



## Superintendent's Report

April 25, 2023

### **Building Project Update:**

As a reminder, bids are currently being accepted through Thursday, May 4, through PennBid. The Board will review these at the May 9 regular board meeting. Mr. Creasy, Mr. McCaffery and I are also preparing cost proposals for items that will be purchased directly by the district for Ashkar, such as access control hardware, security cameras, clocks, phones, playground equipment, classroom furniture, etc. Some of these terminal pieces of equipment can be purchased directly by us through state contract pricing without going through the General Contractor. This will be a cost savings to the district. Those items will also be presented to the board on May 9 so the full cost of the project can be evaluated.

### **Construction Management Services:**

To ensure the District's investment in a new building and renovations to the existing building are completed as designed and specified, it is recommended that the services of a Construction Management firm is secured. Construction management services provide an experienced manager on-site daily to ensure the building is constructed according to specifications, monitors all aspects of the work, creates daily job logs, closes out payment verification, serves as a liaison between the General Contractor, architects, and the district, and conducts regular job meetings among many other responsibilities on behalf of the district.

The district advertised and mailed RFPs for these services to both regional and local providers. Three were received. After several meetings, it is recommended by me and Mr. McCaffery to approve Fidevia LLC. The cost of this agreement includes a full-time on-site construction manager and the extensive support services that Fidevia offers. Total cost of this contract for 24 months is \$432,000 or 1.7% of the construction project. I appreciate the cost of this service, but also realize the potential long-term cost of not having the district's investment protected during construction.

### **Policies:**

Policies before you are for final reading with no changes.

### **Employment:**

#### *Athletic Director*

I am pleased to bring to you a recommendation from the selection committee for our next Athletic Director; Mrs. Kati Wyland. Beyond her credentials for this position, she is also a Spartan alumnus, former Spartan athlete, and current Spartan coach. She has a passion for this community and for its athletic programs. I am confident the program will grow under her leadership and she will be a great addition to the administrative team.

#### *Autistic Support Classroom*

With the support of Mrs. Paulhamus, I am recommending the board approve the creation of an elementary autistic support classroom for the 2023-2024 school year. By housing our own program the district will be able to provide



specialized support services to these students in their community schools and at a significant cost savings to the district as well.

*Department Chairs:*

The board is aware that we have been using department chairpersons since the beginning of the year to assist with instructional professional development and department leadership. Currently these positions do not exist in the collective bargaining agreement. In recognition of the valuable support these individuals provide, the MOU is recommended to create these new positions. The Education Association agrees with this recommendation.

**Athletic Scoreboards:**

We have secured all the donations for the athletic scoreboards totaling \$45,000. Each donor will receive prominent website recognition, announcements at the events, and athletic passes. The boards are ordered and will be installed later summer. Donations cover the cost of the boards. Installation will be taken from capital projects.

The donors are:

Football: Kaiser Brothers and Muncy Bank and Trust (\$10,000 each)

Soccer: Woodlands Bank and Lockard Insurance (\$5,000 each)

Varsity Gym: Murray Motors and Michael Insurance (\$5,000 each)

Softball: Anonymous (\$5,000)

Respectfully submitted,

Dr. Mark Stamm  
Superintendent of Schools

**EAST LYCOMING SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
Tuesday, April 25, 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**

**Executive Session:** The board is meeting for an Executive Session at 6:00 pm for the purpose of completing the Annual Superintendent Evaluation.

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

II. **REPORTS:**

**Administrator Reports:**

- Superintendent Report by Dr. Mark Stamm
- Literacy Program Update by Mrs. Cotner
- Instructional Technology / Network Security by Mr. Creasy

**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. Bryan McCaffery - Buildings & Grounds Director
- Mr. Kenneth Tallman - Athletic Director

**Board Member Updates (as applicable):**

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

**Board Committee Report:**

- **Goals Committee is cancelled.** An Executive Session is being held at 6:00 pm to complete the Annual Superintendent Evaluation.

III. **BOARD POLICIES:**

(BOE)

1. **Board Policies (137,137.1,137.2,137.3)- Second and Final Reading:**

**Resolved,** to approve the revisions to the following policies as recommended by PSBA to align with changes in the Home Education Programs.

**Home Education Programs:**

*Policy 137 Home Education Programs, 137.1 Extracurricular Participation by Home Education Students, 137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students, 137.3 Participation in Career and Technical Education Programs by Home Education Students.*

**--resolution required**

IV. **EDUCATIONAL:** (E-1)

1. **Field Trips:**

**Resolved,** upon the recommendation of Superintendent Stamm to approve the following field trips:

- May 4, 2023 High School Art Festival District-wide Elementary  
Number of Students: 300 Cost to Students: \$0.00 Cost to District: \$490.00
- May 9, 2023 High School 6<sup>th</sup> Grade Orientation  
Number of Students: 125 Cost to Students: \$0.00 Cost to District: \$150.00
- May 25, 2023 Community Theatre League High School  
Number of Students: 30 Cost to Students: \$0.00  
Cost to District: \$0.00 (Drama Club Funded) **--resolution required**

**PRE-APPROVED FIELD TRIP:** Ferrell Grade 5 to Philadelphia on 5/18/23

V. **PERSONNEL:** (P-1)

1. **Athletic Director Appointment:**

**Resolved,** upon the recommendation of the selection committee and Superintendent Stamm that Mrs. Katurah Wyland be approved as the Athletic Director for the East Lycoming School District. Mrs. Wyland will be paid a starting salary of \$55,000.00 effective June 5, 2023 per the Act 93 Agreement. **--resolution required**

2. **Elementary Autistic Support Classroom:**

**Resolved,** upon the recommendation of Superintendent Stamm and Mrs. Paulhamus, Board approval is requested to establish an Elementary Autistic Support Classroom within the East Lycoming School District. **--resolution required**

VI. **MINUTES:** (1)

**Resolved,** to accept the minutes from the meeting of April 11, 2023 as submitted. **--resolution required**

VII. **BUSINESS/FINANCIAL MATTERS:**

1. **2023-24 Proposed Final General Fund Budget:**

**Resolved,** upon the recommendation of Superintendent Stamm and Business Manager Burke that the 2023-24 Proposed Final General Fund Budget be adopted in the amount of \$28,333,281 as presented in the district and state budget document. In accordance with this budget, the following tax rates will be established:

- Real Estate Tax 16.55 mills
- Real Estate Transfer Tax – Act 511 1/2 of 1.0%
- Earned Income Tax – Act 24 1.2% **--resolution required**

2. **Treasurer’s Report:** (F-1)

**Resolved,** to accept the March 2023 Treasurer’s Reports as attached. **--resolution required**

3. **Bills for Payment:** (F-2)

**Resolved,** to accept bills for payment as listed and attached. **--resolution required**

4. **Business Office Reports:** (F-3)  
(Act 24 Reform, Capital Projects and Student Activities) **--resolution required**
5. **Business Manager and Assistant Business Manager Job Description Revisions:** (F-4)  
**Resolved**, upon the recommendation of Superintendent Stamm to approve the revised job descriptions for the Business Manager and Assistant Business Manager.  
**--resolution required**
6. **Combi Oven Bid:** (F-5)  
**Resolved**, upon the recommendation of Superintendent Stamm and Business Manager Burke that the attached bid from Douglas Equipment for a Combi Oven totaling \$30,505.38 be accepted utilizing Food Service funds. **--resolution required**
7. **Agreement with Fidevia LLC:** (F-6)  
**Resolved**, upon the recommendation of Superintendent Stamm to approve the agreement with Fidevia LLC to provide construction management services/owner representative services for the construction of Ashkar Elementary School as outlined in the Scope of Services. This agreement is contingent upon the Board approving construction bids on May 23, 2023.  
**--resolution required**
8. **Memorandum of Understanding:** (F-7)  
**Resolved**, upon the recommendation of Superintendent Stamm to approve the Memorandum of Understanding between the East Lycoming School District and the East Lycoming Education Association to create a new position of "Academic Department Chairperson" for an annual compensation as enclosed. **--resolution required**
9. **Memorandum of Understanding:** (F-8)  
**Resolved**, upon the recommendation of Superintendent Stamm and Curriculum Director Cotner that the Memorandum of Understanding with the Commonwealth University of Pennsylvania, be approved.  
**--resolution required**
10. **McClure Company Planned Maintenance Agreement Proposal:** (F-9)  
**Resolved**, upon the recommendation of Superintendent Stamm and Director of Buildings and Grounds McCaffery that the attached proposal for planned HVAC maintenance from McClure Company in the amount of \$8,648 be approved. **--resolution required**

VIII. **INFORMATION:**

1. Resignations received and accepted by Superintendent Stamm:  
-Patrick Kimble, Assistant Varsity Softball Coach effective April 20, 2023.
2. LycoCTC Open House.
3. Upcoming Events.

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, MAY 9, 2023  
7:00 PM**



Book	Policy Manual
Section	100 Programs
Title	Home Education Programs
Code	137
Status	First Reading
Legal	<a href="#">1. 24 P.S. 1327</a> <a href="#">2. 24 P.S. 1327.1</a> <a href="#">3. 22 PA Code 11.31a</a> 4. Pol. 137.2 5. Pol. 137.3 <a href="#">24 P.S. 111</a> <a href="#">22 PA Code 11.33</a> Pol. 137.1 Pol. 203 Pol. 209
Adopted	January 26, 2010
Last Revised	July 14, 2015

### **Authority**

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

### **Definitions**

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

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

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

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

### Delegation of Responsibility

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

### Guidelines

#### Notarized Affidavit

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

#### Instructional Program

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

#### Loan of Instructional Materials

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

#### Student Portfolio and Evaluations

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

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

#### Graduation Requirements

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

#### Diplomas

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

#### Students With Disabilities

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

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

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

### Appropriate Education/Compliance

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

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

If the Superintendent has a reasonable belief that the home education program is out of compliance, **the Superintendent** shall submit a letter to the supervisor requiring a certification **to** be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's reasonable belief.[2]

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

### Hearings

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

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

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

### Appeal

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



## Transfers

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

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

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

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

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

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



Book	Policy Manual
Section	100 Programs
Title	Extracurricular Participation by Home Education Students
Code	137.1
Status	First Reading
Legal	<a href="#">1. 24 P.S. 1327.1</a> <a href="#">2. 24 P.S. 511</a> 3. Pol. 122 4. Pol. 123 5. Pol. 137 <a href="#">6. 10 U.S.C. 2031</a> 7. Pol. 103 8. Pol. 103.1 9. Pol. 204 10. Pol. 218 11. Pol. 222 12. Pol. 227 13. Pol. 235 Pol. 137.2
Adopted	March 23, 2021

### **Authority**

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

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

### **Guidelines**

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

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

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

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

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

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

### **Delegation of Responsibility**

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

The building principal or designee shall distribute **eligibility criteria** regarding student participation in extracurricular activities and interscholastic athletics, and information **on the dates and times of physical examinations or medical tests provided to students by the district. Such information**

**shall be distributed through student handbooks, other publications and on the district's publicly available website.**[\[1\]](#)

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

**PSBA Revision 2/23    © 2023 PSBA**



Book	Policy Manual
Section	100 Programs
Title	Participation in Cocurricular Activities and Academic Courses by Home Education Students
Code	137.2
Status	First Reading
Legal	<a href="#">1. 24 P.S. 1327.1</a> 2. Pol. 122 3. Pol. 137 4. Pol. 137.1 5. Pol. 137.3 6. Pol. 103 7. Pol. 103.1 <a href="#">8. 10 U.S.C. 2031</a> 9. Pol. 105 10. Pol. 218 11. Pol. 222 12. Pol. 227 13. Pol. 235 14. Pol. 204 15. Pol. 212

### **Authority**

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

### **Definition**

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

### **Guidelines**

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

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

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

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

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent for the cocurricular activity or the prerequisites for the academic course.[1][2][9]
3. Comply with Board policies and school rules and administrative regulations regarding student conduct in school and at school-sponsored activities.[1][2][10][11][12][13]
4. Comply with policies, rules and regulations, or their equivalent, of the cocurricular activity's governing organization, where applicable.
5. Meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy and school rules.[14]
6. Comply with all Board policies, school rules and requirements and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course.[1]

### Academic Courses

Students attending home education programs are eligible to enroll in district academic courses in accordance with law and Board policy, and may participate in academic courses equaling up to one-quarter ( $\frac{1}{4}$ ) of the school day for full-time district students.[1]

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

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

## Transportation

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

## Delegation of Responsibility

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

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

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

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



Book	Policy Manual
Section	100 Programs
Title	Participation in Career and Technical Education Programs by Home Education Students
Code	137.3
Status	First Reading
Legal	<a href="#">1. 24 P.S. 1327.1</a> <a href="#">2. 24 P.S. 1801</a> <a href="#">3. 22 PA Code 4.31</a> 4. Pol. 115 5. Pol. 137 6. Pol. 137.2 7. Pol. 103 8. Pol. 103.1 9. Pol. 105 10. Pol. 218 11. Pol. 222 12. Pol. 227 13. Pol. 235 14. Pol. 204 15. Pol. 212

### **Authority**

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

Students attending home education programs shall be eligible to participate in a career and technical education program at LycoCTC, in accordance with the Articles of Agreement and center admission policy and procedures, on the same basis as other district students.

### **Guidelines**

Students attending home education programs shall be given an equal opportunity to [\[1\]](#)[\[3\]](#)[\[6\]](#)[\[7\]](#)  
[\[8\]](#) apply for placement in available programs at LycoCTC.



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

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

1. Be a resident of the district.
2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program.[1][4][6][9]
3. Comply with applicable policies and school rules and administrative regulations of LycoCTC regarding student conduct in school and at school-sponsored activities.[1][10][11][12][13]
4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy and school or program rules.[14]

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

### Transportation

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

### **Delegation of Responsibility**

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

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

The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in career and technical education programs, in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at LycoCTC.

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

**PSBA New 2/23 © 2023 PSBA**

# 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: 4/5/23 School: Hughesville High School  
Staff Member: Jesse Stryker  
Class/Club Attending: HHS Drama Club / Musical  
Number of Students: 30 Number of Adult Chaperones: 2

### DESTINATION INFORMATION

Destination Name: Community Theatre League  
Destination Address: 100 West Third Street  
Williamsport PA 17701  
Destination Phone Number: 570 329 0599  
Estimated Roundtrip Mileage: 34  
Departure Date: May 25<sup>th</sup> Departure Time: 1:45p  
Return Date: May 25<sup>th</sup> \*Return Time: 4:15p  
Rain Date: ✓  
Special Transportation Request(s) (i.e. wheelchair lift):  
\_\_\_\_\_

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

Students are being represented and recognized for the  
Ray of Light Awards on their production of Shrek:  
The Musical.

*\*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	<u>AS</u>
Is this an overnight trip?	Yes <input type="radio"/> No <input checked="" type="radio"/>	_____
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"/>	_____
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"/>	_____
Is the trip budgeted during the fiscal year?	Yes <input type="radio"/> No <input checked="" type="radio"/>	_____
Total estimated cost* of trip: (*include transportation, substitutes & fees)	<u>\$110 + \$18.75</u> <u>\$120</u> <u>\$248.75</u>	District Funds: _____ Other Funds: <input checked="" type="checkbox"/> _____ Other Funds Source: <u>Drama Club</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. AS

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. AS

### TO BE COMPLETED BY BUSINESS MANAGER

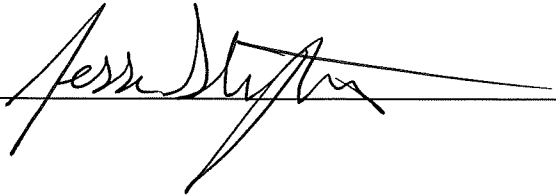
*Is this fieldtrip a covered activity under the District's insurance policies subject to the standard terms, conditions, and exclusions of the District's policies?*

Yes  No HS

**EAST LYCOMING SCHOOL DISTRICT**

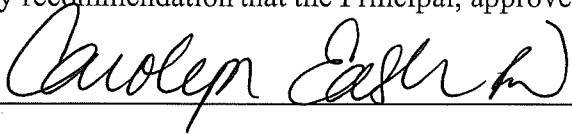
***FIELDTRIP REQUEST FORM***

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

  
\_\_\_\_\_

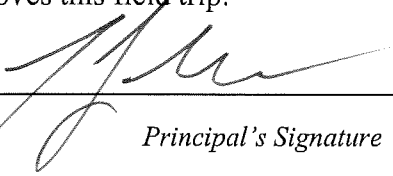
4/5/23  
Date  
(Submitted to School Nurse)

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.

  
\_\_\_\_\_


4/6/23  
Date  
(Submitted to Principal)

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

  
\_\_\_\_\_

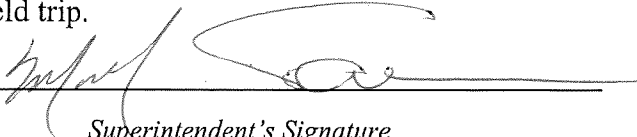
4/6/23  
Date  
(Submitted to the Curriculum Director)

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

  
\_\_\_\_\_

04/06/2023  
Date  
(Submitted to the Superintendent)

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

  
\_\_\_\_\_

4-11-23  
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: 4/14/23 School: Ferrell Elementary  
Staff Member: Alexis Treese  
Class/Club Attending: 5<sup>th</sup> grade  
Number of Students: 24 Number of Adult Chaperones: 8  
(includes 2 teachers)

### DESTINATION INFORMATION

Destination Name: Constitution Center Philadelphia Zoo  
Destination Address: 525 Arch St. 3400 W Girard Ave,  
Philadelphia, PA 19106 Philadelphia, PA 19104  
Destination Phone Number: 215 409 6600 215 243 1100  
Estimated Roundtrip Mileage: 154  
Departure Date: 5/18/2023 Departure Time: 6:30 AM  
Return Date: 5/18/2023 \*Return Time: 8:00 PM  
Rain Date: \_\_\_\_\_  
Special Transportation Request(s) (i.e. wheelchair lift):  
N/A

### EDUCATIONAL GOAL OF TRIP

*Please state the educational goal of this trip.*

Explore and explain the U.S. constitution through high tech exhibits, artifacts, and interactive displays.

Visit 1,900 rare and endangered species offering award winning education and conservation programs.

*\*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  AT  
*If no, please specify (i.e. Van, Charter, etc.):*

Charter

Is this an overnight trip? Yes  No  AT

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

Is there a personal cost to students/chaperones?  Yes No  AT  
*If yes, how much?* approx \$20

*If yes, for what?* Dinner on way home / gift shop

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

Total estimated cost\* of trip: \$4,137.50  
(\*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. AT

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. AT

### 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***

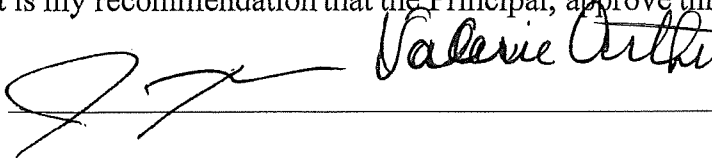
The requested fieldtrip provides an educational experience, which will enhance the specific curriculum instructed in my class(s)?

  
\_\_\_\_\_  
Michael L. Butler

4-4-23  
4-3-23

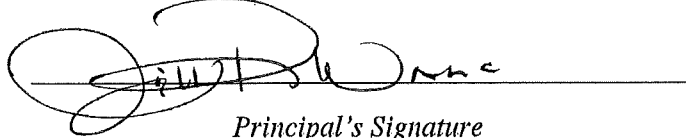
Date  
(Submitted to School Nurse)

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.

  
\_\_\_\_\_  
School Nurse Signature


4-4-23  
Date  
(Submitted to Principal)

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

  
\_\_\_\_\_  
Principal's Signature

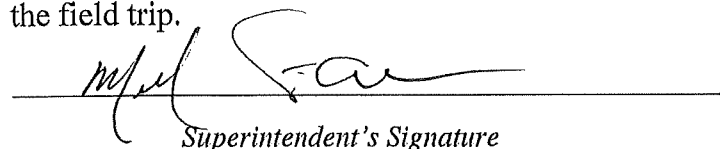
April 4, 2023  
Date  
(Submitted to the Curriculum Director)

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

  
\_\_\_\_\_  
Curriculum Director's Signature

04/05/2023  
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

4-5-23  
Approval Date



DISTRICT ADMINISTRATORS

DR. MARK E. STAMM  
*SUPERINTENDENT*

CORI A. COTNER  
*CURRICULUM DIRECTOR*

HEATHER N. BURKE  
*BUSINESS MANAGER*

# EAST LYCOMING SCHOOL DISTRICT

349 CEMETERY STREET  
HUGHESVILLE, PA 17737

TELEPHONE: (570) 584-2131  
FAX: (570) 584-5701

[www.elsd.org](http://www.elsd.org)

OFFICERS

RICHARD L. MICHAEL  
*PRESIDENT*

MICHAEL A. MAMRAK  
*VICE PRESIDENT*

HEATHER N. BURKE  
*BOARD SECRETARY*

DONNA R. GAVITT  
*TREASURER*

April 19, 2023

Re: Recommendation to Hire

Mr. Michael and Members of the Board,

On behalf of the selection committee, it is my pleasure to recommend to you Mrs. Katurah "Kati" Wyland as the next Athletic Director for the East Lycoming School District. Mrs. Wyland is an HHS graduate, former Spartan athlete, former collegiate athlete / coach, and current ELSD soccer coach. In addition to her passion for sports, she holds a Bachelor's degree from Lycoming College and a Master's degree in Sports Administration from Lock Haven University. Mrs. Wyland is excited to lead the athletic program and I am confident she will not only honor its proud past but also have a positive impact on its future as well.

