or CDHP-1 plan, whichever plan the employee is enrolled in immediately prior to retirement, will be the base plan for that retiree. Any retiree may opt for an upgraded plan and pay for the differential at their expense.
- 12** This provision of the Retirement Medical/Dental Benefits will end with the last effective day of the contract.

Allocation Chart

<u>PSER'S Yrs. Service, plus age</u>	<u>Allocation Percent</u>
90+	100%
89	97%
88	94%
87	91%
86	88%
85	85%
84	82%
83	79%
82	76%
81	73%

80	70%
79	67%
78	64%
77	61%
76	58%
75	55%
74	52%
73	49%
72	46%
71	43%
70	40%
Does not qualify below 70 (15 yrs. Age 55)	0%

- 16-5 Clothing Allowance.** All employees with a classification of maintenance on July 1 will receive a \$75.00 clothing allowance on or before September 1 of each year of this contract.

Article XVII

Miscellaneous

- 17-1 No Strike or Lockout.** The Board agrees that it will not conduct nor cause to be conducted a lockout during the term of this agreement, and the Association agrees that neither it nor any of its members shall engage in a strike (as the term "strike" is defined in Act 195) during the term of this agreement. The Association further agrees that if it or any of its members shall engage in a strike as herein defined during the term of this agreement then the wages and fringe benefits shall be suspended during the period of such strike.

- 17-2 Separability Clause.** The parties agree that, if any provision of this agreement or any application of this agreement to any employee or group of employees is held to be contrary to law, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

It is further agreed that within ten (10) days of receipt of notification of the court's actions, negotiations shall commence, during which a new agreement on such matters shall be reached.

In the event an agreement is not reached within twenty (20) days after negotiations have begun, the matter shall be referred to binding arbitration under the rules and regulations of the American Arbitration Association.

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.

- 17-3 Contract Controlling.** Both parties agree that the specific terms of this agreement which are in conflict with the present policies of the Board on the effective date of this agreement, or as they may be promulgated during the term of this agreement, shall be subordinate to this agreement and, wherever the same shall conflict, this agreement shall control.

- 17-4 Savings Clause.** Nothing contained herein shall be construed to deny or restrain any employee such rights as are mandated by law; including but not limited to the Public School Code of 1949, as amended, and the Public Employee Relations Act, Act 195, but such rights shall be deemed in addition to those provided herein.

Article XVIII

Duration

- 18-1** This agreement shall take effect at 12:01 am on July 1, 2023 and shall be in full force and effect through 12:00 midnight June 30, 2028, unless otherwise explicitly agreed.

In witness whereof, the Association has caused this agreement to be signed by its President and Secretary, and the Board has caused this agreement to be signed by its President and attested by its Secretary and its corporate seal to be placed thereon, all on the date and year first above written.

**East Lycoming Educational Support
Professional Association,
ESPA/PSEA/NEA**

East Lycoming School District

By _____ by _____
President President

By _____ by _____
Secretary Secretary

Appendix "A"

Grievance Report Form

Grievance # _____ : East Lycoming School District

Grievance Report

Building	Assignment	Name of Grievant	Date Filed

Step I

A. Date cause of grievance occurred. _____

B. 1. Statement of grievance: _____

2. Relief sought: _____

Signature _____ Date _____

This form must be signed and dated by the person filing the grievance.

C. Disposition by supervisor: _____

Signature _____ Date _____

D. Position of Grievant and/or Association: _____

Signature _____ Date _____

Step II

A. Date received by Superintendent or designee: _____

B. Disposition of Superintendent or designee: _____

Signature _____ Date _____

C. Position of grievant and/or Association: _____

Signature _____ Date _____

Step III

A. Date received by Board of education or designee: _____

B. Disposition of Board: _____

Signature _____ Date _____

Note. If additional space is needed in reporting any sections, attach additional sheets.

APPENDIX "B" ELESPA Wage Schedule

Group	Level or YOS	2022-23 Increase	2023-24 Increase	2024-25 Increase	2025-26 Increase	2026-27 Increase	2027-28 Increase
		0.36	0.75	0.40	0.40	0.40	0.40
Supervisory Aide	1/0-4	12.54	13.29	13.69	14.09	14.49	14.89
	2/5-9	12.94	13.69	14.09	14.49	14.89	15.29
	3/10-14	13.34	14.09	14.49	14.89	15.29	15.69
	4/15-19	13.74	14.49	14.89	15.29	15.69	16.09
	5/20-24	14.14	14.89	15.29	15.69	16.09	16.49
	6/25-29	14.54	15.29	15.69	16.09	16.49	16.89
	7/30+	14.94	15.69	16.09	16.49	16.89	17.29
Instructional Aide & Personal Care Aide	1/0-4	12.54	13.79	14.19	14.59	14.99	15.39
	2/5-9	12.94	14.19	14.59	14.99	15.39	15.79
	3/10-14	13.34	14.59	14.99	15.39	15.79	16.19
	4/15-19	13.74	14.99	15.39	15.79	16.19	16.59
	5/20-24	14.14	15.39	15.79	16.19	16.59	16.99
	6/25-29	14.54	15.79	16.19	16.59	16.99	17.39
	7/30+	14.94	16.19	16.59	16.99	17.39	17.79
Head Cook	1/0-4	16.79	17.15	17.55	17.95	18.35	18.75
	2/5-9	16.89	17.55	17.95	18.35	18.75	19.15
	3/10-14	17.09	17.95	18.35	18.75	19.15	19.55
	4/15-19	17.60	18.35	18.75	19.15	19.55	19.95
	5/20-24	18.00	18.75	19.15	19.55	19.95	20.35
	6/25-29	18.40	19.15	19.55	19.95	20.35	20.75
	7/30+	18.80	19.55	19.95	20.35	20.75	21.15
Asst. Head Cook	1/0-4	19.68	20.43	20.83	21.23	21.63	22.03
	2/5-9	15.07	15.82	16.22	16.62	17.02	17.42
	3/10-14	15.47	16.22	16.62	17.02	17.42	17.82
	4/15-19	15.87	16.62	17.02	17.42	17.82	18.22
	5/20-24	16.27	17.02	17.42	17.82	18.22	18.62
	6/25-29	16.67	17.42	17.82	18.22	18.62	19.02
	7/30+	17.07	17.82	18.22	18.62	19.02	19.42
Café Worker	1/0-4	17.47	18.22	18.62	19.02	19.42	19.82
	2/5-9	12.54	13.29	13.69	14.09	14.49	14.89
	3/10-14	12.94	13.69	14.09	14.49	14.89	15.29
	4/15-19	13.34	14.09	14.49	14.89	15.29	15.69
	5/20-24	13.74	14.49	14.89	15.29	15.69	16.09

Custodian	6/25-29	14.54	15.29	15.69	16.09	16.49	16.89
	7/30+	14.94	15.69	16.09	16.49	16.89	17.29
	A	19.25	20.00	20.40	20.80	21.20	21.60
	1/0-4	13.61	14.36	14.76	15.16	15.56	15.96
	2/5-9	14.01	14.76	15.16	15.56	15.96	16.36
	3/10-14	14.41	15.16	15.56	15.96	16.36	16.76
	4/15-19	14.81	15.56	15.96	16.36	16.76	17.16
	5/20-24	15.21	15.96	16.36	16.76	17.16	17.56
	6/25-29	15.61	16.36	16.76	17.16	17.56	17.96
	7/30+	16.01	16.76	17.16	17.56	17.96	18.36
Maintenance	B	16.64	17.39	17.79	18.19	18.59	18.99
	1/0-4	16.38	17.13	17.53	17.93	18.33	18.73
	2/5-9	16.88	17.63	18.03	18.43	18.83	19.23
	3/10-14	17.38	18.13	18.53	18.93	19.33	19.73
	4/15-19	17.88	18.63	19.03	19.43	19.83	20.23
	5/20-24	18.38	19.13	19.53	19.93	20.33	20.73
	6/25-29	18.88	19.63	20.03	20.43	20.83	21.23
	7/30+	18.77	19.52	19.92	20.32	20.72	21.12
	A	23.84	24.59	24.99	25.39	25.79	26.19
Secretary/LPN	1/0-4	14.62	15.37	15.77	16.17	16.57	16.97
	2/5-9	15.02	15.77	16.17	16.57	16.97	17.37
	3/10-14	15.42	16.17	16.57	16.97	17.37	17.77
	4/15-19	15.82	16.57	16.97	17.37	17.77	18.17
	5/20-24	16.22	16.97	17.37	17.77	18.17	18.57
	6/25-29	16.62	17.37	17.77	18.17	18.57	18.97
	7/30+	17.02	17.77	18.17	18.57	18.97	19.37
	A	17.48	18.23	18.63	19.03	19.43	19.83

- New employees may be placed at the discretion of the district at any existing pay rate depending on job experience, qualifications or operational need.
- New hires will move from their beginning year wage rate to a subsequent year's wage rate by the combination of the years of service component and the yearly column increase.

DISTRICT ADMINISTRATION

Dr. Mark Stamm
Superintendent

Cori Cotner
Director of Curriculum

Heather Burke
Business Manager

East Lycoming School District

349 Cemetery St.
Hughesville, PA 17737

PH: 570-584-2131
FX: 570-584-5701

www.elsd.org

OFFICERS

Richard L. Michael
President

Michael A. Mamrak
Vice President

Donna Gavitt
Treasurer

February 21, 2023

Re: Recommendation to hire Mr. Bryan McCaffery

Members of the Board,

It is my pleasure to recommend Mr. Bryan McCaffery as the new Facilities Director for the East Lycoming School District. Mr. McCaffery possesses an extensive background in plumbing, mechanical and HVAC. He is formally the facilities director for the Williamsport Area School District and is currently employed by Bucknell University as the HVAC manager for the University's 187 buildings. His K-12 and university experience make him an excellent candidate for this position and I am confident he will be an excellent addition to the administrative team.

As a member of the administrative team his benefits are set by the Act 93 compensation plan. In consultation with Mr. Mamrak, his starting salary will be \$80,000.

Respectfully,

Dr. Mark Stamm
Superintendent

To: Dr. Stamm, Superintendent and Heather Burke, Business Manager

From: Michele Hicklin, Director of Food & Nutrition

Subject: Recommendation for Cafeteria Position

Date: February 15 ,2023

Ms. Amber Wagner was interviewed for the position of Cafeteria Worker for Renn Kitchen. The Interview was conducted by myself on February 13, 2023. Ms. Wagner has experience in the Food Service industry along with customer service, cashier employment and Home Health Care. She expressed interest in working in a school environment for the convenient "Mom Hours". It is my recommendation to appoint Ms. Amber Wagner to the position of Cafeteria Worker.

To: Dr. Stamm, Superintendent and Heather Burke, Business Manager

From: Michele Hicklin, Director of Food & Nutrition

Subject: Recommendation for Cafeteria Position

Date: February 2, 2023

Ms. Chasity Schomberg was interviewed for the position of Cafeteria Worker for Ashkar Kitchen. The Interview was conducted by myself on January 18, 2023. Ms. Schomberg has some experience in the Food Service industry along with customer service and cashier employment. She expressed interest in working in a school environment with children. It is my recommendation to appoint Ms. Chasity Schomberg to the position of Cafeteria Worker.



Gail Warren <gwarren@elsd.org>

Patrick Kimble

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 2:10 PM

To: East Lycoming School District <gwarren@elsd.org>

The Athletic Director and head softball coach are recommending Patrick Kimble as the next assistant softball coach for the Lady Spartan Softball team. Pat brings a lot of knowledge and skills to the game as a prior coach and umpire over the last few years. Pat will be a tremendous asset to the program.

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

349 Cemetery Street

Hughesville, PA 17737

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

Ktallman@elsd.org



Gail Warren <gwarren@elsd.org>

Casey Snyder

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 2:11 PM

To: East Lycoming School District <gwarren@elsd.org>

The Athletic Director and the head softball coach are recommending Casey Snyder as the next assistant softball coach for the Lady Spartans. Casey brings several years of coaching as a volunteer under the current head coach and will be a tremendous asset to the team.

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

349 Cemetery Street

Hughesville, PA 17737

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

Ktallman@elsd.org



Gail Warren <gwarren@elsd.org>

Trey Smith

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 2:07 PM

To: East Lycoming School District <gwarren@elsd.org>

The Athletic Director and Head baseball coach are recommending Trey Smith for the vacant position of the baseball team. Trey has been a volunteer over the past several seasons and has assisted in developing athletes in season and out of season under the head coach guidance.

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

349 Cemetery Street

Hughesville, PA 17737

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

ktallman@elsd.org



Gail Warren <gwarren@elsd.org>

Brandi Dillon Liddic

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 2:25 PM

To: East Lycoming School District <gwarren@elsd.org>

The Athletic Director is recommending Brandi Dillon Liddic as the new Girls Volleyball Head Coach. Brandi brings several years of playing and coaching to the new program that was developed in Florida prior to becoming a teacher here at East Lycoming School District.

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

349 Cemetery Street

Hughesville, PA 17737

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

Ktallman@elsd.org



Gail Warren <gwarren@elsd.org>

Angela Dirocco

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 2:13 PM

To: East Lycoming School District <gwarren@elsd.org>

The Athletic Director is recommending Angela as the fitness center worker. Angela will be part time employee that will assist in supervision of the fitness center at night/

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

349 Cemetery Street

Hughesville, PA 17737

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

Ktallman@elsd.org



Gail Warren <gwarren@elsd.org>

Brittin Balliet

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 2:04 PM

To: East Lycoming School District <gwarren@elsd.org>

I am recommending Brittin Balliet as a volunteer coach for the baseball team. Brittin brings a lot of passion and general knowledge to the team and will be useful in developing players.

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

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Fax # 570-584-2897

Ktallman@elsd.org



Gail Warren <gwarren@elsd.org>

Lindsey Hartman

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 3:08 PM

To: East Lycoming School District <gwarren@elsd.org>

The Athletic Director and the head track coaches are recommending Lindsey to assist as a volunteer coach for the track teams. Lindsey will be an asset with track events for both teams.

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

349 Cemetery Street

Hughesville, PA 17737

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

Ktallman@elsd.org



Gail Warren <gwarren@elsd.org>

Elizabeth Moores

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 2:27 PM

To: East Lycoming School District <gwarren@elsd.org>

The Athletic Director and the track coaches are recommending Elizabeth as a volunteer coach for the upcoming season. Elizabeth will be assisting the field events for the track program.

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

349 Cemetery Street

Hughesville, PA 17737

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

Ktallman@elsd.org



Gail Warren <gwarren@elsd.org>

Scott Ritter

1 message

Kenneth Tallman <ktallman@elsd.org>

Wed, Feb 15, 2023 at 2:05 PM

To: East Lycoming School District <gwarren@elsd.org>

I am recommending Scott Ritter as a volunteer coach for the girls wrestling program. Scott will be instrumental in assisting the young team with instructional guidance as they work on developing skills over the remainder of the year

--

Have a great Spartan Day,

Kenneth Tallman

Director of Athletics

Media/Public Relations

Co-Adult Education Coordinator

Hughesville Junior/Senior High School

349 Cemetery Street

Hughesville, PA 17737

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

Ktallman@elsd.org

Call the Meeting to Order: Mr. Michael, President, called the East Lycoming School District Board of Education's January 17, 2023 Board meeting to order in the High School Library beginning at 7:00 p.m. with the following Members of the Board, Administration and General Public in attendance.

Members of the Board:

Mr. Richard Michael - present
Mr. Michael Mamrak - present
Mrs. Donna Gavitt - present
Mrs. Lisa McClintock -present
Mr. Nathan Hafer - present

Mrs. Tara Buebendorf - present
Mrs. Shannon McConnell-Barlett-present
Mr. Matthew Pendrak - present
Mrs. Rose Trevouledes -present (arrived@7:06 p.m.)

Administration:

Dr. Mark Stamm -Superintendent
Mrs. Cori Cotner-Curriculum Director
Mr. Tom Coburn - Sr. High School Principal
Mr. Richard Reichner - Jr. High School Principal
Mrs. Jill Warg - Ferrell/Renn Elementary Principal
Mrs. Heather Burke-Business Manager/Board Secretary
Mrs. April Paulhamus - Special Education Director

General Public: Chris Kenyon- Solicitor, Amber Johnson, David Mackenzie, Russel Pidcoe, Kristina Hartman, Stacy Ferraro, Christine Jansen, Michael Bieber, Craig Bodek, Jennifer Vermeire, Stephen Vermeire, and Becci Swales.

Online Audience: Pat Crossley (Sun-Gazette), Melissa P. ... Riegner, Robert Hess, Jane Reynolds, Elizabeth Moores, Tina Remsnyder, Jerry Bragalone, Mark Miller, Christina Richart, Diane Miller, Angela Mamrak, Stacie Kilgore, Rebecca ... Tracy Ye ... and Laura Barondeau.

Educational: It was moved by Mrs. McConnell-Barlett seconded by Mrs. Buebendorf to approve the following Educational Items:

1. **Health and Safety Plan:**
Resolved, upon the recommendation of Superintendent Stamm to approve the attached Health and Safety Plan with no changes.
2. **Adjudication of Students:**
Resolved, upon the recommendation of Superintendent Stamm and Sr. High School Principal, Mr. Tom Coburn, for the adjudication of student discipline for #26179, #27108, and #26180.
3. **2023/2024 School Calendar - First Reading:**
Resolved, upon the recommendation of Superintendent Stamm to approve the first reading of 2023/2024 School Calendar.
4. **Program of Studies:**
Resolved, upon the recommendation of Superintendent Stamm to approve the 2023/2024 High School Program of Studies. Further resolved that the program may be amended by the Administration to meet operational needs.

5. Kindergarten Placement Decisions:

Resolved, upon the recommendation of Superintendent Stamm, and elementary principals, that the board affirm its commitment to kindergarten placement decisions are prioritized by (1) student residential geography, (2) district class-size equalization, (3) schools of older siblings. Kindergarten placement decisions are independent of pre-kindergarten enrollment and will be provided to families on August 1 annually.

6. Field Trips:

Resolved, upon the recommendation of Superintendent Stamm to approve the following field trips:

-Retro-active January 12-13, 2023	Lycoming College	Sr High Chorus
Number of Students: 1	Cost to Student: \$0.00	Cost to District: \$300.00
-January 19, 2023	Bucknell University	High School
Number of Students: 6	Cost to Students: \$0.00	Cost to District: \$235.00
-January 26-27, 2023	Berwick High School	District 8 Band
Number of Students: 3	Cost to Students: \$0.00	Cost to District: \$470.00
-February 9-10, 2023	Montoursville High School	District 8 Band
Number of Students: 3	Cost to Students: \$0.00	Cost to District: \$470.00
-February 11, 2023	Montoursville High School	High School
Number of Students: 9	Cost to Students: \$0.00	Cost to District: \$550.00
-February 21, 2023	Community Arts	District Grade 6
Number of Students: 128	Cost to Students: \$0.00	
Cost to District: \$0.00 (CAC Grant Funded)		
-March 24, 2023	Community Arts	District Grade 3
Number of Students: 10	Cost to Students: \$0.00	
Cost to District: \$0.00 (CAC Grant Funded)		
-April 16-19, 2023	Hershey Convention Center	FBLA Students
Number of Students: 35-45	Cost to Students: \$96.00 plus spending	
Cost to District: Final costs are still being determined		
-May 19, 2023	Little League Museum/Hiwatha	Fen-ell Grade K
Number of Students: 20	Cost to Students: \$0.00	Cost to District: \$0.00 (PTAC Funded)
Mr. Michael - Michael - yes	Mrs. Tara Buebendorf - yes	
Mr. Michael Mamrak - yes	Mr. Matthew Pendrak - yes	
Mrs. Donna Gavitt - yes	Mrs. Shannon McConnell-Barlett - yes	
Mrs. Lisa McClintock - yes	Mrs. Rose Trevouledes - yes (an-ived@ 7:06 p.m.)	
Mr. Nathan Hafer - yes	<u>Motion Carried</u>	

Pre-Approved Field Trip: 5/22/23 - Fen-ell Grade 6 to Washington D.C.

Personnel: It was moved by Mr. Mamrak, seconded by Mr. Pendrak to approve the following Personnel Items:

1. **2022/2023 Daily Substitute Teacher/Support Staff/Guest Teacher Listings:**

Resolved, to approve the following for 2022/2023 Daily Substitute Teacher/Support Staff/Guest Teacher Listings:

- Craig Shoff (BLaST Guest Teacher)
- Sarah Zinck (Supervisory Aide)
- Alyssa Kline (Act 86)

2. **Girls Volleyball Compensation:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman to compensate Girls Volleyball at \$2,947.00 (Head Coach) and \$2,379.00 (Assistant Coach). This aligns with Soccer, Softball, Tennis and Track.

3. **Music Production Advisor:**

Resolved, upon the recommendation of Superintendent Stamm that Mr. Brian Barckley be approved as a Music Production Advisor for the 2022/2023 school year. Mr. Barckley will be paid \$2,379.00, which represents level 5 of the extracurricular salary agreement.

4. **Athletic Volunteers:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman to approve the following athletic volunteers:

- Heidi Wertz (2023 Softball season)
- Brian Machmer (2023 Track season)

5. **Extended Sabbatical Leave:**

Resolved, upon the recommendation of Superintendent Stamm to approve to extend the sabbatical leave for Restoration of Health for Employee #0000000000 to the end of the 2022/2023 school year.

Mr. Richard Michael - yes

Mr. Michael Mamrak - yes

Mrs. Donna Gavitt - yes

Mrs. Lisa McClintock - no

Mr. Nathan Hafer - yes

Mr. Tara Buebendorf - yes

Mr. Matthew Pendrak - yes

Mrs. Shannon McConnell-Barlett-yes

Mr. Rose Trevouledes -yes (arrived@ 7:06 p.m.)

