



## Superintendent's Report

July 18, 2023

### **Building Project Update:**

Marotta / Main is working to revise the Ashkar project in preparation for a rebid in September 2023. Engineering coordination meetings are being held bi-weekly as we work through this process.

After a lengthy board discussion last month, I asked Fidevia, the board's representative, to complete a statement of opinion on remodeling vs. building new. Fidevia and Mr. McCaffery completed a building walk-through last week. Their report will be presented to the board at its August meeting.

As currently planned, the rebid will begin in September with board review / approval in October. Construction, if feasible, will begin in November.

### **Employment / Personnel:**

#### *Special Education*

Mrs. Paulhamus completed interviews for the remaining Special Education Life-Skills position at the high school and will have a candidate recommended to the board in August.

#### *Elementary School Counselor*

Interviews are currently underway for this position. I anticipate being able to bring a recommendation to the board if a suitable candidate is found in August as well.

#### *Elementary Principal*

Principal interviews are scheduled for July 21 and 28. I appreciate the willingness of board members to participate in this process.

#### *Coaching Reappointments*

Mrs. Wyland, Athletic Director, is requesting adjustments to the following coaches Mrs. Miller and Mrs. Foresman for coaching years matching levels of pay.

#### *Secondary Mathematics Teacher*

As recently shared with you, there are numerous challenges to finding and keeping talented teachers in our classrooms. One factor that remains constant is teachers like to stay local, ideally teaching where they grew up. When we look for a candidate to fill a teaching vacancy we look for the very best first. It's an added bonus when it's an alumnus. Mr. Cole Leshar fits both.

#### *Job Descriptions*



The included job descriptions are a continuation of the revision to all district positions. This group represents all those staff employed under the Support Personnel agreement. The next group will include professional staff and should be available for board review in August / September.

#### *Superintendent's Review / Evaluation*

I appreciate the board's feedback through my evaluation and continued support for the work of the administrative team in the execution of the strategic plan.

#### **Business / Financial Matters:**

##### *Lunch / Breakfast Prices*

After discussing the current cost for student meals and existing cafeteria fund balance, it is recommended that the rates for 23-24 remain the same. It has been several years since the district adjusted these costs and should consider doing so in the future.

##### *Basketball / Backstop Proposal*

With the addition of volleyball as a girls sport, the basketball backstops need to be changed. Those currently in the gym are fixed, and will be in the way of the volleyball court. Mr. McCaffery worked with multiple vendors on the best and most cost effective solution, but ultimately the only way to do this is to replace the units. Cost will be covered through capital projects.

##### *Demand Deposits SLGS Agreement Authorization*

The board wisely borrowed bonds for a construction project when interest rates were at their lowest levels in many years; 1.47%. Inflation and rising bond rates however, have presented the board with a good problem. We have earned more interest than allowed under IRS rules. The presentation this evening from Raymond James will provide the board with an option to keep that additional earned interest. The motion before you will be to authorize Mrs. Burke and me to act on your behalf to finalize this recommendation. I encourage you to ask questions to ensure you understand what is being proposed.

##### *Sheep*

I honestly didn't take Mr. McCaffery seriously when he first proposed this, but I have come to appreciate he is very serious. Weeds around solar panels are a problem. Mowing is problematic and risks damage to the panels. Sheep have become an environmentally safe management solution. I still pause that I am recommending this, but please approve the agreement to allow sheep to graze around our solar panels pending approval from the township.

#### **Information:**

Included in the informational section is a refreshed district letterhead. These will be customized for each school building and the district office. New letterhead will begin appearing after July 31.

Respectfully submitted,

Dr. Mark Stamm  
Superintendent of Schools

# **EAST LYCOMING SCHOOL DISTRICT DEPARTMENT OF ATHLETICS**



## **Athletic Committee Agenda 07/18/2023**

**6:00PM - HHS Library Conference Room**

1. Preliminary Comments on Agenda Items
2. Facilities / Programs
  - a. General Facility Updates
    - i. Scoreboards
    - ii. Gym floor refinishing
    - iii. Turf management plan review
3. New Sport Updates
  - i. Volleyball
    1. Basketball Backboards
    2. Core drilling
  - ii. Girls Wrestling
4. Athletic Handbook / Coaches Handbook
  - i. AD Recommended Changes
  - ii. Transportation for State-Level Competitions
5. Athletic Participation Numbers - Trends
6. Football Home Game / Community Activities - Celebrations
7. Assistant Paid Coaching Staff Determination Discussion
8. Event Security and Game Workers
9. New Business
10. Adjournment

**EAST LYCOMING SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
Tuesday, July 18, 2023  
High School Library - 7:00 p.m.**