As an Act 93 administrative position with both management and leadership responsibilities, I am recommending a starting salary of \$55,000 effective Monday, June 5, 2023. Mrs. Wyland will be compensated at a pro-rated basis if she overlaps with the current Athletic Director prior to his departure to ensure a smooth transition in the program.

Respectfully,



Dr. Mark Stamm  
Superintendent of Schools

----- Forwarded message -----

From: **April Paulhamus** <april.paulhamus@elsd.org>  
Date: Thu, Apr 20, 2023 at 9:57 AM  
Subject: Elementary Autistic Support Classroom  
To: Gail Warren <gwarren@elsd.org>

## **Elementary Autistic Support Classroom**

Upon the recommendation of Superintendent Stamm and Mrs. Paulhamus, Board approval is requested to establish an Elementary Autistic Support Classroom within the East Lycoming School District. This will allow us to provide specialized resources and support to ELSD students with Autism. By creating this dedicated space, we can better serve the needs of all ELSD students in their home district. It is recommended that the school board approve this proposal, as it will benefit both students and our district's fiscal efficiency in providing special education services.

Mrs. April Paulhamus  
Director of Special Education  
349 Cemetery Street  
Hughesville, PA 17737  
(570) 584-5111

***This message may contain privileged, confidential information that is exempt from disclosure under applicable law. If you are not the addressee indicated in this message or if it does not apply to you or your organization, you may***

**Call the Meeting to Order:** Mr. Michael, President, called the East Lycoming School District Board of Education's April 11, 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	Mrs. Tara Buebendorf - present
Mr. Michael Mamrak - present	Mrs. Shannon McConnell-Barlett- present
Mrs. Donna Gavitt - present	Mr. Matthew Pendrak - present
Mrs. Lisa McClintock - absent	Mrs. Rose Trevouledes - present

**Administration:**

Dr. Mark Stamm -Superintendent  
Mrs. Heather Burke - Business Manager/Board Secretary

**General Public:** Mike Reuther (Sun-Gazette), Craig Dudek, Jennifer Vermeire, Stephen Vermeire, Gregory Stroup, Kirsten Gardner, Cam Koons, Ben Schomburg, Michele Hickling (Nutrition), Mary Kay Bukeavich (Nutrition), and Becci Swales.

**Board Policies:** It was moved by Mrs. Buebendorf, seconded by Mrs. McConnell-Barlett to approve the following Board Policies:

**1. Board Policies (137,137.1,137.2,137.3)- First Reading**

**Resolved,** to approve the revisions to the following policies as recommended by PSBA to align with changes in the Home Education Programs

**Home Education Programs:**

*Policy 137 Home Education Programs, 137.1 Extracurricular Participation by Home Education Students, 137.2 Participation in Cocurricular Activities and Academic Courses by Home Education Students, 137.3 Participation in Career and Technical Education Programs by Home Education Students.*

Mr. Richard 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 - absent	Mrs. Rose Trevouledes - yes

**Motion Carried**

**Educational:** It was moved by Mr. Mamrak, seconded by Mr. Pendrak to approve the following Educational Items:

**1. Field Trips:**

**Resolved,** upon the recommendation of Superintendent Stamm to approve the following field trips:

-April 3, 2023	Muncy High School	Sr. High Band
Number of Students: 21	Cost to Students: \$0.00	Cost to District: \$110.00
-April 14-15, 2023	Mount Carmel High School	Sr. High Band
Number of Students: 1	Cost to Student: \$0.00	Cost to District: \$125.00

-April 21, 2023 Number of Students: 7	Lock Haven University Cost to Students: \$0.00	Life Skills Students Cost to District: \$350.00
-May 4, 2023 Number of Students: 104	Elementary to High School Cost to Students: \$0.00	Elementary Chorus Cost to District: \$250.00
-May 11, 2023 Number of Students: 72	Reptiland/Kiess Park Cost to Students: \$0.00	Ashkar Grade K Cost to District: \$0.00 (PTA Funded)
-May 12, 2023 Number of Students: 12	Aerea Premium Event Spaces Cost to Students: \$10.00	High School Cost to District: \$65.00
-May 19, 2023 Number of Students: 18	Buffalo Wild Wings Cost to Students: \$0.00	Life Skills Students Cost to District: \$50.00

Mr. Richard 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 - absent	Mrs. Rose Trevoledes - yes

**Motion Carried**

**Pre-Approved Field Trip:** 5/18/23 Renn Grade 5 to Philadelphia

**Personnel:** It was moved by Mrs. Buebendorf, seconded by Mrs. Trevoledes to approve the following Personnel Items:

**1. Secondary Science Teacher (Temporary Professional Contract):**

**Resolved,** upon the recommendation of Superintendent Stamm and Mr. Reichner that Ms. Cariea Robbins be hired as a Secondary Science Teacher (Temporary Professional Contract) effective the 2023-2024 school year. Ms. Robbins will be paid \$55,250.00 which represents level 1 (B) of the East Lycoming Educational Professional Contract, pending receipt of required documents.

**2. Full-time Custodian:**

**Resolved,** upon the recommendation of Superintendent Stamm and Mr. Mccaffery that Ms. Roberta Dagitz be approved as a Full-time Custodian at the High School. Ms. Dagitz will be paid \$13.61 per hour (minus \$.30 per hour for a 60 day probation period) with benefits, per the East Lycoming Educational Support Professional Contract, pending receipt of required documents.

Mr. Richard 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 - absent	Mrs. Rose Trevoledes - yes

**Motion Carried**

**Minutes:** It was moved by Mr. Mamrak, seconded by Mrs. Buebendorf to approve the minutes from the meeting of March 28, 2023 as submitted.

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt-yes  
Mrs. Lisa McClintock - absent

Mrs. Tara Buebendorf - yes  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevoledes - yes

**Motion Carried**

**Business/Financial Matters:** It was moved by Mrs. McConnell-Barlett, seconded by Mrs. Gavitt to approve the following Business/Financial Matters:

**1. UPMC Contract for Therapy Services:**

**Resolved,** upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that the attached therapy contract with UPMC be approved.

**2. Food Service Agreement Renewal:**

**Resolved,** upon the recommendation of Superintendent Stamm and Business Manager Burke that the food service agreement with Nutrition, Inc. be renewed for an additional year, through June 30, 2024.

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt- yes  
Mrs. Lisa McClintock - absent

Mrs. Tara Buebendorf - yes  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevoledes - yes

**Motion Carried**

**Public Comments:**

- Ben Schomburg (Wolf Twp) - Concern about the decorations being removed from Ashkar kitchen/cafeteria.
- Cam Koons - Inquired if the construction management services are part of the original project costs.
- Kirsten Gardner - Introduced herself and asked for support in the upcoming election for Magisterial District Judge.
- Gregory Stroup (Jordan Twp) - Concern about bus cameras being installed on his busses.

**Adjourn from Regular Session to Executive Session:** It was moved by Mr. Mamrak, seconded by Mrs. Buebendorf to adjourn from Regular Session into Executive Session at 7:35 P.M.

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt-yes  
Mrs. Lisa McClintock - absent

Mrs. Tara Buebendorf - yes  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevoledes - yes

**Motion Carried**

**Adjourn from Executive Session:** It was moved by Mr. Mamrak, seconded by Mr. Pendrak to adjourn from executive session at 7:53 P.M.

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt-yes  
Mrs. Lisa McClintock - absent

Mrs. Tara Buebendorf - yes  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevoledes - yes

**Motion Carried**

Respectfully submitted,

*Heather N. Burke*

Heather Burke

Business Manager/Board Secretary

DRAFT

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>1000</b>	<b>INSTRUCTION</b>						
1100	.	0.00	0.00	0.00	0.00	0.00	0.00
1110	REG PROG - ELEM SECNDRY	11,686,241.00	954,075.65	6,992,390.75	2,188.25	4,691,662.00	59.85
1190	OTHER INSTRUCTIONAL PRO	348,192.00	24,353.10	265,260.02	0.00	82,931.98	76.18
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	10,917.02	90,663.08	697.99	21,772.93	80.75
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	10,642.34	82,499.30	0.00	57,598.70	58.89
1231	EMOTIONAL SUPPORT	169,114.00	1,412.00	1,412.00	0.00	167,702.00	0.83
1233	AUTISTIC SUPPORT	0.00	0.00	0.00	0.00	0.00	0.00
1241	LEARNING DISABLE	1,664,117.00	128,161.09	943,550.37	430.68	720,135.95	56.73
1243	GIFTED	76,837.00	5,269.85	38,718.91	0.00	38,118.09	50.39
1270	MULTI-HANDICAPPED SUPP	31,000.00	12,029.49	12,029.49	0.00	18,970.51	38.80
1281	EARLY INTERVENTION	0.00	0.00	738.81	0.00	(738.81)	0.00
1290	SPECIAL PROGRAMS-OTHER	723,633.00	130,397.96	557,969.83	0.00	165,663.17	77.11
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	34,741.47	282,471.71	602.68	196,382.61	59.04
1390	OTHER VOC ED PROGRAMS	520,000.00	43,634.90	476,141.75	0.00	43,858.25	91.57
1400	OTHER EDUCATIONAL PROG	0.00	0.00	0.00	0.00	0.00	0.00
1410	DRIVERS EDUCATION	24,246.00	1,534.02	8,659.52	0.00	15,586.48	35.72
1420	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
1430	HOMEBOUND INSTRUCTION	9,298.00	1,016.56	4,990.10	0.00	4,307.90	53.67
1441	ADJUDICATED ALT ED	20,000.00	0.00	0.00	0.00	20,000.00	0.00

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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	32,336.67	36,272.67	0.00	3,727.33	90.68
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	13,915.32	174,233.02	71.76	114,148.22	60.43
1802	PRE K ADMIN SUPPORT	1,500.00	155.00	155.00	0.00	1,345.00	10.33
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	785.36	4,629.76	0.00	370.24	92.60
1806	PRE K STAFF DEV	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>16,358,969.00</b>	<b>1,405,377.80</b>	<b>9,988,043.53</b>	<b>3,991.36</b>	<b>6,366,934.11</b>	<b>61.08</b>
<b>MAJOR FUNCTION 1000 TOTALS</b>							
	<b>Total Expenditure</b>	<b>16,358,969.00</b>	<b>1,405,377.80</b>	<b>9,988,043.53</b>	<b>3,991.36</b>	<b>6,366,934.11</b>	<b>61.08</b>
	<b>Total Other Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>16,358,969.00</b>	<b>1,405,377.80</b>	<b>9,988,043.53</b>	<b>3,991.36</b>	<b>6,366,934.11</b>	



## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>2000</b>							
2100	INSTR SUPPORT SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	590,558.00	42,968.99	330,992.24	0.00	259,565.76	56.05
2140	PSYCHOLOGICAL SERVICES	155,407.00	10,952.76	93,425.15	0.00	61,981.85	60.12
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	10,000.00	0.00	0.00	100.00
2190	OTHER PUPIL SERVICES	225,444.00	25,405.83	170,201.36	0.00	55,242.64	75.50
2200	SUPP SVCS - INST STAFF	0.00	0.00	0.00	0.00	0.00	0.00
2250	SCHOOL LIBRARY SERVICES	124,846.00	6,583.62	49,637.19	0.00	75,208.81	39.76
2260	INST&CURRIC DVLOP SVCS	351,478.00	28,759.46	289,823.04	0.00	61,654.96	82.46
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	6,920.37	40,402.81	0.00	32,607.19	55.34
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	3,629.00	25,388.35	0.00	(188.35)	100.75
2320	BOARD TREASURER SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2330	TX ASSESSMENT & COLL	85,709.00	7,708.04	68,158.61	0.00	17,550.39	79.52
2350	LEGAL SERVICES	25,000.00	1,247.16	11,183.16	0.00	13,816.84	44.73
2360	OFFICE SUPERINTDNT SVCS	336,089.00	24,684.08	226,596.66	0.00	109,492.34	67.42
2380	OFFICE PRINCIPAL SVCS	1,062,863.00	80,906.52	754,003.17	725.00	308,134.83	71.01
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	6,169.00	19,484.66	0.00	30,515.34	38.97
2440	NURSING SERVICES	281,437.00	24,758.22	183,287.11	36.49	98,113.40	65.14
2490	OTHER HEALTH SERV. (AEDS)	0.00	0.00	3,770.00	7,703.90	(11,473.90)	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	17,192.75	162,168.73	0.00	48,409.27	77.01
2514	PAYROLL SERVICES	92,632.00	7,108.93	67,462.30	0.00	25,169.70	72.83

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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	7,921.88	74,784.19	0.00	24,794.81	75.10
2519	OTHER FISCAL SERVICES	134,125.00	5,430.82	96,486.38	0.00	37,638.62	71.94
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	11,735.09	86,306.83	0.00	35,716.17	70.73
2620	OPER BUILDING SVCS	1,933,112.00	153,442.09	1,364,282.27	122,344.10	446,485.63	76.90
2660	SECURITY SERVICES	74,260.00	6,379.72	61,643.95	236.00	12,380.05	83.33
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	181,524.66	1,228,256.37	0.00	276,342.63	81.63
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	204,730.96	705,828.14	8,701.79	(115,980.93)	119.38
2832	RECRUITMENT & PLACEMENT	0.00	0.00	280.00	0.00	(280.00)	0.00
2834	STAFF DEV CERT NONINSTR	3,289.00	183.25	10,665.95	0.00	(7,376.95)	324.29
2836	STAFF DEV NONINS NONCER	4,500.00	0.00	2,220.50	0.00	2,279.50	49.34
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>8,255,223.00</b>	<b>871,343.20</b>	<b>6,140,136.62</b>	<b>139,747.28</b>	<b>1,975,339.10</b>	<b>76.07</b>

**MAJOR FUNCTION 2000 TOTALS**

<b>Total Expenditure</b>	<b>8,255,223.00</b>	<b>871,343.20</b>	<b>6,140,136.62</b>	<b>139,747.28</b>	<b>1,975,339.10</b>	<b>76.07</b>
<b>Total Other Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>8,255,223.00</b>	<b>871,343.20</b>	<b>6,140,136.62</b>	<b>139,747.28</b>	<b>1,975,339.10</b>	

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>3000</b>							
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	0.00	19,428.67	0.00	60,892.33	24.19
3250	ATHLETICS	638,781.00	76,977.06	475,503.60	18,278.62	144,998.78	77.30
3300	COMMUNITY SERVICES	44,706.00	3,378.51	25,144.03	42.96	19,519.01	56.34
3390	OTHER COMMUNITY SVCS	0.00	0.00	0.00	0.00	0.00	0.00
	<b>Total</b>	<b>763,808.00</b>	<b>80,355.57</b>	<b>520,076.30</b>	<b>18,321.58</b>	<b>225,410.12</b>	<b>70.49</b>
<b>MAJOR FUNCTION 3000 TOTALS</b>							
	<b>Total Expenditure</b>	<b>763,808.00</b>	<b>80,355.57</b>	<b>520,076.30</b>	<b>18,321.58</b>	<b>225,410.12</b>	<b>70.49</b>
	<b>Total Other Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>763,808.00</b>	<b>80,355.57</b>	<b>520,076.30</b>	<b>18,321.58</b>	<b>225,410.12</b>	

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>4000</b>							
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	32,336.31	827,166.93	348,065.05	(1,175,231.98)	0.00
<b>Total</b>		<b>0.00</b>	<b>32,336.31</b>	<b>1,033,940.02</b>	<b>348,065.05</b>	<b>(1,382,005.07)</b>	<b>0.00</b>
<b>MAJOR FUNCTION 4000 TOTALS</b>							
<b>Total Expenditure</b>		<b>0.00</b>	<b>32,336.31</b>	<b>1,033,940.02</b>	<b>348,065.05</b>	<b>(1,382,005.07)</b>	<b>0.00</b>
<b>Total Other Expenditure</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenue</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Revenue</b>		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>0.00</b>	<b>32,336.31</b>	<b>1,033,940.02</b>	<b>348,065.05</b>	<b>(1,382,005.07)</b>	

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>5000</b>							
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	404,854.07	1,666,968.57	0.00	33,031.43	98.06
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5800	SUSPENSE ACCOUNT	0.00	(47,110.42)	(72,855.77)	9,097.01	63,758.76	0.00
5900	BUDGETARY RESERVE	350,000.00	0.00	0.00	0.00	350,000.00	0.00
	<b>Total</b>	<b>2,050,000.00</b>	<b>357,743.65</b>	<b>1,594,112.80</b>	<b>9,097.01</b>	<b>446,790.19</b>	<b>78.21</b>
<b>MAJOR FUNCTION 5000 TOTALS</b>							
	<b>Total Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Expenditure</b>	<b>2,050,000.00</b>	<b>357,743.65</b>	<b>1,594,112.80</b>	<b>9,097.01</b>	<b>446,790.19</b>	<b>78.21</b>
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>2,050,000.00</b>	<b>357,743.65</b>	<b>1,594,112.80</b>	<b>9,097.01</b>	<b>446,790.19</b>	

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>6000</b>							
6111	CURRENT REAL ESTATE TX	(7,545,761.00)	0.00	(7,610,749.19)	0.00	64,988.19	100.86
6112	INTERIM REAL ESTATE TX	(25,000.00)	(11,775.92)	(22,887.32)	0.00	(2,112.68)	91.55
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)	(403,761.10)	(1,525,867.83)	0.00	(1,224,132.17)	55.49
6153	CUR 511 RL EST TRANS TX	(115,000.00)	(9,098.10)	(113,398.98)	0.00	(1,601.02)	98.61
6411	DELINQ REAL ESTATE TAX	(440,000.00)	(57,918.41)	(242,754.58)	0.00	(197,245.42)	55.17
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)	(33,011.39)	(213,004.67)	0.00	193,004.67	1,065.02
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)	0.00	(43,024.00)	0.00	(2,976.00)	93.53
6740	PARKING PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
6810	REV LOCAL GOV UNITS	0.00	0.00	(55,548.45)	0.00	55,548.45	0.00
6821	LCCC VOC ED SUBSIDY	(100,000.00)	0.00	(97,795.00)	0.00	(2,205.00)	97.80
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)	0.00	(221,695.00)	0.00	(61,764.00)	78.21

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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)	(1,120.00)	(9,800.00)	0.00	4,800.00	196.00
6920	CONT&DONAT PRIV SRCS	(10,000.00)	0.00	(5,479.67)	0.00	(4,520.33)	54.80
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	(4,040.00)	0.00	(1,960.00)	67.33
6944	RECEIPTS OTHER LEAS	0.00	0.00	0.00	0.00	0.00	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)	(36,598.50)	0.00	(9,901.50)	78.71
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	104.45	(758.16)	0.00	758.16	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	(394.24)	0.00	394.24	0.00
<b>Total</b>		<b>(11,702,720.00)</b>	<b>(520,646.97)</b>	<b>(10,214,901.55)</b>	<b>0.00</b>	<b>(1,487,818.45)</b>	<b>87.29</b>

**MAJOR FUNCTION 6000 TOTALS**

<b>Total Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Other Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Revenue</b>	<b>(11,702,720.00)</b>	<b>(520,646.97)</b>	<b>(10,214,901.55)</b>	<b>0.00</b>	<b>(1,487,818.45)</b>	<b>87.29</b>	<b>87.29</b>
<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>(11,702,720.00)</b>	<b>(520,646.97)</b>	<b>(10,214,901.55)</b>	<b>0.00</b>	<b>(1,487,818.45)</b>		

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>7000</b>							
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	(5,327,882.57)	0.00	(3,062,399.43)	63.50
7112	BASIC EDUCATION SS REV	(517,746.00)	0.00	(197,935.43)	0.00	(319,810.57)	38.23
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)	(906,335.00)	0.00	(178,967.00)	83.51
7292	PRE K COUNTS	(275,000.00)	(36,309.52)	(218,452.39)	0.00	(56,547.61)	79.44
7310	TRANS (REGULAR&ADDIT)	(855,150.00)	0.00	0.00	0.00	(855,150.00)	0.00
7311	S D TRANSPORTATION	0.00	(220,747.00)	(706,389.00)	0.00	706,389.00	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	(28,168.06)	0.00	(1,831.94)	93.89
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)	0.00	(267,638.00)	0.00	0.00	100.00



## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7506	PASMART 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)	(679,695.31)	(949,777.70)	0.00	(1,388,899.30)	40.61
<b>Total</b>		<b>(14,665,521.00)</b>	<b>(1,118,018.83)</b>	<b>(9,496,408.86)</b>	<b>0.00</b>	<b>(5,169,112.14)</b>	<b>64.75</b>
 <b>MAJOR FUNCTION 7000 TOTALS</b>							
	<b>Total Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Revenue</b>	<b>(14,665,521.00)</b>	<b>(1,118,018.83)</b>	<b>(9,496,408.86)</b>	<b>0.00</b>	<b>(5,169,112.14)</b>	<b>64.75</b>
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>(14,665,521.00)</b>	<b>(1,118,018.83)</b>	<b>(9,496,408.86)</b>	<b>0.00</b>	<b>(5,169,112.14)</b>	

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>8000</b>							
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)	(185,001.03)	0.00	(118,998.97)	60.86
8515	NCLB Title II Tch Trn	(47,000.00)	(3,219.67)	(35,416.37)	0.00	(11,583.63)	75.35
8517	TITLE IV	(22,000.00)	0.00	(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	(26,063.70)	(469,146.60)	0.00	469,146.60	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	(2,288.20)	(19,456.92)	0.00	19,456.92	0.00
8752	ARP ESSER Summer Programs	0.00	(457.63)	(3,646.35)	0.00	3,646.35	0.00
8753	ARP ESSER After School Programs	0.00	(457.64)	(3,952.60)	0.00	3,952.60	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
<b>Total</b>		<b>(448,000.00)</b>	<b>(53,042.51)</b>	<b>(928,843.10)</b>	<b>0.00</b>	<b>480,843.10</b>	<b>207.33</b>
<b>MAJOR FUNCTION 8000 TOTALS</b>							
	<b>Total Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Revenue</b>	<b>(448,000.00)</b>	<b>(53,042.51)</b>	<b>(928,843.10)</b>	<b>0.00</b>	<b>480,843.10</b>	<b>207.33</b>
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>(448,000.00)</b>	<b>(53,042.51)</b>	<b>(928,843.10)</b>	<b>0.00</b>	<b>480,843.10</b>	