Motion Carried

Personnel: It was moved by Mr. Mamrak, seconded by Mr. Pendrak to approve the following Personnel Item:

1. **Game Worker:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Tallman that Mrs. Kimberly Tallman be approved as a Game Worker with pay determined by event.

Roll Call Vote:

Mr. Richard Michael - yes

Mr. Michael Mamrak - yes

Mrs. Donna Gavitt - yes

Mrs. Lisa McClintock - no

Mr. Nathan Hafer - no

Mrs. Tara Buebendorf - yes

Mr. Matthew Pendrak - yes

Mrs. Shannon McConnell-Barlett- no

Mrs. Rose Trevouledes - no (arrived@ 7:06 p.m.)

Motion Carried

Resignations received and accepted by Superintendent Stamm:

-Anna Trevouledes - Music Production effective December 12, 2022

-Timothy George - Director of Buildings and Grounds effective February 14, 2023

-Todd Snyder - JH Softball & Assistant Varsity Softball Coach effective December 3, 2022

-Scott Stugart - Head JH Softball & Assistant Varsity Softball Coach effective January 3, 2023

-Brian Machmer - Assistant Boys Varsity Track Coach effective January 11, 2023

Minutes: It was moved by Mr. Mamrak, seconded by Mrs. Buebendorf to approve the minutes from the meeting of December 7, 2022 as submitted.

Mr. Richard Michael - yes
Mr. Michael Mamrak - yes
Mrs. Donna Gavitt - yes
Mrs. Lisa McClintock - yes
Mr. Nathan Hafer - yes

Mrs. Tara Buebendorf - yes
Mr. Matthew Pendrak - yes
Mrs. Shannon McConnell-Barlett - yes
Mrs. Rose Trevouledes - yes (arrived @ 7:06 p.m.)

Motion Carried

Business/Financial Matters: It was moved by Mrs. Gavitt, seconded by Mr. Mamrak to approve the following Business/Financial Matters:

1. **Treasurer's Report:**

Resolved, to accept the November and December 2022 Treasurer's Report attached.

2. **Bills for Payment:**

Resolved, to accept bills for payment as listed and attached.

3. **Business Office Reports:**

(Act 24 Refotm, Capital Projects and Student Activities)

4. **BLaST Intermediate 22-23 IDEA 619 Agreement:**

Resolved, upon the recommendation of Superintendent Stamm that the attached BLaST Intermediate 22-23 IDEA 619 Agreement be approved.

5. **Intergovernmental Agreement- Borough of Hughesville:**

Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that the attached amended intergovernmental agreement with the Borough of Hughesville be approved.

6. **Assignment of Transportation Contract:**

Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that the attached Assignment of Transportation Contract be approved.

Mr. Richard Michael - yes
Mr. Michael Mamrak - yes
Mrs. Donna Gavitt - yes
Mrs. Lisa McClintock - yes
Mr. Nathan Hafer - yes

Mrs. Tara Buebendorf - yes
Mr. Matthew Pendrak - yes
Mrs. Shannon McConnell-Barlett - yes
Mrs. Rose Trevouledes - yes (arrived @ 7:06 p.m.)

Motion Carried

Public Comments:

-Amber Johnson (Franklin Twp) - Expressed concerns about the Renn incident.

-Craig Dudek (Moreland Twp) - Agreed with Amber Johnson regarding concern of Renn incident.

Suggested that seniors could help struggling students during the new flex period. Recommended that a school security committee be formed and additional School Resource Officers be hired.

-Jennifer Velmeire (Picture Rocks) - Commented on the flex period change, expressed concerns about lunch A time. Inquired about offering an ASL offering in the course selections.

Adjourn from Regular Session into Executive Session: It was moved by Mrs. Buebendorf, seconded by Mrs. McClintock to adjourn at 8:25 P.M.

Mr. Richard Michael - yes
Mr. Michael Mamrak - yes
Mrs. Donna Gavitt - yes
Mrs. Lisa McClintock - yes
Mr. Nathan Hafer-yes

Mrs. Tara Buebendorf - yes
Mr. Matthew Pendrak - yes
Mrs. Shannon McConnell-Barlett-yes
Mrs. Rose Trevoledes -yes (arrived@ 7:06 p.m.)

Motion Carried

Adjourn from Executive Session: It was moved by Mr. Mamrak, seconded by Mrs. Buebendorf to adjourn from executive session at 9:11 P.M.

Mr. Richard Michael - yes
Mr. Michael Mamrak - yes
Mrs. Donna Gavitt - yes
Mrs. Lisa McClintock - yes
Mr. Nathan Hafer - yes

Mrs. Tara Buebendorf - yes
Mr. Matthew Pendrak - yes
Mrs. Shannon McConnell-Barlett-yes
Mrs. Rose Trevoledes -yes (arrived@ 7:06 p.m.)

Motion Carried

Respectfully submitted,

Heather N. Burke

Heather N. Burke
Business Manager/Board Secretary

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1000	INSTRUCTION						
1100	.	0.00	0.00	0.00	0.00	0.00	0.00
1110	REG PROG - ELEM SECNDRY	11,686,241.00	824,939.69	4,373,850.58	35,052.55	7,277,337.87	37.73
1190	OTHER INSTRUCTIONAL PRO	348,192.00	37,299.88	181,762.88	0.00	166,429.12	52.20
1196	PCCD CARES	0.00	0.00	0.00	0.00	0.00	0.00
1200	SPEC PROG -ELEM SECNDRY	0.00	0.00	0.00	0.00	0.00	0.00
1211	LIFE SKILLS	113,134.00	17,144.59	57,978.86	51.08	55,104.06	51.29
1221	DEAF/HEARING IMPAIRED	0.00	0.00	15,257.44	0.00	(15,257.44)	0.00
1225	SPEECH & LANG IMPAIRED	140,098.00	10,464.36	50,446.00	0.00	89,652.00	36.01
1231	EMOTIONAL SUPPORT	169,114.00	0.00	0.00	0.00	169,114.00	0.00
1233	AUTISTIC SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00
1241	LEARNING DISABLE	1,664,117.00	115,311.94	575,754.88	32.00	1,088,330.12	34.60
1243	GIFTED	76,837.00	5,165.95	27,959.91	0.00	48,877.09	36.39
1270	MULTI-HANDICAPPED SUPP	31,000.00	0.00	0.00	0.00	31,000.00	0.00
1281	EARLY INTERVENTION	0.00	0.00	738.81	0.00	(738.81)	0.00
1290	SPECIAL PROGRAMS-OTHER	723,633.00	71,895.14	353,979.92	0.00	369,653.08	48.92
1291	IU INSTITUTIONALIZED CH	0.00	0.00	0.00	0.00	0.00	0.00
1300	VOCATIONAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1310	AGRICULTURAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
1341	HOME EC ED (USEFUL)	0.00	0.00	0.00	0.00	0.00	0.00
1350	INDUSTRIAL ARTS ED	1,577.00	0.00	0.00	0.00	1,577.00	0.00
1360	BUSINESS EDUCATION	479,457.00	34,471.77	169,392.01	628.92	309,436.07	35.46
1390	OTHER VOC ED PROGRAMS	520,000.00	(190.20)	345,237.09	0.00	174,762.91	66.39
1400	OTHER EDUCATIONAL PROG	0.00	0.00	0.00	0.00	0.00	0.00
1410	DRIVERS EDUCATION	24,246.00	1,027.69	6,140.04	0.00	18,105.96	25.32
1420	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
1430	HOMEBOUND INSTRUCTION	9,298.00	554.35	2,495.08	0.00	6,802.92	26.83
1441	ADJUDICATED ALT ED	20,000.00	0.00	0.00	0.00	20,000.00	0.00

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1442	ALTERNATIVE ED	40,000.00	0.00	3,936.00	0.00	36,064.00	9.84
1450	AFTER SCHOOL PROGRAMS	10,462.00	0.00	0.00	0.00	10,462.00	0.00
1490	ADDITNL OTH INST PROG	6,610.00	0.00	0.00	0.00	6,610.00	0.00
1600	ADULT ED PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
1690	OTHER ADULT ED PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
1801	PRE K INSTRUCTION	288,453.00	22,090.79	114,738.33	158.40	173,556.27	39.83
1802	PRE K ADMIN SUPPORT	1,500.00	0.00	0.00	0.00	1,500.00	0.00
1803	PRE K MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
1804	PRE K TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
1805	PRE K SNACK/MEALS	5,000.00	264.90	3,255.78	0.00	1,744.22	65.12
1806	PRE K STAFF DEV	0.00	0.00	0.00	0.00	0.00	0.00
Total		16,358,969.00	1,140,440.85	6,282,923.61	35,922.95	10,040,122.44	38.63
MAJOR FUNCTION 1000 TOTALS							
Total Expenditure		16,358,969.00	1,140,440.85	6,282,923.61	35,922.95	10,040,122.44	38.63
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
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
		16,358,969.00	1,140,440.85	6,282,923.61	35,922.95	10,040,122.44	

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2000							
2100	INSTR SUPPORT SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	590,558.00	41,516.24	210,011.43	0.00	380,546.57	35.56
2140	PSYCHOLOGICAL SERVICES	155,407.00	10,682.28	60,297.46	0.00	95,109.54	38.80
2142	PSYCHOLOGICAL TESTING	0.00	0.00	0.00	0.00	0.00	0.00
2160	SOCIAL WORK SERVICES	10,000.00	5,000.00	5,000.00	0.00	5,000.00	50.00
2190	OTHER PUPIL SERVICES	225,444.00	18,536.71	122,864.41	0.00	102,579.59	54.50
2200	SUPP SVCS - INST STAFF	0.00	0.00	0.00	0.00	0.00	0.00
2250	SCHOOL LIBRARY SERVICES	124,846.00	6,395.22	36,204.42	0.00	88,641.58	29.00
2260	INST&CURRIC DVLOP SVCS	351,478.00	27,970.07	209,499.87	1,550.00	140,428.13	60.05
2270	INST STAFF DEVELOP CERT	4,704.00	0.00	0.00	0.00	4,704.00	0.00
2271	STAFF DEV INSTRUCTIONAL	73,010.00	3,487.94	32,993.49	0.00	40,016.51	45.19
2290	OTHER INSTRUCTIONAL STAFF SERVICES	0.00	0.00	139.50	0.00	(139.50)	0.00
2300	ADM SVCS	43,021.00	0.00	0.00	0.00	43,021.00	0.00
2310	BOARD SERVICES	25,200.00	0.00	10,959.35	0.00	14,240.65	43.49
2320	BOARD TREASURER SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2330	TX ASSESSMENT & COLL	85,709.00	5,802.37	54,247.42	0.00	31,461.58	63.29
2350	LEGAL SERVICES	25,000.00	549.50	8,965.00	0.00	16,035.00	35.86
2360	OFFICE SUPERINTDNT SVCS	336,089.00	23,443.94	161,343.49	0.00	174,745.51	48.01
2380	OFFICE PRINCIPAL SVCS	1,062,863.00	75,833.41	531,717.59	558.16	530,587.25	50.08
2390	OTHER ADMIN SVCS	7,171.00	0.00	0.00	0.00	7,171.00	0.00
2400	MED/DENTAL SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2420	MEDICAL SERVICES	50,000.00	2,875.00	11,118.66	0.00	38,881.34	22.24
2440	NURSING SERVICES	281,437.00	22,799.88	114,249.16	49.10	167,138.74	40.61
2490	OTHER HEALTH SERV. (AEDS)	0.00	0.00	0.00	3,770.00	(3,770.00)	0.00
2500	SUPPORT SVCS - BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00
2511	SUPERVISION FISCAL SVCS	210,578.00	16,732.37	115,065.27	0.00	95,512.73	54.64
2514	PAYROLL SERVICES	92,632.00	6,968.91	41,750.26	0.00	50,881.74	45.07

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2515	ACCOUNTING SERVICES	99,579.00	7,667.64	54,737.72	0.00	44,841.28	54.97
2519	OTHER FISCAL SERVICES	134,125.00	6,896.91	82,270.51	0.00	51,854.49	61.34
2600	BLDGS/GRDS SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2610	SUPVIS OP&MNT PLNT SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2611	SUPERVISOR-PLNT & MAINT	122,023.00	8,950.23	59,102.76	0.00	62,920.24	48.44
2620	OPER BUILDING SVCS	1,933,112.00	120,924.91	897,776.86	150,930.32	884,404.82	54.25
2660	SECURITY SERVICES	74,260.00	6,450.42	48,219.25	236.00	25,804.75	65.25
2700	VEHICLE SVCS	0.00	0.00	3,258.00	0.00	(3,258.00)	0.00
2720	VEHICLE OPERATION SVCS	1,504,599.00	166,540.62	876,156.85	0.00	628,442.15	58.23
2730	MONITORING SERVICES	11,040.00	0.00	0.00	0.00	11,040.00	0.00
2750	NONPUBLIC TRANSPORTATIO	0.00	0.00	0.00	0.00	0.00	0.00
2790	OTHER STUDENT TRANS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
2800	OTHER SUPPORT SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2818	SYSTEM WIDE TECH SVCS	598,549.00	32,031.97	437,610.74	16,478.30	144,459.96	75.86
2832	RECRUITMENT & PLACEMENT	0.00	5.00	280.00	0.00	(280.00)	0.00
2834	STAFF DEV CERT NONINSTR	3,289.00	707.06	8,254.97	0.00	(4,965.97)	250.99
2836	STAFF DEV NONINS NONCER	4,500.00	350.00	1,835.50	0.00	2,664.50	40.79
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total		8,255,223.00	619,118.60	4,195,929.94	173,571.88	3,885,721.18	52.93

MAJOR FUNCTION 2000 TOTALS

Total Expenditure	8,255,223.00	619,118.60	4,195,929.94	173,571.88	3,885,721.18	52.93
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
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
	8,255,223.00	619,118.60	4,195,929.94	173,571.88	3,885,721.18	

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
3000							
3200	SCHOOL SPON STUDENT ACT	0.00	0.00	0.00	0.00	0.00	0.00
3210	SCHL SPONS STUDENT ACTY	80,321.00	3,357.56	17,724.32	0.00	62,596.68	22.07
3250	ATHLETICS	638,781.00	27,185.91	361,079.68	9,264.24	268,437.08	57.98
3300	COMMUNITY SERVICES	44,706.00	1,636.85	18,538.77	0.00	26,167.23	41.47
3390	OTHER COMMUNITY SVCS	0.00	0.00	0.00	0.00	0.00	0.00
Total		763,808.00	32,180.32	397,342.77	9,264.24	357,200.99	53.23
MAJOR FUNCTION 3000 TOTALS							
Total Expenditure		763,808.00	32,180.32	397,342.77	9,264.24	357,200.99	53.23
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
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
		763,808.00	32,180.32	397,342.77	9,264.24	357,200.99	

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
4000							
4200	EXISTING SITE IMPROVE	0.00	0.00	0.00	0.00	0.00	0.00
4400	ARCHITECT SITE IMP SVCS	0.00	0.00	206,773.09	0.00	(206,773.09)	0.00
4500	BA C & I SVCS-O&A	0.00	0.00	0.00	0.00	0.00	0.00
4600	BUILD IMPROV SVCS-REPL	0.00	29,996.76	677,720.24	243,186.05	(920,906.29)	0.00
Total		0.00	29,996.76	884,493.33	243,186.05	(1,127,679.38)	0.00
MAJOR FUNCTION 4000 TOTALS							
Total Expenditure		0.00	29,996.76	884,493.33	243,186.05	(1,127,679.38)	0.00
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
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
		0.00	29,996.76	884,493.33	243,186.05	(1,127,679.38)	

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
5000							
5100	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE FEES	0.00	0.00	0.00	0.00	0.00	0.00
5120	REFUNDING BONDS	0.00	0.00	0.00	0.00	0.00	0.00
5130	REFUND PRIOR YR RECEIPT	0.00	0.00	0.00	0.00	0.00	0.00
5220	SPEC REV FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5230	CAPITAL PROJECTS TRANS	0.00	0.00	0.00	0.00	0.00	0.00
5240	DEBT SERVICE	1,700,000.00	0.00	1,262,114.50	0.00	437,885.50	74.24
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5800	SUSPENSE ACCOUNT	0.00	(81,530.66)	1,813,251.79	5,479.95	(1,818,731.74)	0.00
5900	BUDGETARY RESERVE	350,000.00	0.00	0.00	0.00	350,000.00	0.00
Total		2,050,000.00	(81,530.66)	3,075,366.29	5,479.95	(1,030,846.24)	150.29
MAJOR FUNCTION 5000 TOTALS							
Total Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure		2,050,000.00	(81,530.66)	3,075,366.29	5,479.95	(1,030,846.24)	150.29
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
		2,050,000.00	(81,530.66)	3,075,366.29	5,479.95	(1,030,846.24)	

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6000							
6111	CURRENT REAL ESTATE TX	(7,545,761.00)	(281,267.47)	(7,610,749.19)	0.00	64,988.19	100.86
6112	INTERIM REAL ESTATE TX	(25,000.00)	(1,896.80)	(9,670.03)	0.00	(15,329.97)	38.68
6113	PUBLIC UTIL REALTY TX	(10,000.00)	0.00	(10,199.96)	0.00	199.96	102.00
6114	PAYMENTS LU OF CURR TX	0.00	0.00	(906.00)	0.00	906.00	0.00
6151	CUR 511 EARN INCOME TX	(2,750,000.00)	(248,974.36)	(770,344.57)	0.00	(1,979,655.43)	28.01
6153	CUR 511 RL EST TRANS TX	(115,000.00)	(16,039.88)	(94,925.86)	0.00	(20,074.14)	82.54
6411	DELINQ REAL ESTATE TAX	(440,000.00)	(26,691.23)	(136,291.98)	0.00	(303,708.02)	30.98
6420	DELINQ PER CAP TX 679	0.00	0.00	0.00	0.00	0.00	0.00
6441	DELINQ 511 PER CAP TAX	0.00	0.00	0.00	0.00	0.00	0.00
6442	DELINQ 511 OCC TX-F R	0.00	0.00	0.00	0.00	0.00	0.00
6510	INT ON INVEST & CHK ACC	(20,000.00)	(29,977.22)	(151,777.48)	0.00	131,777.48	758.89
6511	PLGIT INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
6512	CD INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
6513	TAX COLLECTION INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
6514	PLGIT/PLUS INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
6710	ATHLETIC RECEIPTS	(46,000.00)	(9,368.00)	(41,345.00)	0.00	(4,655.00)	89.88
6740	PARKING PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
6810	REV LOCAL GOV UNITS	0.00	0.00	0.00	0.00	0.00	0.00
6821	LCCC VOC ED SUBSIDY	(100,000.00)	0.00	0.00	0.00	(100,000.00)	0.00
6831	FEDERAL FUNDS FROM LEAS	0.00	0.00	0.00	0.00	0.00	0.00
6832	IDEA PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00
6833	ARP IDEA REVENUE RECEIVED AS PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00
6834	ARRA WORKFORCE INVEST	0.00	0.00	0.00	0.00	0.00	0.00
6837	Federal CARES Act Pass Through County	0.00	0.00	0.00	0.00	0.00	0.00
6839	FED FROM INTERMEDIARY	(300,000.00)	0.00	0.00	0.00	(300,000.00)	0.00
6890	REVENUE OTHER INTERMED	0.00	0.00	0.00	0.00	0.00	0.00
6910	RENTALS	(283,459.00)	(3,230.00)	(149,557.00)	0.00	(133,902.00)	52.76

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6915	DRIVER TRAINING FEES	(5,000.00)	(280.00)	(6,440.00)	0.00	1,440.00	128.80
6920	CONT&DONAT PRIV SRCS	(10,000.00)	(3,200.00)	(3,200.00)	0.00	(6,800.00)	32.00
6941	REG DAY SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6942	SUMMER SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6943	ADULT EDUCATION TUITION	(6,000.00)	0.00	(1,900.00)	0.00	(4,100.00)	31.67
6944	RECEIPTS OTHER LEAS	0.00	0.00	(8,702.80)	0.00	8,702.80	0.00
6949	OTHER TUITION PATRONS	0.00	0.00	0.00	0.00	0.00	0.00
6969	SERVICES TO OTHER LEAS	(46,500.00)	(4,066.50)	(28,465.50)	0.00	(18,034.50)	61.22
6980	COMMUNITY SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
6983	REV- COMM SER ACT	0.00	0.00	0.00	0.00	0.00	0.00
6990	MISCELLANEOUS REVENUE	0.00	(63.88)	(823.97)	0.00	823.97	0.00
6991	REFUNDS OF PRIOR YEAR	0.00	0.00	0.00	0.00	0.00	0.00
6992	ENERGY INCENTIVES	0.00	0.00	0.00	0.00	0.00	0.00
6999	MISCELLANEOUS	0.00	0.00	(384.35)	0.00	384.35	0.00
Total		(11,702,720.00)	(625,055.34)	(9,025,683.69)	0.00	(2,677,036.31)	77.12

MAJOR FUNCTION 6000 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	(11,702,720.00)	(625,055.34)	(9,025,683.69)	0.00	(2,677,036.31)	77.12
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	(11,702,720.00)	(625,055.34)	(9,025,683.69)	0.00	(2,677,036.31)	