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
<b>9000</b>							
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 EXPDPT	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
	<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>MAJOR FUNCTION 9000 TOTALS</b>							
	<b>Total Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Expenditure</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
	<b>Total Other Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
		<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Condensed Board Summary Report

From 03/01/2023 To 03/31/2023

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	2,389,412.88	17,682,196.47	510,125.27	7,185,678.26	71.69
Total Other Expenditure	2,050,000.00	357,743.65	1,594,112.80	9,097.01	446,790.19	78.21
Total Revenue	(26,816,241.00)	(1,691,708.31)	(20,640,153.51)	0.00	(6,176,087.49)	76.97
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	611,759.00	1,055,448.22	(1,363,844.24)	519,222.28	1,456,380.96	

**East Lycoming School District  
Treasurer's Report  
March 31, 2023**

General Fund Checking Account	March 1, 2023	2,495,017.61
PLGIT Account	March 1, 2023	7,987,092.27
<b>TOTAL</b>		<b>10,482,109.88</b>

Cash Receipts	March 2023	4,227,761.74
Cash Disbursements	March 2023	(6,082,128.97)
<b>NET CASH CHANGE</b>		<b>(1,854,367.23)</b>

General Fund Checking Account	March 31, 2023	2,188,972.19
PLGIT Account	March 31, 2023	6,438,770.46
<b>TOTAL</b>		<b>8,627,742.65</b>

Interest Rates	Jan-23	Feb-23	Mar-23
Checking MBT	2.25%	2.25%	2.25%
PLGIT	4.16%	4.35%	4.49%

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND    Payment Dates: 03/25/2023 - 04/19/2023

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
0000049581	03/27/2023	HERSHEYPARK GROUP SALES	FIELD TRIP - AP MATH, STUDENT FUNDED		1,398.00
0000049582	03/29/2023	AT&T MOBILITY	COMMUNICATION		281.89
0000049583	03/29/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		5,072.54
0000049584	03/29/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		5,257.21
0000049585	03/29/2023	UGI CENTRAL PENN GAS	NATURAL GAS		87.62
0000049586	03/29/2023	UGI ENERGY SERVICES LLC	ELECTRICITY		1,265.86
0000049587	03/29/2023	WASTE MANAGEMENT OF PA INC	DISPOSAL SERVICE		3,284.32
0000049588	03/29/2023	WINDSTREAM	COMMUNICATION		433.33
0000049589	03/29/2023	ORIGINAL ITALIAN PIZZA	PIZZA - SPEC. ED. TRANSITIONS MEETING		36.22
0000049590	04/13/2023	AMERICAN HEART ASSOCIATION	DONATION - ASHKAR DRESS DOWN DAY		364.00
0000049591	04/13/2023	COMPOUND SPORTSWEAR LLC	WRESTLING SINGLETs		1,248.00
0000049592	04/13/2023	COMCAST	COMMUNICATION		5,299.15
0000049593	04/13/2023	PMEA	CONF. REG. & MEMB. RENEWAL: BARCKLEY		347.00
0000049594	04/13/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		165.46
0000049595	04/13/2023	T-MOBILE	COMMUNICATION		140.36
0000049596	04/13/2023	VERIZON WIRELESS	COMMUNICATION		972.43
0000049597	04/19/2023	ALEX DWYER	TRAVEL 1/3-31/2023		353.44
0000049598	04/19/2023	AIRBORNE ATHLETICS INC	BASKETBALL REBOUNDER-BOOSTERS REIMB		6,990.00
0000049599	04/19/2023	AMAZON CAPITAL SERVICES	TECH, COFFEE SHOP, CLASS SUPPLIES		1,029.74
0000049600	04/19/2023	AMERICHEM INTERNATIONAL, INC.	BUILDING/MAINTENANCE SUPPLIES		7,814.00
0000049601	04/19/2023	AUTOMATED LOGIC CONTRACTING	HS HVAC CONTROLLERS - 50% PYMT		64,189.00
0000049602	04/19/2023	B. J. BUS CO.	CONTRACTED CARRIERS		26,410.00
0000049603	04/19/2023	BEACON ATHLETICS LLC	GRADING RAKES-ATHLETIC FIELDS		328.04
0000049604	04/19/2023	BEST LINE EQUIPMENT	RENTAL - TILE SHARK		87.20
0000049605	04/19/2023	BEST PLUMBING SPECIALTIES INC	BUILDING/MAINTENANCE SUPPLIES		2,182.87
0000049606	04/19/2023	MORGAN BISHOP	SPECIAL ED STUDENT SUPPLY		29.99
0000049607	04/19/2023	BLAST INTERMEDIATE UNIT 17	TECH BILLING - FEB 2023, IEP REVIEWS		76.00
0000049608	04/19/2023	HERMAN H BRAIM JR INC	WALK-IN FREEZER REPAIR		758.00
0000049609	04/19/2023	BRYAN D. MILLER	SCORING/INTERPRETING ASSESSMENTS		500.00
0000049610	04/19/2023	BSN SPORTS	TRACK SUPPLIES		1,183.66
0000049611	04/19/2023	BUCK LUMBER COMPANY	MAINTENANCE SUPPLIES		345.93
0000049612	04/19/2023	CAPP USA	MAINTENANCE SUPPLIES		1,736.00
0000049613	04/19/2023	CARDIO PARTNERS	AEDS		5,941.50
0000049614	04/19/2023	CBIZ PAYROLL	SECTION 125 FEES		10.50
0000049615	04/19/2023	CENTRAL SUSQUEHANNA IU	3RD INSTALLMENT - SPECIAL ED AGREEMENT		15,866.60

\* - 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: 03/25/2023 - 04/19/2023

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

Sort: Payment Number

0000049616	04/19/2023	CENTRAL PA MOBILE SHREDDING	SHREDDING SERVICES	385.00
0000049617	04/19/2023	CM REGENT LLC	LIFE INSURANCE - APRIL 2023	1,479.30
0000049618	04/19/2023	COLE'S HARDWARE INC	TECH SUPPLIES	24.56
0000049619	04/19/2023	COLLINS SPORTS MEDICINE	ATHLETIC TRAINER SUPPLIES	3,856.92
0000049620	04/19/2023	COMMONWEALTH CHARTER ACADEMY	STUDENT TUITION (42)	53,992.58
0000049621	04/19/2023	COOPER ELECTRIC	TECH SUPPLIES	2,534.20
0000049622	04/19/2023	COUNTY OF LYCOMING	DEVELOPMENT PLAN REVIEW	1,020.00
0000049623	04/19/2023	CUSICK ELECTRICAL SALES, INC.	AUTOMATIC DRYERS FOR BATHROOMS	10,050.00
0000049624	04/19/2023	WENDY L DAUGHERTY	TRAVEL 1/4-4/6/2023	23.58
0000049625	04/19/2023	DIRECT ENERGY BUSINESS	ELECTRICITY	646.04
0000049626	04/19/2023	D.R. SNYDER INC.	CONTRACTED CARRIERS	46,942.34
0000049627	04/19/2023	EAST LYCOMING SHOPPER	ADVERTISING	60.00
0000049628	04/19/2023	JC EHRlich	VEGETATION MANAGEMENT SERVICES	3,345.00
0000049629	04/19/2023	ELSD CAFETERIA	BOTTLED WATER - FOR ATHLETIC REFS	95.00
0000049630	04/19/2023	EAST LYCOMING HISTORICAL SOCIETY	LIFETIME MEMBERSHIP	250.00
0000049631	04/19/2023	ELITEFTS.COM INC.	TRACK EQUIPMENT	450.13
0000049632	04/19/2023	EMBI TEC	CLASSROOM SUPPLIES	193.00
0000049633	04/19/2023	ENVIRONMENTAL SERVICE	WATER TESTING - RENN, FERRELL	212.93
0000049634	04/19/2023	FITNESS HEADQUARTERS	REPAIRS & MAINTENANCE	1,114.80
0000049635	04/19/2023	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES	67.91
0000049636	04/19/2023	FRY'S GAS & OIL CO	DIESEL FUEL - DISTRICT	675.03
0000049637	04/19/2023	GRAINGER	BUILDING/MAINTENANCE SUPPLIES	2,191.27
0000049638	04/19/2023	HACH COMPANY	CHLORINE TESTING SUPPLIES	296.22
0000049639	04/19/2023	HUGHESVILLE BOROUGH	SRO SERVICES	6,610.00
0000049640	04/19/2023	HUGHESVILLE BOROUGH WATER	WATER - ASHKAR, HS	1,000.00
0000049641	04/19/2023	TARA S HOLDREN	TRAVEL QUIZ BOWL - BERWICK	65.50
0000049642	04/19/2023	INSIGHT PA CYBER CHARTER SCHOOL	STUDENT TUITION (3)	4,063.55
0000049643	04/19/2023	KBF PRINT TECHNOLOGY	BATTLE OF THE BOOKS T-SHIRTS	154.00
0000049644	04/19/2023	KEYSTONE ADVERTISING SPECIALTIES	SPARTAN SIPS, SOFTBALL COACHES CLOTHING	816.10
0000049645	04/19/2023	KIDSPEACE CORPORATION	STUDENT TUITION (1)	360.00
0000049646	04/19/2023	CHRISTINE KITZMILLER	CONTRACTED CARRIERS	7,179.27
0000049647	04/19/2023	DWIGHT LEWIS LUMBER CO INC	BIOMASS FUEL	4,301.64
0000049648	04/19/2023	LEZZER LUMBER CO	MAINTENANCE SUPPLIES	2,410.00
0000049649	04/19/2023	MALACA INC DBA BIGFOOT CROSSING	EARLY SPRING APPLICATION - ATHLETIC FIELDS	1,755.00
0000049650	04/19/2023	MARCO	COPY CHARGES	694.86
0000049651	04/19/2023	MM ARCHITECTS INC.	FACILITY UPGRADES CONSULTING	1,705.00

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

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND    Payment Dates: 03/25/2023 - 04/19/2023

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

Sort: Payment Number

0000049652	04/19/2023	MCCLURE COMPANY	SEMI-ANNUAL CONTRACT & REPAIRS	13,008.00
0000049653	04/19/2023	MCCORMICK LAW FIRM	LEGAL SERVICES	1,264.16
0000049654	04/19/2023	MECHTLY COMMERCIAL DOOR LLC	DOOR PARTS FOR MULTIPLE DOORS	4,230.00
0000049655	04/19/2023	MYERS ENVIRONMENTAL SERVICES LLC	ROUTINE OPS & MANAGEMENT	2,568.00
0000049656	04/19/2023	ELERY W NAU INC	MAINTENANCE SUPPLIES	17.62
0000049657	04/19/2023	NCS PEARSON INC	PSYCHOLOGY DEPT SUPPLIES	74.70
0000049658	04/19/2023	MARK NEVILL	PROFESSIONAL DEVELOPMENT REG FEE	149.00
0000049659	04/19/2023	O CAPTAIN! EDUCATION LLC	CLASSROOM SUPPLIES	625.00
0000049660	04/19/2023	LONNIE F OHNMEISS	CONTRACTED CARRIERS	6,195.31
0000049661	04/19/2023	PENNSYLVANIA PAPER & SUPPLY	BUILDING/MAINTENANCE SUPPLIES	2,438.38
0000049662	04/19/2023	PENNSYLVANIA CYBER CHARTER	STUDENT TUITION (6)	6,095.32
0000049663	04/19/2023	PENNSYLVANIA LEADERSHIP CHARTER	STUDENT TUITION (4)	9,782.64
0000049664	04/19/2023	PERFORMANCE FOODSERVICE	PSSA SNACKS	225.92
0000049665	04/19/2023	RESERVE ACCOUNT	POSTAGE REFILL	1,000.00
0000049666	04/19/2023	PITNEY BOWES GLOBAL FINANCIAL	POSTAGE MACHINE RENTAL	408.99
0000049667	04/19/2023	PPL ELECTRIC UTILITIES	ELECTRICITY	2,231.57
0000049668	04/19/2023	PPL ELECTRIC UTILITIES	ELECTRICITY	5,006.91
0000049669	04/19/2023	QUILL CORPORATION	TONER, OFFICE SUPPLIES	375.17
0000049670	04/19/2023	RAKESTRAW TRANSPORTATION INC	CONTRACTED CARRIERS	13,486.31
0000049671	04/19/2023	RICH COAST COFFEE	COFFEE SHOP SUPPLIES	214.14
0000049672	04/19/2023	REACH CYBER CHARTER SCHOOL	STUDENT TUITION (1)	1,015.89
0000049673	04/19/2023	MICKI REBECK	STUDENT CLINIC/PROF DEVELOPMENT	300.00
0000049674	04/19/2023	RSCHOOLTODAY	ACTIVITY REG., WEBSITE FEE 05/01/23-06/30/23	157.50
0000049675	04/19/2023	RYNHART MUSIC ENTERPRISES LLC	TUBA REPAIR	95.00
0000049676	04/19/2023	SAGE TECHNOLOGY SOLUTIONS	SOFTWARE UPGRADE, IT TRAINING	1,002.50
0000049677	04/19/2023	SCHAEDLER/YESCO DIST	MAINTENANCE SUPPLIES	136.94
0000049678	04/19/2023	SEEDWAY, LLC	TURF SUPPLIES	1,821.60
0000049679	04/19/2023	T M SNYDER INC	CONTRACTED CARRIERS	41,014.75
0000049680	04/19/2023	SPORTSMANS	SOCCER & TRACK SUPPLIES	1,970.82
0000049681	04/19/2023	MARISA SPONHOUSE	TRAVEL 3/1-31/2023	36.03
0000049682	04/19/2023	SPOTTS APPLIANCE	WASHER/DRYER REPL., FREEZER-SPARTAN SIPS	2,597.95
0000049683	04/19/2023	STERICYCLE INC	SHARPS CONTAINERS	36.82
0000049684	04/19/2023	STROUP BUS COMPANY LLC	CONTRACTED CARRIERS	35,632.98
0000049685	04/19/2023	STRYKER TRUCKING	STONE - DISTRICT & ATHLETICS	2,077.73
0000049686	04/19/2023	SUN-GAZETTE	ADVERTISING	815.66
0000049687	04/19/2023	WEX BANK	GASOLINE - DISTRICT & DRIV. ED. VEHICLES	250.48

\* - 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: 03/25/2023 - 04/19/2023

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

**Sort: Payment Number**

0000049688	04/19/2023	SUGAR VALLEY RURAL CHARTER	STUDENT TUITION (2)	2,031.77
0000049689	04/19/2023	TOPP BUSINESS SOLUTIONS	COPY CHARGES	871.04
0000049690	04/19/2023	KATIE M ULMER	TRAVEL 2/7-3/6/2023	62.12
0000049691	04/19/2023	UPMC	OT/PT SERVICES - MARCH 2023	3,485.00
0000049692	04/19/2023	VERIZON WIRELESS	COMMUNICATION	90.18
0000049693	04/19/2023	ALEXIS M WARF	COFFEE SHOP SUPPLIES	399.00
0000049694	04/19/2023	JILL R WARG	TRAVEL 3/1-27/2023	402.36
0000049695	04/19/2023	KARIN WAUGH	TITLE 1 PUPPY PALS SUPPLIES	12.29
0000049696	04/19/2023	WEBB WEEKLY	ADVERTISING	124.10
0000049697	04/19/2023	WINDSTREAM	COMMUNICATION	1,879.81
0000049698	04/19/2023	WILLIAMSPORT MIRROR & GLASS CO	CAFETERIA DOOR REPL. - PCCD GRANT FUNDED	11,998.07
* 00WIRE1322	03/23/2023	RELIANCE STANDARD LIFE	DISABILITY INSURANCE 04/2023	494.53
* 00WIRE1323	04/03/2023	ELSD PAYROLL ACCOUNT	SALARIES & BENEFITS 04/07/2023	485,352.52
* 00WIRE1324	04/04/2023	CARDMEMBER SERVICE	CREDIT CARD STATEMENT 03/2023	7,296.14
* 00WIRE1325	04/06/2023	DELTA DENTAL	DENTAL INSURANCE 03/31/2023	1,852.00
<b>10 - GENERAL FUND</b>				<b>997,217.31</b>
<b>Grand Total All Funds</b>				<b>997,217.31</b>
<b>Grand Total Credit Cards</b>				<b>0.00</b>
<b>Grand Total Direct Deposits</b>				<b>0.00</b>
<b>Grand Total Manual Checks</b>				<b>0.00</b>
<b>Grand Total Other Disbursement Non-negotiables</b>				<b>494,995.19</b>
<b>Grand Total Procurement Card Other Disbursement Non-negotiables</b>				<b>0.00</b>
<b>Grand Total Regular Checks</b>				<b>502,222.12</b>
<b>Grand Total All Payments</b>				<b>997,217.31</b>

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

The Muncy Bank & Trust Company

April 2023 Statement

Open Date: 03/03/2023 Closing Date: 04/03/2023

Page 1 of 4



Visa® Community Card

Account: [REDACTED]

Elan Financial Services  
BUS 30 ELN 7 1-866-552-8855

EAST LYCOMING SCHOOL [REDACTED]

**New Balance** \$7,296.14  
**Minimum Payment Due** \$7,296.14  
**Payment Due Date** 04/28/2023

**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 7,295  
Reward Center Balance 168,099  
as of 04/03/2023  
For details, see your rewards summary.

**Activity Summary**

Previous Balance	+	\$3,518.87
Payments	-	\$3,518.87 <sup>CR</sup>
Other Credits	-	\$23.50 <sup>CR</sup>
Purchases	+	\$7,319.64
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00
<b>New Balance</b>	=	<b>\$7,296.14</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$7,296.14</b>
Credit Line		\$10,000.00
Available Credit		\$2,703.86
Days in Billing Period		32

**Payment Options:**



Mail payment coupon with a check



Pay online at myaccountaccess.com



Pay by phone 1-866-552-8855

No payment is required.

The Muncy Bank & Trust Company

24-Hour Elan Financial Services: 1-866-552-8855

- to pay by phone
- to change your address

**Automatic Payment**

Account Number: [REDACTED]  
Your new full balance of \$7,296.14 will be automatically deducted from your account on 04/24/23.

EAST LYCOMING SCHOOL  
ACCOUNTS PAYABLE  
349 CEMETERY ST  
HUGHESVILLE PA 17737-1028





April 2023 Statement 03/03/2023 - 04/03/2023

Page 2 of 4

EAST LYCOMING SCHOOL [REDACTED]

Elan Financial Services

1-866-552-8855



**Community Card Rewards**

<b>Rewards Center Activity as of 04/03/2023</b>	
Rewards Center Activity*	-129
Rewards Center Balance	168,099

\*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	7,295	18,297
<b>Total Earned</b>	<b>7,295</b>	<b>18,297</b>

Points Expiring on 06/30/2023: 10640

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 \$7296.14 will be automatically deducted from your bank account on 04/24/2023. 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
<b>Purchases and Other Debits</b>					
03/16	03/15	6762	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	_____
03/23	03/22	0111	OIP HUGHESVILLE HUGHESVILLE PA	\$46.74	_____
<b>Total for Account</b> [REDACTED]				<b>\$67.93</b>	

**Transactions** CREASY, ADAM Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
03/08	03/07	3601	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	_____
03/15	03/14	1089	TOTALCHOICE HOSTING 800-9300485 MI	\$28.00	_____
03/15	03/14	2012	DROPBOX SIGN MONTHLY HTTPSWWW.HELL CA	\$63.60	_____
03/16	03/15	0622	WEB*NETWORKSOLUTIONS 888-6429675 FL	\$9.99	_____
03/16	03/15	4045	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	_____
03/16	03/15	1254	SP UBIQUITI INC. HTTPSTRUFF.MY NY	\$396.37	_____

Continued on Next Page



April 2023 Statement 03/03/2023 - 04/03/2023  
 EAST LYCOMING SCHOOL [REDACTED]

Page 3 of 4

Elan Financial Services ( 1-866-552-8855

**Transactions** GREASY, ADAM Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
03/17	03/16	4703	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$349.69	_____
03/17	03/16	5119	ADOBE *CREATIVE CLOUD 408-536-6000 CA	\$381.47	_____
03/20	03/18	4293	SENDPULSE.COM 415-800-2960 NJ	\$16.85	_____
03/20	03/17	3237	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$15.89	_____
03/21	03/20	2587	WEB*NETWORKSOLUTIONS 888-6429675 FL	\$83.98	_____
03/22	03/21	6074	GETCLOUDAPP.COM GETCLOUDAPP.C CA	\$27.00	_____
03/24	03/23	9331	FS *faxpurchase 877-3278914 CA	\$6.35	_____
03/24	03/23	0690	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$648.90	_____
03/24	03/23	3564	PAYPAL *DIGITALINSP 4029357733 SG	\$29.95	_____
03/24	03/23	0138	DROPBOX FAX MONTHLY HTTPSWWW.HELL CA	\$15.88	_____
03/28	03/27	1741	COURSRA99CLE6G30DXPXQ 650-963-9884 CA	\$49.00	_____
03/30	03/29	6302	WEB*NETWORKSOLUTIONS 888-6429675 FL	\$359.64	_____
<b>Total for Account</b> [REDACTED]				<b>\$2,516.46</b>	