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7000							
7110	BASIC INSTRUCTNL SUBSI	0.00	0.00	0.00	0.00	0.00	0.00
7111	BASIC EDUCATION FUNDING	(8,390,282.00)	0.00	(3,995,890.57)	0.00	(4,394,391.43)	47.63
7112	BASIC EDUCATION SS REV	(517,746.00)	0.00	(59,257.39)	0.00	(458,488.61)	11.45
7115	READ TO SUCCEED	0.00	0.00	0.00	0.00	0.00	0.00
7140	REIMB OF CHARTER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
7150	PERFORMANCE INCENTIVE	0.00	0.00	0.00	0.00	0.00	0.00
7160	STATE TUITION	(30,000.00)	0.00	0.00	0.00	(30,000.00)	0.00
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATONAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7240	DRIVER ED - STUDENT	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRANT EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	(1,085,302.00)	(181,267.00)	(725,068.00)	0.00	(360,234.00)	66.81
7292	PRE K COUNTS	(275,000.00)	(36,309.52)	(182,142.87)	0.00	(92,857.13)	66.23
7310	TRANS (REGULAR&ADDIT)	(855,150.00)	0.00	0.00	0.00	(855,150.00)	0.00
7311	S D TRANSPORTATION	0.00	0.00	(485,642.00)	0.00	485,642.00	0.00
7312	N P TRANSPORTATION	0.00	0.00	(1,540.00)	0.00	1,540.00	0.00
7320	RENT & SINKING FUND PAY	(203,725.00)	0.00	(220,290.05)	0.00	16,565.05	108.13
7330	MED & DENTAL SERVICES	(30,000.00)	0.00	0.00	0.00	(30,000.00)	0.00
7340	SUPPLEMENTAL BASIC EDU	(672,001.00)	0.00	(672,000.66)	0.00	(0.34)	100.00
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7361	SCHOOL SAFETY & SECUR	0.00	0.00	0.00	0.00	0.00	0.00
7362	SCHOOL MENTAL HEALTH & SAFETY AND SECURITY GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7369	OTHR SAFE SCHOOLS GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	PA ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7502	DUAL ENROLLMENT	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLOCK GT	(267,638.00)	(267,638.00)	(267,638.00)	0.00	0.00	100.00

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7506	PASMA RT GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7510	YSYM	0.00	0.00	0.00	0.00	0.00	0.00
7520	OTHER STATE PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
7599	OTHER STATE PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
7810	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
7820	REV-RETIREMENT PAYMENTS	(2,338,677.00)	0.00	(270,082.39)	0.00	(2,068,594.61)	11.55
Total		(14,665,521.00)	(485,214.52)	(6,879,551.93)	0.00	(7,785,969.07)	46.91

MAJOR FUNCTION 7000 TOTALS

Total Expenditure	0.00	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	0.00
Total Revenue	(14,665,521.00)	(485,214.52)	(6,879,551.93)	0.00	(7,785,969.07)	46.91	
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	(14,665,521.00)	(485,214.52)	(6,879,551.93)	0.00	(7,785,969.07)		

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8000							
8512	COVID-19 SECIM	0.00	0.00	0.00	0.00	0.00	0.00
8514	TITLE I	(304,000.00)	(20,555.67)	(82,222.68)	0.00	(221,777.32)	27.05
8515	NCLB Title II Tch Trn	(47,000.00)	(3,219.67)	(12,878.68)	0.00	(34,121.32)	27.40
8517	TITLE IV	(22,000.00)	(1,529.67)	(6,118.68)	0.00	(15,881.32)	27.81
8518	NCLB Title V Innov	0.00	0.00	0.00	0.00	0.00	0.00
8690	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
8708	ARRA STATE FISCAL STABA	0.00	0.00	0.00	0.00	0.00	0.00
8743	ESSER II	0.00	0.00	(130,318.50)	0.00	130,318.50	0.00
8744	ARP ESSER III	0.00	0.00	(206,104.55)	0.00	206,104.55	0.00
8749	CARES ACT FUNDING	0.00	0.00	0.00	0.00	0.00	0.00
8751	ARP ESSER Learning Loss	0.00	0.00	(14,880.52)	0.00	14,880.52	0.00
8752	ARP ESSER Summer Programs	0.00	0.00	(2,731.09)	0.00	2,731.09	0.00
8753	ARP ESSER After School Programs	0.00	0.00	(3,037.32)	0.00	3,037.32	0.00
8810	ACCESS-MEDICAL ASSIST	(75,000.00)	0.00	(741.94)	0.00	(74,258.06)	0.99
8820	MA ADMIN FEES	0.00	0.00	741.94	0.00	(741.94)	0.00
Total		(448,000.00)	(25,305.01)	(458,292.02)	0.00	10,292.02	102.30
MAJOR FUNCTION 8000 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		(448,000.00)	(25,305.01)	(458,292.02)	0.00	10,292.02	102.30
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		(448,000.00)	(25,305.01)	(458,292.02)	0.00	10,292.02	

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
9000							
9120	PROCEEDS FROM REFUNDING	0.00	0.00	0.00	0.00	0.00	0.00
9130	BOND PREMIUMS	0.00	0.00	0.00	0.00	0.00	0.00
9200	PROCEEDS FROM LT FINANC	0.00	0.00	0.00	0.00	0.00	0.00
9330	CAPITAL PROJ FUND TRANS	0.00	0.00	0.00	0.00	0.00	0.00
9400	SALE OR LOSS OF FA	0.00	0.00	0.00	0.00	0.00	0.00
9500	REFUNDS PRIOR YRS EXPDT	0.00	0.00	0.00	0.00	0.00	0.00
9990	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00
9999	ERROR	0.00	0.00	0.00	0.00	0.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00
MAJOR FUNCTION 9000 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		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
		0.00	0.00	0.00	0.00	0.00	

Condensed Board Summary Report

From 01/01/2023 To 01/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Grand Totals	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	25,378,000.00	1,821,736.53	11,760,689.65	461,945.12	13,155,365.23	48.16
Total Other Expenditure	2,050,000.00	(81,530.66)	3,075,366.29	5,479.95	(1,030,846.24)	150.29
Total Revenue	(26,816,241.00)	(1,135,574.87)	(16,363,527.64)	0.00	(10,452,713.36)	61.02
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	611,759.00	604,631.00	(1,527,471.70)	467,425.07	1,671,805.63	

**East Lycoming School District
Treasurer's Report
January 31, 2023**

General Fund Checking Account	January 1, 2023	4,668,785.35
PLGIT Account	January 1, 2023	5,409,718.35
TOTAL		10,078,503.70

Cash Receipts	January 2023	1,242,080.75
Cash Disbursements	January 2023	(1,618,081.35)
NET CASH CHANGE		(376,000.60)

General Fund Checking Account	January 31, 2023	3,761,297.75
PLGIT Account	January 31, 2023	5,941,205.35
TOTAL		9,702,503.10

Interest Rates	Nov-22	Dec-22	Jan-23
Checking MBT	2.25%	2.25%	2.25%
PLGIT	3.44%	3.90%	4.16%

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND Payment Dates: 01/13/2023 - 02/16/2023

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

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000049272	01/20/2023	AMPLIFIED IT	SUBSCRIPTION RENEWAL		800.00
0000049273	01/20/2023	CBIZ PAYROLL	SECTION 125 FEES		10.50
0000049274	01/20/2023	COMCAST	COMMUNICATION		189.85
0000049275	01/20/2023	HUGHESVILLE BOROUGH WATER	WATER - ASHKAR		500.00
0000049276	01/20/2023	MOJO ACTIVE	ADVERTISING		1,500.00
0000049277	01/20/2023	PMEA DISTRICT 8	DISTRICT CHORUS		115.00
0000049278	01/20/2023	WEX BANK	GASOLINE - DIST. & DRIVERS ED.		417.33
0000049279	01/20/2023	UGI CENTRAL PENN GAS	NATURAL GAS		1,633.68
0000049280	01/20/2023	VERIZON WIRELESS	COMMUNICATION		90.12
0000049281	01/20/2023	VICTORIA R WELCH	FIELD TRIP EXPENSE		20.29
0000049282	01/26/2023	PPL ELECTRIC UTILITIES	****VOID****		0.00
0000049283	01/26/2023	UGI ENERGY SERVICES LLC	ELECTRICITY		1,664.04
0000049284	01/26/2023	WASTE MANAGEMENT OF PA INC	DISPOSAL SERVICE		3,094.32
0000049285	01/26/2023	WINDSTREAM	COMMUNICATION		2,858.83
0000049286	01/26/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		250.42
0000049287	01/31/2023	WOLF TOWNSHIP	LAND DEVELOPMENT PLANS		2,500.00
0000049288	02/01/2023	LYCOMING COUNTY PLANNING COMMISSION	LAND DEVELOPMENT PLANS		3,551.76
0000049289	02/02/2023	AT&T MOBILITY	COMMUNICATION		281.89
0000049290	02/02/2023	COLLEGE ENTRANCE EXAMINATION BOARD	PSAT FEES		2,214.00
0000049291	02/02/2023	DIRECT ENERGY BUSINESS	ELECTRICITY		82.13
0000049292	02/02/2023	ELSD PETTY CASH	MEALS		68.33
0000049293	02/02/2023	PENNSYLVANIA PAPER & SUPPLY COMPANY	BUILDING/MAINTENANCE SUPPLIES		1,014.30
0000049294	02/02/2023	MICHAEL D PAWLIK	CHECK REISSUE- MATERIALS TO BUILD HS PODIUM		184.86
0000049295	02/02/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		5,628.41
0000049296	02/02/2023	T-MOBILE	COMMUNICATION		219.83
0000049297	02/02/2023	UGI CENTRAL PENN GAS	UTILITIES		3,118.31
0000049298	02/02/2023	WINDSTREAM	COMMUNICATION		509.22
0000049299	02/10/2023	PMEA DISTRICT 8	MUSIC REGISTRATION		146.00
0000049300	02/10/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		1,579.73
0000049301	02/14/2023	COMMONWEALTH OF PA CLEAN WATER FUND	NPDES DISTURBED ACRE FEE		1,500.00
0000049302	02/14/2023	LYCOMING COUNTY CONSERVATION DISTRICT	E&S CONTROL PLAN REVIEW FEE		1,200.00
0000049303	02/14/2023	LYCOMING COUNTY CLEAN WATER FUND	NPDES PERMIT FEE		500.00
0000049304	02/16/2023	ASHLEY GARDNER	TRAVEL 1/3-4/2023		12.45
0000049305	02/16/2023	AMBER HOLBROOK	CLASSROOM SUPPLIES		58.65
0000049306	02/16/2023	AMAZON CAPITAL SERVICES	NOVELS,CLASS SUPPLIES		1,995.02
0000049307	02/16/2023	AMERICAN CANCER SOCIETY	DRESS DOWN DONATION		150.00
0000049308	02/16/2023	AMERICHEM INTERNATIONAL, INC.	BUILDING/MAINTENANCE SUPPLIES		7,035.54

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND **Payment Dates:** 01/13/2023 - 02/16/2023

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

Sort: Payment Number

0000049309	02/16/2023	AMPLIFIED IT	GOOGLE WORKSPACE	5,100.00
0000049310	02/16/2023	ASHKAR CAFETERIA	PRE-K COUNTS MEALS	243.35
0000049311	02/16/2023	B. J. BUS CO.	CONTRACTED CARRIERS	22,742.24
0000049312	02/16/2023	LAUREN BALLIET	TEACHER ALLOWANCE	50.00
0000049313	02/16/2023	LAURA BARONDEAU	COFFEE SHOP SUPPLIES-GRANT FUNDED	88.12
0000049314	02/16/2023	BEN FRANKLIN STORE	NURSE SUPPLIES	17.52
0000049315	02/16/2023	BEST LINE EQUIPMENT	EQUIPMENT LEASE	1,146.68
0000049316	02/16/2023	BEST PLUMBING SPECIALTIES INC	BUILDING/MAINTENANCE SUPPLIES	682.06
0000049317	02/16/2023	B&H PHOTO-VIDEO	CLASSROOM SUPPLIES	26.24
0000049318	02/16/2023	BLAST INTERMEDIATE UNIT 17	4TH INSTALL SPEC ED BILLING	65,163.01
0000049319	02/16/2023	BUCK LUMBER COMPANY	MAINTENANCE SUPPLIES	235.31
0000049320	02/16/2023	MELISSA K BUNCE	TRAVEL 1/2-4/2023	26.20
0000049321	02/16/2023	HEATHER N BURKE	TRAVEL 10/20/2022 & 1/17/2023	47.93
0000049322	02/16/2023	CAROLINA BIOLOGICAL SUPPLY	CLASSROOM SUPPLIES	56.88
0000049323	02/16/2023	CAPP USA	MAINTENANCE SUPPLIES	533.69
0000049324	02/16/2023	CARDIO PARTNERS	AED REPLACEMENT MACHINES	3,770.00
0000049325	02/16/2023	CBIZ PAYROLL	SECTION 125 FEES	10.50
0000049326	02/16/2023	CDW GOVERNMENT	PROJECTOR REPLACEMENTS, TECH SUPPLIES	3,881.71
0000049327	02/16/2023	CENTRAL PA MOBILE SHREDDING	SHREDDING SERVICES	225.00
0000049328	02/16/2023	CHROMEBOOKPARTS.COM	CHROMEBOOK PARTS	1,709.40
0000049329	02/16/2023	CLARION STREET CONSULTING	SERVER UPDATES, HVAC VLAN, TECH SERVICES	850.00
0000049330	02/16/2023	CM REGENT LLC	LIFE INSURANCE - FEBRUARY 2023	1,479.30
0000049331	02/16/2023	COLE'S HARDWARE INC	MAINTENANCE & TECH SUPPLIES	145.88
0000049332	02/16/2023	COMCAST	COMMUNICATION	4,517.29
0000049333	02/16/2023	COMMONWEALTH CHARTER ACADEMY	STUDENT TUITION (43)	48,837.84
0000049334	02/16/2023	CORI COTNER	TECH MEETING SNACKS	158.95
0000049335	02/16/2023	D.R. SNYDER INC.	CONTRACTED CARRIERS	48,522.07
0000049336	02/16/2023	EAST LYCOMING SHOPPER	ADVERTISING	292.95
0000049337	02/16/2023	JC EHRlich	PEST MANAGEMENT - ALL BLDGS	1,358.76
0000049338	02/16/2023	ENERGY POWER INVESTMENT COMPANY LLC	ELECTRICITY	1,342.27
0000049339	02/16/2023	SHANNON L ENGLISH	SCIENCE SUPPLIES	31.29
0000049340	02/16/2023	ENVIRONMENTAL SERVICE LABORATORIES INC.	WATER TESTING - RENN, FERRELL	243.38
0000049341	02/16/2023	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES	81.62
0000049342	02/16/2023	HAROLD FRY	BUS PHYSICAL	55.00
0000049343	02/16/2023	GUYETTE COMMUNICATIONS	BILLING FOR BELL SCHEDULE CHANGE	388.00
0000049344	02/16/2023	HERFF JONES LLC	DIPLOMA COVERS	1,004.16
0000049345	02/16/2023	HILL WELL DRILLING, INC.	FERRELL - WELL REPLACEMENT	2,420.50
0000049346	02/16/2023	HILSHER DESIGNS	ADVERTISING PRODUCTS	1,919.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND **Payment Dates:** 01/13/2023 - 02/16/2023

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

Sort: Payment Number

0000049347	02/16/2023	HUGHESVILLE BOROUGH	SRO SERVICES	6,610.00
0000049348	02/16/2023	HUNTER & LOMISON INC	RENN - WATER PUMP REPLACEMENT	1,961.64
0000049349	02/16/2023	INSTITUTE FOR MULTI-SENSORY EDUCATION	SUBSCRIPTION	125.00
0000049350	02/16/2023	INSIGHT PA CYBER CHARTER SCHOOL	STUDENT TUITION (2)	2,031.78
0000049351	02/16/2023	IPS GLOBAL	TONER CARTRIDGES	1,589.70
0000049352	02/16/2023	K&S MUSIC CENTER LLC	SOUND SYSTEM - AUDITORIUM/GYM	5,410.38
0000049353	02/16/2023	SAPPHIREK12, INC	SAPPHIRE SOFTWARE-CREDENTIALING MODIFICATION	1,000.00
0000049354	02/16/2023	K&D FACTORY SERVICE INC	EQUIPMENT CHECK/REPAIRS	1,512.95
0000049355	02/16/2023	KEYSTONE ADVERTISING SPECIALTIES	PLAQUE PLATES	2,017.20
0000049356	02/16/2023	CHRISTINE KITZMILLER	CONTRACTED CARRIERS	7,747.58
0000049357	02/16/2023	LAW OFFICES OF ANGELA J. EVANS	LEGAL SERVICES	108.00
0000049358	02/16/2023	LYCO CAREER & TECH CENTER	STUDENT TUITION (83)	87,269.76
0000049359	02/16/2023	DWIGHT LEWIS LUMBER CO INC	BIOMASS FUEL	5,555.34
0000049360	02/16/2023	LOCKARD INSURANCE AGENCY	21/22 WORKERS COMP AUDIT	700.00
0000049361	02/16/2023	LOWES	MAINTENANCE SUPPLIES	74.51
0000049362	02/16/2023	LYCOMING VALLEY BATTERIES LLC	BATTERIES	1,015.25
0000049363	02/16/2023	WILLIAM V MACGILL & CO	AUDIOMETER	1,055.00
0000049364	02/16/2023	MARCO	COPY CHARGES	1,011.69
0000049365	02/16/2023	PEF/MATHCOUNTS	MATH COMPETITION FEE	160.00
0000049366	02/16/2023	MAXIM HEALTHCARE SERVICES INC	STUDENT SERVICES	3,970.50
0000049367	02/16/2023	MCCORMICK LAW FIRM	LEGAL SERVICES	863.00
0000049368	02/16/2023	THE MEADOWS PSYCHIATRIC CENTER	STUDENT TUITION (1)	335.00
0000049369	02/16/2023	MESSERSMITH MANUFACTURING INC	AUGER	1,523.28
0000049370	02/16/2023	MULTI-HEALTH SYSTEMS	PSYCHOLOGY DEPT TESTS	250.00
0000049371	02/16/2023	MYERS ENVIRONMENTAL SERVICES LLC	ROUTINE OPS & MGMNT	2,568.00
0000049372	02/16/2023	ELERY W NAU INC	MAINTENANCE SUPPLIES	7.47
0000049373	02/16/2023	NASSP/NHS	NATIONAL HONOR SOCIETY MEMBERSHIP	385.00
0000049374	02/16/2023	NCS PEARSON INC	PSYCHOLOGY DEPT TESTS	52.95
0000049375	02/16/2023	NEW STORY LLC	STUDENT TUITION (1)	7,543.00
0000049376	02/16/2023	NATIONAL INTERSCHOLASTIC ATH ADMIN	AD ONLINE COURSES	250.00
0000049377	02/16/2023	NRG CONTROLS NORTH INC	FMCS UPGRADE INSTALLMENT - GRANT FUNDS	111,700.00
0000049378	02/16/2023	LONNIE F OHNMEISS	CONTRACTED CARRIERS	5,165.82
0000049379	02/16/2023	PENNSYLVANIA PAPER & SUPPLY COMPANY	BUILDING/MAINTENANCE SUPPLIES	3,422.44
0000049380	02/16/2023	PENNSYLVANIA CYBER CHARTER SCHOOL	STUDENT TUITION (9)	9,970.74
0000049381	02/16/2023	PA FBLA	STATE COMPETITION FEES	15,202.00
0000049382	02/16/2023	PENNSYLVANIA LEADERSHIP CHARTER	STUDENT TUITION (4)	4,123.54
0000049383	02/16/2023	APRIL PAULHAMUS	TEACHER INCENTIVES	60.00
0000049384	02/16/2023	RESERVE ACCOUNT	POSTAGE REFILL	500.00

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND **Payment Dates:** 01/13/2023 - 02/16/2023