**Transactions** OCHS, VALERIE Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Other Credits</b>					
03/13	03/12	8513	UPS*ADJ00363110781031 800-811-1648 GA MERCHANDISE/SERVICE RETURN	\$23.50CR	_____
<b>Purchases and Other Debits</b>					
03/07	03/05	7814	KALAHARI RESORT - PA POCONO MANOR PA	\$13.95	_____
03/07	03/06	2111	The Webstaurant Store 717-392-7472 PA	\$772.25	_____
03/08	03/06	2744	KALAHARI RESORT - PA POCONO MANOR PA	\$289.00	_____
03/10	03/09	1736	UPS*1Z0F0TB10320014210 800-811-1648 GA	\$18.26	_____
03/10	03/09	1744	UPS*1Z0F13YT0300018416 800-811-1648 GA	\$61.36	_____
03/10	03/09	0228	UPS*29C276R7RGM 800-811-1648 GA	\$13.00	_____
03/13	03/11	8558	LAQUINTA INN & SUITES HARRISBURG PA	\$493.85	_____
03/13	03/11	8657	LAQUINTA INN & SUITES HARRISBURG PA	\$493.85	_____
03/16	03/14	2882	OTC BRANDS INC 800-2280475 NE	\$52.95	_____
03/16	03/15	7698	AMERICAN RED CROSS 800-733-2767 DC	\$36.00	_____
03/16	03/15	3934	LOWES #00907* 866-483-7521 NC	\$649.00	_____
03/20	03/19	4571	SHERATON HARRISBURG HE HARRISBURG PA	\$129.87	_____
03/20	03/19	4803	SHERATON HARRISBURG HE HARRISBURG PA	\$129.87	_____
03/20	03/19	5791	UPS*1Z0F0TB10309456023 800-811-1648 GA	\$13.79	_____
03/20	03/16	5225	NASSP Product & Servic 703-8600200 VA	\$675.00	_____
03/20	03/17	2773	ANGELSENSE HTTPSWWW.ANGE NJ	\$39.99	_____
03/22	03/21	2057	The Webstaurant Store 717-392-7472 PA	\$681.57	_____
03/23	03/22	0048	AMAZON.COM*H79ZT9JU1 A AMZN.COM/BILL WA	\$25.00	_____
04/03	04/01	3112	STERI-FABSTORE 570-822-6100 PA	\$146.69	_____

Continued on Next Page



April 2023 Statement 03/03/2023 - 04/03/2023

Page 4 of 4

EAST LYCOMING SCHOOL [REDACTED]

Elan Financial Services ( 1-866-552-8855



**Transactions** OCHS, VALERIE Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Total for Account [REDACTED]				\$4,711.75	

**Transactions** BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Payments and Other Credits</b>					
03/03	03/03	ET	PAYMENT THANK YOU	\$3,518.87	CR
Total for Account [REDACTED]				\$3,518.87	CR

2023 Totals Year-to-Date	
Total Fees Charged in 2023	\$99.00
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	\$7,296.14	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00		\$0.00	0.00%	

**Contact Us**

<p> Phone</p> <p>Voice: 1-866-552-8855 TDD: 1-888-352-6455 Fax: 1-866-807-9053</p>	<p> Questions</p> <p>Elan Financial Services P.O. Box 6353 Fargo, ND 58125-6353</p>	<p> Mail payment coupon with a check</p> <p>Elan Financial Services P.O. Box 790408 St. Louis, MO 63179-0408</p>	<p> Online</p> <p>myaccountaccess.com</p>
--	---	--	---

**ANALYSIS OF FISCAL YEAR  
REAL ESTATE EIT COLLECTIONS  
UNDER ACT 24 (EIT)  
AND GAMING**

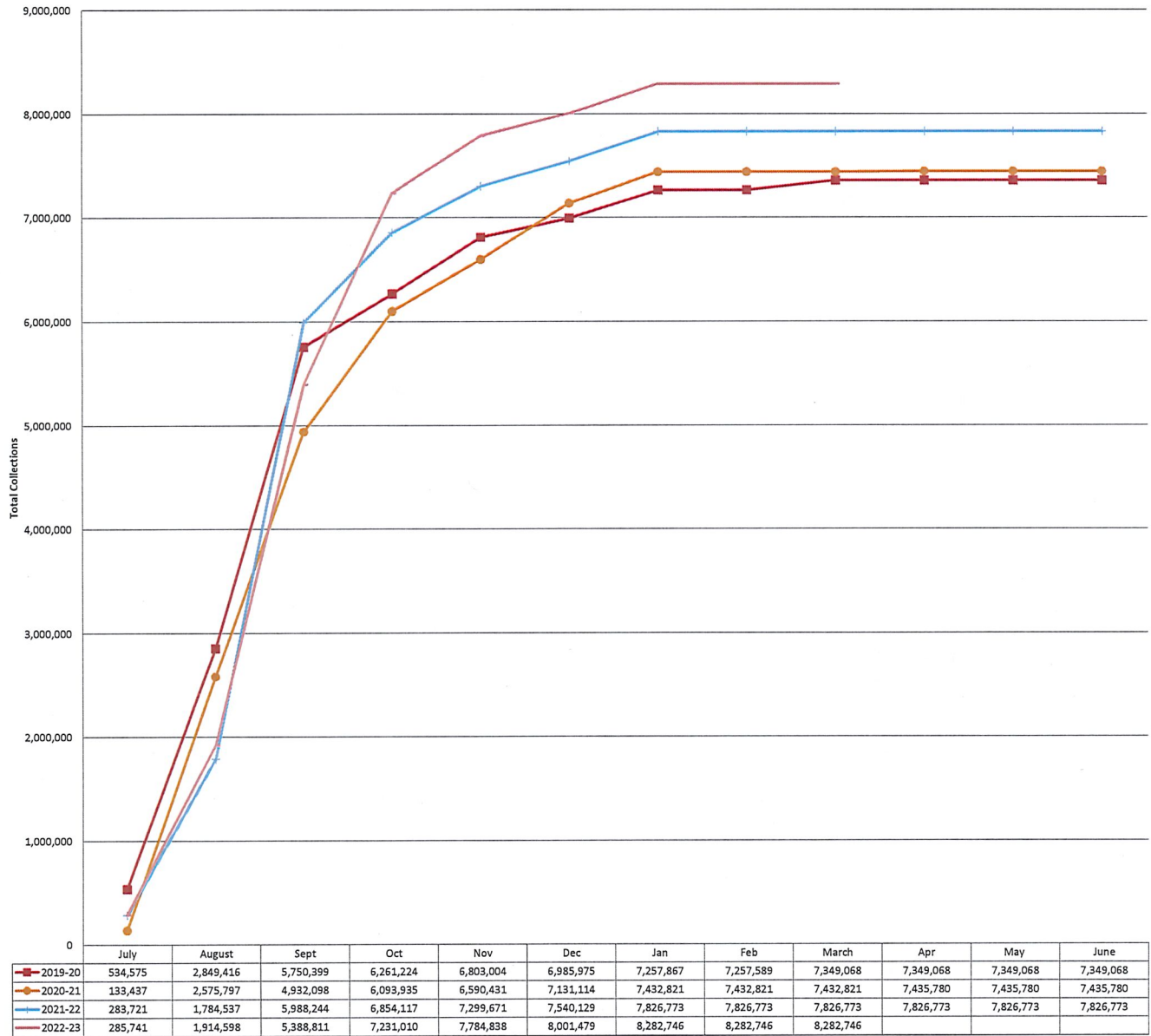
Cash Basis Month Received	Real Estate	Supplemental State Subsidy	Total RE & Sup.	Earned Income Tax	Total Collections	Cumulative Monthly Total
<b>2022-23</b>						
Jul-22	285,741.62	0.00	285,741.62	220,734.21	506,475.83	506,475.83
Aug-22	1,292,857.47	336,000.00	1,628,857.47	311,285.82	1,940,143.29	2,446,619.12
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	403,761.10	403,761.10	10,463,418.40
Mar-23	0.00	0.00	0.00	343,443.08	343,443.08	10,806,861.48
Apr-23	0.00	0.00	0.00	0.00	0.00	10,806,861.48
May-23	0.00	0.00	0.00	0.00	0.00	10,806,861.48
Jun-23	0.00	0.00	0.00	0.00	0.00	10,806,861.48
<b>Totals</b>	<u>7,610,749.19</u>	<u>672,000.66</u>	<u>8,282,749.85</u>	<u>2,524,111.63</u>	<u>10,806,861.48</u>	
<b>2021-22</b>						
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
<b>Totals</b>	<u>7,290,570.32</u>	<u>536,206.81</u>	<u>7,826,777.13</u>	<u>3,080,437.43</u>	<u>10,907,214.56</u>	
<b>2020-21</b>						
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
<b>Totals</b>	<u>6,902,987.76</u>	<u>532,796.52</u>	<u>7,435,784.28</u>	<u>3,128,964.72</u>	<u>10,564,749.00</u>	

ELSD

ANALYSIS OF FISCAL YEAR  
REAL ESTATE EIT COLLECTIONS  
UNDER ACT 24 (EIT)  
AND GAMING

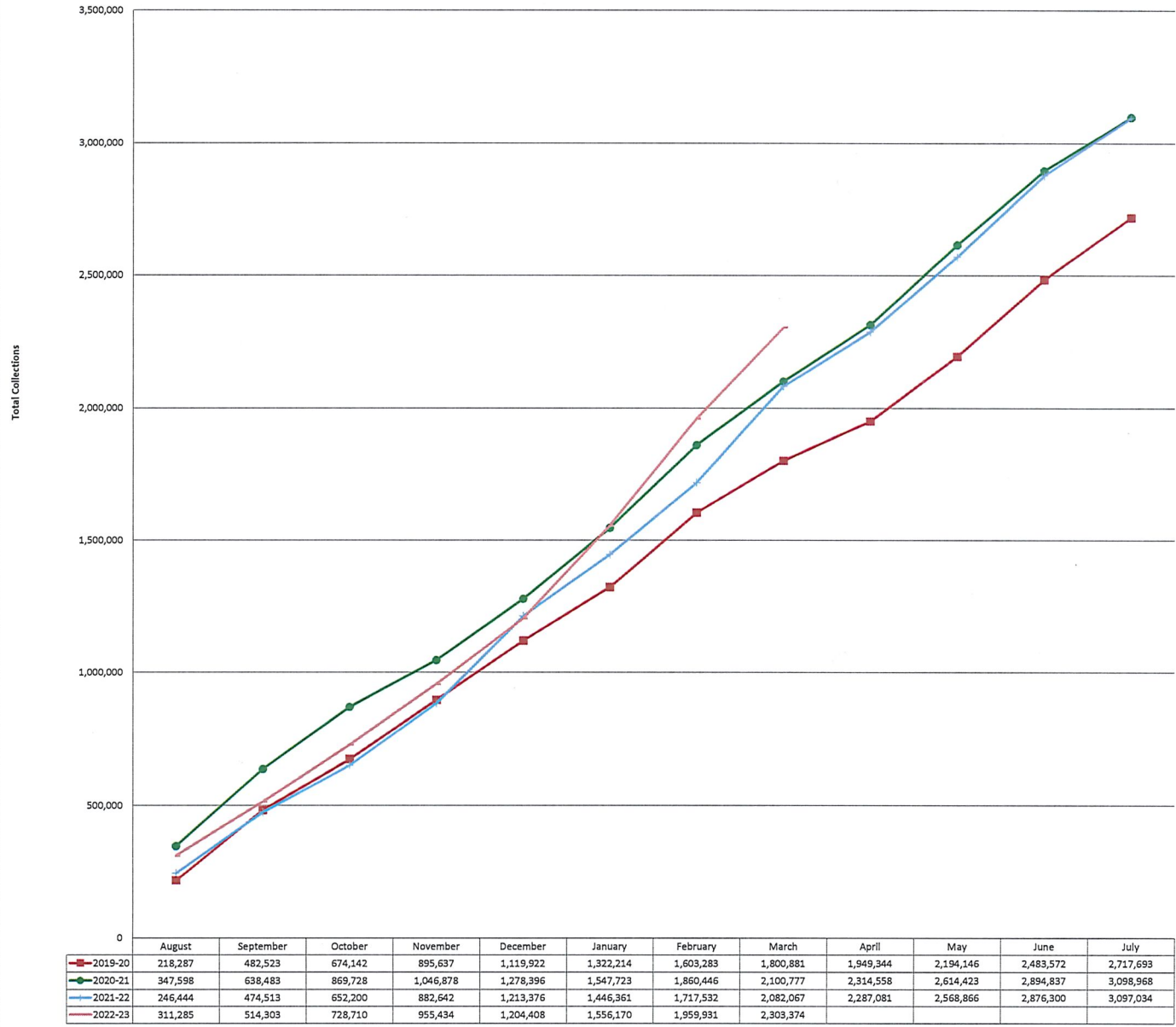
<b>Month</b>	<b>2020-21 End of Month Cash Balance</b>	<b>2021-22 End of Month Cash Balance</b>	<b>2022-23 End of Month Cash Balance</b>
July	\$2,957,126	\$3,847,078	\$5,219,565
August	4,244,378	3,927,989	5,525,752
Sept	4,901,253	5,704,511	6,229,278
Oct	5,423,236	5,056,094	6,219,736
Nov	4,621,462	3,693,701	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	2,495,018
March	2,521,120	3,404,881	2,188,972
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 MARCH 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	52,339.33	50.63	10.00	52,339.33	6,951.19
3/31/2023	6,951.19	55,375.92	40.58	10.00	55,375.92	6,981.77
4/30/2023	6,981.77	0.00	0.00	0.00	0.00	6,981.77
5/31/2023	6,981.77	0.00	0.00	0.00	0.00	6,981.77
6/30/2023	6,981.77	0.00	0.00	0.00	0.00	6,981.77
		<u>449,444.59</u>	<u>331.14</u>	<u>50.00</u>	<u>447,953.58</u>	

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
		<u>-</u>	<u>30.73</u>	<u>-</u>	<u>-</u>	

**CONSTRUCTION FUND SUMMARY**  
**JULY 1, 2022 - JUNE 30, 2023**  
**AS OF MARCH 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
MM Architects	Architect Fees-Construction Documents	2/6/2023	2864	52,339.33
MM Architects	Architect Fees-Construction Documents	3/9/2023	2865	55,375.92
				<hr/> <hr/> <u>447,953.58</u>

## Transaction Detail Report

3/23/23 through 4/14/23

Date	Account	Num	Payee	Memo	Category	Cl r	Amount
Balance 3/22/23							115,187.63
3/24/23	HHS 22-23	68		Clothing sale	Boys Tennis		177.00
3/24/23	HHS 22-23	69		sales 3/22/23	Spartan Sips		1,021.64
3/24/23	HHS 22-23	card		Card app 3/22/23	Spartan Sips		130.69
3/24/23	HHS 22-23	7741	Frederick Glenwright	Reimburse for personal best charms	Track		-97.46
3/27/23	HHS 22-23	70			HHS Fly Fishing Club		20.00
3/27/23	HHS 22-23	71		SLC fees	FBLA		602.00
3/27/23	HHS 22-23	72			HHS Fly Fishing Club		24.00
3/27/23	HHS 22-23	73		Cookie fundraiser	Musical		172.00
3/27/23	HHS 22-23	74		T-shirts	Musical		80.00
3/27/23	HHS 22-23	7742	Gertrude Hawk Chocolates	Sophomore Class candy sale	Class 25		-830.61
3/27/23	HHS 22-23	7743	HHS Band Boosters	pizza fundraiser with Band	Chorus		-1,699.00
3/27/23	HHS 22-23	7744	Jesse Stryker	Costumes, sets, musical needs	Musical		-719.47
3/27/23	HHS 22-23	7745	Becky's Cookie Jar	Cookie Fundraiser Musical	Musical		-1,265.00
3/29/23	HHS 22-23	75		Gertrude Hawk fundraiser	Class 25		175.00
3/29/23	HHS 22-23	76		3V3 Trn/Marianna's	FBLA		1,210.60
3/29/23	HHS 22-23	77		Marianna's	Class 24		2,134.37
3/29/23	HHS 22-23	78		Presales 3/29/23	Spartan Sips		34.00
3/30/23	HHS 22-23	TRANS		Marianna payment/Class 2024	FBLA		-595.00
3/30/23	HHS 22-23	TRANS		Marianna from FBLA	Class 24		595.00
3/30/23	HHS 22-23	79		Sales 3/29/23	Spartan Sips		1,037.00
3/30/23	HHS 22-23	7746	Amelia Storm	Make up for Shrek the Musical	Musical		-118.05
3/30/23	HHS 22-23	7747	PA FBLA State Project	Donation state project -Make a Wish	FBLA		-575.00
3/30/23	HHS 22-23	card		card app 3/29/23	Spartan Sips		144.35
3/31/23	HHS 22-23	INT		March Interest	Interest Account		222.06
4/4/23	HHS 22-23	80		Senior ad/Business ad	Yearbook		145.00
4/4/23	HHS 22-23	81		Hoagie fundraiser	FBLA		18.00
4/4/23	HHS 22-23	82		Marianna fundraiser	Class 24		333.00
4/4/23	HHS 22-23	83		Musical show events	Musical		4,597.00
4/4/23	HHS 22-23	7748	Alex Dwyer	Sound operator for show	Musical		-300.00
4/4/23	HHS 22-23	7749	Jay Lewis	Show/ Hair essentials	Musical		-79.21
4/5/23	HHS 22-23	7750	John Buynak	Musical supplies/sets	Musical		-67.61
4/5/23	HHS 22-23	7751	Jesse Stryker	Musical supplies/reception needs	Musical		-266.51
4/5/23	HHS 22-23	7752	KBF Print Technology	Indoor shirts	Track		-370.00
4/5/23	HHS 22-23	7753	National Aquarium	AP Bio #11536036000 / 5-18-23	AP Bio Club		-75.00
4/5/23	HHS 22-23	7754	Duane Gordner	Choreography for Musical	Musical		-650.00
4/11/23	HHS 22-23	85		Sales 4/5/23	Spartan Sips		860.92
4/11/23	HHS 22-23	Card		Card sales	Spartan Sips		140.76
4/11/23	HHS 22-23	7755	East Lycoming School District	Spartan Sips supplies	Spartan Sips		-2,512.35
4/11/23	HHS 22-23	7756	Muncy Luminary	Newspaper ad	Class 25		-38.00
4/13/23	HHS 22-23	7757	Denise Gorini	Snacks for away meets	Track		-147.98
4/13/23	HHS 22-23	7758	Marianna Foods, Inc	Marianna Hoagie orders	Class 24		-2,594.00
4/13/23	HHS 22-23	7759	Stanley & Gray Printing	Playbills Shrek	Musical		-1,897.00
4/14/23	HHS 22-23	84		Preorders 4/4/23	Spartan Sips		40.00
4/14/23	HHS 22-23	card		Card app 4/4/23	Spartan Sips		8.18
4/14/23	HHS 22-23	86		donation	HHS Fly Fishing Club		36.00
4/14/23	HHS 22-23	87		Krispy Kremes	Class 25		1,205.00
4/14/23	HHS 22-23	88		dues	FBLA		164.00
4/14/23	HHS 22-23	89		Krispy Kremes	Class 25		392.00
Total 3/23/23 - 4/14/23							822.32
Balance 4/14/23							116,009.97
Total Inflows							15,719.57
Total Outflows							-14,897.25
<b>Net Total</b>							<b>822.32</b>



# Business Manager/ Director of Transportation East Lycoming S D

Job Description

## JOB INFORMATION

<i>Title:</i>	Business Manager/Director of Transportation - 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>	3/27/2023 10:09:12 AM

## ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Business Office
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	Business Office staff

## JOB GOAL

The primary responsibility of the District Business Manager is to plan and manage the daily financial affairs and risk management of the school district. The Business Manager also monitors the overall financial health of the District, manages accounting systems, and manages accounting procedures to ensure accurate information is readily available to guide administrative decisions across the all areas. Additionally, the Business Manager is responsible for implementation and execution of daily pupil transportation.

## ESSENTIAL FUNCTIONS

1. Develops budget guidelines, prepares the budget, assists administrators in review of the budget and coordinates the presentation of, justification for, and preparation of additional analysis required to understand the budget proposal for action by the Board.
2. Abides by, monitors and enforces staff compliance with federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations and applicable collective bargaining agreements with District employees. Abides by, monitors and enforces staff compliance with specified assurances and requirements in all government programs, public or private grants and public or private contracts Maintains expertise in generally acceptable accounting procedures relevant to these duties including those established by PDE, District policies affecting District personnel or finances. Stays current on legal issues affecting financial operations of transportation and food services in the District. Recommend changes to District policies or administrative regulations and provide input into collective bargaining.
3. Establishes and supervises a program of accounting and reporting for the financial affairs of the District to include, appraisal of existing accounting and financial policies and procedures as to their adequacy and effectiveness; and preparation of a District-wide plan for the management of school activity, student body, and school-based internal funds. Continuously monitors and implements effective procedures to safeguard all such funds.
4. Develops and implements procedures consistent with Board policy and applicable law and regulations on cash management and investments. Provides for investment of surplus funds.
5. Processes invoices and receipts; establishes controls for transfer of budgeted funds, as requested by program directors, department heads, and school administrators; and completes, monitors, and reports the activities applicable to state and federal funded activities.
6. Prepares appropriate financial reports to record data as required by state and federal agencies and to provide information for management decisions; files a financial report annually for audit by an independent certified public accountant, coordinates the programs for outside auditors and implements audit suggestions on a timely basis; and submits periodic statements to the Board detailing the status of the budget appropriation. Prepares and file financial reports required for compliance with grants or contracts.
7. Develops, oversees, and administers a comprehensive, legally compliant program for securing the purchase of supplies, equipment, maintenance and contracted services to include: the review or preparation of bidding documents, including notice to bidders, instruction to bidders, specifications and the form of proposal, and development of a fixed asset inventory for insurance and control purposes.
8. Tracks and secures accounting, payroll, and other personnel administration data to include the number of personnel, dollars involved with such personnel, and all other related data concerning professional and support staff; verifies employee services and prepares special reports required for income tax, social security, and other special withholdings; prepares pertinent fiscal data for negotiations, including data relevant to benefit programs; and assists in the selection, evaluation and recommends revision to employee health insurance programs.

9. Establishes procedures for record keeping and maintains all records that audit and legal requirements demand, reviews and updates form designs as needed and provides standard operating procedure manuals for the effective workflow of paper processing.
10. Provides administrative office services dealing with telephone, postage, and office equipment operation, general mail receipt and distribution, including courier service for interschool mail, and centralized copying/duplicating services.
11. Manages, monitors, evaluates, and procures the District insurance and oversees risk management programs. Recommends purchase of and secures adequate insurance for real estate and assets based on current value and to cover other liability risks including workers' compensation, liability, automobile, property, student and commercial insurance as appropriate. Coordinates with the Administration to provide training and form committees to protect the assets of the District and shield individuals in the District from liability. In coordination with the Director of Human Resources, oversees employee benefit contract administration and monitors employee eligibility for District health insurance.
12. Provides a continuous evaluation of support service programs and effectively communicates with staff regarding issues involving the educational program and the furnishing of support services to all levels of the school system.
13. Performs the duties of the School Board Secretary in accordance with the Public School Code.
14. Performs the duties of bonded School Board Treasurer in accordance with the Public School Code.
15. Manages the appropriate maintenance, storage, disposition and retrieval of all non-educational District records. Works with the Financial Advisors, Bond Counsel, and Solicitor in all District refinancing and all debt management issues. Conducts pre-audit work arrange for the internal auditing of school accounts and coordinate all external audits. Reviews athletic, student activities and petty cash funds. Monitors food service accounts. Provides financial data required for grant proposals.
16. Keeps abreast of issues and trends in the areas of school business administration through literature, participation in school business officials associations, and attendance at approved workshops and seminars.
17. Acts as advisor to the Superintendent concerning financial affairs and matters of general importance to the educational program and provides relevant communication to the Board of School Directors, cabinet members, stakeholders and state officials.
18. Provides leadership related to long range, strategic, financial, facilities and debt management planning and participates in the decision-making and policy development processes within the system as well as in professional meetings with administrative staff and colleagues.

### Additional Responsibilities

<ul style="list-style-type: none"> <li>• Coordinates a transportation program to meet all local, state, and federal laws and regulations and the daily instructional program and extra-curricular activities.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepares bus routes for all public, non-public, private, homeless, early intervention, and special education schools servicing school district students.</li> </ul>
<ul style="list-style-type: none"> <li>• Prepares and updates bus schedules for all public, non-public, private, homeless, early intervention, and special education schools servicing the school district in order for all pupils to be transported in the most efficient and effective manner possible.</li> </ul>
<ul style="list-style-type: none"> <li>• Works with contractor to ensure any legally required background clearances and related reports have been secured and properly processed.</li> </ul>
<ul style="list-style-type: none"> <li>• Works with contractor to ensure that schedules are carried out properly.</li> </ul>
<ul style="list-style-type: none"> <li>• Keeps an accurate count of pupils using the transportation program. Maintains records necessary to prepare all state reports as required by PDE.</li> </ul>
<ul style="list-style-type: none"> <li>• Assists in establishing uniform personnel policies for transportation employees.</li> </ul>
<ul style="list-style-type: none"> <li>• Communicates with bus drivers, contractors and school principals regarding transportation changes and assists the central administration in matters dealing with school delays and closings.</li> </ul>
<ul style="list-style-type: none"> <li>• Supervises the planning for special school trips with school principals and other district personnel.</li> </ul>
<ul style="list-style-type: none"> <li>• Communicates with and assists the principals and bus drivers related to discipline programs occurring on school buses and solutions.</li> </ul>
<ul style="list-style-type: none"> <li>• Develops recommendations for future transportation needs based on an annual survey of resident students.</li> </ul>
<ul style="list-style-type: none"> <li>• Establishes and maintains a good rapport with students, teaching staff, and the community. Acts as liaison with parents for complaints and special requests.</li> </ul>
<ul style="list-style-type: none"> <li>• Ensures that all district drivers and vehicles comply with federal, state laws and regulations established by the Pennsylvania Department of Transportation regarding pupil transportation.</li> </ul>
<ul style="list-style-type: none"> <li>• Informs Superintendent or his/her designee of road hazards which impact daily transportation routes.</li> </ul>
<ul style="list-style-type: none"> <li>• Manages all aspects of department budget.</li> </ul>
<ul style="list-style-type: none"> <li>• Provides or coordinates with bus contractor to provide bus safety training sessions for students and parents.</li> </ul>
<ul style="list-style-type: none"> <li>• Attends appropriate committee and staff meetings as well as conferences to update safety standards and provide a more effective means of pupil transportation.</li> </ul>
<ul style="list-style-type: none"> <li>• Provides central administration with contractor evaluations and suggestions for transportation contract revisions.</li> </ul>

***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	Business Management, Accounting, Finance or a related field	X		Or
Masters Degree	MBA		X	

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
3-5 years	Relevant experience with public school business and administrative functions	X		
2-3 years	Experience in public accounting firm with governmental or non-profit accounting concentration		X	
1-2 years	Experience with school transportation services.		X	

### Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
	Certified Public Accountant		X	

### Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
10%	Travel to other buildings, regional meetings and conferences.

## SCOPE

### Mental/Visual/Stress

- Work which regularly produces a high level of mental, visual and stress fatigue. 50%-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.

## Temperament

- 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 maintain a high level of physical stamina, stability, and creativeness.
- 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 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.
- 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.



## Workplace Expectations

- 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>	<b>X Office</b> 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				20 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*

- Typical office environment
- Subject to inside environmental conditions



# Assistant Business Manager/ Child Accounting Coordinator East Lycoming S D

Job Description

## JOB INFORMATION

<i>Title:</i>	Assistant Business Manager/Child Accounting 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>	3/27/2023 9:53:35 AM

## ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Business Office
<i>Reports To:</i>	Business Manager and Superintendent

## JOB GOAL

The Assistant Business Manager is primarily responsible to assist the Business Manager with the business affairs of the district in such a way as to provide the best possible educational services with the financial resources available. In addition, the Assistant Business Manager maintains accurate and comprehensive financial records required to execute the operational needs of the district. The Assistant Business Manager also collects, coordinates, and maintains records necessary to perform all internal responsibilities related to child accounting and provide timely membership reports for state reimbursement.

## ESSENTIAL FUNCTIONS

1. Demonstrates understanding of and abides by federal, state and local school laws and regulations, mandated programs, district policies and administrative regulations and applicable collective bargaining agreements with district employees.
2. Demonstrates understanding of and abides by specified assurances and requirements in all government programs, public or private grants and public or private contracts. Provides budget support for federal grants. Reviews Title 1 and other compliance issues with Superintendent.
3. Maintains current expertise in acceptable accounting procedures relevant to these duties including those established by PDE and District policies affecting District personnel or finances. Recommends changes to district policies or administrative regulations.
4. Prepares and balances Treasurer's Report. Completes Tax Reports. Prepares balance sheet, expenditure and revenue reports for the monthly Board Report.
5. Responsible for monthly reconciliation of bank accounts and checks and enters all revenue into district software for both Accounts Payable and Payroll.
6. Tracks and posts cyber checks.
7. Completes all schedules and necessary information for the Annual Financial Report and submits to PDE in full compliance with PDE Accounting Standards.
8. Assists in providing accounting services essential to the preparation, administration and control of the budget. Completes and submits special budget reports and Referendum Exception Reports to PDE. Completes budget transfers. Updates chart of accounts; and adds new account numbers, as needed.
9. Completes all month end journal entries, making corrections as needed, and posts benefits.
10. Provides W-9 forms and prepares and issues 1099-Misc forms to all applicable vendors for General, Construction, Activities and Athletic Funds.
11. Conducts pre-audit reviews, arranges for audits of accounts and records by local auditor and provides information to local and state auditors, as requested.
12. Contacts vendors, individuals, and employees who have outstanding checks.
13. Completes various financial reports as assigned to include, Act 80, funding for charter schools, and the Unclaimed Property Tax Report for Pennsylvania for General and, Payroll and Activity funds.
14. Assists with the completion of Child Accounting and PIMS reports.
15. Oversees daily operations relating to child accounting and processes paperwork to register incoming students, handle transferring students and pertaining to withdrawal of students. Determines each new student's proper school assignment pursuant to district guidelines. Oversees the arrangement of all aspects of the annual kindergarten registration.

16. Collects and reports child accounting information for state reports used for reimbursement. Assists with the auditing and verification of information using the district's student information system.
17. Regularly attends Pennsylvania Department of Education (PDE) trainings offered on child accounting. Maintains knowledge of and trains staff on changes regarding the Public School Code provisions, PDE regulations and guidelines/BECs, and school district policy pertaining to enrollment and attendance of pupils, residency and child accounting. Maintains confidentiality with all District information, including District and school population information.
18. Collaborates with other departments to ensure receipt of all documents required to enroll or verify residency of students and to ensure appropriate departments are made aware of students' status with regard to lunch, transportation and other services.
19. Reviews and authorizes all tuition billing or billing for provision of educational services from treatment facilities in and out of the district. Maintains records and coordinates with Business office on all aspects of billing.
20. Verifies residency of cyber charter and charter school students and coordinate any discrepancies with the State.
21. Maintains accurate recordkeeping of foster, incarcerated, institutionalized and non-resident students with the assistance of district personnel including timely preparation, processing and maintenance of PDE 4605 forms or other forms used to verify students' school district of residence.

### Additional Responsibilities

- Establishes and annually updates a procedures manual for this position and a handbook for building attendance secretaries to ensure accurate reporting.
- Responds at the district level to all schools and sites regarding attendance, registration procedures, and withdrawal procedures and securing proper information for admission of non-resident students.
- Coordinates the duplication and dispersal of all student files, including requests for records from prior schools. Provides transcripts to prior students who request them.
- Serves as McKinney-Vento liaison to ensure compliance with state and federal laws regarding homeless children and youth. Establishes protocols and provides information on compliance with the requirements of state and federal laws regarding homeless youth.
- Processes dual enrollment requests from home school students and private school students.
- Oversees the issuance of all employment certificates and answers general questions from families and employers on Child Labor Laws.
- Maintains current enrollment data, prepares periodic enrollment projections, and makes annual reports on gains or losses in student membership.
- Maintains and keeps up-to-date the district's website as it relates to child accounting and registration.

***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	Business management, accounting, finance or a related field	X	
Masters Degree	Business Administration		X

### Work Experience

Experience	Experience Details	Req	Pref
3-5 years	Graduate degree in or significant coursework in Pennsylvania public school finance together with at least three years of relevant experience with public school business and administrative functions.	X	

## Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>
	Certified Public Accountant		X

## SCOPE

### Mental/Visual/Stress

- Work which regularly produces a high level of mental, visual and stress fatigue. 50%-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 maintain a high level of physical stamina, stability, and creativeness.
- 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 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.
- 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.*

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.*

	<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				20 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



Gail Warren <gwarren@elsd.org>

----- Forwarded message -----

From: **Michele Hicklin** <nutrition@elsd.org>  
Date: Mon, Apr 17, 2023 at 1:54 PM  
Subject: Rational Combi Oven  
To: Heather Burke <hburke@elsd.org>, Valerie Ochs <vochs@elsd.org>

Hello, Michele Hicklin Director of Food and Nutrition is recommending the purchase of the Rational Combi Oven for the High School kitchen. This equipment replaces a vulcan steamer that is no longer working and parts are not available to fix this model steamer. The Combi oven utilizes heat and steam maintaining high levels of food quality, even cooking and minimum energy consumption. This unit allows for large quantities of food to be cooked in a short period of time. The process supports batch cooking in between lunch periods to offer our students a variety of hot entrees and steamed vegetables. Thank-you Michele

--  
Michele Hicklin  
Director of Food & Nutrition, East Lycoming S.D.  
The Nutrition Group  
Providing the Absolute Best in Food & Facility Management  
Office: (570) 584-0194



Due: April 6, 2023 – 8AM

Specific Directions to Bidders

The East Lycoming School District (ELSD) is seeking bids on the purchase of a new Combi Oven. Bids on an alternate in-stock model will be considered provided equipment specifications are closely met.

Instructions to Bidders

Prospective bidders are to use the attached Bid Submittal Form to quote specifications and prices. Bids should be mailed or hand-delivered to:

East Lycoming School District  
Attn: Heather Burke, Business Manager  
349 Cemetery Street  
Hughesville, PA 17737

Bids must be received no later than Thursday, April 6, 2023 at 8AM. Bids received after that time and date will not be honored. Bid opening will take place at 9:00am on Thursday, April 6, 2023 and is open to the public.

Warranties

All written warranties to be submitted shall be attached to the Bid Submittal Form.

Bid Price

The bid price shall include all destination charges, delivery charges, and all other applicable costs and refunds. The ELSD is exempt from any and all state and federal taxes.

The bidder agrees, if awarded the bid, to furnish and deliver the specified equipment as such times, at such places, and in such quantities as herein specified, and that all of the products shall be subject to inspection and approval. In the event that any of the said products shall be rejected as unsuitable or not in conformity with these specifications, such products of proper quality as set forth in these specifications shall be furnished in place thereof at the expense of the supplier.

Delivery

Delivery of equipment is expected within 60 days of award. If bidder cannot deliver within this time period it must be stated on the signed Bid Submittal form.

Received  
4/5/23  
2:28pm  
HB  
Opened 4/6/23  
9:00am

COMBI OVEN, GAS (1 REQ'D) RATIONAL Model ICP 10-FULL NG 208/240V 1 PH (LM100EG)

Dimensions: 39.9(h) x 42.25(w) x 38.4(d) (CE1GRRA.0000240) iCombi Pro® 10-Full Size Combi Oven, natural gas, (10) 18" x 26" sheet pan or (20) 12" x 20" steam pan or (10) 2/1 GN pan capacity, (5) stainless steel grids included, intelligent cooking system with (4) assistants; iDensityControl, iCookingSuite, iProductionManager, & iCareSystem, (6) operating modes, (5) cooking methods, (3) manual operating modes, 85° to 572°F temperature range, quick clean, care control, eco mode, 6-point core temperature probe, retractable hand shower, Ethernet interface, Wi-Fi enabled, 152,000 BTU, 208/240v/60/1-ph, 6 ft. cord, 1.5 kW, CE, IPX5, cCSAus, NSF, ENERGY STAR®

1 ea 2 years parts and labor, 5 years steam generator warranty

1 ea Model CAP Chef Assistance Program, a RATIONAL certified Chef conducts 4 hours/location specialized application training with personnel, no charge

1 ea Model 9999.2211 RCI RATIONAL Certified Installation, new certified installation for each individual gas table-top iCombi on a stand or counter, 100 miles (200 round-trip) included.

1 ea Model 9999.2002 Pre-Installation Site Consultation, provides an installation consultation to ensure the site has proper space and connections for gas, electric, drain & water, one (1) Consultation is needed for every four (4) cooking systems, includes 100 miles (200 miles round trip).

1 ea Model 8720.1561US Installation Kit, for gas iCombi/SCC/CMP 102G (208-240/60/1ph) 1 ea Model 1900.1154US Water Filtration Single Cartridge System, for any iVario, single Combi model, or XS or half-size Combi-Duos, includes: (1) single head with pressure gauge, R95H filter & filter installation kit

1 ea Model 9999.2271 RCI RATIONAL Certified Installation, additional installation cost for a RATIONAL Water Filter System is available when purchased with Certified Installation of RATIONAL unit.

1 ea NOTE: The RATIONAL Water Filtration Systems helps provide consistent high quality water to your RATIONAL cooking systems. The patented carbon block technology reduces the effects of sediment, chloramines and chlorine while providing the required flow rates

1 ea Model 56.01.535 Active Green Cleaner Tabs, for all iCombi Pro/Classic, 150 pieces/bucket (minimum order quantity- 2 ea, unless ordered with a unit)

1 ea Model 56.00.562 Care Tabs, bucket of 150 packets for all iCombi Pro/Classic models and SelfCooking Center® units from 10/2008, with CareControl - Serial SG, SH or SI series (minimum order quantity: 2pcs, unless ordered with a unit)

1 ea Model 60.31.087 Stand II Stationary Oven Stand, 26-3/8"H, (14) supporting rails, side panels and top closed, rear panel open, stainless steel construction, for 6- and 10-full size Classic/Pro

1 ea Model 60.71.022 Positioning aid for core temperature probe, facilitates the correct placement of the core temperature probe in liquid and in soft or very small products, for all iCombi models except XS

5 ea Model 6010.2101 Gastronorm Grid Shelf, 2/1 size, 25-5/8" x 20-7/8", stainless steel

5 ea Model 6019.1150 CombiFry Basket, 1/1 GN, 12-3/4" x 20-7/8"

The East Lycoming School District reserves the right to waive any informalities or irregularities in bids received or to reject any or all bids.

BID PRICE \$ 30,505.38

We understand that the East Lycoming School District reserve the right to reject any all bids or any portion thereof not deemed satisfactory.

Authorized Signature Shu Pace Date 4/3/23

Due: Thursday, April 6, 2023 – 8AM

# DOUGLAS EQUIPMENT

## Restaurant & Food Store Equipment

# Quote

04/03/2023

**To:**  
 Douglas Equipment  
 Shane Poore  
 301 North St.  
 Bluefield, WV 24701-4048  
 304-327-0149  
 3043270149 (Contact)

**Project:**  
 48761 - East Lycoming School  
 District, PA

**From:**  
 SESCO Specialty Equipment Sales  
 Company  
 Beth Mathew  
 5705 Valley Belt Rd  
 Independence, OH 44131  
 (216)898-9000  
 800.222.0558 (Contact)

Customer ID: 140330

Job Reference Number: 31972

\*\*\* These prices do **NOT** include any applicable state Sales Tax. \*\*\*

Item	Qty	Description
1	1 ea	<b>COMBI OVEN, GAS</b> RATIONAL Model No. ICP 10-FULL NG 208/240V 1 PH (LM100EG) (CE1GRRRA.0000240) iCombi Pro® 10-Full Size Combi Oven, natural gas, (10) 18" x 26" sheet pan or (20) 12" x 20" steam pan or (10) 2/1 GN pan capacity, (5) stainless steel grids included, intelligent cooking system with (4) assistants; iDensityControl, iCookingSuite, iProductionManager, & iCareSystem, (6) operating modes, (5) cooking methods, (3) manual operating modes, 85° to 572°F temperature range, quick clean, care control, eco mode, 6-point core temperature probe, retractable hand shower, Ethernet interface, Wi-Fi enabled, 152,000 BTU, 208/240v/60/1-ph, 6 ft. cord, 1.5 kW, CE, IPX5, cCSAus, NSF, ENERGY STAR®
	1 ea	NOTE: All discounts subject to approval by manufacturer
	1 ea	2 years parts and labor, 5 years steam generator warranty
	1 ea	CAP Chef Assistance Program, a RATIONAL certified Chef conducts 4 hours/location specialized application training with personnel, no charge
	1 ea	9999.2211 RCI RATIONAL Certified Installation, new certified installation for each individual gas table-top iCombi on a stand or counter, 100 miles (200 round-trip) included. (Do not use for Combi-



Item	Qty	Description	
		Duo, See attached installation flyer for details) THIS ITEM IS NON-DISCOUNTABLE, USA ONLY (NET)	
1 ea		9999.2002 Pre-Installation Site Consultation, provides an installation consultation to ensure the site has proper space and connections for gas, electric, drain & water, one (1) Consultation is needed for every four (4) cooking systems, includes 100 miles (200 miles round trip). (see attached installation flyer for details) THIS ITEM IS NON-DISCOUNTABLE, USA ONLY (NET)	
1 ea		8720.1561US Installation Kit, for gas iCombi/SCC/CMP 102G (208-240/60/1ph); gas iCombi/SCC/CMP 201G (120/60/1ph); gas iCombi/SCC/CMP 202G (208-240/60/1ph) THIS ITEM IS NON-DISCOUNTABLE, USA ONLY (NET)	
1 ea		1900.1154US Water Filtration Single Cartridge System, for any iVario, single Combi model, or XS or half-size Combi-Duos, includes: (1) single head with pressure gauge, R95H filter & filter installation kit	
1 ea		9999.2271 RCI RATIONAL Certified Installation, additional installation cost for a RATIONAL Water Filter System is available when purchased with Certified Installation of RATIONAL unit THIS ITEM IS NON-DISCOUNTABLE, USA ONLY (NET)	
1 ea		NOTE: The RATIONAL Water Filtration Systems helps provide consistent high quality water to your RATIONAL cooking systems. The patented carbon block technology reduces the effects of sediment, chloramines and chlorine while providing the required flow rates	
1 ea		56.01.535 Active Green Cleaner Tabs, for all iCombi Pro/Classic, 150 pieces/bucket (minimum order quantity- 2 ea, unless ordered with a unit)	
1 ea		56.00.562 Care Tabs, bucket of 150 packets for all iCombi Pro/Classic models and SelfCooking Center® units from 10/2008, with CareControl - Serial SG, SH or SI series (minimum order quantity: 2pcs, unless ordered with a unit)	
1 ea		60.31.087 Stand II Stationary Oven Stand, 26-3/8"H, (14) supporting rails, side panels and top closed, rear panel open, stainless steel construction, for 6- and 10-full size Classic/Pro	
1 ea		60.71.022 Positioning aid for core temperature probe, facilitates the correct placement of the core temperature probe in liquid and in soft or very small products, for all iCombi models except XS	
5 ea		6010.2101 Gastronorm Grid Shelf, 2/1 size, 25-5/8" x 20-7/8", stainless steel	
10 ea		6019.1150 CombiFry Basket, 1/1 GN, 12-3/4" x 20-7/8"	
		<b>Note Rational School Program receive 10 free fry baskets with an ICP10FULL Fry baskets must be on the purchase order to receive</b>	
			<b>ITEM TOTAL: \$30,505.38</b>
Total			\$30,505.38

- Freight is included in the unit pricing.
- Installation is included in the unit pricing.
- The customer is responsible for all power supplies and utilities to be within four feet of the install footprint and to match the utility requirements of the units being installed prior to the installer's arrival.
- The installer will be hooking up the new equipment to ALREADY EXISTING utilities.
- The site MUST be ready upon installer's arrival; if it is not, or the installer has to make a second trip, more charges will incur and be the responsibility of the customer.
- We are not responsible for any utility upgrades or architectural modifications if they become necessary.
- This job is being bid site unseen; if the installer, upon arrival, deems that more work is necessary than a standard install, more charges will incur and be the responsibility of the customer. It is assumed that no stairs or doorways will need to be traversed.
- This work is to be done during normal hours, Monday – Friday, 8:00 am – 5:00 pm, holidays excluded.