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0000049385	02/16/2023	PITNEY BOWES INC.	POSTAGE MACHINE RENTAL & SUPPLIES	335.94
0000049386	02/16/2023	PMEA DISTRICT 8	BAND & OCHESTRA REGISTRATION	483.00
0000049387	02/16/2023	PSADA	22-23 DISTRICT PSADA MEMBERSHIP FEE	50.00
0000049388	02/16/2023	PSBA INSURANCE TRUST	UNEMPLOYMENT CLAIMS 2ND QTR 22-23	6,391.14
0000049389	02/16/2023	QBS INC	SAFETY CARE TRAINER TRAINING	1,750.00
0000049390	02/16/2023	QUILL CORPORATION	CLASS SUPPLIES	784.74
0000049391	02/16/2023	RAKESTRAW TRANSPORTATION INC	CONTRACTED CARRIERS	13,813.74
0000049392	02/16/2023	REACH CYBER CHARTER SCHOOL	STUDENT TUITION (1)	1,015.89
0000049393	02/16/2023	RENN CAFETERIA	PRE-K COUNTS MEALS	231.45
0000049394	02/16/2023	RIDDELL ALL AMERICAN SPORTS CORP	HELMET REPLACEMENTS	2,529.95
0000049395	02/16/2023	RYNHART MUSIC ENTERPRISES LLC	BAND MUSIC & SUPPLIES	883.42
0000049396	02/16/2023	SAGE TECHNOLOGY SOLUTIONS	REPAIR - LIBRARY DOOR	300.00
0000049397	02/16/2023	SCHAEGLER/YESCO DIST	MAINTENANCE SUPPLIES	2,620.00
0000049398	02/16/2023	SCHOOL SPECIALTY LLC	CLASSROOM & OFFICE SUPPLIES	109.22
0000049399	02/16/2023	SHI INTERNATIONAL CORP	GOOGLE MFA KEY	1,030.00
0000049400	02/16/2023	T M SNYDER INC	CONTRACTED CARRIERS	44,391.05
0000049401	02/16/2023	SARAH SNEDEKER	TRAVEL 1/2-4/2023	13.10
0000049402	02/16/2023	SPORTSMANS	RECON. - FTBLL HELMETS, BASEBALL SUPPLIES	4,962.70
0000049403	02/16/2023	MARISA SPONHOUSE	TRAVEL 1/4-30/2023	64.85
0000049404	02/16/2023	STANLEY & GRAY PRINTING	OFFICE SUPPLIES	402.00
0000049405	02/16/2023	STROUP BUS COMPANY LLC	CONTRACTED CARRIERS	35,202.98
0000049406	02/16/2023	SUN-GAZETTE	ADVERTISING	628.23
0000049407	02/16/2023	WEX BANK	GASOLINE - DIST. & DRIVERS ED.	485.76
0000049408	02/16/2023	SUGAR VALLEY RURAL CHARTER SCHOOLS	STUDENT TUITION (2)	2,031.77
0000049409	02/16/2023	KENNETH TALLMAN	TRAVEL 1/4-2/1/2023	273.79
0000049410	02/16/2023	TJ'S MARKET	TEENLINK SUPPLIES	7.70
0000049411	02/16/2023	TOPP BUSINESS SOLUTIONS	COPY CHARGES	1,484.18
0000049412	02/16/2023	TRANSFINDER	ANNUAL SUBSCRIPTION	6,500.00
0000049413	02/16/2023	U-LINE	TABLES	394.11
0000049414	02/16/2023	KATIE M ULMER	GIFTED BOOK STUDY	29.96
0000049415	02/16/2023	UNDEFEATED SPORTS	SECURITY SUPPLIES	375.00
0000049416	02/16/2023	UPMC	OT/PT SERVICES - DEC 2022	2,197.00
0000049417	02/16/2023	VERITIV OPERATING COMPANY	COPY PAPER	3,838.40
0000049418	02/16/2023	VERIZON WIRELESS	COMMUNICATION	90.12
0000049419	02/16/2023	VEX ROBOTICS	CLASSROOM BUNDLE	11,997.00
0000049420	02/16/2023	JILL R WARG	TRAVEL 1/3-31/2023	196.50
0000049421	02/16/2023	KARIN WAUGH	TRAVEL 1/3-13/2023	22.27
0000049422	02/16/2023	WEBB WEEKLY	ADVERTISING	285.00

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Sort: Payment Number

0000049423	02/16/2023	WF WELLIVER & SON INC	REPLACEMENT MOWER - CAPITAL POJECT FUNDS	20,446.75
0000049424	02/16/2023	WOLF TOWNSHIP	ROAD SALT	277.80
0000049425	02/16/2023	GEORGE WOOD	PRAXIS TEST/PDE CERTIFICATE	330.00
0000049426	02/16/2023	WPS	PSYCHOLOGY DEPT TESTS	375.10
0000049427	02/16/2023	TRACY M YERG	SCIENCE SUPPLIES	19.51
* 00WIRE1298	01/12/2023	DELTA DENTAL	DENTAL INSURANCE 01/06/2023	778.00
* 00WIRE1300	01/23/2023	RELIANCE STANDARD LIFE	DISABILITY INSURANCE 01/2023	494.53
* 00WIRE1301	01/23/2023	RELIANCE STANDARD LIFE	DISABILITY INSURANCE 02/2023	494.53
* 00WIRE1302	01/24/2023	ELSD PAYROLL ACCOUNT	SALARIES & BENEFITS - 01/27/23 PAY	471,484.22
* 00WIRE1303	01/27/2023	DELTA DENTAL	DENTAL INSURANCE 01/20/2023	6,143.80
* 00WIRE1304	02/03/2023	CARDMEMBER SERVICE	CREDIT CARD STATEMENT 01/2023	6,949.98
* 00WIRE1305	02/03/2023	ELSD CAFETERIA	FOOD SERVICE DONATED COMMODITIES REFUND	1,391.71
* 00WIRE1306	02/08/2023	ELSD PAYROLL ACCOUNT	SALARIES & BENEFITS - 02/10/23 PAY	459,524.56
10 - GENERAL FUND				1,677,859.88
Grand Total All Funds				1,677,859.88
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				(250.42)
Grand Total Other Disbursement Non-negotiables				947,261.33
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				730,598.55
Grand Total All Payments				1,677,859.88

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**February 2023 Statement**

Open Date: 01/04/2023 Closing Date: 02/01/2023

Page 1 of 5

**Visa® Community Card**
EAST LYCOMING SCHOOL

Account: [REDACTED]

Cardmember Service
BUS 30 ELN**1-866-552-8855**
1**New Balance** \$6,949.98
Minimum Payment Due \$6,949.98
Payment Due Date 02/28/2023**Late Payment Warning:** As a reminder, your card is a pay in full product. If we do not receive your payment in full by the date listed above, a fee of either 3.00% of the payment due or \$39.00 minimum, whichever is greater, will apply.**Reward Points**Earned This Statement 7,154
Reward Center Balance 157,654

as of 01/31/2023

For details, see your rewards summary.

Activity Summary

Previous Balance	+	\$1,845.42
Payments	-	\$1,845.42 ^{CR}
Other Credits	-	\$237.38 ^{CR}
Purchases	+	\$7,158.99
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits	+	\$28.37
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance = \$6,949.98**Past Due** \$0.00**Minimum Payment Due** \$6,949.98

Credit Line \$10,000.00

Available Credit \$3,050.02

Days in Billing Period 29

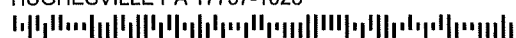
Payment Options:Mail payment coupon
with a checkPay online at
myaccountaccess.comPay by phone
1-866-552-8855

No payment is required.

CPN 002057658



24-Hour Cardmember Service: 1-866-552-8855

☎ . to pay by phone
☎ . to change your addressEAST LYCOMING SCHOOL
ACCOUNTS PAYABLE
349 CEMETERY ST
HUGHESVILLE PA 17737-1028**Automatic Payment**

Account Number: [REDACTED]

Your new full balance of \$6,949.98 will be
automatically deducted from your account on
02/22/23.



February 2023 Statement 01/04/2023 - 02/01/2023

Page 2 of 5

EAST LYCOMING SCHOOL [REDACTED]

Cardmember Service

1-866-552-8855

Community Card Rewards

Rewards Center Activity as of 01/31/2023

Rewards Center Activity*	0
Rewards Center Balance	157,654

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	7,154	7,582
Total Earned	7,154	7,582

Points Expiring on 03/31/2023: 129

For rewards program inquiries and redemptions, call 1-888-229-8864 from 8:00 am to 10:00 pm (CST) Monday through Friday, 8:00 am to 5:30 pm (CST) Saturday and Sunday. Automated account information is available 24 hours a day, 7 days a week.

Important Messages

Paying Interest: You have a 24 to 30 day interest-free period for Purchases provided you have paid your previous balance in full by the Payment Due Date shown on your monthly Account statement. In order to avoid additional INTEREST CHARGES on Purchases, you must pay your new balance in full by the Payment Due Date shown on the front of your monthly Account statement.

There is no interest-free period for transactions that post to the Account as Advances or Balance Transfers except as provided in any Offer Materials. Those transactions are subject to interest from the date they post to the Account until the date they are paid in full.

Your payment of \$6949.98 will be automatically deducted from your bank account on 02/22/2023. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions BURKE, HEATHER N Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
01/11	01/09	7907	PETE&C 717-5409551 PA	\$135.00	_____
01/17	01/15	2921	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	_____
Total for Account				\$156.19	

Transactions CREASY, ADAM Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/17	01/13	3548	ZENDESK - US ZENDESK.COM CA MERCHANDISE/SERVICE RETURN	\$5.33CR	_____
Purchases and Other Debits					
01/05	01/04	5501	ZENDESK - US ZENDESK.COM CA	\$572.40	_____
01/09	01/07	4743	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.89	_____
01/11	01/09	7915	PETE&C 717-5409551 PA	\$135.00	_____

Continued on Next Page



February 2023 Statement 01/04/2023 - 02/01/2023

EAST LYCOMING SCHOOL

Cardmember Service

Page 3 of 5

1-866-552-8855

Transactions		CREASY, ADAM		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
01/17	01/16	5236	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$15.89	
01/17	01/14	7055	TOTALCHOICE HOSTING 800-2010461 MI	\$28.00	
01/17	01/14	9498	DROPBOX SIGN MONTHLY HTTPSWWW.HELL CA	\$63.60	
01/17	01/13	5347	ZENDESK - US ZENDESK.COM CA	\$5.33	
01/18	01/17	8103	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$15.89	
01/18	01/17	9841	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$190.80	
01/18	01/18	6635	Evernote 650-2570885 CA	\$508.80	
01/19	01/18	5133	WEB*NETWORKSOLUTIONS 888-6429675 FL	\$9.99	
01/19	01/18	8864	SENDPULSE.COM 415-800-2960 NJ	\$16.85	
01/23	01/21	3075	ZENDESK - US ZENDESK.COM CA	\$792.00	
01/23	01/22	4851	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$254.27	
01/23	01/20	0679	2CHECKO*EASEUS.COM 888-2471614 GA	\$127.15	
01/24	01/23	3507	FS *faxpurchase 877-3278914 CA	\$6.35	
01/24	01/23	9908	PAYPAL *DIGITALINSP 4029357733 SG	\$29.95	
01/24	01/23	0944	DROPBOX FAX MONTHLY HTTPSWWW.HELL CA	\$15.88	
01/30	01/27	4644	ACUITYSCHEDULING.COM HTTPSAUCITYSC NY	\$350.00	
01/30	01/27	7012	COURSRA99CLE6G30DXPXQ 650-963-9884 CA	\$49.00	
Total for Account				\$3,197.71	

Transactions		OCHS, VALERIE		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Other Credits					
01/05		5526	PROV FR CR FACEBK YG7KGJ3WV2 # 7424 CREDIT ADJUSTMENT	\$71.97CR	
01/05		5535	PROV FR CR FACEBK Y28QVLKMN2 # 6828 CREDIT ADJUSTMENT	\$28.34CR	
01/05		5543	PROV FR CR FACEBK FWDTXK3NN2 # 3753 CREDIT ADJUSTMENT	\$25.00CR	
01/05		5545	PROV FR CR FACEBK JEEZ4J79B2 # 0079 CREDIT ADJUSTMENT	\$25.00CR	
01/05		5547	PROV FR CR FACEBK GTNWRHX9B2 # 8263 CREDIT ADJUSTMENT	\$25.00CR	
01/05		5551	PROV FR CR FACEBK F4LA7LPMN2 # 3626 CREDIT ADJUSTMENT	\$15.00CR	
01/05		5555	PROV FR CR FACEBK ADS # 8720 CREDIT ADJUSTMENT	\$10.00CR	
01/05		5600	PROV FR CR FACEBK M6KX5LFT82 # 7076 CREDIT ADJUSTMENT	\$3.19CR	
01/05		5602	PROV FR CR FACEBK KZATVLKMN2 # 7227 CREDIT ADJUSTMENT	\$0.18CR	
01/06	01/05	8722	FACEBK KZATVLKMN2 650-5434800 CA	\$0.18CR	

Continued on Next Page



February 2023 Statement 01/04/2023 - 02/01/2023

Page 4 of 5

EAST LYCOMING SCHOOL [REDACTED]

Cardmember Service

1-866-552-8855

Transactions OCHS, VALERIE Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			MERCHANDISE/SERVICE RETURN		
01/06	01/05	5859	FACEBK FWDTXK3NN2 650-5434800 CA	\$25.00CR	_____
			MERCHANDISE/SERVICE RETURN		
01/06	01/05	6077	FACEBK M6KX5LFT82 650-5434800 CA	\$3.19CR	_____
			MERCHANDISE/SERVICE RETURN		
Purchases and Other Debits					
01/04	01/03	0079	FACEBK JEEZ4J79B2 650-5434800 CA	\$25.00	_____
01/04	01/03	7076	FACEBK M6KX5LFT82 650-5434800 CA	\$3.19	_____
01/04	01/03	3753	FACEBK FWDTXK3NN2 650-5434800 CA	\$25.00	_____
01/11		1437	REV PROV FR CR FACEBK KZATVLKM # 7227 DEBIT ADJUSTMENT	\$0.18	_____
01/11		1439	REV PROV FR CR FACEBK FWDTXK3N # 3753 DEBIT ADJUSTMENT	\$25.00	_____
01/11		1440	REV PROV FR CR FACEBK M6KX5LFT # 7076 DEBIT ADJUSTMENT	\$3.19	_____
01/17	01/14	8430	The Webstaurant Store 717-392-7472 PA	\$839.30	_____
01/18	01/17	0185	WEIS MARKETS 177 MUNCY PA	\$59.32	_____
01/18	01/17	4413	T J'S MARKET HUGHESVILLE PA	\$54.50	_____
01/18	01/17	0294	ANGELSENSE HTTPWWW.ANGE NJ	\$39.99	_____
01/19	01/18	0355	PIAA MECHANICSBURG PA	\$125.00	_____
01/19	01/18	2839	SQ *SQUARE HARDWARE gosq.com MI	\$1,567.74	_____
01/24	01/23	7666	JIFFYSHIRTS.COM US L.P 302-307-4081 DE	\$96.88	_____
01/30	01/27	4434	LAQUINTA INN & SUITES HARRISBURG PA	\$98.79	_____
01/30	01/26	4610	LAQUINTA INN & SUITES HARRISBURG PA	\$98.79	_____
01/30	01/26	4628	LAQUINTA INN & SUITES HARRISBURG PA	\$98.79	_____
01/30	01/26	4636	LAQUINTA INN & SUITES HARRISBURG PA	\$98.79	_____
01/30	01/26	4719	LAQUINTA INN & SUITES HARRISBURG PA	\$109.89	_____
01/30	01/26	4727	LAQUINTA INN & SUITES HARRISBURG PA	\$98.79	_____
01/30	01/26	4792	LAQUINTA INN & SUITES HARRISBURG PA	\$98.79	_____
01/30	01/26	4800	LAQUINTA INN & SUITES HARRISBURG PA	\$98.79	_____
01/30	01/27	6666	HANNA INSTRUMENTS US 401-7657500 RI	\$137.42	_____
01/31	01/30	8062	AMAZON.COM*DB8QD27O3 A AMZN.COM/BILL WA	\$25.00	_____
			Total for Account [REDACTED]	\$3,596.08	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
			Payments and Other Credits		
01/04	01/04	ET	PAYMENT THANK YOU	\$1,845.42CR	_____
			Total for Account [REDACTED]	\$1,845.42CR	

Continued on Next Page



February 2023 Statement 01/04/2023 - 02/01/2023

EAST LYCOMING SCHOOL [REDACTED]

Cardmember Service

Page 5 of 5

1-866-552-8855

2023 Totals Year-to-Date

Total Fees Charged in 2023	\$0.00
Total Interest Charged in 2023	\$0.00

Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$6,949.98	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00		\$0.00	0.00%	

Contact Us



Voice: 1-866-552-8855
TDD: 1-888-352-6455
Fax: 1-866-807-9053



Questions

Cardmember Service
P.O. Box 6353
Fargo, ND 58125-6353



Mail payment coupon
with a check

Cardmember Service
P.O. Box 790408
St. Louis, MO 63179-0408



Online

myaccountaccess.com

ANALYSIS OF FISCAL YEAR
REAL ESTATE EIT COLLECTIONS
UNDER ACT 24 (EIT)
AND GAMING

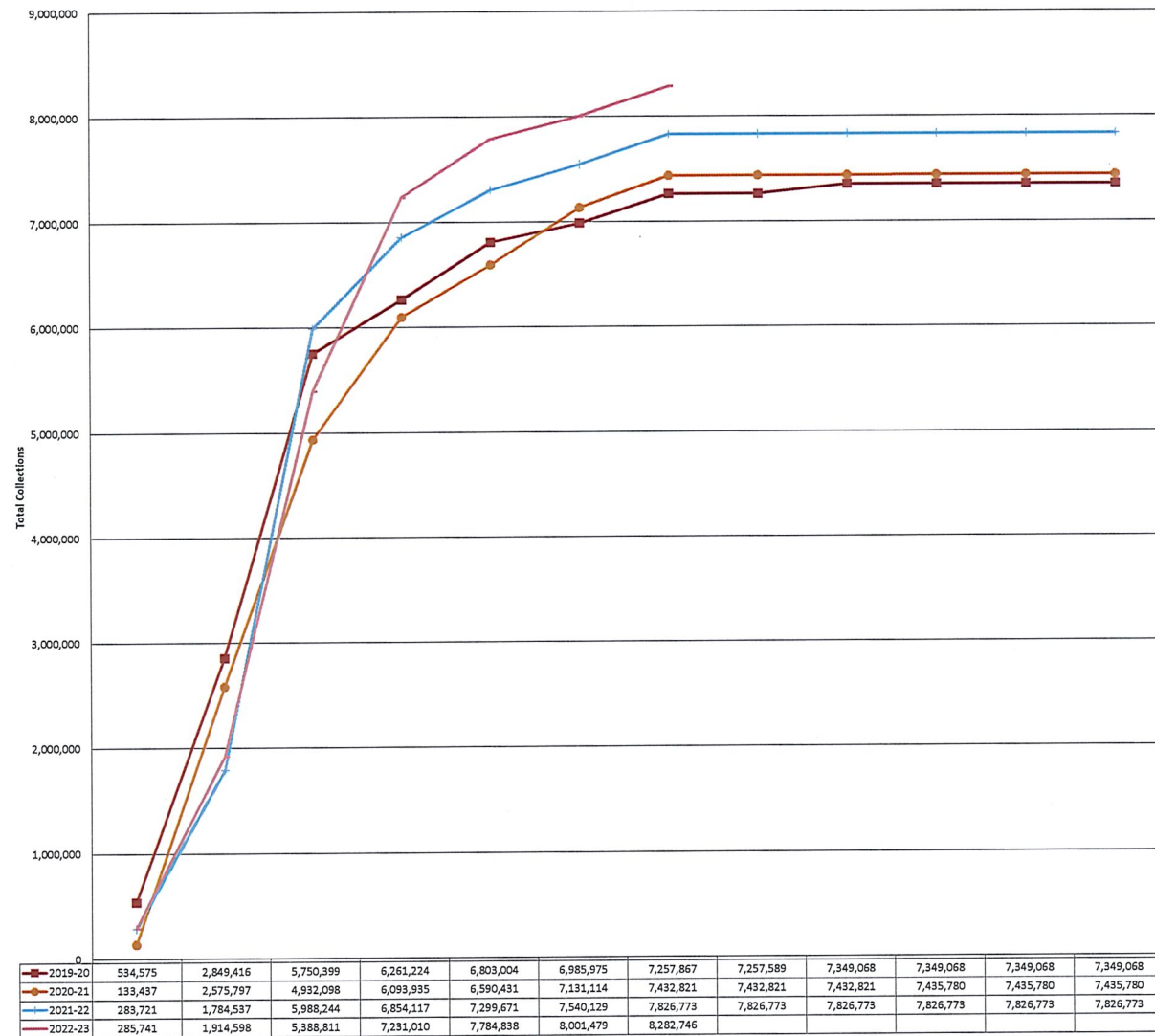
Cash Basis Month Received	Real Estate	Supplemental State Subsidy	Total RE & Sup.	Earned Income Tax	Total Collections	Cumulative Monthly Total
2022-23						
Jul-22	285,741.62	0.00	285,741.62	220,734.21	506,475.83	506,475.83
Aug-22	1,292,857.47	336,000.00	1,628,857.47	311,285.82	1,940,143.29	2,446,619.12
Sep-22	3,474,213.28	0.00	3,474,213.28	203,018.78	3,677,232.06	6,123,851.18
Oct-22	1,506,198.88	336,000.66	1,842,199.54	214,407.54	2,056,607.08	8,180,458.26
Nov-22	553,828.80	0.00	553,828.80	226,724.58	780,553.38	8,961,011.64
Dec-22	216,641.67	0.00	216,641.67	248,974.36	465,616.03	9,426,627.67
Jan-23	281,267.47	0.00	281,267.47	351,762.16	633,029.63	10,059,657.30
Feb-23	0.00	0.00	0.00	0.00	0.00	10,059,657.30
Mar-23	0.00	0.00	0.00	0.00	0.00	10,059,657.30
Apr-23	0.00	0.00	0.00	0.00	0.00	10,059,657.30
May-23	0.00	0.00	0.00	0.00	0.00	10,059,657.30
Jun-23	0.00	0.00	0.00	0.00	0.00	10,059,657.30
Totals	7,610,749.19	672,000.66	8,282,749.85	1,776,907.45	10,059,657.30	
2021-22						
Jul-21	283,721.38	0.00	283,721.38	204,131.38	487,852.76	487,852.76
Aug-21	1,232,713.31	268,103.00	1,500,816.31	246,444.23	1,747,260.54	2,235,113.30
Sep-21	4,203,707.77	0.00	4,203,707.77	228,069.93	4,431,777.70	6,666,891.00
Oct-21	597,769.66	268,103.81	865,873.47	177,687.84	1,043,561.31	7,710,452.31
Nov-21	445,554.69	0.00	445,554.69	230,442.03	675,996.72	8,386,449.03
Dec-21	240,458.74	0.00	240,458.74	330,734.56	571,193.30	8,957,642.33
Jan-22	286,644.77	0.00	286,644.77	232,985.17	519,629.94	9,477,272.27
Feb-22	0.00	0.00	0.00	271,171.45	271,171.45	9,748,443.72
Mar-22	0.00	0.00	0.00	364,535.45	364,535.45	10,112,979.17
Apr-22	0.00	0.00	0.00	205,014.78	205,014.78	10,317,993.95
May-22	0.00	0.00	0.00	281,785.67	281,785.67	10,599,779.62
Jun-22	0.00	0.00	0.00	307,434.94	307,434.94	10,907,214.56
Totals	7,290,570.32	536,206.81	7,826,777.13	3,080,437.43	10,907,214.56	
2020-21						
Jul-20	133,437.29	0.00	133,437.29	234,121.94	367,559.23	367,559.23
Aug-20	2,175,962.76	266,398.00	2,442,360.76	347,598.53	2,789,959.29	3,157,518.52
Sep-20	2,356,301.03	0.00	2,356,301.03	290,885.61	2,647,186.64	5,804,705.16
Oct-20	1,161,837.06	0.00	1,161,837.06	231,245.95	1,393,083.01	7,197,788.17
Nov-20	496,496.87	0.00	496,496.87	177,150.98	673,647.85	7,871,436.02
Dec-20	274,285.12	266,398.52	540,683.64	231,518.62	772,202.26	8,643,638.28
Jan-21	301,707.97	0.00	301,707.97	269,327.02	571,034.99	9,214,673.27
Feb-21	0.00	0.00	0.00	312,723.35	312,723.35	9,527,396.62
Mar-21	0.00	0.00	0.00	240,331.40	240,331.40	9,767,728.02
Apr-21	2,959.66	0.00	2,959.66	213,781.72	216,741.38	9,984,469.40
May-21	0.00	0.00	0.00	299,865.32	299,865.32	10,284,334.72
Jun-21	0.00	0.00	0.00	280,414.28	280,414.28	10,564,749.00
Totals	6,902,987.76	532,796.52	7,435,784.28	3,128,964.72	10,564,749.00	

ELSD

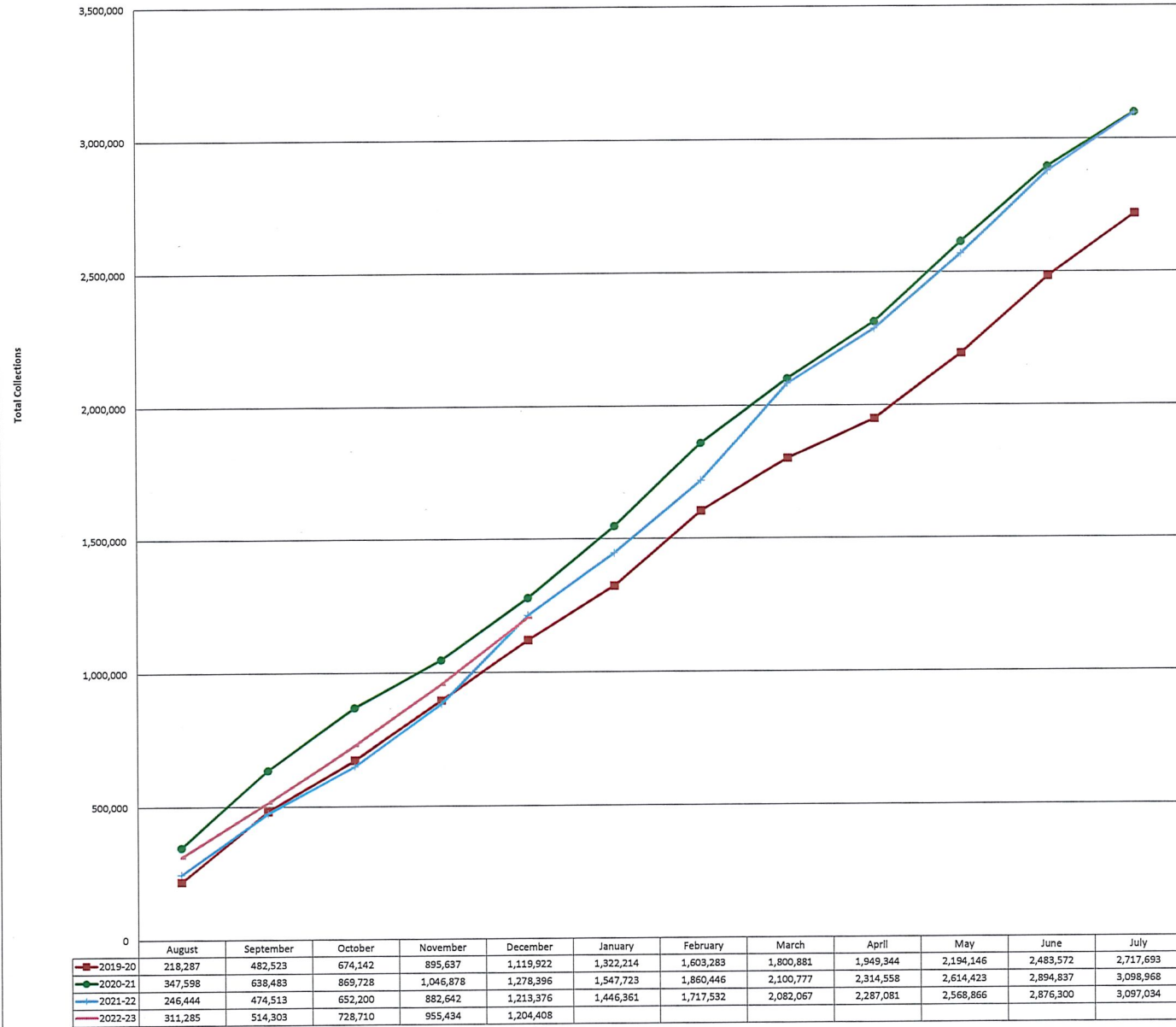
ANALYSIS OF FISCAL YEAR
REAL ESTATE EIT COLLECTIONS
UNDER ACT 24 (EIT)
AND GAMING

	2020-21	2021-22	2022-23
Month	End of Month Cash Balance	End of Month Cash Balance	End of Month Cash Balance
July	\$2,957,126	\$3,847,078	\$5,219,565
August	4,244,378	3,927,989	5,525,752
Sept	4,901,253	5,704,511	6,229,278
Oct	5,423,236	5,056,094	6,219,736
Nov	4,621,462	3,693,701	4,815,068
Dec	2,126,954	1,674,311	4,668,785
Jan	981,767	4,638,199	3,761,298
Feb	4,785,173	5,944,326	
March	2,521,120	3,404,881	
Apr	1,418,588	4,227,876	
May	5,406,677	4,861,734	
June	2,803,930	2,006,101	

Real Estate Tax Collection History



Earned Income Tax Collection History



**EAST LYCOMING SCHOOL DISTRICT
CONSTRUCTION FUND SUMMARY
JULY 1, 2022 - JUNE 30, 2023
BALANCE AS OF JANUARY 31, 2023**

DATE	BEGINNING BALANCE	DEPOSITS	INTEREST	FEES/ CHARGES	EXPENSES	ENDING BALANCE
7/1/2022	\$ 5,209.62					-
7/31/2022	5,209.62	0.00	7.75	0.00	0.00	5,217.37
8/31/2022	5,217.37	0.00	9.98	0.00	0.00	5,227.35
9/30/2022	5,227.35	0.00	9.67	0.00	0.00	5,237.02
10/31/2022	5,237.02	0.00	10.01	0.00	0.00	5,247.03
11/30/2022	5,247.03	80,000.00	79.65	10.00	78,508.99	6,807.69
12/31/2022	6,807.69	130,848.32	45.26	10.00	130,848.32	6,842.95
1/31/2023	6,842.95	130,881.02	77.61	10.00	130,881.02	6,910.56
2/28/2023	6,910.56	0.00	0.00	0.00	0.00	6,910.56
3/31/2023	6,910.56	0.00	0.00	0.00	0.00	6,910.56
4/30/2023	6,910.56	0.00	0.00	0.00	0.00	6,910.56
5/31/2023	6,910.56	0.00	0.00	0.00	0.00	6,910.56
6/30/2023	6,910.56	0.00	0.00	0.00	0.00	6,910.56
		341,729.34	239.93	30.00	340,238.33	

DATE	BEGINNING BALANCE	DEPOSITS	INTEREST	FEES/ CHARGES	EXPENSES	ENDING BALANCE
7/1/2021	\$ 5,178.89					-
7/31/2021	5,178.89	0.00	1.76	0.00	0.00	5,180.65
8/31/2021	5,180.65	0.00	1.76	0.00	0.00	5,182.41
9/30/2021	5,182.41	0.00	1.68	0.00	0.00	5,184.09
10/31/2021	5,184.09	0.00	1.70	0.00	0.00	5,185.79
11/30/2021	5,185.79	0.00	1.73	0.00	0.00	5,187.52
12/31/2021	5,187.52	0.00	1.76	0.00	0.00	5,189.28
1/31/2022	5,189.28	0.00	1.92	0.00	0.00	5,191.20
2/28/2022	5,191.20	0.00	2.15	0.00	0.00	5,193.35
3/31/2022	5,193.35	0.00	3.22	0.00	0.00	5,196.57
4/30/2022	5,196.57	0.00	4.09	0.00	0.00	5,200.66
5/31/2022	5,200.66	0.00	4.42	0.00	0.00	5,205.08
6/30/2022	5,205.08	0.00	4.54	0.00	0.00	5,209.62
		-	30.73	-	-	

**CONSTRUCTION FUND SUMMARY
JULY 1, 2022 - JUNE 30, 2023
AS OF JANUARY 31, 2023**

<u>VENDOR</u>	<u>COMMENTS</u>	<u>DATE</u>	<u>CHECK NO.</u>	<u>\$AMT</u>
MM Architects	Architect Fees-Construction Documents	11/7/2022	2860	5,237.02
MM Architects	Architect Fees-Construction Documents	11/8/2022	2861	73,271.97
MM Architects	Architect Fees-Construction Documents	12/5/2022	2862	130,848.32
MM Architects	Architect Fees-Construction Documents	1/12/2023	2863	130,881.02
				<hr/> <hr/> 340,238.33 <hr/> <hr/>

1/12/23 through 2/15/23

Date	Account	Nu	Payee	Memo	Category	Clr	Amount
Balance 1/11/23							103,104.54
1/13/23	HHS 22-23	7721	Tanya Strausser	Reimburse for missing candle	Class 25		-14.00
1/17/23	HHS 22-23	29		Donation	Chorus		40.00
1/17/23	HHS 22-23	38		Candle Fundraiser	Class 25		32.00
1/17/23	HHS 22-23	39		Showtix4U-digital theatre	Musical		200.78
1/19/23	HHS 22-23	40		Indoor t-shirts	Track		450.00
1/19/23	HHS 22-23	41		Dues	FBLA		1,034.00
1/20/23	HHS 22-23	7722	Dana Williams	FBLA student presentation equipment	FBLA		-155.41
1/20/23	HHS 22-23	7723	Victoria Welch	Change for dance ticket sales	Jr High Student Council		-100.00
1/30/23	HHS 22-23	7724	Krispy Kreme Doughnuts	Doughnut fundraiser Fly Fishing club	HHS Fly Fishing Club		-580.00
1/30/23	HHS 22-23	7725	FBLA-PBL	Dues for 3 students	FBLA		-27.00
1/31/23	HHS 22-23	INT		January Interest	Interest Account		203.31
2/2/23	HHS 22-23	42		Fundraiser deposit	Chorus		1,291.00
2/2/23	HHS 22-23	43		Indoor shirts	Track		127.00
2/2/23	HHS 22-23	44		Krispy Kreme fundraiser	HHS Fly Fishing Club		829.00
2/2/23	HHS 22-23	45		Marianna Hoagies/SLC funds	FBLA		2,964.00
2/2/23	HHS 22-23	46		Mariana Hoagies	Class 24		423.00
2/2/23	HHS 22-23	47		Donut sale	HHS Fly Fishing Club		10.00
2/3/23	HHS 22-23	7726	High Voltage Entertainment	DJ Services JH dance	Jr High Student Council		-150.00
2/3/23	HHS 22-23	7727	Keystone Advertising Specialties	Disney chorus shirts	Chorus		-494.00
2/3/23	HHS 22-23	7728	PA FBLA	Donation FBLA ch. 16365 to State project	FBLA		-425.00
2/3/23	HHS 22-23	TXFR		Transfer to FBLA/Mariana's	Class 24		-231.75
2/3/23	HHS 22-23	TXFR		Transfer from Class 24/Mariana's	FBLA		231.75
2/14/23	HHS 22-23	49		SLC fees/Hoagie fundraiser	FBLA		708.00
2/14/23	HHS 22-23	50		Fundraiser	Chorus		1,569.00
2/14/23	HHS 22-23	7729	ELSD General Fund	FBLA reimbursement #1/ State Conference	FBLA		-4,000.00
2/14/23	HHS 22-23	7730	George Wood	Fly Fishing supplies	HHS Fly Fishing Club		-198.06
2/14/23	HHS 22-23	7731	David Weigle	Fly Fishing supplies	HHS Fly Fishing Club		-413.28
Total 1/12/23 - 2/15/23							3,324.34
Balance 2/15/23							106,428.88
Total Inflows							10,112.84
Total Outflows							-6,788.50
Net Total							3,324.34

East Lycoming School District

Contract with:

Bryan Miller

(name of subcontractor private provider)

1122 Thebes Drive

(Address)

Bel Air, MD 21015

(City, State, Zip)

443-910-0408

(Phone number)

Contact Person for this Contract: Bryan Miller

East Lycoming School District: Contact Person: April Paulhamus

Contract Period: February 1 - September 1, 2023 September 1, 2023

TERMS:

1. The provider agency of school based services contained in this contract is referred to as "Subcontractor" throughout this contract.

2. Exhibit A contains service details for this contract.

3. The Subcontractor agrees to provide:

A School Age based multidisciplinary educational evaluation utilizing ASL. An invoice will be provided with details regarding the evaluation as well as any costs incurred during the process.

at the rate of:

up to \$1,000 per evaluation plus **up** \$500 per evaluation for scoring and interpreting assessments, as well as report writing plus **up** \$500 for travel and lodging.

for a maximum of :

\$2,000.00

during the contract period. Any exception to the calendar for service delivery must be preapproved by the ELSD contact person listed above. Reimbursement for unapproved service delivery may be denied.

4. A School Based Multidisciplinary Educational Evaluation(s) must be provided by the Subcontractor according to the specifications in this contract, including confidentiality, finances and the quality of the service provision, and in accordance with the Individualized Education Plan ("IEP") for each child assigned to the Subcontractor. The quality and appropriateness of space made available to eligible young children by the Subcontractor is assured under this signed contract.

5. Reimbursement for services rendered by the Subcontractor beyond these limits will not occur.

6. Subcontractor staff members providing School Based services under this contract must possess current Pennsylvania Department of Education ("PDE") certifications and/or licensure. Copies of each appropriate certification and/or licensure must be submitted with this signed contract.

7. A copy of valid child abuse, criminal history and FBI clearances (Acts 34, 151 and 114) must be submitted for each Subcontractor staff member providing School Based services under this contract. New employees of the Subcontractor must have clearances that are within a one-year time period from date of hire the Subcontractor. Copies of each staff member's clearances must be submitted with this signed contract. You are also required to notify East Lycoming School District immediately of any incidents that occur which may have an impact on your Act 34, 151, or 114 clearances.

8. The East Lycoming School District reserves the right to request the termination of service provision by a specific Subcontractor staff member if that staff member is not conforming to terms of the contract or in non-compliance with federal or state regulations. Such requests will be submitted to the Subcontractor by the ELSD Contact Person listed above in writing.

9. The East Lycoming School District will include Subcontractor staff members in training opportunities as deemed appropriate.

10. Billing for Medical Access will occur for each child receiving health related services under the terms of this contract. Service logs must be submitted to the East Lycoming School District with corresponding invoices. Reimbursement of invoiced services will be delayed without said service logs.

11. Payment hereunder will be made only after presentation of itemized invoices, attendance logs, MA service logs, and receipt on a monthly basis **on or before the 5th day of the month.**

12. All service and billing records of the Subcontractor are subject to audit by East Lycoming School District at any time.

13. Audits conducted of the Subcontractor, without request by the East Lycoming School District, are not billable.

14. Evaluation reports and IEPs will be completed by the Subcontractor in accordance to state and federal regulations regarding forms and timelines.

15. The appropriate person in the East Lycoming School District will be contacted to participate in each IEP as the Local Education Agent (LEA), prior to confirming the meeting date and time.

16. All supplies necessary for performing the services specified in this contract are the responsibility of the Subcontractor. A special purchase for the implementation of a specific IEP must be requested of the East Lycoming School District for approval prior to purchase. All items purchased with East Lycoming School District funds remain the sole and exclusive property of the East Lycoming School District and shall be returned within 30 days of the expiration of this contract.

17. The Subcontractor agrees that no employee or any other person, as well as the children who are served under this contract shall be discriminated against by the Subcontractor because of race, color, religious creed, ancestry, nation origin, sex, age or handicap.

18. The Subcontractor staff members are not salaried employees of East Lycoming School District. and are not entitled to the benefits or protection of employees of East Lycoming School District.

19. The Subcontractor agrees to indemnify, protect, defend, and hold harmless the East Lycoming School District, its directors, officers, agents, workers, or employees of and from any and all claims, demands, causes of actions, suits, damages, costs, expenses, including reasonable attorney's fees, which may arise directly or indirectly, in whole or in part, from or by any reason for any negligence or condition, caused or created, in whole or in part by the East Lycoming School District which may be brought by any staff member of the Subcontractor. The Subcontractor agrees to call appropriate insurance coverage throughout the entire term of the performed services and will forward a copy of said insurance certificate to the East Lycoming contact person as listed above with the signed contract.

20. Retention of all records related to this contract are required by the Subcontractor for a period of six (6) years after all final payments and contract requirements have been fulfilled.

21. Any changes to this contract will be made in writing by the East Lycoming School District and in agreement with the Subcontractor with updated signatures. The terms and conditions of this contract can be terminated by either party upon 60 days written notice.

EAST LYCOMING SCHOOL DISTRICT:

Superintendent

Date

Business Office Administrator

Date

SUBCONTRACTOR:

Authorized Signature

Date

The Meadows

— PSYCHIATRIC CENTER — SM

January 24, 2023

To Whom It May Concern,

In the event a student from your district is hospitalized at The Meadows Psychiatric Center during the 2023-2024 and/or 2024-2025 school year, a letter of agreement is enclosed for educational services provided by The Meadows School.

Please review the agreement, sign and return back using the self-addressed envelope provided for your convenience. Once a fully executed original is completed, a copy will be returned for your records.

Please contact me if you have additional questions or concerns.

Thank you,



Dr. Kristi L. Godin-Snyder, D.Ed
Director of Education
The Meadows Psychiatric Center
kristi.godin@uhsinc.com
Office: 814-364-2161, ext. 267
Cell: 814-592-9383

ADMINISTRATIVE OFFICE
Date Received



JAN 27 2023

EASTLYCOMING SCHOOL DISTRICT
349 Cemetery Street
Hughesville, PA 17737

The Meadows

— PSYCHIATRIC CENTER — SM

Letter of Agreement

In order to ensure cooperative efforts and to facilitate continuity of care when serving individuals enrolled in the East Lycoming School District and The Meadows Psychiatric Center ("The Meadows") agree to the following for the 2023-2024 and 2024-2025 school year:

1. To respond to requests for clinical information in a timely manner and in accordance with applicable law. In accordance with appropriate Releases of Information or as otherwise permitted by applicable law, when requested, The Meadows will send East Lycoming School District psychiatric information, relevant to each individual to whom they mutually provide services.
2. A designated professional from East Lycoming School District agrees to collaborate with The Meadows for students who are receiving mental health and educational services.
3. All employees who have direct contact with children will maintain background clearances (Act 114, Act 151, and Act 34) current within 36 months, and be trained in child abuse recognition and reporting through an approved program every five years. Before hiring a new employee, The Meadows Psychiatric Center will verify employment history for Sexual Misconduct/Abuse Disclose through Act 168. The Meadows will notify the chief school administrator within 72 hours of an employee's arrest or conviction of an offense listed in Section 111(e). All records will be made available to East Lycoming School District within 48 hours of the request.
4. This agreement assures that both agencies will abide by Federal and State standards regarding confidentiality of individual's information, as well as maintain the client's protected health information as required by law.
5. East Lycoming School District agrees to pay The Meadows Psychiatric Center \$70 per day for educational services offered by a Pennsylvania Certified teacher, Monday through Friday, while their student is at The Meadows.
6. This letter will remain in effect until either party requests termination by a written 30-day notice.

Kristi L. Godin-Snyder, D.Ed
Director of Education
The Meadows Psychiatric Center

Kevin McGee
CEO/Managing Director
The Meadows Psychiatric Center

School District Representative

Title

Date

Date

Date



Intermediate Unit 17

Proposed 2023-2024 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 12, 2023

Approved by the IU 17's Board of Directors on January 18, 2023

BLaST IU 17

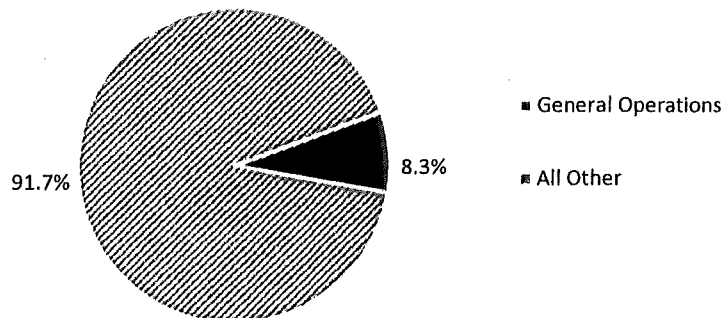
Proposed Budget

2023/2024

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.