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

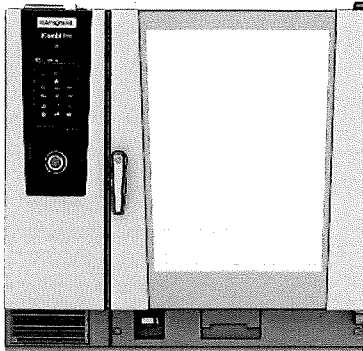
Printed Name: \_\_\_\_\_

Project Grand Total: \$30,505.38



# Datasheet

## iCombi® Pro 10-full size E/G



### Capacity

- > Ten (10) Full-size sheet pans or Twenty (20) Steam table pans or Ten (10) 2/1 GN accessories
- > Removable standard hinging rack with 2 5/8 inch rack spacing (68 mm)
- > Large selection of accessories for various cooking procedures, such as grilling, braising or baking
- > For use with 2/1, 1/1, 2/4 GN accessories

### Combi-steamer mode

- > Steaming 86 °F - 266 °F
- > Convection 86 °F - 572 °F
- > Combination of steam and convection 86 °F - 572 °F

### Description

Intelligent, connectable cooking system with the operating modes poultry, meat, fish, egg dishes/desserts, side dishes/vegetables, baked goods and finishing as well as the cooking methods roasting, cooking, baking and grilling.

- > Combi steamer as per DIN 18866 (in manual mode).
- > For most cooking processes used in commercial kitchens.
- > For using steam and convection, individually, one after the other, or combined.

Ventilation approvals: The electrical appliance conforms to the EPA 202 test in accordance with ANSI/NFPA 96 "Ventilation Control and Fire Protection of Commercial Cooking Operations" Refer to UL Listing KNLZ.E148536 (America) or KNLZ7.E148536 (Canada).

The following intelligent assistants are available:

### Intelligent assistant

iDensityControl iProductionManager CookingSuite iCareSystem

#### iDensityControl

iDensityControl is the iCombi Pro's intelligent climate management. The interaction among intelligent sensors, a high-performance heating system and fresh steam generator, and active dehumidification ensures that the right cooking cabinet climate is always available. Intelligent air circulation ensures the best possible energy input into the food. Consequently, this ensures extraordinary productivity while maintaining high levels of food quality, even cooking and minimum energy consumption.

#### iCookingSuite

The iCookingSuite is the iCombi Pro's cooking intelligence. The user starts by selecting the right cooking path for the food, choosing from among 6 operating modes and / or 5 cooking methods. Users also specify the desired cooking result. The unit suggests settings for browning and degree of doneness. Intelligent sensors detect the size, quantity and condition of the food. While the cooking path is in progress, the system adjusts key parameters like cooking cabinet temperature, airspeed, and cooking time accurately to the second. The selected desired results are achieved, yielding the best possible quality in the shortest possible time. It is possible to optionally influence the cooking sequence and adapt the cooking result. Users can change to iProductionManager or manual mode at any time. Thanks to iCookingSuite you can simply save time, raw materials, and energy while maintaining a standardized food quality without having to check the procedure.

#### iProductionManager

iProductionManager intelligently and flexibly organizes the production process. This includes which products can be prepared together on different trays, the ideal sequence of dishes, and monitoring the cooking sequence. iProductionManager supports users with prompts to load or unload dishes. Depending on kitchen processes you can freely position orders (up to two per level) or schedule them on the basis of a certain target time. iProductionManager arranges the sequence of dishes accordingly and automatically specifies the correct settings. Users decide whether dishes are cooked based on optimum energy consumption or a certain target time. Simple monitoring activities are no longer required, saving you working time and energy.

#### iCareSystem

The iCareSystem is the intelligent iCombi Pro cleaning and descaling system. It recommends the amount of chemicals and ideal cleaning stage from the nine available programs based on usage and any limescale in the steam generator. Ultra-fast interim cleaning cleans iCombi Pro in only 12 minutes, all cleaning programs can also run overnight without the need for supervision. The iCareSystem is particularly efficient and environmentally friendly, consuming small quantities of phosphate-free care products, water, and energy. This means that the iCombi Pro is always hygienically clean without manual work and at minimal costs.

## Unit description and functions

### Intelligent functions

- > Intelligent climate management that measures, adjusts and controls the humidity down to the exact percentage
- > The actual measured humidity in the cooking cabinet can be adjusted and viewed
- > Dynamic air turbulence in the cooking cabinet thanks to two intelligent, reversible, high-performance fan wheels with five fan wheel speeds, intelligently actuated and manually programmable
- > Intelligent cooking path regulation and automatic adjustment of cooking steps in order to achieve the target results, e.g., browning and degree of doneness, safely and efficiently – regardless of product size, load quantity, or who is using the unit
- > Monitoring accurate to the second and calculation of browning on the basis of the Maillard reaction to reproduce ideal cooking results
- > Adjust intelligent cooking methods or switch between iCookingSuite and iProductionManager for maximum flexibility
- > Intelligent cooking step to proof baked goods
- > Individual, intuitive programming of up to 1,200 cooking programs with up to 12 steps using drag-and-drop.
- > Easy transfer of cooking programs to other cooking systems through secure cloud connection with ConnectedCooking or via USB stick
- > iProductionManager, the automated, intelligent planning and controlling tool, organizes multiple cooking processes and mixed loads perfectly. Automatic closing of planning gaps. Automatically optimize schedules and energy consumption in planning and target time preparation to start or end cooking dishes at the same time.
- > Visual indication of loading and removal requests using energy-saving LED lighting
- > Automatically resumes and optimally completes cooking processes following power outages lasting less than 15 minutes
- > Intelligent cleaning system suggests cleaning programs and the required amount of care products based on the degree of soiling within the cooking system
- > Display of the current cleaning and descaling status
- > Intelligent VarioSmokers control (accessory) by the cooking methods
- > Condensation/exhaust air hoods (accessories) with situational adjustment of the extraction performance and transfer of service messages.

### Cooking functions

- > High-performance steam generator for optimal steaming performance even at low temperatures below 212°F
- > Power-steam function: increased steaming power available for Asian applications
- > Integrated, maintenance-free grease separation system without an additional grease filter
- > Cool-down function to quickly cool down the cooking cabinet; additional fast cooling using internal water nozzle
- > Core temperature probe with six measuring points and automatic error correction in the event of incorrect positioning. Optional positioning tool for soft or very small cooking products (accessory)
- > Delta-T cooking for extremely gentle preparation with minimal cooking losses
- > Precise burst-steam injection; water quantities can be set to 4 different levels within a temperature range of 85°F – 500°F for convection or steam-convection combination modes
- > Digital temperature display, can be set to °C or °F, displays target and actual values
- > Cooking cabinet humidity and time displayed digitally; displays target and actual values
- > Time can be set to display in 12- or 24-hour format
- > 24-hour real-time clock with automatic adjustment for daylight savings time when connected to ConnectedCooking
- > Automatic pre-selected starting time with variable date and time
- > Integrated hand shower with automatic retraction and switchable spray/jet function
- > Energy-saving, long-lasting LED lighting in the cooking cabinet, with excellent color fidelity to allow quick determination of cooking progress
- > No-charge 4-hour RATIONAL certified chef assistance program

### Occupational and operating safety

- > Electronic safety temperature limiter for steam generator and convection heating
- > Integrated fan wheel brake
- > Contact temperature of the cooking cabinet door max. 163 °F
- > Use of Active Green cleaning tabs and Care tabs (solid cleaning agent) for ideal occupational safety levels
- > HACCP data storage and output via USB or optional storage and management in the cloud-based networking solution ConnectedCooking
- > Tested according to national and international standards for unsupervised operation
- > Maximum tray height must not exceed 63 inch when using a RATIONAL stand
- > Ergonomic door handle with right- / left-handed door opening and swing-shut function

### Networking

- > Integrated, IP-protected Ethernet interface for wired connection to the cloud-based ConnectedCooking networking solution
- > Integrated Wi-Fi interface for wireless connection to the cloud-based networking solution ConnectedCooking
- > Integrated USB interface for local data exchange
- > Cloud-based ConnectedCooking solution allows central unit management; recipe, shopping cart and program management; HACCP data management; maintenance management

### Cleaning and care

- > Automatic, water pressure-independent cleaning and maintenance system for cooking cabinet and steam generator
- > Nine cleaning programs for unsupervised cleaning, also overnight, with automatic cleaning and removal of limescale deposits within the steam generator
- > Ultrafast cleaning in only 12 minutes for practically uninterrupted, hygienic production
- > Automatic cleaning routine following power outages, ensuring that cooking cabinet remains free of cleaning agents even after the cleaning process has been canceled
- > Use of phosphate and phosphorus-free Active-Green cleaning agent tabs and Care tabs



- > Hygienic setup that is flush with the counter without feet for simple, safe cleaning
- > Triple glass pane cooking cabinet door with rear ventilation, thermally reflecting special coating and swiveling glass panes for easy cleaning
- > Inside and outside material: stainless steel DIN 1.4301 / ASTM 304, seamless hygienic cooking cabinet with rounded corners and optimized air flow
- > Glass and stainless steel surfaces allow easy, safe external cleaning; IPX5-class protection against spraying water in all directions
- > Monitoring option for automatic cleaning using the cloud-based ConnectedCooking networking solution

#### Operation

- > High-resolution 10.1 inch TFT color display and capacitive touchscreen with self-explanatory icons for simple, intuitive operation with gestures like swiping and dragging
- > Acoustic prompts and visual messages when user action is required
- > Central dial with Push function for intuitive selection and confirmation of entries
- > User interface and help function can be set to over 55 languages
- > Basic national cuisine preferences can be selected regardless of language settings. Possible to select additional, local cuisine
- > Specially adapted cooking parameters for international or country-specific dishes can be selected and started regardless of unit language settings
- > Extensive search function including all cooking paths, application examples and settings
- > Context-sensitive support that always shows the current help content for the displayed screen content
- > Start application examples from help file
- > Simple selection of cooking paths using six operating modes and/or five cooking methods
- > Cockpit function to display information about the processes within a cooking path
- > Customization and control of user profiles to prevent operator errors
- > Interactive notifications regarding cooking paths, requested actions, intelligent functions and warnings thanks to Messenger

#### Installation, maintenance and environment

- > Professional installation by RATIONAL-certified technicians recommended
- > Fixed waste water connection conforming to SVGW requirements is permitted
- > Adaptation to the installation site (height above sea level ) through automatic calibration
- > Operation without water softener and without additional manual descaling possible
- > Installation flush with the floor and wall through connection in the base area \*
- > Service diagnostic system with automatic service message display, self-test function for active testing of unit functions
- > Remote diagnosis via ConnectedCooking by certified RATIONAL service partners
- > 2-year RATIONAL warranty including parts, labor, and travel and 5-year steam generator warranty\*\*
- > Regular maintenance is recommended. Servicing by RATIONAL service partner according to manufacturer recommendations
- > Energy efficiency in accordance with ENERGY STAR tested and passed. Published at [www.energystar.gov](http://www.energystar.gov)

\* See the installation or planner manual for details

\*\* Terms and conditions apply, see manufacturer warranty statement at [www.rational-online.com](http://www.rational-online.com)

#### Options

- > Cooking cabinet door, left-hinged
- > MarineLine - marine version
- > SecurityLine – prison / security version
- > MobilityLine – mobile variant
- > HeavyDutyLine – particularly heavy-duty version
- > Integrated fat drain
- > Mobile oven rack package
- > Protection for control panel
- > Safety door lock
- > Lockable control panel

## Technical specifications

### Dimensions and weights

#### Dimensions (W x H x D)

Cooking system (body)	42 1/4 x 39 7/8 x 38 3/8 inches
Cooking system (total)	42 1/4 x 41 7/8 x 41 inches
Cooking system with packaging	46 1/4 x 49 1/4 x 45 1/2 inches
Maximum working height of top level*	≤ 5 ft. 2 7/8 inches

\*When using a corresponding RATIONAL stand

#### Weights

Maximum load size per level	66 lb
Maximum total load capacity	198 lb
Weight - electric unit without packaging	394 lb
Weight - electric unit with packaging	454 lb
Weight - gas unit without packaging	423 lb
Weight - gas unit with packaging	482 lb

### Electrical connection conditions

#### Voltage 3 AC 208 V / 240V

Connected loads - electric	37.4 kW
Steam power	36 kW
Convection power	36 kW
Breaker	125 A
Connection impedance	0.09 Ω
RCD type	B
Cable diameter	AWG 2 194°F

#### Voltage 3 AC 440 V / 480 V

Connected loads - electric	37.4 kW
Steam power	36 kW
Convection power	36 kW
Breaker	60 A
Connection impedance	0.09 Ω
RCD type	B
Cable diameter	AWG 4 140°F

Not supplied with cable connection

### Connected loads - gas

#### Natural gas G20

Nominal heat load, total	152000 BTU
Nominal heat load, Steam mode	152000 BTU
Nominal heat load, Hot Air mode	152000 BTU
Required connection flow pressure	6.5 - 10 inch w.c.

#### Liquid gas

Nominal heat load, total	148500 BTU
Nominal heat load, Steam mode	148500 BTU
Nominal heat load, Hot Air mode	148500 BTU
Required connection flow pressure	10 - 15 inch w.c.

3/4" NPT with 3/4" gas shut off

Additional gas types and voltages available on request

### Connected loads - gas

#### Voltage 2 AC 208 V

Connected loads - gas	1.5 kW
Breaker	15 A
RCD Type	B

All gas units are supplied with cord.

### Connection conditions water

Water inlet (pressure hose), each	3/4"
Water pressure (flow pressure), each	14.5-87.0 psi
Water drain, each	2" OD
Maximum flow rate per cooking system	3.17 gal/min

### Water quality requirements

Untreated water can be 0 to 24.5 gr/gal (0 to 420ppm) hardness. We do not recommend treated water hardness < 5 gr/gal (86ppm) because the water could be corrosive. Sodium ion exchangers are not recommended; H+ Ion exchange systems are recommended. Water that does not meet the following minimum standards will require the proper conditioning

Contaminant	Water Requirements	If > than recommended
Sand / Particles	< 15 µm	Particle filter
Chlorine (Cl <sub>2</sub> )	< 0.12 gr/gal (0.2 ppm)	Active carbon filter
Chloride (Cl <sup>-</sup> )	< 4.68 gr/gal (80 ppm)	RO

### Connected loads - exhaust air and thermal load

Latent heat load	6018 BTU
Sensible heat emission	7565 BTU
Sound level (electric)	58 dBA
Sound level (gas)	63 dBA

### Connection loads - data

LAN data interface	RJ45
WiFi data interface	IEEE 802.11 a/g/n

### Minimum distances at installation

#### Clearance Requirements

To facilitate servicing, we recommend leaving a 20" (500 mm) gap on the left-hand side of the unit. If there is not 20" (500 mm) left side clearance available, provisions for moving the unit to the left for service access must be made. Such provisions include, but are not limited to, having quick connections (water, gas, etc.) and lengthened electrical connections with flexible cords.

If there are no external heat sources acting on the unit, there should be at least 2" (50 mm) of clearance on either side of the unit. The back of the unit can be mounted flush with the wall.

If a high temperature heat source is on the left side of the unit, clearance of at least 14" (350 mm) must be maintained on the left-hand side. This clearance may be reduced to 2" (50 mm) if a heat shield is used (see accessories).

Recommended clearance from unobstructed rear exhaust pipes and any surface collecting grease or flammable material; 16" (400 mm) gas, 10" (254 mm) electric. It is recommended to have a hood overhang of 6" (150 mm) to 18" (450 mm) at the front of the unit and 6" (150 mm) on the sides if installed at the end of the cooking line. Please refer to the Installation Manual for additional technical data and for instructions on installation and setup.

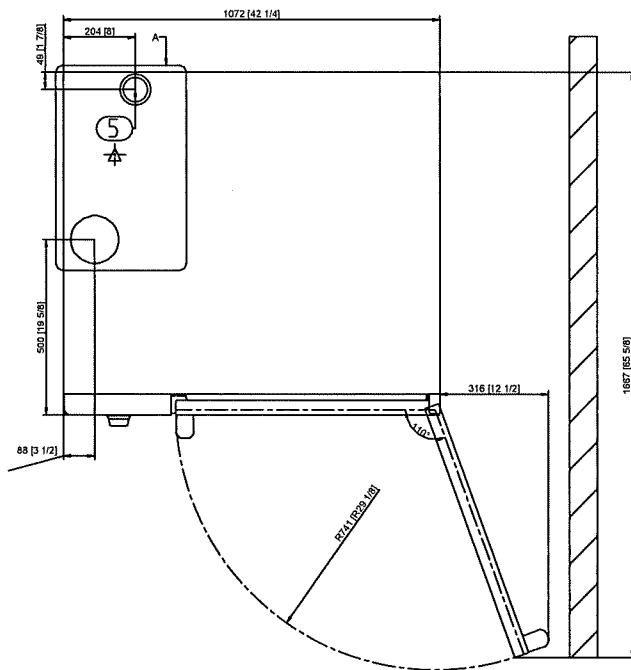
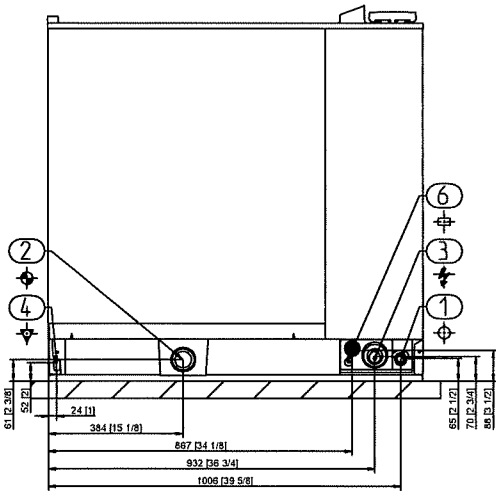
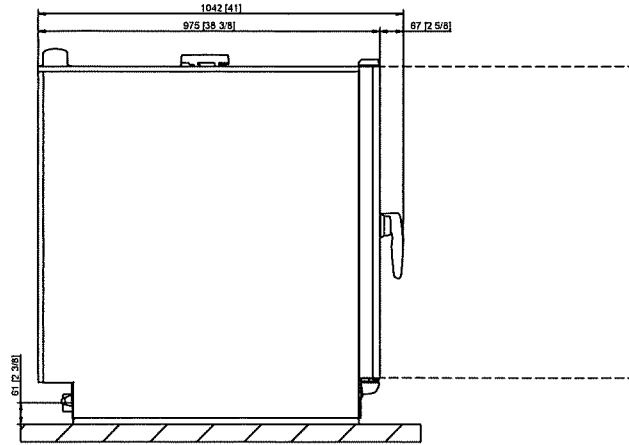
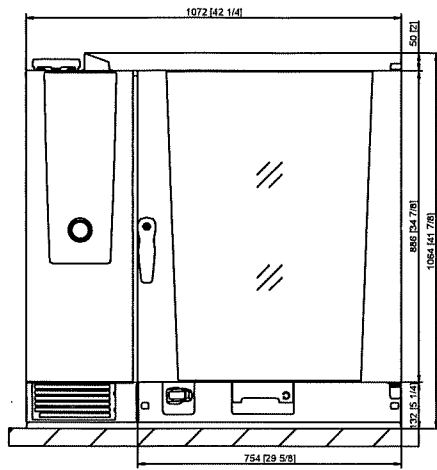
**Terms and conditions of installation**

- > Observe all local and country-specific standards and regulations regarding the installation and operation of industrial cooking appliances. The local standards and regulations for interior ventilation systems must also be taken into account.
- > To use ConnectedCooking, an RJ45 network socket or a WLAN connection option (IEEE 802.11 a/g/n) must be in place on-site. For optimal performance, a data rate of at least 100 MB/s is required.