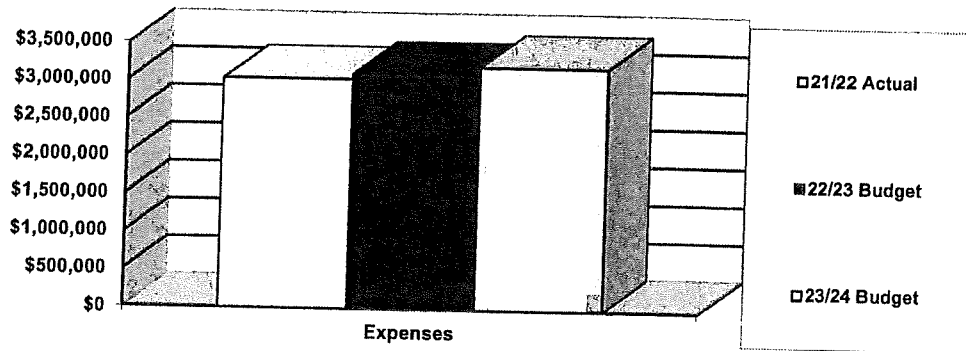
Overview:



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 8.3% of the I.U. budgets, as compared to 8% 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 \$107,885, for an increase of 3.5%. 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 4.9% budgetary increase for this benefit. Fortunately, growth in required employer share for PSERS retirement contributions has now slowed. The current budget reflects estimated 2023-24 salaries, with actual employee salaries to be set by the IU 17 Board of Directors during the Spring of 2023.

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 \$1,500 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 19, 2023.

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

	Revenue		
	21/22 Budget	22/23 Budget	23/24 Budget
Interest	\$70,000	\$72,000	\$85,000
Indirect Cost/transfer from fund	\$1,550,943	\$1,311,781	\$1,334,647
Contracted Services	\$1,127,252	\$1,436,548	\$1,504,618
State Support (Retirement/SS)	\$274,223	\$286,895	\$290,844
	\$3,022,418	\$3,107,224	\$3,215,109

**General Operations - Fund Balance Summary
2023-2024**

Anticipated June 30, 2023 Fund Balance Fund 10	\$2,000,000
Total Revenue	\$3,215,109
Total Available Resources	\$5,215,109
Total Budgeted Expenses	\$3,215,109
Projected Unreserved Fund Balance - June 30, 2024	<div style="border: 1px solid black; padding: 2px;">\$2,000,000</div>

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

Function	Object		21/22 Actual	22/23 Budget	22/23 Projected Actuals	23/24 Budget
2310	151	Salaries-Board Services	\$1,000	\$1,000	\$1,000	\$1,000
2310	331	Legal Services	\$5,475	\$4,000	\$2,808	\$2,000
2310	581	Board Travel & Meals	\$2,656	\$4,500	\$3,854	\$3,500
2350	331	Legal Services	\$0	\$3,000	\$0	\$3,000
2360	111/151	Salaries-Office of Exec. Dir.	\$192,426	\$199,272	\$195,706	\$201,353
2360	200's	Benefits-Office of Exec. Dir.	\$134,563	\$139,621	\$147,563	\$142,644
2360	390	Purchased Prof Serv	\$3,980	\$4,000	\$4,000	\$4,000
2360	540	Advertising	\$4,072	\$850	\$3,896	\$850
2360	550	Communications	\$0	\$500	\$0	\$500
2360	580	Staff Travel/Other Expenses	\$15,594	\$8,000	\$10,000	\$32,500
2360	611	Administrative Supplies	\$6,840	\$3,000	\$2,790	\$3,000
2360	640	Books/Publications	\$0	\$2,000	\$1,126	\$2,000
2360	810	Dues/Memberships	\$8,311	\$8,500	\$8,500	\$8,500
2500	111/112/151	Salaries- Business Office	\$275,749	\$288,457	\$288,457	\$363,946
2500	200's	Benefits - Business Office	\$227,412	\$256,138	\$256,138	\$290,091
2500	330	Audit/Legal	\$4,673	\$1,000	\$1,309	\$1,000
2500	340	Contracted Services	\$2,544	\$2,000	\$2,000	\$2,000
2500	531	Communication - Telephone	\$302	\$250	\$250	\$250
2500	532	Communication - Postage	\$3,590	\$3,550	\$3,768	\$3,550
2500	540	Advertising	\$447	\$250	\$400	\$250
2500	580	Staff Travel/Other Expenses	\$4,593	\$3,500	\$3,600	\$3,500
2500	610	Supplies	\$20,064	\$20,000	\$20,000	\$15,000
2500	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2500	810	Dues/Memberships	\$1,262	\$9,000	\$4,581	\$5,000
2600	330	Professional Services	\$0	\$500	\$500	\$500
2600	411	Disposal Service	\$2,065	\$2,500	\$1,649	\$2,500
2600	413	Contracted Serv. Cleaning	\$19,944	\$18,000	\$18,000	\$18,000
2600	432	Contracted Serv. Maint.	\$23,055	\$17,000	\$17,000	\$17,000
2600	442	Rental - Equipment	\$8,305	\$8,300	\$8,300	\$8,300
2600	443	Rental - Office Space	\$0	\$0	\$0	\$0
2600	520	General Insurance	\$0	\$3,000	\$3,000	\$3,000
2600	610	Supplies- Cleaning	\$1,410	\$2,000	\$2,000	\$2,000
2600	620	Energy (Gas & Electric)	\$13,336	\$11,500	\$11,000	\$11,500
2600	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2830	151	Salaries - Personnel	\$56,639	\$58,055	\$58,055	\$59,506
2830	200's	Personnel Benefits	\$58,530	\$49,056	\$50,222	\$51,992
2830	540	Advertising (personnel Ads)	\$5,198	\$500	\$500	\$500
2830	580	Staff Travel	\$2,455	\$1,500	\$1,500	\$1,500
2830	611	Supplies	\$4,713	\$2,000	\$2,000	\$2,000
2840	111/151	Salaries - Technology	\$669,154	\$678,618	\$687,514	\$695,583
2840	200's	Personnel Benefits	\$456,678	\$473,934	\$476,934	\$479,862
2840	330	Contracted Services	\$15,490	\$29,000	\$18,789	\$29,000
2840	530/550	Communications	\$6,166	\$8,000	\$7,142	\$8,000
2840	580	Staff Travel	\$29,302	\$35,000	\$35,000	\$35,000
2840	600's	Supplies	\$309,981	\$236,000	\$236,000	\$236,000
2840	750	Equipment - Non Instructional	\$0	\$0	\$0	\$0
5200	400	Bldg Purch/Renov	\$200,000	\$200,000	\$200,000	\$200,000
5900	840	Budgetary Reserve	\$0	\$25,000	\$25,000	\$25,000
Fund 10 Total (General Operation)			\$2,797,974	\$2,821,851	\$2,821,851	\$2,976,177

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

Function	Object		21/22 Actual	22/23 Budget	22/23 Projected Actuals	23/24 Budget
2890	111/151	Salaries - Office of Prog Spec	\$91,432	\$144,087	\$144,087	\$122,600
2890	200's	Benefits - Office of Prog Spec	\$122,871	\$121,286	\$121,286	\$96,332
2890	330	Workshop	\$0	\$2,000	\$2,000	\$2,000
2890	580	Staff Travel/Other Expenses	\$13,206	\$6,000	\$7,000	\$6,000
2890	610	Materials & Supplies	\$11,853	\$7,000	\$7,000	\$7,000
2890	750	Equipment	\$0	\$0	\$0	\$0
5900	840	Budgetary Reserve	\$0	\$5,000	\$4,000	\$5,000
Fund 12 Total (Educational Planning)			\$239,362	\$285,373	\$285,373	\$238,932
Total Fund 10 + 12			\$3,037,336	\$3,107,224	\$3,107,224	\$3,215,109

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

Position	Personnel
Executive Director	Christina Steinbacher-Reed
Assistant Executive Director	Brooke Beiter
Director: Division of Educational Planning	Rebecca Gibboney
Director: Division of Management Services/Board Secretary	Sara McNett
Educational Funding Coordinator	Colleen Edsell
Personnel Specialist	Cheryl Starr
Business Services Coordinator	Vacant
 Administrative Assistants	 Jana Strong Rence Peluso Debra Holmes Jennifer Diefenderfer Morgan Whitteker Christy Colton
 Accounting Personnel	 Alisha Ragan Norine Fuller Aimee Pepper
 Technology	 Jon Paulhamus Jason Albright William Dewald Tim Confer Ethan Smith Joseph Rafter Ian Nevius Lucas Nichols Eric Budd Edward Ploy Zakk Bowman Vacant
 Coordinator of Professional Learning	 Vacant

The proposed 2023 - 2024 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 - 2023-2024**

AUN: 1-17-00-000-0

Fund	Description	Director	Source	Rate	Amount
16	NTIC Health Professional	McNett	NTIC	0	\$ 95,432
19	Act 89	Coran	State Grant	0.06	\$ 587,367
20	Equip	Beiter	Districts	0	\$ 631,944
21	LCIC Health Professional	McNett	LCIC	0	\$ 126,586
23	Special Ed Core	Beiter	State Grant	0.06	\$ 1,664,947
23	Special Ed Contracted	Beiter	Districts	0.05	\$ 6,367,598
24	Transportation EI	Beiter	State	0.08	\$ 517,533
25	Institutionalized Child	Beiter	State/Districts	0.06	\$ 231,507
26	State Early Intervention	Swinehart	State Grant	0.08	\$ 4,833,223
28	PIL Leadership Initiative	Beiter	State Grant	0	\$ 63,500
33	Preschool 619	Swinehart	Federal	0.08	\$ 252,363
40	IDEA Part B-School Age C-2 and C-3	Beiter	Federal	0	\$ 6,997,081
40	IDEA ARP 611 C-2 and C3	McNett/Beiter	Federal	0.08	\$ 34,163
40	IDEA PART B- EI	Swinehart/Hindman/Pepper	Federal	0.08	\$ 648,335
41	PATTAN	McNett/Pepper	Federal	0.08	\$ 1,761,320
52	Access	McNett/Pepper	Federal	0	\$ 360,601
57	WAN	McNett/Edsell/Paulhamus	State	0	\$ 138,544
59	ELECT	McNett/Edsell	State	0.08	\$ 300,000
61	TI D	McNett/Edsell	Federal	0.08	\$ 134,726
64	TI D	McNett/Edsell	Federal	0.08	\$ 122,939
60	Data Governance	Beiter/Edsell	Federal/State		\$ 9,200
60	STEM State	Beiter/Edsell	State		\$ 45,345
60	Stem Education-Federal	Beiter/Edsell	Federal		\$ 17,655
60	A-TSI	Beiter/Edsell	Federal/State	0.0746	\$ 57,792
60	Accelerated Learning Support	Beiter/Edsell	Federal/State	0.0189	\$ 54,010
60	Accelerated Learning for School District	Beiter/Edsell	Federal/State		\$ 50,017
86	ARP IDEA 619 EI	Swinehart/Hindman/Pepper	Federal		\$ 163,388
54	ARP IDEA 611 C-1 EI	Swinehart/Hindman/Pepper	Federal		\$ 128,705
18	ARP ESSER N&D 2.5% Set Aside	McNett/Edsell	Federal		\$ 230,543
27	GEER II EANS-Emergency Assistance to Non-Public School	McNett/Edsell	Federal		\$ 597,225
	EANS-II Emergency Assistance to Non-Public School	McNett/Edsell	Federal		\$ 1,073,336
18	IU ARP ESSER Funds	McNett/Edsell	Federal		\$ 788,959
70	North Partial	Beiter	Districts	0.05	\$ 510,146
71	Lycoming Partial	Beiter	Districts	0.05	\$ 314,105
72	South Partial	Beiter	Districts	0.05	\$ 391,852
73	Tioga Partial	Beiter	Districts	0.05	\$ 343,589
74	LaSaQuik	Beiter	Districts	0.05	\$ 155,468
75	Clear Vision	Beiter	Districts	0.05	\$ 391,513
76	Lycoming Day Treatment	Beiter	Districts	0.05	\$ 310,899
77	Intergrated Studies South	Beiter	Districts	0.05	\$ 1,402,107
78	Intergrated Studies North	Beiter	Districts	0.05	\$ 1,451,651
79	Elkland Partial	Beiter	Districts	0.05	\$ 114,485
82	Software Resell Budget	Paulhamus	Districts	0	\$ 855,000
					\$ 35,326,699

IU 17 Assessment History

The following is a HISTORY OF GENERAL OPERATIONS ASSESSMENT TO DISTRICTS

Fiscal Year	\$ Assessment	Fiscal Year	\$ Assessment
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		
1984-85	43,260		
1985-86	0		
1986-87	39,815		
1987-88	0		
1988-89	0		
1989-90	0		
1990-91	0		
1991-92	0		
1992-93	0		
1993-94	0		
1994-95	0		
1995-96	0		
1996-97	0		
1997-98	0		
1998-99	0		
1999-00	0		
2000-01	0		
2001-02	0		
2002-03	0		
2003-04	0		
2004-05	0		
2005-06	0		
2006-07	0		
2007-08	0		
2008-09	0		
2009-10	0		
2010-11	0	Total	\$309,778

BOARD OF DIRECTORS

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

Vacated
Arica Jennings
Lisa McClintock
Jessie Edwards
Christina Kiessling
Jonathan DeSantis
Susan Beery
Scott Johnson
Vacated
Julie Preston
Debra Agnew
Chad Riley
Cathy Bachman
Hal Stockdill
Brady Finogle
Dan Martin
Rebecca Charles
Lori Baer
Kelly White

ADVISORY COUNCIL OF SUPERINTENDENTS

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

Craig Stage
Amy Martell
Mark Stamm
Brian Ulmer
Gerald McLaughlin
Daphne Bowers
Christina Bason
Craig Skaluba
Michael Pawlik
Diana Barnes
Jill Daloisio
Eric Briggs
Sam Rotella, Jr.
Douglas Lindner
Dennis Peachey
Janilyn Elias
Alanna Huck
Timothy Bowers
Jason Bottiglieri

IU 17 NONDISCRIMINATION POLICY

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

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



Athletic Director East Lycoming S D Job Description

JOB INFORMATION

<i>Title:</i>	Athletic Director - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Building
<i>Last Edited On:</i>	2/2/2023 7:58:32 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Administration
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	Athletic Coaches, Event Staff, and Game Workers/Managers

JOB GOAL

The Director of Athletics is the administrator for the district's athletics program and establishes rules and procedures that achieve the goals of development of quality, competitive athletic teams. The Director ensures District compliance with applicable PIAA, athletic conferences and District rules and regulations governing all facets of athletics programs. The Director supervises a staff of athletic coaches, support personnel, develops and manages operating budgets for the athletics program, and serves as the District liaison to athletic booster organizations.

ESSENTIAL FUNCTIONS

1. Supervises athletic staff, activity sponsors, and intramural personnel. Coordinates submission of all required clearances for paid staff and regular volunteers in collaboration with Human Resources. Oversees work of regular volunteers. Establishes and carries out an annual performance evaluation process for athletic staff, activity sponsors, and intramural personnel and perform evaluations. Gathers performance information related to volunteers. Annually recommends reappointment or non-reappointment of athletic staff, regular volunteers, activity sponsors, and intramural personnel. Makes recommendations regarding promotion, transfer, or termination of athletic staff.
2. Develops and oversees implementation of procedures for squad selection, prevention, and care of injuries to participants. Coordinates with maintenance staff and administration the use of facilities including: locker rooms, training, and weight rooms. Coordinates with maintenance staff and administration of the proper storage of equipment, maintenance of grounds, and facilities used for programs.
3. Abides by, monitors, and enforces compliance by individuals providing services to programs with federal, state and local school laws and regulations, mandated programs, district policies and administrative regulations including the requirements of any conference or league in which the District participates. Enforces legal standards and District policies relating to safe and equitable operation of programs.
4. Implements positive sports citizenship activities within an educationally sound program and communicates expectations to coaches, athletes, officials, and spectators. Ensures prompt training of all individuals providing services to the programs of the Athletic Department on District policies and legal mandates relating to their specific duties. Recommends changes in policies and administrative procedures related to programs under this department.
5. Regularly reviews District's athletic and activity programs, evaluates requests for additional programs, evaluates the viability of existing programs, and recommends changes or new programs consistent with District policy and resources.
6. Prepares, prints, and distributes athletic schedules for the school district, to include athletic field and gymnasium practice schedules as requested internally or externally by community groups.
7. Supervises or delegates the supervision and administration of all approved activities and athletic contests; acts as official host to all visiting teams; makes and approves all contracts affecting athletic contests; secures ticket printing and selling; secures line up for programs; makes provisions for physician and ambulance at athletic events or activities as required, and handles all matters related to activity cancellations.
8. Prepares the athletic budget annually as well as all bid lists for the purchase of athletic equipment; selects and purchases all equipment and supplies needed for the various athletic teams; and arranges for the purchasing of all awards. Maintains accurate inventories of supplies and equipment.

9.	Interviews applicants for openings in athletic staff or activity sponsorship; recommends qualified candidates for hire to the Superintendent in cooperation with the building administrators; assigns personnel to job responsibilities within the District's athletic and activity programs; and supervises and assigns responsibilities to the District athletic trainer staff.
10.	Timely and effectively communicates to appropriate District office or personnel regarding serious incidents or significant matters that may require attention or input from others in the District. Works with building principals, parents, and students to investigate and address student discipline matters related to the programs and complaints or concerns about any individuals providing services to programs whether compensated or not. Reviews and addresses concerns raised about use of community recreation programs. Consults with other administrators and seek to involve legal counsel as appropriate.
11.	Makes necessary arrangements for medical exams, drug testing, and concussion testing.
12.	Assigns all officials and make arrangements for game personnel for home contests; requisitions or processes payments to all game personnel for home athletic contests, including security; and arranges for transportation for all athletic teams away from home.
13.	Issues news information to various media; handles athletic social media accounts in order to foster good school-community relations by keeping the community aware of and responsive to the athletic programs; and represents the school at all athletic meetings involving the interests of the school. Ensures information on District website is updated to include current information.
14.	Determines eligibility status of interscholastic athletes, prepares all eligibility lists, distributes eligibility lists to proper schools, and collects athletic records for future reference.
15.	Works actively to promote and encourage student athletes to achieve higher educational goals.
16.	Oversees all District booster organizations, including PTA's and PTO's and all fundraising efforts conducted by booster organizations and/or student groups ensuring they comply with applicable law, policies, and administrative regulations.
17.	Participates as a representative of the District in PIAA, league conference, interscholastic advisory committees, internal committees, and community groups related to this position.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree		X		
Bachelors Degree	Health, Physical Education and Recreation		X	
Bachelors Degree	Recreation Management or related field		X	

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3-5 years	Athletic Coaching varsity level or above	X		
3-5 years	Personnel Management / Leadership		X	

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
50%	Travel to athletic events and regional meetings

SCOPE

Mental/Visual/Stress

- ☒ Work which frequently produces a high level of mental, visual and stress fatigue. For example, work which is frequently performed under pressure, and/or which requires intense mental application or attention to details 21%-50% of work time.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- ☒ Ability to supervise others using acceptable human relations skills.
- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.

Specific Skills

- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to compose clear, concise sentences and paragraphs.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Dresses appropriately for job environment.
- ☒ Maintains an excellent driving record.

Other Workplace Expectations Admin

- Coordinates and Supervises Adult Education Programs
- Promotes district athletic programs and Adult Education through various communications and social media to students, staff, and the community
- Ability to work evenings regularly to supervise district athletic events and Adult Education programs

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Standard ADA Selection</i>	X Office Classroom Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):			X		
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)					

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	<i>Working Condition</i>
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- ☒ Typical office environment
- ☒ Typical athletic training office/facility/environment
- ☒ Subject to outside environmental conditions



Director of Buildings and Grounds

East Lycoming S D

Job Description

JOB INFORMATION

<i>Title:</i>	Director of Buildings and Grounds - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Various Buildings
<i>Last Edited On:</i>	2/2/2023 8:36:17 AM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Facilities
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	All Maintenance and Custodial Staff

JOB GOAL

The Director of Buildings and Grounds is responsible for all district facilities, equipment that supports district operations, and the support staff for facility operations. The Director must possess a strong background in general and school facility maintenance, HVAC systems, plumbing and mechanical systems, as well as athletic field and turf maintenance. Personnel leadership and management experience of a diverse work group is essential.