**Approvals**



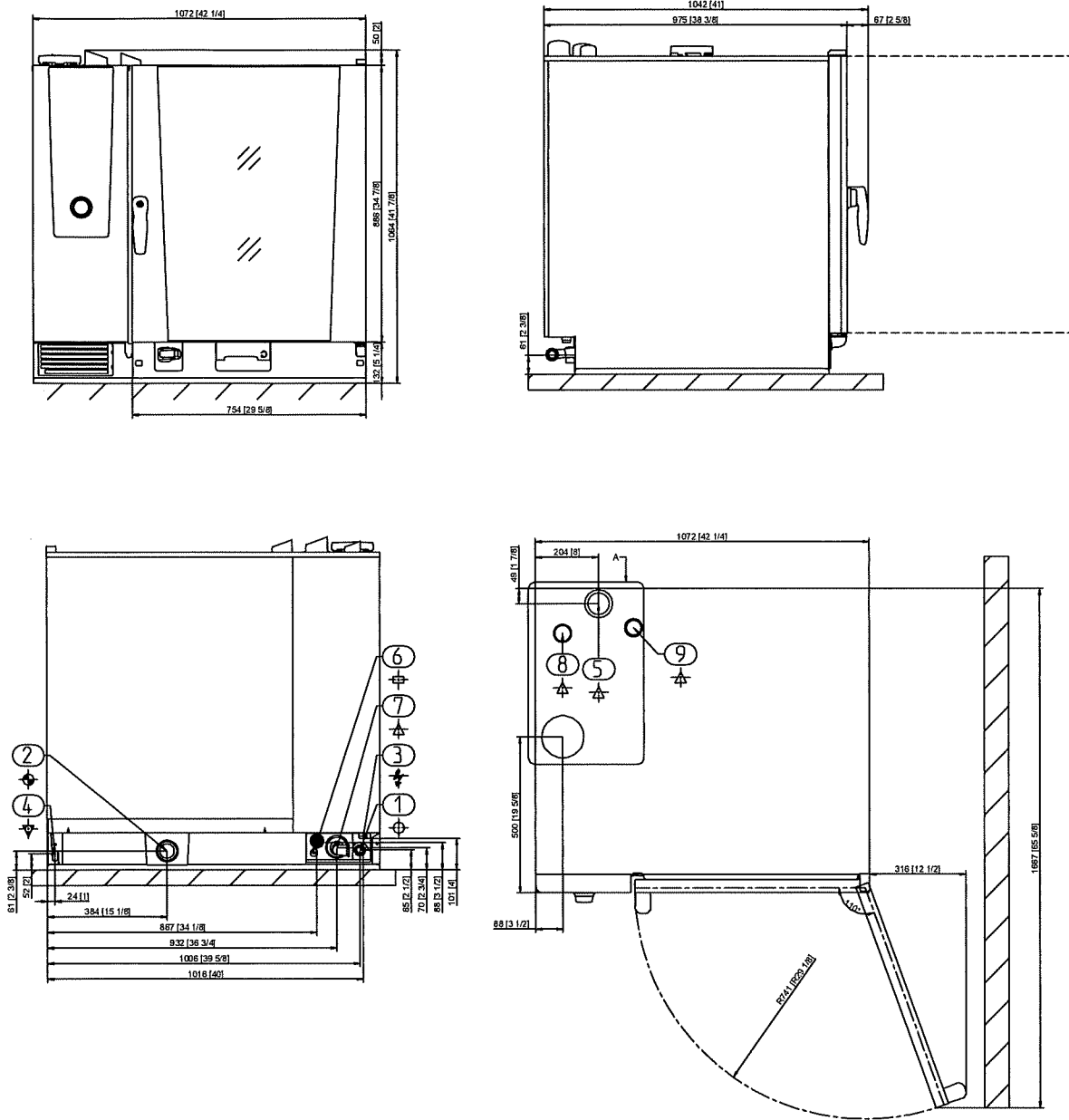
Technical drawing, electrical



- 1 Water inlet
- 2 Water drain
- 3 Electrical connection
- 4 Equipotential bonding
- 5 Ventilation pipe
- 6 Ethernet interface

Datenblatt, Version 21 - 11/30/2020 1:19 PM - We reserve the right to make technical changes.

Technical drawing, gas



- 1 Water inlet
- 2 Water drain
- 3 Electrical connection
- 4 Equipotential bonding
- 5 Ventilation pipe
- 6 Ethernet interface
- 7 Gas connection
- 8 Exhaust pipe gas (steam)
- 9 Exhaust pipe gas (convection)

Datenblatt, Version 2.1 - 11/30/2020 1:19 PM - We reserve the right to make technical changes.

## Agreement for Owner's Representative on Construction Project

This is an agreement ("Agreement") between East Lycoming School District, 349 Cemetery Street, Hughesville, PA 17737 (the "School District"), and Fidevia, LLC, 750 Lititz Pike, Lititz, PA 17543 ("Fidevia"), for Fidevia to serve as Owner's Representative for the School District on a construction project.

### BACKGROUND

The School District intends to perform renovations and additions to the Ashkar Elementary School (the "Project"). To help guard against defects and enhance efficiencies for the Project, the School District wishes to engage an Owner's Representative to provide the services identified in this Agreement. Fidevia is a business that provides Owner's Representative services, and wishes to accept the assignment as Owner's Representative for the Project. Intending to be legally bound, the parties agree to the following terms and conditions.

### TERMS AND CONDITIONS

1. The School District agrees to engage Fidevia and to pay it as follows for providing the following services as Owner's Representative for the Project:
  - a. For services listed on Attachment A & B (Scope of Services During Construction & Closeout) to be provided by Fidevia, the School District shall pay Fidevia a fixed monthly fee of \$18,900 from project commencement thru substantial completion plus two months for project closeout.
  - b. In addition to the specific items listed at Attachments A and B, Fidevia shall also perform other assignments as directed by the School District that pertain to the Project, including assisting with litigation or other forms of dispute resolution, and shall do so for no additional fee so long as they do not place an undue additional burden on the Owner's Representative.
2. The School District shall not reimburse Fidevia for any out-of-pocket costs associated with the provision of services under this Agreement.
3. The School District and Fidevia do not intend this Agreement to modify the services to be provided to the School District by the Project Architect pursuant to a separate contract with the School District (the "Architect's Agreement"). Rather, the intention is for Fidevia, through its services as Owner's Representative, to serve a distinct function on the Project, in protecting the School District's interest of receiving a cost-effective, well-constructed project with appropriate materials and systems, and in serving as fiduciary to the School District, by acting separately and independently of the Architect, the contractors for the Project (the "Contractors") and other parties.
4. Fidevia shall not assign the duty of performing services under this Agreement to any other party.

5. This Agreement shall terminate upon the earliest of the following: (a) Final Completion of the Project; (b) such other time as may be mutually agreed upon by the School District and Fidevia; (c) four weeks after the School District provides Fidevia notice that it is not continuing with the Project; or (d) immediately upon termination by either party for cause, after the other party fails to cure a material breach of this Agreement within two weeks of written notice of such breach. In the event the Agreement is terminated prior to Final Completion of the Project, the School District shall pay Fidevia for services rendered through the effective date of such termination, but not pay any additional fee.

6. The School District shall provide Fidevia access to and copies of all pertinent Project documentation and other information necessary for Fidevia to perform its duties under this Agreement. Fidevia agrees to maintain confidentiality with regard to any non-public information provided to it pursuant to this Agreement.

7. Fidevia agrees to perform all services under this Agreement with the level of skill and care ordinarily used by an Owner's Representative under similar conditions at the same time and within Lancaster County and contiguous counties. Fidevia shall be liable to the School District for any and all costs, loss, liability or damages incurred by the School District, to the extent caused by Fidevia's failure to use such skill and care or by any breach of this Agreement by Fidevia. Moreover, in the event Fidevia is held by an arbitrator or court to be solely or chiefly responsible for costs, loss, liability or damages incurred by the School District, Fidevia shall be responsible for the School District's attorney's fees and consultant's fees arising from such proceeding.

8. Fidevia agrees that throughout the term of this Agreement, and for at least two years after termination of this Agreement, it shall maintain insurance coverage in at least the following amounts per occurrence, without deductibles, co-payments or other terms that are unusual for a professional Owner's Representative consultant: Professional liability, \$1,000,000; Comprehensive General Liability, \$1,000,000 with \$2,000,000 aggregate; Automobile, \$500,000; Worker's Compensation in compliance with state minimum requirements. Fidevia shall provide a Certificate of Insurance to the School District at the outset of this Agreement, and at other times upon request of the School District.

9. In providing Owner's Representative services pursuant to this Agreement, Fidevia will be acting as an independent contractor, not as an employee of the School District. In that regard, Fidevia and its employees will not be eligible for any employment-related benefits or be supervised by the School District, and the School District will not control the means and methods by which Fidevia and its employees provide services. Fidevia shall be solely responsible for any and all taxes due as an independent contractor, and shall indemnify and hold the School District harmless for all such taxes. Fidevia may perform services for other clients, but only if doing so does not interfere with its ability to perform all services requested hereunder by the School District. Fidevia and the School District acknowledge that this Agreement does not create a partnership or joint venture between them.

10. Fidevia warrants that all information contained in its proposal submitted to the School District is true and accurate to the best of its understanding and belief. Any standards of performance contained in such response shall be incorporated into this Agreement to the extent they supplement or exceed standards otherwise stated herein.

11. Any unresolved disputes arising from this Agreement or the Project shall be subject to the same dispute resolution procedures provided for in the Architect's Agreement, which provides generally for (a) mediation if agreed upon by all parties, (b) binding arbitration at the option of the School District, and (c) otherwise litigation in the Lycoming County Court of Common Pleas, with the parties waiving the right to a trial by jury.

12. This Agreement may be modified by mutual written agreement at any time.

13. Before performing any Services pursuant to this Agreement on School District property, Fidevia shall provide to the School District the following valid clearances and certifications for each individual performing Services pursuant to this Agreement who works on the Project site:

- a. PA Child Abuse History Clearance (Act 151);
- b. Federal Criminal History Records (Act 114); and
- c. Pennsylvania Background Checks (Act 34).

Both the parties have executed this agreement below by duly-authorized representatives.

\_\_\_\_\_  
East Lycoming School District  
President, Board of School Directors



\_\_\_\_\_  
Fidevia, LLC

\_\_\_\_\_  
Date

**4/17/23**

\_\_\_\_\_  
Date



**Attachment A**  
**Scope of Services During Construction Phase**

**1. Maintain Full-Time, On-Site Staff**

The Owner's Representative will maintain a qualified, full-time, on-site field staff to provide services during Construction portion of the Project, consisting of the following personnel, which shall not change without prior approval of the School District, and shall change upon reasonable request of the School District. Such staff shall have developed thorough knowledge of the Contract Documents for the Project prior to the commencement of construction. On average, the on-site staff of the Owner's Representative is expected to spend roughly 50% of his time on field observations described in subsection 5 below, and the balance of time on other duties described herein in this Attachment A.

**2. Confirm Receipt of All Required Permits**

The Owner's Representative shall confirm that all permits necessary for construction of the Project are obtained in a timely manner prior to the commencement of applicable construction, and shall inform the School District and the Architect of any failure to timely obtain such permits.

**3. Attend Pre-Construction Conferences and Meetings with Contractors**

The Owner's Representative shall attend one or more pre-construction meetings with Contractors, the Architect, consultants and the School District. The meetings shall include a review of project management, project schedule and project procedures. In addition, prior to construction, the Owner's Representative shall review applicable portions of the Contract Documents with each Contractor's job superintendent.

**4. Assistance with Contractor Submittals**

The Owner's Representative shall review, monitor and maintain a log on the Contractors' submittal to the Architect of items called for in the Contract Documents, including shop drawings, product data, samples, employee background checks, schedules, substitution requests, requests for information, schedules of value, change order requests, proposals, claims, payment applications, certificates of substantial completion and final completion, punch lists, and other information. The Owner's Representative shall also monitor and log the Architect's processing of such submittals, and report immediately to the School District and the Architect any problems or concerns with timeliness of the submittal process in accordance with the Contract Documents. The Owner's Representative shall also promptly bring to the School District's attention in writing any material differences between the Architect and the Owner's Representative regarding their respective understandings or evaluations of Contractor submittals.

## **5. Field Observations**

Using its best efforts through on-site staff, the Owner's Representative shall observe the work of Contractors, and observe the quantity and quality of materials and equipment received and stored on site, endeavoring to protect the School District against defects, deficiencies, noncompliance with the Contract Documents or failures of performance by Contractors. The Owner's Representative shall report promptly in writing to the School District and the Architect any such observed defects, deficiencies, noncompliance or failures of performance, as well as recommended remedial steps, sending a copy to the applicable Contractor unless directed otherwise by the School District. The Owner's Representative shall also evaluate whether approved remedial work has been properly performed. Furnishing such services will not make the Owner's Representative responsible for, or give the Owner's Representative control over, construction means, methods, techniques, sequences, procedures or results, or for safety precautions or programs. Nothing herein, though, shall excuse nonperformance by the Owner's Representative of its own duties under this Agreement or liability to the School District for any such non-performance.

## **6. Inspections and Testing**

The Owner's Representative shall make recommendations to the School District and the Architect regarding inspections and testing by independent agencies, make recommendations on the procurement and selection of such agencies, coordinate the scheduling of inspections and testing by selected agencies, monitor the inspections and tests performed, review inspection and test reports, make recommendations to the School District and the Architect regarding inspection and test results, monitor the submittal and payment of inspection and testing agency invoices, and maintain copies of all inspection and test results. Furnishing such services will not make the Owner's Representative responsible for, or give the Owner's Representative control over, testing and inspection means, methods, techniques, sequences, procedures or results, or for safety precautions or programs. Nothing herein, though, shall excuse nonperformance by the Owner's Representative of its own duties under this Agreement or liability to the School District for any such non-performance.

## **7. Evaluate and Monitor Detailed Construction Schedule**

The Owner's Representative will evaluate and monitor the detailed construction schedule (and updates) developed by the Contractors, checking to ensure the schedule includes viable start and finish dates for procurement and construction activities and appropriate major milestones for each segment of the work. The Owner's Representative shall observe the progress of Work on the Project, promptly advise the School District and the Architect of any deviations from the approved schedule or concerns with progress of the Project, and make recommendations for actions by Contractors to avoid or recover from any delay. The Owner's Representative shall communicate directly with Contractors regarding scheduling concerns and recommendations, unless directed otherwise by the School District. Activities of the Owner's Representative relating to

Project schedules and progress shall not negate in any manner the Contractors' obligations to meet the Project schedule and deadlines, and to otherwise comply with the Contract Documents.

**8. Monitor Coordination of Contractors**

The Owner's Representative shall monitor the coordination of trades among Contractors on the Project, promptly advise the School District and the Architect in writing regarding any concern with such coordination, and make recommendations for actions by Contractors to avoid or recover from coordination problems. The Owner's Representative shall communicate directly with Contractors regarding coordination concerns and recommendations, unless directed otherwise by the School District. Activities of the Owner's Representative relating to Project coordination among Contractors shall not negate in any manner the Contractors' obligations to coordinate their Work, and to otherwise comply with the Contract Documents.

**9. Participate in Resolution of Suggestions, Problems, Concerns or Questions**

The Owner's Representative shall confer with the School District and the Architect, and where appropriate also the Contractors, in assisting to resolve Contractor's suggestions and any problems or concerns that arise on the Project. The Owner's Representative shall also assist the School District and the Architect in addressing questions that may arise during the Project concerning the interpretation of the Contract Documents, but shall not replace the Architect as the Initial Decision-Maker (as defined in the Contract Documents) on such matters.

**10. Arrange for Owner-Purchased Property**

The Owner's Representative shall arrange for and oversee the delivery, storage, protections and security of any School District-purchased materials, systems and equipment that are a part of the Project until such items are incorporated into the Project.

**11. Reporting Incidents**

The Owner's Representative shall immediately report to the School District and the Architect any damage occurring to materials, equipment or work performed on the Project, as well as any accidents, injuries, theft or other serious incident arising on the Project.

**12. Daily Reports**

The Owner's Representative shall for each work day prepare a daily report, in a form approved by the School District, summarizing on-site activities, identifying the weather conditions, the number of workers for each Contractor and any site visitors, and noting any significant decisions or issues that were addressed or any unusual events. The Owner's Representative shall email copies of the daily reports to the School District and the Architect, and shall maintain a chronological hard-copy compilation of all daily reports.

**13. Maintain Project Documentation**

The Owner's Representative shall maintain chronological and orderly files of all Project documentation, including contracts, drawings, specifications, submittals, samples, schedules, correspondence, meeting minutes, catalog data, directives, change orders, etc., and shall provide such documentation to the School District at the conclusion of the Project.

**14. Monthly Reports**

At the end of each month, or more frequently at the request of the School District, the Owner's Representatives shall provide a written report to the School District (with a copy to the Architect), addressing in a form and level of detail satisfactory to the School District (including information on schedule, budget, quality, safety, logistics, and general project information), the progress and status of the Project and any material issues or concerns. The Owner's Representative shall attend and present such reports at meetings of the School District's School Board and appropriate committees thereof.

**15. Evaluate and Make Recommendations on Payment Applications**

The Owner's Representative shall evaluate payment applications by Contractors, and shall make recommendations to the Architect and the School District regarding approval or disapproval of such applications, including an evaluation of the percentage of Work completed by the Contractor and any factors appropriate to protect the School District against making overpayment to the Contractor.

**16. Maintain Construction Cost Accounting System**

The Owner's Representative will establish and maintain an accurate and up-to-date construction cost accounting system.

**17. Attend Project Meetings**

The Owner's Representative will attend Project Meetings at the job site at least every other week to discuss job progress, resolve problems, and make decisions.

**18. Attend Construction Superintendent Meetings**

The Owner's Representative will attend meetings at the job site, at least weekly, with the Contractor's construction superintendents to coordinate construction activities and discuss project progress.

**19. Participate in Other Meetings or Proceedings**

Upon request of the School District, the Owner's Representative shall participate in other meetings or proceedings pertaining to the Project, and unless otherwise directed by the School District shall take and distribute minutes of such meetings or proceedings.

**20. Evaluate and Make Recommendations on Change Orders**

The Owner's Representative, in consultation with the School District and the Architect, shall evaluate and make recommendations to the School District and the Architect on change orders, including making investigations and recommendations on the value and validity of proposed change orders, and discussing proposed change orders with Contractors.

**21. Recommend Construction Changes**

The Owner's Representative shall evaluate work in progress and make recommendations to the School District and the Architect for changes in the Project based on field conditions, improved quality, cost savings, or time savings.

**22. Take and Maintain Photographic Records**

The Owner's Representative shall take and maintain photographic and/or videotape records of construction activities and project progress on a regular basis.

**23. Monitor Contractors' Safety Programs**

The Owner's Representative shall meet with Contractors at the beginning of the job to review their responsibility to maintain job safety on the worksite, review and monitor the safety program developed by each Contractor, record any safety violations, and make recommendations for improving safety conditions.

**24. Worksite Security and Identification**

The Owner's Representative shall establish and monitor a system of visual identification to confirm that those entering the work site are authorized to do so. The Owner's Representative shall also prepare and maintain a list of principal contractors and subcontractors, including names, phone and facsimile numbers, and mailing and email addresses for contact persons.

**25. Monitor and Report on Inspections by Governmental Agencies**

The Owner's Representative shall accompany visiting inspectors representing public or other agencies having jurisdiction over the Project, and promptly report to the School District and the Architect the results of such inspections.

**26. Monitor Record Drawings of Contractors**

The Owner's Representative shall periodically, at least monthly, inspect the record drawings of each Contractor to ensure they are being updated to reflect any changes to the Project, and shall immediately notify the School District and the Architect in writing of any failure to maintain up-to-date drawings.

**27. Assist with Any Issues Pertaining to Neighbors**

Upon request of the School District, the Owner's Representative shall assist in addressing any issues that may arise concerning the Project with neighbors of the Project.

## 28. Limitations of Authority

The Owner's Representative is NOT authorized to do any of the following, and will NOT do so:

- A. Authorize any deviation from the Contract Documents or substitution of materials or equipment, unless authorized by the Architect and the School District.
- B. Exceed limitations of the Architect's and the School District's authority as set forth in the Contract Documents.
- C. Undertake any of the responsibilities of Contractor, Subcontractors, or Contractor's superintendent.
- D. Issue directions relative to, or assume control over, any aspect of the means, methods, techniques, sequences, or procedures of construction, unless such advice or directions are specifically required by the Contract Documents.
- E. Issue directions regarding, or assume control over, safety precautions and programs in connection with the work of Contractors.
- F. Accept submittals from anyone other than the Contractors.
- G. Authorize the School District to occupy the Project in whole or in part.
- H. Participate in specialized field or laboratory tests, or inspections conducted by others, except as specifically authorized by the Architect and the School District.
- I. Accept defective or nonconforming work by Contractors.
- J. Stop and/or suspend work by Contractors, or reject materials, equipment and systems or other nonconforming, deficient, incomplete and unacceptable work unless authorized by the Architect and the School District, except that in **EMERGENCY** situations if the Architect and the School District cannot be immediately summoned, the Owner's Representative shall temporarily stop and/or suspend defective work or reject defective materials, equipment and systems until the Architect and the School District can be summoned.

**Attachment B**  
**Scope of Services During Closeout Phase**

**1. Assist with Substantial Completion and Final Completion**

The Owner's Representative shall assist and confer with the School District and the Architect with regard to Substantial Completion and Final Completion procedures addressed in the Contract Documents. Among other things, the Owner's Representative shall participate in inspections of the Contractors' work, and shall assist the Architect in its duties to determine whether Substantial Completion and Final Completion have been achieved, identify any items remaining to be completed or repaired (regardless of whether the Contractor has identified such items), and identify the cost to repair or complete remaining work. The Owner's Representative shall also continue to observe the work of Contractors until Final Completion is achieved.

**2. Coordinate Testing, Calibration, Start-Up and Training of Systems and Equipment**

The Owner's Representative shall coordinate, monitor, and document the testing, calibration, start-up of all equipment and building systems, and training of School District personnel to operate and maintain building systems and equipment, and report to the School District and the Architect in writing regarding such activities.

**3. Process Operating Manuals and Warranties**

The Owner's Representative shall collect and catalog all operating and instruction manuals for equipment and building systems. The Owner's Representative shall also collect, log, review, and submit to the School District all warranty documentation.

**4. Coordinate Construction Close-Out**

The Owner's Representative shall, in consultation with the School District and the Architect, coordinate close-out activities including the completion of deficiencies, submittals of close-out documents, resolution of change orders, and recommendations for payment of retainage.

**5. Gather and Submit Project Documentation**

The Owner's Representative shall gather and submit to the School District all project documentation including files, records, drawings, submittals, samples, and other information in an organized and usable form.