ESSENTIAL FUNCTIONS

1. Establishes priorities and estimates cost for repairs as part of preparing the departmental budget prior to submission.
2. Demonstrates understanding of, abides by, monitors and enforces compliance by staff with federal, state and local school laws and regulations, mandated programs, district policies administrative regulations and applicable collective bargaining agreements. Ensures compliance with all requirements and procedures for use, storage and disposal of waste, cleaners, chemicals and all other products and materials used in performing required duties. Ensures work is performed by qualified personal in accordance with applicable codes.
3. Stays up to date with trends and innovations in management of all areas of responsibility and recommends changes.
4. Supervises maintenance/custodial personnel to include assignment of work orders, planning and inspecting completed work and, assisting work crews when needed. Ensures cost effective and efficient procedures are in place to timely and thoroughly address emergency maintenance or custodial needs. In coordination with Director of Human Resources, verifies staff have current drivers' licenses or job related certifications required for the position.
5. Manages union and labor matters, including effective communication for daily operations, labor-management meetings, and negotiations. Participates in collective bargaining activities, including contract administration and negotiations, and serves in grievance hearings.
6. Plans, schedules and implements training, and other meetings, when necessary, for maintenance/custodial personnel.
7. Maintains a coordinated inventory control program; manages the ordering of equipment, materials and supplies; and supervises the use of all district-owned equipment.
8. Consults with building principals regarding the development of regular preventive maintenance programs and then develops, coordinates, and implements the plans.
9. Advises on the hiring of contractors; supervises and inspects work performed by outside contractors; and verifies such contracts have been fulfilled before recommending progress or final payments.
10. Supervises contracted cleaning services.
11. Establishes procedures, schedules, means and methods for summer cleaning.
12. Inspects all school district facilities and grounds on a regular basis to determine that high standards of workmanship and cleanliness are maintained.
13. Assists in the recruitment, employment, assignment, transfer, promotion, demotion, or dismissal of maintenance and custodial personnel.
14. Develops and recommends modifications to existing district maintenance policies as well as recommending new maintenance policies to the Superintendent and Board of School Directors.
15. Evaluates all technology related to Maintenance/Custodial operations and recommends changes or upgrades.

16. Evaluates maintenance/custodial personnel.
17. Assists with evaluation and recommendations for capital improvement projects and planning for future growth or need for renovations to existing facilities and grounds.
18. Assists with development, implementation and monitoring of energy conservation program.
19. Assists with preparation of emergency and disaster preparedness planning.
20. Oversees the use and staffing of facilities by internal and external use.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS
<i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>

Education				
Education Level	Education Details	Req	Pref	
Bachelors Degree	Engineering, Facility Management or similar discipline		X	Or
Masters Degree	Engineering, Facility Management or similar discipline		X	

Work Experience				
Experience	Experience Details	Req	Pref	
5-7 years	Progressively responsible experience in duties of position	X		And
5-7 years	Facility Management / Maintenance or similar experience	X		

Valid Driver's License Required	Yes
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Travel Requirements	
Est. Amount	Brief Description
30%	Regular travel between district school buildings.

SCOPE
Mental/Visual/Stress
<input checked="" type="checkbox"/> Work which frequently produces a high level of mental, visual and stress fatigue. For example, work which is frequently performed under pressure, and/or which requires intense mental application or attention to details 21%-50% of work time.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to work some evenings and weekends, sometimes with little or no notice.
- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- ☒ Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- ☒ Ability to supervise others using acceptable human relations skills.
- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Ability to operate various office equipment.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

Specific Skills

- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to communicate, comprehend and perform complex computations.
- ☒ Ability to compose clear, concise sentences and paragraphs.
- ☒ Ability to organize office setting to efficiently accomplish tasks.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ Dresses appropriately for job environment.
- ☒ Maintains an excellent driving record.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Selection	Office Classroom X Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment			X		
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)		X			
<input checked="" type="checkbox"/>	Use of Personal Protective Equipment			X		
<input checked="" type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)				X	

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Standing for extended periods of time		X			
<input checked="" type="checkbox"/>	Walking for extended periods of time		X			
<input checked="" type="checkbox"/>	Crawling		X			
<input checked="" type="checkbox"/>	Climbing		X			
<input checked="" type="checkbox"/>	Repeated Bending			X		
<input checked="" type="checkbox"/>	Gripping/Holding		X			
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)		X			
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)				X	
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)				X	
<input checked="" type="checkbox"/>	Lifting (Weight)		X			50 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)		X			50 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	<i>Working Condition</i>
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- ☒ Typical classroom environment
- ☒ Typical athletic training office/facility/environment
- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions
- ☒ Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
- ☒ May be exposed to hazardous materials, body fluids, or disease
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin



Director of Special Education East Lycoming S D Job Description

JOB INFORMATION

<i>Title:</i>	Director of Special Education - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Central Office
<i>Last Edited On:</i>	2/2/2023 7:51:45 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Student Services
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	Special Education Teachers and Contracted Services

JOB GOAL

The Director of Special Education is responsible for implementing and maintaining all Special Education programs and services in conformance to district, state, and federal objectives and laws; planning, designing, and implementing all phases of service provided by the Special Education staff; serving as a resource to families, school personnel, and contracted providers; and maintaining adequate staffing to ensure objectives of programs and services are achieved.

ESSENTIAL FUNCTIONS

1.	Abides by federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations.
2.	Monitors and ensures district's compliance with students' special education rights. Stays up-to-date with and ensures changes are communicated regarding federal and state special education laws, regulations, standards, guidance, forms and related matters.
3.	Directs and supervises the placement of students with identified exceptionalities upon request or referral; determines the appropriate organization of special education services throughout the District annually and makes recommendations for professional and nonprofessional special education staff assignments; and supervises the due process procedures for all students who are identified as exceptional and are attending programs either within or outside the District.
4.	Supervises the implementation of the School-Based ACCESS Programs and the provision of appropriate extended school year programs; plans and supervises the District's assessment and placement of exceptional children; coordinates the Early Admission Testing Program according to Board policy; and participates in planning standardized group-testing programs for students with disabilities.
5.	Maintains the District child accounting and child tracking system for students in need of special education and to meet deadlines for periodic child counts for District. Ensures that PIMS child accounting is complete for both the December 1 count and the June 30 count.
6.	Supervises the coordination with early intervention service providers, parents, and District personnel to ensure all students transitioning to school-age receive appropriate supports and services as well as assists in providing transitional services for students completing special education programs.
7.	Coordinates with the transportation department to ensure student transportation needs, both during the school year and for extended school year, are met.
8.	Ensures the completion of all administrative activities and written documentation required by state and federal mandates in servicing all exceptional students; prepares the required District Plan for Special Education to be submitted to the State Department of Education and files amendments as needed; and prepares necessary reports for the Board.
9.	Recommends revisions, policies, and programs pertaining to activities such as screenings, placement and placement options, education, confidentiality of records, and training of exceptional children.
10.	Provides leadership, coordination, and staff services by working with school principals and department members to develop, implement, and evaluate programs for staff and students; and supervises the revisions of special education programs and services to meet the ongoing needs of the District.

11. Prepares the department budgets in consultation with the administrative team; approves purchase orders for special education programs; supervises the appropriate use of funds; and ensures existence, timelines, and flexibility of interagency agreements.
12. Provides information to parents regarding the availability of special schools and programs for exceptional individuals; serves as a resource person with community agencies and groups having an interest in the schools; and establishes good working relationships with the various agencies and offices within the community that offer special help to students and their parents.
13. Supervises assigned faculty and support staff.
14. Determines staff needs; participates in the recruitment, screening, selection, assignments, and supervision of the special education staff; assists building principals in the evaluation of special education staff by providing, when appropriate, documentation of IEPs; and supervises pertinent in-service training.
15. Participates in and contributes to District-level curricular and administrative meetings; provides periodic updates legal issues in special education to appropriate administrative and instructional staff; facilitates staff participation in psychiatric staffing and treatment plan (mental health) meetings; works with department chairpersons to conduct meetings designed to promote efficient functioning of special education services; and serves as a member of the administrative team.
16. Keeps abreast of professional changes and represents the school district at professional meetings on national, state, and local levels in areas related to special education services.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree	Education or Special Education	X		
Masters Degree	Special Education / School Leadership	X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
5-7 years	Teaching experience in regular or special education	X		
3-5 years	Supervisory or Leadership experience		X	

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Supervisor, Special Education	Pennsylvania Supervisor of Special Education		X	Or
Pennsylvania Principal's Certificate	Pennsylvania Principal PK-12		X	Or
Supervisor, Pupil Personnel Services	Pennsylvania Supervisor of Pupil Personnel Services		X	Or

<i>Valid Driver's License Required</i>	Yes
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Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
20%	Travel between district schools and regional meetings.

SCOPE

Mental/Visual/Stress

- ☒ Work which is constantly and exceptionally tiring and stressful. For example, work which requires continuous attention to details and/or which is almost constantly performed under pressure. More than 80% of work time.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to work some evenings and weekends, sometimes with little or no notice.
- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to recognize changes occurring in society and their relationships to education.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- ☒ Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- ☒ Ability to supervise others using acceptable human relations skills.

Cognitive Ability

- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Ability to operate various office equipment.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.

Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to communicate, comprehend and perform complex computations.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Dresses appropriately for job environment.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Selection	X Office Classroom Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting				X	
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:				X	
<input checked="" type="checkbox"/>	Machines or tools used: Telephone				X	
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)	X				25 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	<i>Working Condition</i>
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- ☒ Typical office environment



Director of Technology East Lycoming S D Job Description

JOB INFORMATION

<i>Title:</i>	Director of Technology - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Central Office
<i>Last Edited On:</i>	2/3/2023 8:43:05 AM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Technology
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	Technology Assistant, Technology Specialist

JOB GOAL

The Technology Director performs professional, supervisory, and management duties and is responsible for the overall leadership and supervision of the technology program. Areas of supervision include the instructional technology program, all computer applications and hardware, networking and technical support, communication installations, facility software management, the wide and local area network, and computer repair. The Director of Technology is responsible for the development, implementation, operation, monitoring, and evaluation of the technology program for the school system. This individual provides leadership in identifying hardware and software purchases, ensuring consistency within the school system instructional technology plan and state technology guidelines. The Director coordinates, and may deliver, staff development on technology competencies needed for teaching and learning. The Director works collaboratively with the other members of the central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.

ESSENTIAL FUNCTIONS

1. Supervises technology department personnel and is responsible for department staffing to include, recruitment, recommending for hire, evaluation, discipline, and staff development.
2. Participates in district planning and operations to manage technology investment to include infrastructure, hardware and software for all computer systems and equipment operated using technology, and to effectively set and balance technology priorities and efficient technology operations across the district.
3. Develops and implements operating procedures for the department in coordination with supervisor and ensure compliance with applicable federal, state, and local laws and regulations, District policies and Administrative Procedures by technology staff and end users. Reviews and makes recommendations for changes to Board technology policies and Administrative Procedures including those on appropriate use and security credentials.
4. Maintain current knowledge of new technology developments and trends in instructional technology to and recommend new or innovative equipment to be evaluated for District use.
5. Oversees the daily operation of the technology department, establishes priorities, and ensures the daily operation of the district's systems (networks, servers, phones, security, and communication systems). Establishes procedures for and provides end users with support services, ensuring high priority items are given prompt attention.
6. Implements educational technology initiatives and manages projects to achieve the district's technology plan and vision.
7. Provides technology department training as well as district-wide educational technology professional development for teachers and staff.
8. Administers state reporting submissions; coordinates data collection and input from across systems and departments; and monitors and maintains data integrity.
9. Develops, reviews and tests district backup systems, data restoration, and disaster recovery procedures and plans.
10. Oversees the development, design, implementation and integration of new applications and changes to existing district computer systems and equipment operated using technology.
11. Provides and supports technologies that enable effective and efficient operations.
12. Negotiates, reviews, recommends for adoption and administers contracts for computing, information technology and communication services and equipment and evaluates vendor performance.
13. Develops, tracks, and oversees the district's information technology budget.

14. Provides educational technology leadership and assists with the evaluation of the District' technology curriculum. Maintain current knowledge of new technology developments and trends in instructional technology to and recommend innovative or new equipment to be evaluated for District use.

Additional Responsibilities

- Provides and directs technology support services as needed to the Lycoming County Career Consortium.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree	Management Information Systems, Computer Science	X		And
Masters Degree	Educational Technology, Information Systems, Management, or Educational Leadership	X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
5-7 years	Information services supervisory experience with a working knowledge of multiple computer systems, networks, telecommunications equipment and software applications.	X		

Valid Driver's License Required Yes

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
30%	Travel between district schools and regional meetings.

SCOPE

Mental/Visual/Stress

- ☒ Work which is constantly and exceptionally tiring and stressful. For example, work which requires continuous attention to details and/or which is almost constantly performed under pressure. More than 80% of work time.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to work some evenings and weekends, sometimes with little or no notice.
- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to recognize changes occurring in society and their relationships to education.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- ☒ Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- ☒ Ability to supervise others using acceptable human relations skills.
- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Ability to operate various office equipment.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.

Specific Skills

- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to communicate, comprehend and perform complex computations.
- ☒ Ability to compose clear, concise sentences and paragraphs.
- ☒ Ability to organize office setting to efficiently accomplish tasks.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Dresses appropriately for job environment.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Standard ADA Selection</i>	Office Classroom X Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment		X			
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)	X				
<input type="checkbox"/>	Use of Personal Protective Equipment					

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)				X	
<input checked="" type="checkbox"/>	Standing for extended periods of time			X		
<input type="checkbox"/>	Walking for extended periods of time					
<input type="checkbox"/>	Crawling					
<input checked="" type="checkbox"/>	Climbing		X			
<input checked="" type="checkbox"/>	Repeated Bending		X			
<input type="checkbox"/>	Gripping/Holding					
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)					
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)				X	
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)				X	
<input checked="" type="checkbox"/>	Lifting (Weight)			X		25 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)		X			15 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	<i>Working Condition</i>
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- ☒ Typical office environment
- ☒ Typical classroom environment
- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin



Federal Programs Administrator/ Curriculum Coordinator East Lycoming S D Job Description

JOB INFORMATION

<i>Title:</i>	Federal Programs Administrator/Curriculum Coordinator - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Central Office
<i>Last Edited On:</i>	2/3/2023 1:21:00 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	District Administration
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	Title Staff

JOB GOAL

To oversee and carry out the development, implementation and evaluation of all Federal Programs to optimize the District's ability to offer the best possible educational programs and services. Additionally, to improve academic achievement and quality of instruction for all district elementary and secondary students by providing leadership and assistance in the areas of curriculum development and implementation, professional development and assessment.

ESSENTIAL FUNCTIONS

1. Monitors and is responsible for all District academic programs receiving Federal funds. Familiarizes self and ensures compliance with all requirements related to receipt and expenditure of Federal funds.
2. Assists in applying for annual Federal funds by completing the Consolidated Application on the E-grants system. Keeps up to date with changing laws and guidelines through attendance at meetings and conferences and reviewing current guidance and revisions.
3. Develops program descriptions and prepares budgets for each program. Maintains records and documentation of expenditures for annual audit review and tri-annual compliance monitoring review by the Pennsylvania Department of Education.
4. Reviews and approves purchase requests in line with the Federal Programs budget. Revises budgets as needed.
5. Ensures the compliant operation of Title I in the non-public schools to include a timely and meaningful consultation meeting with the non-public school representatives. Generates a contract with the outside agency involved in providing service to the non-public school. Communicates with outside agencies involved in providing service to the non-public school.
6. Coordinates with the technology department to maintain a current inventory of equipment purchased as required.
7. Maintains student assessment records to comply with submission of the Title I Annual Performance Report.
8. Assists in planning district professional development programs. Advises district personnel concerning the use of Title IIA funds for professional development, if and when Title IIA funds are designated for professional development.
9. Meets regularly with the elementary principals on the operations of all federal programs and the literacy programs. Collaborates with building principals to complete the observation/evaluation process for Title I and reading personnel. Assists reading teachers in planning and preparing progress reports to parents.
10. Communicates with the Pennsylvania Department of Education concerning the proper administration of Federal funds. Coordinates reporting with the District Homeless Liaison.
11. Monitor and meet regularly with Title I Reading Specialist(s) and Title I Interventionists. Organizes and conducts meetings with the Title I Parent Advisory Council.
12. Assists with the development and supervision of curricular and instructional programs across all organizational levels. Coordinates K-12 curriculum and school improvement plans District-wide. Recommends changes to District policies and procedures in area of expertise.
13. Analyzes test data and makes recommendations for program changes. Coordinates development of school Improvement plans. Advises the District in how to interpret data to prepare plans for school improvement and comprehensive planning. Provides guidance to the district on how to improve student achievement.

14. Oversees implementation of the District's curriculum scope and sequence within each grade and from grade to grade. Integrates instructional programs and articulates curriculum between elementary and secondary levels. Collaborates with others to develop, direct and evaluate instructional programs District-wide.
15. Monitors implementation of the District's comprehensive plan and its progress throughout the implementation period in relation to current regulations regarding standards based curriculum, instruction, and assessment.
16. Provides in-service training and professional development programs related to curriculum and instruction and school improvement plans. Assists with the formulation and implementation of induction and instructional activities for District teachers which address instructional needs of both experienced and novice teachers to include planning and conducting workshops and conferences. Provides a variety of professional development opportunities to assist educators in updating information and implementing new skills. Plans, implements and evaluates professional development projects related to Pennsylvania standards and assessments.
17. Observes tenured and non-tenured teachers and evaluates and makes recommendations for changes in instructional methodologies and strategies. Assesses and makes recommendations on materials used in instructional settings to optimize student achievement. Works with department heads, building administrators and individuals to create professional development plans.
18. Engages with staff, parents, community, the Pennsylvania Department of Education and higher education in establishing a vision and strategies for maximizing the achievement of District students and instructional staff. Develops collaborative work environment for staff, students and the community.
19. Compiles required records for all areas of responsibility and coordinates completion and submission of required reports to local, state and federal agencies. Coordinates educational initiatives as required by state and federal mandates; serves as curriculum liaison to the Pennsylvania Department of Education (PDE).
20. Maintains professional expertise through a variety of activities such as membership in professional organizations relevant to curriculum, instruction and assessment, professional development and keeping up to date with federal and state information on current requirements and changes.
21. Assists with the supervision of elementary and secondary school system budgetary process and recommendation of budget to the Superintendent with specific responsibility for line items relating to instructional materials, consultants, workshop programming, professional development and in-service training.

Additional Responsibilities

<ul style="list-style-type: none"> Monitors implementation of the District's comprehensive plan and monitors its progress throughout the implementation period in relation to current regulations regarding standards based curriculum, instruction, and assessment.
<ul style="list-style-type: none"> Develops the meeting agendas, in coordination with the Superintendent and Committee Chair, of the Curriculum and Education Committee of the Board.
<ul style="list-style-type: none"> District Test Administrator - coordinates materials, dates, testing windows, training for district/school test administrators.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education				
Education Level	Education Details	Req	Pref	
Bachelors Degree	Education or related Educational Field	X		And
Masters Degree	Curriculum and Instruction	X		
Doctorate Degree	Curriculum and Instruction / Educational Leadership		X	

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
5-7 years	K-12 teaching experience	X		
3-5 years	District / School Leadership experience		X	

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Supervisor, Curriculum and Instruction	Valid Pennsylvania administrative or supervisory certification (Principal PreK-12, Letter of Eligibility, or Supervisor of C&I).	X		
Supervisor, Elementary Education			X	

<i>Valid Driver's License Required</i>	Yes
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Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
30%	Travel to district buildings and regional meetings.

SCOPE

Mental/Visual/Stress

- ☒ Work which frequently produces a high level of mental, visual and stress fatigue. For example, work which is frequently performed under pressure, and/or which requires intense mental application or attention to details 21%-50% of work time.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.

Cognitive Ability

- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to work some evenings and weekends, sometimes with little or no notice.
- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to recognize changes occurring in society and their relationships to education.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Ability to operate various office equipment.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to compose clear, concise sentences and paragraphs.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Dresses appropriately for job environment.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Standard ADA Selection	X Office Classroom Other(to include Physically Demanding Positions)
-------------------------------	--

This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:				X	
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			25 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	Working Condition
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☒ Typical office environment



Principal – Elementary East Lycoming S D Job Description

JOB INFORMATION

<i>Title:</i>	Principal - Elementary - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Building
<i>Last Edited On:</i>	2/2/2023 2:38:01 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Administration
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	All Building Faculty and Staff

JOB GOAL

The elementary principal is responsible for the overall planning, directing, supervising, and implementation of the elementary programs within the building and maintain an effective learning climate in the school.

ESSENTIAL FUNCTIONS

1.	Facilitates the design, supervises and implements programs to meet specific needs of the school; makes recommendations concerning administration and instruction; and organizes and directs implementation of all school activities related to student achievement.
2.	Systematically and collaboratively develops a positive culture to promote continuous student growth. Guides the educational program of the school to meet the needs of all students and ensures that they align with established academic standards for student achievement. Coordinates the linkage of curriculum, instruction, assessment, data on student learning, research based teacher effectiveness and best practices.
3.	Abides by, monitors and enforces building-wide compliance with federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations and applicable collective bargaining agreements. Recommends changes to District policies or administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
4.	Ensures processes and systems are in place for setting annual building goals in coordination with supervisor, budgeting, staffing, problem solving and communicating expectations. Prepares or supervises the preparation of reports, records, handbooks and information required or appropriate to the building's administration, ensuring these are consistent with and accurately reflect District policies and administrative procedures.
5.	Schedules classes within established guidelines; develops the master teaching schedule and any special assignments; and budgets school time to provide for the efficient conduct of school instruction and business to meet student and school-wide needs. Supervises the building Guidance Program to enhance individual student education and development. Leads, monitors and supports the attendance, conduct, and maintenance of health of students. Establishes guidelines to oversee student conduct that fosters consistency in application and enforcement of student discipline policies and procedures, in enforcing positive behavior systems, and offers resources such as professional development, prevention programs, and character training to support these guidelines. Supervises proper implementation of searches and investigations. Ensures disciplinary actions comply with students' due process rights.
6.	Supervises all professional, paraprofessional and, administrative personnel, exclusive of directing health services controlled by the Nurse Practice Act. Delegates authority to responsible personnel in his/her absence. Directs the interviewing, training, assigning, and evaluating of the school's professional staff to include, orientation of newly assigned staff members, evaluation and counseling of all staff members regarding their individual and group performance and, making recommendations, according to established procedures, for the removal of a teacher whose work is unsatisfactory.
7.	Directs the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions, meetings of the staff to coordinate the proper functioning of the school and cooperates with college and university officials regarding teacher training and preparation.