**6. Participate in One-Year Meeting and Coordinate Warranty Work**

The Owner's Representative shall, at no additional fee, participate in a meeting with the School District and the Architect prior to the expiration of one year from the date of Substantial Completion, to be scheduled by the Architect pursuant to the Architect's Agreement for the purpose of reviewing the facility operations and performance, and shall coordinate warranty work by Contractors.

**7. Certification**

The Owner's Representative, upon completion of the project, shall be responsible for certifying that, to the best of its professional knowledge, the building conforms to the approved plans, specifications, and shop drawings.



DISTRICT ADMINISTRATION

# East Lycoming School District

OFFICERS

**Dr. Mark Stamm**  
Superintendent

349 Cemetery St.  
Hughesville, PA 17737

**Richard L. Michael**  
President

**Cori Cotner**  
Director of Curriculum

PH: 570-584-2131  
FX: 570-584-5701

**Michael A. Mamrak**  
Vice President

**Heather Burke**  
Business Manager

[www.elsd.org](http://www.elsd.org)

**Donna Gavitt**  
Treasurer

---

## Memorandum of Understanding

This Memorandum of Understanding is made between the East Lycoming School District and the East Lycoming Education Association regarding the agreement which is effective from July 1, 2022 through June 30, 2027.

Under Appendix F Supplemental Salaries, the Board and the Association agree to create a new position of “Academic Department Chairperson” for an annual compensation of \$800 (Level 1), \$825 (Level 2), \$850 (Level 3), \$875 (Level 4), and \$900 (Level 5).

Chairperson will be selected by the administration for the following departments: Math, Science, English, Social Studies, Physical Education, Fine Arts, Special Education, Business / STEM.

Academic Department Chairpersons, in conjunction with the district administration, are responsible for the development of department goals aligned with district strategic goals, academic oversight of their departments, assistance with recruitment and retention of department staff, department budget coordination / planning, and other activities associated with academic department leadership.

The parties agree that this Memorandum of Understanding shall not constitute a past practice for any future instances or occurrences.

\_\_\_\_\_  
ELSD Education Association  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
East Lycoming School District  
President of the Board

\_\_\_\_\_  
Date

Commonwealth University of Pennsylvania  
Memorandum of Understanding

**THIS AGREEMENT** is entered by and between Commonwealth University of Pennsylvania hereinafter referred to as “the University” and East Lycoming School District hereinafter referred to as “the District,” a public school district under the laws of the Commonwealth of Pennsylvania, “the Commonwealth.”

**WITNESSETH:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

\_\_\_\_\_  
President, Commonwealth University of Pennsylvania

\_\_\_\_\_  
Date

\_\_\_\_\_  
Provost, Commonwealth University of Pennsylvania

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent, School District

\_\_\_\_\_  
Date

**Approved as to Form and Legality:**

\_\_\_\_\_  
University Legal Counsel,  
Pennsylvania State System of Higher Education

\_\_\_\_\_  
Date



## Planned Maintenance Agreement Proposal

PREPARED FOR:

East Lycoming School District  
349 Cemetery Street  
Hughesville, PA 17737

January 19, 2023

McClure Company  
4101 North Sixth Street  
Harrisburg, PA 17110  
[www.mcclureco.com](http://www.mcclureco.com)

Contact: Shawn Robb, Service Manager  
570-419-8600 (cell) | [shawnrobb@mcclureco.com](mailto:shawnrobb@mcclureco.com)

## BENEFITS OF PLANNED MAINTENANCE

**McClure Company's Planned Maintenance Agreement is the optimum choice for ongoing maintenance of HVAC equipment. This program is customized to meet all the unique requirements of specific HVAC environments. Our maintenance program is designed to help you reduce the cost of operating and maintaining your HVAC systems.**

Studies have shown that a **well-designed and implemented maintenance program can help you:**

- Avoid expensive downtime, employee productivity losses, or tenant turnover
- Avoid utility waste costs by up to 5-20%
- Extend the useful life of your equipment by 20% or more
- Reduce administrative costs associated managing HVAC services

**Our goal is to help you control your overall maintenance costs** with a blend of predictive, diagnostic, and scheduled maintenance tasking services. With a Planned Maintenance Agreement, our customers receive the following benefits:

### **Energy Dollar Savings**

Planned maintenance keeps equipment in peak operating condition, thereby reducing energy consumption. Our program will provide the proper maintenance tasking procedures that will include cleaning all heat transfer surfaces and calibrating your equipment to operate at peak performance.

### **Operating Cost Saving**

McClure Company's ever-growing economies of scale attracts huge purchasing discounts from major equipment manufacturers and support material vendors. Our aggregated buying power allows us to give you the lowest possible price while providing the highest quality and most efficient services and support systems available. As we implement your Planned Maintenance Program, system efficiency is returned to an optimum level, and operating costs and productivity losses are reduced to a minimum.

### **Elimination of Expensive Down Time**

Proper functioning equipment means money in your pocket. Planned maintenance provides the manufacturers recommended maintenance tasking procedures for your equipment on a predetermined schedule. Our program reduces equipment failures, and costly equipment downtime while increasing employee productivity.

### **Extended Equipment Life**

Planned maintenance keeps your equipment in optimum condition. This program is custom tailored to increase the life expectancy of your equipment over that of improperly maintained equipment. This results in the deferral of costly replacement expenditures.

### **Improved Indoor Air Quality**

Our program is designed to allow your equipment to operate within the original design environmental specifications they were engineered to provide. The first line of defense against possible perceived or real environmental complaints is proof of a verifiable maintenance program that provides for proper ventilation, filter changes, and comfort control. Our program will help you meet these challenges while providing an environment that is healthy for your occupants.

**Increased Comfort Control**

Consistent comfort control keeps your occupants happy, which studies have shown increases productivity levels to peak performance. Our planned maintenance is performed around your schedule, and we have incorporated your business and technical requirements into this maintenance program. Our call center automatically dispatches the manufacturers recommended maintenance tasking procedures for your equipment on a predetermined schedule that best meets both your business and your equipment requirements.

**Guaranteed Priority Emergency Service Response**

Planned maintenance has continuously proven to reduce emergency or trouble calls. However, when one does occur, you will receive our highest priority response. McClure Company responds to emergency service or trouble calls even during peak periods within two (2) hours or less of your call.

**SERVICE NUMBERS**

**Harrisburg**  
(717) 233-6431

**State College**  
(814) 238-2384

**Pittsburgh**  
(412) 771-4226

**Williamsport**  
(570) 601-4112

**Wilkes-Barre**  
(570) 270-3037

**Maryland**  
(443) 289-8584

**24/7 Emergency Service**  
(800) 382-1319







## **BUILDING SERVICES PLANNED MAINTENANCE AGREEMENT**

### **East Lycoming School District**

#### **Standard Service**

##### **Inspection and Testing Services**

Contractor provides labor, supervision, testing devices, travel, and expenses required to visually inspect and test the equipment or systems designated herein to determine operating condition and efficiency .

#### **General Scope**

- This proposal will cover 1 coil cleaning per year for the attached equipment list.
- The preventive service will be scheduled during normal working hours, Monday through Friday, 7 a.m. to 4:00 p.m.
- McClure Company will document and report any deficiencies found during a maintenance inspection.

#### **Scheduling**

For non-urgent service requests, our normal working hours are Monday through Friday, 7:30am to 4:00pm. Outside of normal hours, emergency service can be requested through our 24/7 service request line at 1-800-382-1319. All included routine service activity is computer generated and scheduled with you in advance. If additional repairs are needed, quotes will be submitted electronically to the designated staff for approval before any work will be performed.



## PRICING

### Annual Pricing, 1 Year Term

Year	Start Date	End Date	Annually Price	Annual Price
1	03/01/2023	02/28/2024	8,648.00	8,648.00
<b>NOTE: Sales Tax is NOT included in this price.</b>			<b>Total Price</b>	<b>8,648.00</b>

## ACCEPTANCE

This Agreement is the property of McClure Company and is provided for Customer's use only . McClure Company guarantees the price stated in this Agreement for thirty (30) days from the proposal date below. This Agreement is for an initial term of one (1) year(s). Either party may cancel this Agreement with a thirty (30) day notice at any time. Upon execution as provided below, this Agreement, including the following pages attached hereto (collectively, the "Agreement"), shall become a binding and enforceable agreement against both parties. Customer, by execution of this Agreement, acknowledges that it has reviewed and understands the attached terms and conditions and has the authority to enter into this Agreement.

McClure Company	Customer
<b>Name:</b> Shawn Robb	<b>Name:</b> Bryan McCaffery
<b>Title:</b> Service Manager	<b>Title:</b> Supervisor of Buildings & Grounds
<b>Signature:</b>	<b>Signature:</b>
<b>Date:</b>	<b>Date:</b>



## EQUIPMENT INVENTORY

### Ashkar Elementary

QTY	SYSTEM	MODEL
1	Chiller - Air Cooled Scroll	
2	Ductless Split - Computer Room	
1	Roof-top Unit - Office	
2	Walk-in Cooler & Freezer Condensers	

### Hughesville Jr./Sr. High

QTY	SYSTEM	MODEL
3	Chillers - (2) Air Cooled Screw - (1) Air Cooled Scroll	
2	Make-up Air Unit - Boy's Locker Room - Girl's Locker Room	
17	Roof-top Units - (10) Science Wing - G-wing Aaon - Turf Room - District Office - Breakroom - Band Room - Chorus Room - Weight Room	
2	Walk-in Cooler & Freezer Condensers	

### Renn Elementary

QTY	SYSTEM	MODEL
1	Ductless Split - Kitchen	
1	Make-up Air Unit - Kitchen	
2	Walk-in Cooler & Freezer Condensers	



Site:

## MAINTENANCE SCHEDULE

(s)

Description	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec



## TERMS AND CONDITIONS

1. For the purposes of this Agreement the capitalized terms set forth herein shall have the following meanings:
  - A. "Agreement" means this maintenance agreement including all appendices, attachments, and amendments thereto.
  - B. "Contractor" means McClure, its subcontractors at any tier, subsidiaries, and affiliated companies.
  - C. "Customer" means any commercial or industrial business prospect receiving a Proposal or signatory to this Agreement for the Services to be performed by Contractor.
  - D. "Manufacturer" means a third-party firm whose equipment, systems, or parts are installed in Customer's facilities on which Contractor's Services are performed under this Agreement.
  - E. "Proposal" means a written offer by Contractor to Customer to perform the Services under the terms and conditions of this Agreement.
  - F. "Schedule or Interval" means the time(s) sequence or frequency of Services performed by Contractor under this Agreement.
  - G. "Service Report" means a standard written format used by Contractor to explain the Services performed by Contractor under this Agreement.
  - H. "Services" means all the obligations, duties and responsibilities described in this Agreement performed by Contractor on designated equipment or systems of Customer.
2. In case of any failure to perform its obligations under this Agreement, Contractor's liability is limited to repair or replacement at its option, and such repair or replacement shall be Customer's sole remedy. This warranty is conditioned upon proper operation and maintenance by Customer and shall not apply if the failure is caused or contributed to by accident, alteration, abuse, or misuse, and shall not extend beyond the term of this Agreement. EXCEPT AS PROVIDED HEREIN, THERE ARE NO WARRANTIES, STATUTORY, EXPRESS OR IMPLIED (INCLUDING MERCHANTABILITY AND FITNESS FOR PURPOSE) IN CONNECTION WITH THE SERVICES PERFORMED HEREUNDER; AND SOLE AND EXCLUSIVE REMEDY OF THE CUSTOMER FOR FAILURES OR DEFECTS IN THE SERVICES PERFORMED SHALL BE LIMITED TO THOSE EXPRESSLY PROVIDED IN THIS AGREEMENT.
3. Customer shall permit Contractor free and timely access to areas and equipment and allow Contractor to start and stop the equipment as necessary to perform required Services. All planned Services under this Agreement shall be performed during Contractor's normal working hours.
4. The Agreement prices are conditioned upon the system(s) covered being in a maintainable condition. If the initial inspection or initial seasonal start-up indicates repairs are required, a firm Proposal will be submitted for Customer's approval. Should Customer not authorize the repairs, Contractor may either remove the unacceptable system(s), component(s) or part(s) from its scope of responsibility and adjust the annual Agreement price accordingly or cancel this Agreement. The Agreement prices are subject to adjustment on each term extension to reflect increases in labor, material, and other costs.
5. Customer shall be responsible for all taxes applicable to the Services and/or materials hereunder.
6. Customer shall promptly pay invoices within 30 days of receipt. Should a payment become 30 days or more delinquent, Contractor may stop all Services under this Agreement without notice and/or cancel this Agreement, and the entire Agreement amount shall become due and payable immediately upon demand. In the event Contractor must commence legal action in order to recover any amount payable under this Agreement, Customer shall pay Contractor all court costs and attorney's fees incurred by Contractor.
7. This Agreement applies only to the maintainable portions of the system(s). Repair or replacement, removal and reinstallation of non-maintainable parts such as dampers, duct work, valve bodies, piping, control air lines, main power service and electrical wiring, cabinets and other similar items are excluded from Services under this Agreement. Contractor shall not be required to move, replace or alter any part of the building structure in the performance of this Agreement. This Agreement does not include responsibility for design of the system, obsolescence, safety test, repair or replacement necessitated by freezing weather, electrical power failure, low voltage, burned-out main or branch fuses, vandalism, misuse or abuse of the system(s), negligence of others (including Customer), failure of Customer to properly operate the system(s), requirements of governmental, regulatory or insurance agencies, any delay, loss, damage or detention caused by unavailability of machinery, equipment or materials, delay or carriers, strikes, including those by Contractor's employees, lockouts, civil or military authority, priority regulations, insurrection or riot, action of the elements, forces of nature, or by any other causes beyond control of Contractor.
8. Any alteration to, uncovered conditions, or deviation from, this Agreement involving extra services, cost of material or labor will become an extra charge (fixed price amount to be negotiated or on a time-and-material basis at Contractor's rates then in effect) over the sum stated in this Agreement and shall be subject to the payment provisions of this Agreement. Contractor shall not proceed with such extra services without the prior approval from Customer, which shall be confirmed by written amendment to this Agreement.
9. Customer shall permit only Contractor's personnel or agent to perform the Services included in the scope of this Agreement. Should anyone other than Contractor's personnel perform such Services, Contractor may, at its option, cancel this Agreement or eliminate the involved item of equipment from inclusion in this Agreement.
10. Any legal action by Customer relating to this Agreement, or the breach thereof, shall be commenced within one (1) year from the date of the Services.
11. Customer shall make available to Contractor's personnel all pertinent Material Safety Data Sheets (MSDS) pursuant to OSHA's Hazard Communication Standard Regulations.
12. Contractor's obligation under a Proposal and any subsequent Agreement does not include the identification, abatement or removal of any asbestos products or other hazardous substances. In the event such products or substances are encountered, Contractor's sole obligation shall be to notify the Customer of the existence of such products and materials. Contractor shall have the right thereafter to suspend its Services until such products or materials and the resultant hazards are removed by Customer. The Schedule for completion of the Services shall be extended to the extent caused by the suspension and the Agreement price equitably adjusted.
13. To the fullest extent permitted by law, Customer shall indemnify and hold harmless Contractor, its subcontractors at any tier, agents and employees, directors, officers, successors, assignees, subsidiaries and affiliates, from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees arising out of or resulting from the performance of Services hereunder, provided that such claim, damage, loss or expense arises from or relates to in whole or in part any active or passive act or omission of Customer, anyone directly or indirectly employed by Customer, or anyone for whose acts or omissions Customer may be liable, regardless of whether it is caused in part by the negligence of Contractor. Customer agrees to indemnify, save, defend, and hold Contractor harmless from and against all losses, liabilities, claims, demands, damages, fees including legal fees, and costs and expenses of whatsoever kind or nature arising out of or connected with any infringement or alleged infringement of any patent, copyright or trademark in connection with Contractor's performance of Services hereunder.
14. UNDER NO CIRCUMSTANCES, WHETHER ARISING IN CONTRACT, TORT (INCLUDING NEGLIGENCE), EQUITY OR OTHERWISE, SHALL CONTRACTOR BE RESPONSIBLE FOR LOSS OF USE, LOSS OR PROFIT, INCREASED OPERATING OR MAINTENANCE EXPENSES, CLAIMS OR CUSTOMER'S TENANTS OR CLIENTS, OR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES.
15. Emergency or non-routine Services shall be performed as required by the Customer and it is expressly understood that if Contractor has not had a previous opportunity to inspect the totality of the system, the equipment, or the maintenance records and if the Services must be performed immediately, Contractor shall not warrant the Services performed against failures or against defects in the materials or workmanship provided. However, if any replacement part or item of equipment installed by Contractor proves defective, Contractor shall extend to Customer the benefits of any warranty Contractor has received from the Manufacturer provided removal and reinstallation of any equipment or materials repaired or replaced under a Manufacturer's warranty shall be at Customer's expense and at the rates then in effect.
16. Contractor is an independent contractor and agrees to perform this Agreement as an independent contractor and not as a subcontractor, agent, or employee of Customer. It is understood that this Agreement is not intended to be one of hiring under the provisions of the Worker's Compensation Law, or of any other law and shall not be so construed. Customer shall exercise no authority over Contractor as to the methods by which Contractor performs this Agreement.
17. All documentation, data, information, and Service Reports provided by Contractor to Customer resulting from or related to Contractor's performance of the Services shall be considered confidential and proprietary information and shall remain the exclusive property of Contractor. Customer agrees to manage such information with the same degree of care exercised with its own confidential information and shall not copy or use such information for any purpose other than Customer's maintenance records without Contractor's prior written approval.
18. This Agreement shall be and is deemed to be made under the laws of the Commonwealth of Pennsylvania and questions of validity, performance and construction shall be governed, decided, and given effect in accordance with the laws of Pennsylvania.

## Spring Open House!

Thursday, April 27, 2023 5:00-7:00

293 Cemetery St. Hughesville, PA

Have you always wondered what your local "tech" school was all about? Now is your chance to:

- ❖ Come join us for tours, program demonstrations, and light refreshments!
- ❖ Meet our instructors and students
- ❖ See what LycoCTC has to offer and why "Careers Start Here"



### Our Programs

Automotive Technology

Computer Systems Technology

Construction Technology

Criminal Justice

Culinary Arts

Early Childhood Education

Health Careers

### Our Sending Districts

Benton East Lycoming Loyalsock Montoursville Muncy Warrior Run



## UPCOMING EVENTS

### High School Events

- 4/29 – Sophomore Class Community Yard Sale / LCTC parking lot  
Daddy/Daughter Dance / Gym / café / 6-8PM
- 5/1-22 - AP & Keystone Testing Windows
- 5/2 - LycoCTC Award Ceremony / 9-10:30AM / 1-2:30PM
- 5/3 - Art Festival / High School Concert / 7:00PM Auditorium
- 5/4 - Art Festival / Elementary Concert / 7:00PM Auditorium
- 5/12 - May Day
- 5/13 - Prom
- 5/16 - Spring Band Concert / 7:00PM Auditorium
- 5/17 - LycoCTC Graduation Ceremony / 7:00PM Auditorium
- 5/24-25 - Senior Final Exams
- 5/25 - Junior High Awards Assembly
- 5/27 - Alumni Banquet / 5:30PM Hughesville Fire Hall
- 5/30 - Senior Final Exam Make-up Day
- 5/31 - Senior Breakfast 9:00AM Cafeteria  
MANDATORY Graduation Practice 10:00AM Auditorium and Stadium  
Class of 2023 Awards Ceremony / 6:00PM Auditorium
- 6/2 - Graduation 7:00PM / ½ Day for Students
- 6/3 - Graduation Rain Date 9:00AM

### Ashkar Elementary Events

- 5/1-4 - PSSA Testing Window
- 4/29 - Touch a Truck - PTA Sponsored
- 5/4 - Art Festival Gym/Elementary Band Concert/Chorus Concert/7:00PM HS  
Auditorium
- 5/5 - Spring Fling 4:00-7:00PM
- 5/8-12 - Book Fair
- 5/9 - 6<sup>th</sup> Grade to High School for Orientation
- 5/16 - 6<sup>th</sup> Grade to North Mountain
- 5/17 - 6<sup>th</sup> Grade Track and Field
- 6/2 - ½ Day for Students

### Ferrell Elementary Events

- 5/1-4 - PSSA Testing Window
- 5/4 - Art Festival Gym/Elementary Band Concert/Chorus Concert/7:00PM HS  
Auditorium
- 5/9 - 6<sup>th</sup> Grade to High School for Orientation
- 5/16 - 6<sup>th</sup> Grade to North Mountain
- 5/17 - 6<sup>th</sup> Grade Track and Field Day  
Excellence in Education Awards 6:00PM
- 5/19 - Field Day
- 5/25 - Beach Blanket Reading
- 5/30 - End of Year Picnic

- 5/31 - 6<sup>th</sup> Grade Graduation 6:30PM
- 6/1 - 4<sup>th</sup> Quarter Award Ceremony 9:00AM
- 6/2 - ½ Day for Students

### **Renn Elementary Events**

- 5/2-8 - PSSA Testing Window
- 5/4 - Art Festival Gym/Elementary Band Concert/Chorus Concert/7:00PM HS Auditorium
- 5/9 - 6<sup>th</sup> Grade to High School for Orientation
- 5/10 - Excellence in Education 6:00PM
- 5/16 - 6<sup>th</sup> Grade to North Mountain
- 5/17 - 6<sup>th</sup> Grade Track and Field Day
- 5/23 - 6<sup>th</sup> Grade Graduation 6:00PM
- 5/24 - PreK Graduation 5:30PM  
Spring Reading Beach Party
- 6/1 - 4<sup>th</sup> Quarter Awards Ceremony 9:00AM
- 6/2 - ½ Day for Students