8.	Prepares and submits the school's budgetary requests and monitors ordering and expenditures of funds. Maintains and controls local funds generated by school activities. Monitors compliance with legal and District policy requirements regarding funds raised, expended or held by the school or any class, organization, club society or group of the school.
9.	Prepares, supervises and maintains all reports, records, lists, and all other data required or appropriate to the school's administration.
10.	Makes arrangements for special conferences between parents and teachers and maintains active relationships with students, parents, professional and nonprofessional personnel.
11.	Monitors and supports the safety and administration of the school plant to include planning and supervising fire drills and an emergency preparedness program.
12.	Supervises the daily use of the school facilities for both academic and nonacademic purposes and provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
13.	Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
14.	Supervises the procedures and activities of the MTSS team (including Student Assistance Program and IEP's) and participates in multiple team meetings related to student growth as well as other pupil-oriented group meetings.
15.	Timely and effectively communicates to appropriate District office or personnel regarding serious incidents or significant matters that may require attention or input from others in the District.
16.	Maintains the confidentiality of student records and information as part of exercising professional duties and discretion in sharing such information. Guides the preparation for and nurses integrity in the administration of federal, statewide and local student assessments.
17.	Coordinates student activities that support the instructional program and meet community needs. Attends special events held to recognize student achievement and other school-sponsored activities, and functions.
18.	Determine allocations of funds for staff, supplies, materials, and equipment, and authorize purchases.
19.	Evaluate curricula, teaching methods, and programs to determine their effectiveness, efficiency, and use, and to ensure that school activities comply with federal, state, and local regulations.
20.	Ability to analyze and solve problems with innovative, creative solutions.
21.	Evidence of strong leadership skills and a successful track record of developing others through coaching, mentoring, motivating and training.
22.	Able to demonstrate effective and successful contributions to team and/or cross-functional team objectives.
23.	Demonstrate the ability to communicate information clearly and effectively both verbally and in writing.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Masters Degree	Educational Leadership or related field	X		Or
Doctorate Degree	Educational Leadership or related field		X	

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
5-7 years	Elementary Teacher / Secondary Teacher	X		And
3-5 years	Assistant Principal or district leadership	X		

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Pennsylvania Principal's Certificate	Certification as Elementary Principal	X		
Elementary Teacher Certification	Pk-6 or similar certification		X	

Valid Driver's License Required Yes

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Travel for district events and regional meetings

SCOPE

Mental/Visual/Stress

- ☒ Work which is constantly and exceptionally tiring and stressfull. For example, work which requires continuous attention to details and/or which is almost constantly performed under pressure. More than 80% of work time.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to work some evenings and weekends, sometimes with little or no notice.

Cognitive Ability

- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- ☒ Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- ☒ Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- ☒ Ability to supervise others using acceptable human relations skills.
- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to communicate, comprehend and perform complex computations.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Dresses appropriately for job environment.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Standard ADA Selection</i>	X Office Classroom Other(to include Physically Demanding Positions)
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This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			25 lbs.

Additional Physical Demands

<input checked="" type="checkbox"/>	De-escalation techniques to ensure student and staff safety.		X		
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The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	<i>Working Condition</i>
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- ☒ Typical office environment
- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions



Principal – Secondary East Lycoming S D Job Description

JOB INFORMATION

<i>Title:</i>	Principal - Secondary - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Building
<i>Last Edited On:</i>	2/2/2023 12:58:58 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Administration
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	All Building Faculty and Staff

JOB GOAL

The secondary principal is responsible for the overall planning, directing, supervising, and implementation of the secondary program within the building and maintain an effective learning climate in the school. The secondary principal is also responsible for district athletics which are under the direction of the Athletic Director.

ESSENTIAL FUNCTIONS

1. Facilitates the design, supervises and implements programs to meet specific needs of the school; makes recommendations concerning administration and instruction; and organizes and directs implementation of all school activities related to student achievement.
2. Systematically and collaboratively develops a positive culture to promote continuous student growth. Guides the educational program of the school to meet the needs of all students and ensures that they align with established academic standards for student achievement. Coordinates the linkage of curriculum, instruction, assessment, data on student learning, research based teacher effectiveness and best practices.
3. Assists in the development, revision and evaluation of the curriculum and provides building-level leadership in the development of the instructional program of the building.
4. Abides by, monitors and enforces building-wide compliance with federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations and applicable collective bargaining agreements. Recommends changes to District policies or administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
5. Schedules classes within established guidelines; develops the master teaching schedule and any special assignments; and budgets school time to provide for the efficient conduct of school instruction and business to meet student and school-wide needs.
6. Supervises the building Guidance Program to enhance individual student education and development.
7. Leads, monitors and supports the attendance, conduct, and maintenance of health of students, establishes guidelines to oversee student conduct that fosters consistency in application and enforcement of student discipline policies and procedures, in enforcing positive behavior systems, and offers resources such as professional development, prevention programs, and character training to support these guidelines. Supervises proper implementation of searches and investigations. Ensures disciplinary actions comply with students' due process rights.
8. Supervises all professional, cafeteria aides and, administrative personnel, exclusive of directing health services controlled by the Nurse Practice Act. Delegates authority to responsible personnel in his/her absence. Directs the interviewing, training, assigning, and evaluating of the school's professional staff to include, orientation of newly assigned staff members, evaluation and counseling of all staff members regarding their individual and group performance and, making recommendations, according to established procedures, for the removal of a teacher whose work is unsatisfactory.
9. Coordinates with administration the in-service orientation and training of teachers, with special responsibility for staff administrative procedures and instructions, meetings of the staff to coordinate the proper functioning of the school and cooperates with college and university officials regarding teacher training and preparation.

10. Prepares and submits the school's budgetary requests and monitors ordering and expenditures of funds. Maintains and controls local funds generated by school activities. Monitors compliance with legal and District policy requirements regarding funds raised, expended or held by the school or any class, organization, club society or group of the school.
11. Prepares, supervises and maintains all reports, records, lists, and all other data required or appropriate to the school's administration.
12. Makes arrangements for special conferences between parents and teachers and, maintains active relationships with students, parents, professional and nonprofessional personnel.
13. Monitors and supports the safety and administration of the school plant to include planning and supervising fire drills and an emergency preparedness program.
14. Supervises the daily use of the school facilities for both academic and nonacademic purposes and provides for adequate inventories of property under his/her jurisdiction and for the security and accountability for that property.
15. Acts as liaison between the school and community, interpreting activities and policies of the school and encouraging community participation in school life.
16. Timely and effectively communicates to appropriate District office or personnel regarding serious incidents or significant matters that may require attention or input from others in the District.
17. Maintains the confidentiality of student records and information as part of exercising professional duties and discretion in sharing such information. Guides the preparation for and nurses integrity in the administration of federal, statewide and local student assessments Coordinates student activities that support the instructional program and meet community needs. Attends special events held to recognize student achievement and other school-sponsored activities, and functions.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Masters Degree	Masters degree in education or related education field	X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
5-7 years	Successful secondary teaching experience.	X		And
3-5 years	Assistant Principal or other district leadership experience	X		

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Pennsylvania Principal's Certificate	Principals Certification PK-12 or 7-12	X		
Secondary Teacher Certification	Secondary teaching certification		X	

<i>Valid Driver's License Required</i>	Yes
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Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Travel to district athletic events and regional meetings / conferences

SCOPE

Mental/Visual/Stress

- ☒ Work which is constantly and exceptionally tiring and stressfull. For example, work which requires continuous attention to details and/or which is almost constantly performed under pressure. More than 80% of work time.

Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to work some evenings and weekends, sometimes with little or no notice.
- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- ☒ Ability to articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- ☒ Ability to deal with personnel considerations in a fair, firm, and equitable manner.

Cognitive Ability

- ☒ Ability to supervise others using acceptable human relations skills.
- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to communicate, comprehend and perform complex computations.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Dresses appropriately for job environment.

Standard ADA Settings

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<i>Standard ADA Selection</i>	X Office Classroom Other(to include Physically Demanding Positions)
-------------------------------	--

This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking				X	
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			25 lbs.

The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.

Working Environment

	<i>Working Condition</i>
--	--------------------------

- ☒ Typical office environment
- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions

Adam Creasy
Director of Technology
Feb 10, 2023

Vendor: Chromebookparts.com
Product: Dell 3100 11" Student Chromebook
Amount: \$164,985

Description:

The Technology department is looking to purchase 750 student Chromebooks to fully replace the Chromebooks in grades 7-12 this school year. We will then refurbish the existing 7-12 Chromebooks and upgrade the HP and older Dell models that still exist in the elementary schools. We aim to ensure that every student has a fully functional Dell 3100 model Chromebook for the start of the next school year. We would like to transition from our existing technology reserve model in which we replace several hundred Chromebooks per year, to a 3-year replacement model utilizing a lease-to-own structure. This will allow all student and staff computers to be replaced every three years while being able to predict costs per replacement cycle more efficiently. The attached quote from Chromebookparts.com reflects a buy one for \$209, get one for \$169.99 liquidation special. Other comparable quotes were from CDWG for \$240.95 per chromebook and SHI for \$297.22 per chromebook.

Currently, the Technology Reserve fund has a balance of \$313,379. We would like to begin utilizing this fund to purchase these Chromebooks to begin our 3-year staff and student technology replacement cycle, as well as potentially fund our district security camera and digital phone/intercom system replacement projects. These projects will be designed to have a longevity of 10+ years.

Following this purchase, we plan on presenting the following purchase proposals at future board meetings:

- 1.) 75 Additional staff Chromebooks to complete the staff macbook to chromebook migration project.
- 2.) Grandstream digital phone system upgrade (HHS, Renn, Ferrell)
- 3.) Upgraded digital security camera system (HHS, Renn, Ferrell)

Please note that Ashkar is excluded as these systems will be included within the proposed construction project.

Thank you, as always, for your continued support of our department and district.

All the best,
Adam



ChromebookParts.com

Your Chromebook Life Cycle Partner

ChromebookParts.com

1000 Kristen Court Ste 2
St. Paul, MN 55110

Quote

Date	Quote #
02/07/2023	56432

Bill To
Accounts Payable 349 Cemetery Street Hughesville, PA 17737 US

Ship To
349 Cemetery St Hughesville, PA 17737-1028 US

P.O. No.

Product SKU	Product Description	Qty	Rate	Total
UNT-DL-11-3100-VH5H8-04/32-TXBI	Dell 11 3100 Chromebook (4GB RAM, 32GB Storage) Unit - VH5H8	375	169.99	63,746.25
UNT-DL-11-3100-VH5H8-04/32-TXBI	Dell 11 3100 Chromebook (4GB RAM, 32GB Storage) Unit - VH5H8	375	209.99	78,746.25
LIC-SNG-9986-1	Google Management License for Edu	750	29.99	22,492.50

- Estimate is **valid for 15 days**
- **Free Shipping** on all orders to contiguous US
- **365 Day Warranty** on all parts
- Please provide a Tax Exemption Certificate with PO if needed

Total	\$164,985.00
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Phone #
651-998-9760

E-mail
CustomerSupport@Chromebookparts.com

TIPS Contract #
Buy 1 Get 1 Discount Applied



Thank you for choosing CDW. We have received your quote.

Hardware

Software

Services

IT Solutions

Brands

Research Hub

Review and Complete Purchase

ADAM CREASY,

Thank you for considering CDW•G for your technology needs. The details of your quote are below. **If you are an eProcurement or single sign on customer, please log into your system to access the CDW site.** You can search for your quote to retrieve and transfer back into your system for processing.

For all other customers, click below to convert your quote to an order.

[Convert Quote to Order](#)

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
NFRD607	2/7/2023	NFRD607	7184336	\$218,760.00

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Dell Chromebook 3100 - 11.6" - Celeron N4020 - 4 GB RAM - 16 GB eMMC Mfg. Part#: 5783K Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	800	6609664	\$240.95	\$192,760.00
Google Chrome Education Upgrade Mfg. Part#: CROS-SW-DIS-EDU-NEW Electronic distribution - NO MEDIA Contract: PEPPM 2022 Catalog Agreement (PEPPM2022)	800	5988499	\$32.50	\$26,000.00

SUBTOTAL \$218,760.00

SHIPPING \$0.00

SALES TAX \$0.00

GRAND TOTAL \$218,760.00

PURCHASER BILLING INFO	DELIVER TO
Billing Address: EAST LYCOMING SCHOOL DISTRICT ACCOUNTS PAYABLE 349 CEMETERY ST HUGHESVILLE, PA 17737-1028 Phone: (570) 584-4395 Payment Terms: NET 30 Days-Govt/Ed	Shipping Address: EAST LYCOMING HIGH SCHOOL ADAM CREASY 349 CEMETERY ST HUGHESVILLE, PA 17737-1099 Shipping Method: UPS Ground (2 - 3 day)
	Please remit payments to: CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515



Sales Contact Info

Raj Jhala | (866) 687-2918 | raj.jhala@cdw.com

LEASE OPTIONS			
FMV TOTAL	FMV LEASE OPTION	BO TOTAL	BO LEASE OPTION
\$218,760.00	\$5,805.89/Month	\$218,760.00	\$6,722.49/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

Need Help?



My Account



Support



Call 800.800.4239

[About Us](#) | [Privacy Policy](#) | [Terms and Conditions](#)

This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdwg.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

© 2023 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239



Pricing Proposal
Quotation #: 23060163
Created On: 2/7/2023
Valid Until: 2/28/2023

PA-City of Hughesville East Lycoming School District

Adam Creasy

349 Cemetery St
attn: Accounts Payable
Hughesville, PA 17737
United States
Phone: 570-584-2131
Fax:
Email: acreasy@elsd.org

Inside Account Executive

Evan Dickerson

290 Davidson Ave.
Somerset, NJ 08873
Phone: 732-652-7677
Fax: 732-564-8224
Email: evan_dickerson@shi.com

All Prices are in US Dollar (USD)

Product	Qty	Your Price	Total
1 Dell Chromebook 3110 - Intel Celeron N4500 / 1.1 GHz - Chrome OS (with Chrome Education Upgrade) - UHD Graphics - 4 GB RAM - 32 GB eMMC - 11.6" TN 1366 x 768 (HD) - Wi-Fi 6 - BTS - with 3 Year ProSupport - Distl SNS- Google Chrome Dell - Part#: 4GKP3 Note: In stock.	800	\$297.22	\$237,776.00
2 Chrome OS Management Console - License - academic Google - Part#: CROSSWDISEDUNEW	800	\$32.00	\$25,600.00
Total			\$263,376.00

Additional Comments

Please note: Google has a zero returns policy.

T&C

Google will present the Google TOS upon each Customer first log in to the Services. Customer must accept the Google TOS prior to using the services. SHI will not accept the TOS on the customer's behalf.

Google Chrome TOS: <https://www.google.com/chrome/terms/chrome-device-management/index.html>

SHI SPIN: #143012572

SHI-GS SPIN (For Texas customers ONLY): #143028315

For E-rate SPI orders, applicant shall be responsible for payment of any outstanding or ineligible costs if USAC rejects reimbursement claim in whole or in part.

Please note, if Emergency Connectivity Funds (ECF) will be used to pay for all or part of this quote, please let us know as we will need to ensure compliance with the funding program.

Hardware items on this quote may be updated to reflect changes due to industry wide constraints and fluctuations.

UPCOMING EVENTS

High School Events

2/24 – SR High Semi-formal / Cafeteria / 7:00-9:00PM
3/3 & 3/4 - JR County Band Festival / Auditorium
3/9 – Chorus Concert / Auditorium / 7:00PM
3/13 – National Honor Society Induction Ceremony / Auditorium / 6:30PM
3/24 – End of Quarter 3
3/31 & 4/1– Shrek the Musical / Auditorium / 7:00PM
4/2 – Shrek the Musical / Auditorium / 2:00PM
4/4 – Band Concert (with Muncy H.S.) / Auditorium / 7:00PM

Ashkar Elementary Events

2/20 - Conference Day
2/21 - Grade 6 Field Trip to CAC to see “Freedom Bound”
2/27-3/3 - National Read Across America week
3/2 - Family Book Bingo / 5:00-7:00 PM / free books given out

Ferrell Elementary Events

3/2 - Book Bingo / Ferrell Gym / 6:30-7:30 PM

Renn Elementary Events

3/2 - Book Bingo 1:15-2:15 PM via Zoom with Mystery Guest Callers
3/23 - Book Bingo / Lairdsville Volunteer Fire Co / 6:00-7:00 PM (doors open at 5:30 PM)



DIGITAL VERSION

East Lycoming School District Quick Reference Brand Style Guide

Logos

Our logo is the visual embodiment of our brand. It should never be modified or adjusted in any way. Here are the most common approved versions.

Primary Logo



Colors

Color consistency is crucial to visuals and other brand elements as it promotes rapid recognition.

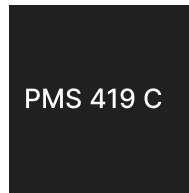
Primary Colors



HEX	#154734
RGB	R-21 G-71 B-52
CMYK	C-85 M-45 Y-78 K-49



HEX	#8E9089
RGB	R-142 G-144 B-137
CMYK	C-1 M-0 Y-5 K-44



HEX	#212322
RGB	R-33 G-35 B-34
CMYK	C-6 M-0 Y-3 K-86

Secondary Colors



HEX	#7C2529
RGB	R-124 G-37 B-41
CMYK	C-0 M-70 Y-67 K-51



HEX	#AC8400
RGB	R-172 G-132 B-0
CMYK	C-0 M-23 Y-100 K-33



DIGITAL VERSION

East Lycoming School District Quick Reference Brand Style Guide

Primary Font

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Inter | Light

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 \$ % & (, . : # ! ?)

Inter | Regular

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 \$ % & (, . : # ! ?)

Inter | Medium

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 \$ % & (, . : # ! ?)

Inter | Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
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Secondary Font

COLLEGIATE FLF | REGULAR

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 2 3 4 5 6 7 8 9 0 \$ % € (, . : # ! ?)

Secondary Colors Continued

PMS 4515 C	HEX	#B3A369
	RGB	R-179 G-163 B-105
	CMYK	C-0 M-9 Y-41 K-30
PMS COOL GRAY 2	HEX	#D0D0CE
	RGB	R-208 G-208 B-206
	CMYK	C-0 M-0 Y-1 K-18
PMS 444 C	HEX	#717C7D
	RGB	R-113 G-124 B-125
	CMYK	C-10 M-1 Y-0 K-51
PMS WARM GRAY 8	HEX	#8C8279
	RGB	R-140 G-130 B-121
	CMYK	C-0 M-7 Y-14 K-45
PMS 7730 C	HEX	#669966
	RGB	R-102 G-153 B-102
	CMYK	C-64 M-22 Y-74 K-4
PMS 5477 C	HEX	#336666
	RGB	R-51 G-102 B-102
	CMYK	C-81 M-44 Y-53 K-22



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Inter | Regular

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1 2 3 4 5 6 7 8 9 0 \$ % & (, . : # ! ?)

Inter | Medium

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 \$ % & (, . : # ! ?)

Inter | Bold

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p q r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 \$ % & (, . : # ! ?)

Secondary Font

COLLEGIATE FLF | REGULAR

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 2 3 4 5 6 7 8 9 0 \$ % & (, . : # ! ?)

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	CMYK	C-81 M-44 Y-53 K-22



Comprehensive School Based Mental Health and Emotional Wellness Board Update

February 14, 2023

Planning Committee

The twenty-eight member stakeholder planning committee consists of parents, students, faculty, community medical and mental health professionals, board representatives, and district administration. The committee meets virtually from 11AM – 1230PM to address specific needs of ELSD students around mental health and emotional wellbeing. The committee met once in January and once in February. There will be an additional 2-3 meetings this school year.

Observations from the Committee

The first meeting asked the committee members to discuss their personal observations or experiences around mental health and emotional wellness needs of our students and staff. Their comments, on the following pages, were group into like groups of parents, community professionals, staff, and students. This allowed the group to identify trends and commonalities in what was seen in our schools and for our students. As you will see, these comments present a clear and full understanding of the work before the committee and what it will take to make this program successful for students.

Goals of the Program

At the second meeting, the committee was separated into groups of 6-7 people. Each group had a member from a different role such as parent, student, staff, etc. Groups were asked to review the observations from the first meeting and identify goals for our program. These goals will guide the program development and oversight for 23-24 school term initially. Goals will be reviewed and revised periodically as the needs of students and staff change, but they will likely provide the framework for the program for many years. These goals will be reviewed and finalize by the committee at its March meeting and then shared with the Board.

Broader Understanding

At each meeting, the committee is also reading and discussing reports and national data of adolescent mental health. The goal of including these studies is to ensure that the committee is making decisions about the needs of ELSD students within the broader context of recognized national trends in adolescent mental health.

What do you see in ELSD students around issues of mental health and emotional wellbeing?



What do you believe would be beneficial to students here?

Staff

Know how to support students
Immediate place kids can go for help / someone to talk to
A road map / a plan / district wide SEL program
Consistency for how we support students and intervene to help
Give kids the tools to self-regulate

Students

We need more open discussion about mental health
We need tools to know what to do for ourselves and to help each other
Has to be something that lasts a long time. We need help.
More people to help.

Parents

An SEL program to teach empathy / kindness
Access to more support
Teach kids the tools to be confident and self-regulate
Support groups for kids / peers to talk to
Tier One to get the dialog started
Proactive instead of reactive.

Community Health Professionals

Counseling and Access x 3
Groups of peers for peers
Normalize reaching for help
School implementation of spectrum of services