**Public should enter through the Library Vestibule Doors  
Athletic Committee will meet at 6:00 PM in the Library Conference Room**

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

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

II. **REPORTS:**

**Administrator Reports:**

- Superintendent Report by Dr. Mark Stamm
- Raymond James & Associates by Scott Kramer

**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 – 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
- Mrs. Kati Wyland - Athletic Director

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

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

**Board Committee Report:**

- Athletics Committee by Mr. Mamrak

III. **BOARD POLICIES:**

(BOE)

1. **Board Policy 917 and 918 (Parental/Family and Title I Involvement) - Review:**

**Resolved**, to approve the review of Board Policy #917 (Parental/Family Involvement) and #918 (Title I Parental Involvement) with no changes. **--resolution required**

IV. **PERSONNEL:**

(P-1)

1. **Part-time Custodian:**

**Resolved**, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Ms. Michelle Lentz be hired as a Part-time Custodian at the Ashkar Elementary effective retro-active to June 26, 2023. Ms. Lentz will be paid \$13.61 per hour per the East Lycoming Educational Support Professional Contract. **--resolution required**

2. **Coaching Reappointment Adjustments – 2023 Season:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director

Wyland that the following coaching reappointment adjustments be approved for the 2023 season:

<u>Sport</u>	<u>Coach</u>	<u>Level</u>	<u>Salary</u>
Cheerleading Football (Head)	Carrie Miller	4 to 5	\$3,499.00 to \$4,125.00
Cheerleading Football (Asst)	Brooke Foresman	4 to 5	\$2,435.00 to \$2,718.00
<b><u>--resolution required</u></b>			

3. **Memorandum of Understanding:**  
**Resolved**, to approve the Memorandum of Understanding between the East Lycoming School District and the Superintendent, Dr. Mark Stamm, regarding the revision of Section 4(B)(1) as attached. **--resolution required**
4. **Secondary Mathematics Teacher (Temporary Professional Contract):**  
**Resolved**, upon the recommendation of Superintendent Stamm and Principal Coburn that Mr. Cole Leshner be hired as a Secondary Mathematics Teacher (Temporary Professional Contract) effective the 2023/2024 school year. Mr. Leshner will be paid \$56,650.00 which represents level 2 (B) of the East Lycoming Educational Professional Contract, pending receipt of required certification and documents. **--resolution required**
5. **Transfer to Instructional Aide:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Mrs. Nichole Brown be transferred from a Supervisory Aide to an Instructional Aide effective the 2023/2024 school year. Mrs. Brown's hourly rate will be increased to \$13.79, 6 hours per day. **--resolution required**
6. **Professional Staff Member Tenure:**  
**Resolved**, upon the recommendation of Superintendent Stamm that Mr. Josh Fry is approved for attaining tenure and have completed the necessary requirements. **--resolution required**
7. **Part-time ESL Teacher:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Curriculum Director Cotner that Ms. Emma Devlin be approved as a Part-time ESL Teacher for the 2023/2024 school year. Ms. Devlin will be paid \$25,415.00, which represents a pro-rated level 1 (B), no more than 3.25 hours per day, pending receipt of required certification and documents. **--resolution required**
8. **Unpaid FMLA Days:**  
**Resolved**, upon the recommendation of Superintendent Stamm that Employee #2580 be approved for the unpaid days needed for the FMLA leave time up to the expected return date of September 18, 2023. **--resolution required**
9. **Part-time Instructional Aide:**  
**Resolved**, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Jessica Wurst be approved as a Part-time Instructional Aide for the 2023/2024 school year. Ms. Wurst will be paid \$13.79 per hour for 6 hours per day pending required documents. **--resolution required**
10. **Superintendent Annual Salary Increase:**  
**Resolved**, on June 20th the Board of Directors completed their annual review of Dr. Mark Stamm, Superintendent. The board determined that the superintendent satisfactorily met his performance objectives and recommended a salary increase of 2.75%. Results of the evaluation are posted to the district website as required by law.

**--resolution required**

11. **Job Description Revisions:**

**Resolved**, upon the recommendation of Superintendent Stamm to approve the enclosed revised job descriptions.

**--resolution required**

12. **Assistant Football Coach:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Wyland that Mr. Steve Shrawder be approved as an Assistant Football Coach for the 2023/2024 season. Mr. Shrawder will be paid \$2,947.00, which represents level 1 of the extracurricular salary agreement.

**--resolution required**

, 13. **Athletic Volunteer Re-Appointment:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Wyland that Mr. Daniel Foresman be re-appointed as an Athletic Volunteer for the 2023/2024 football season.

**--resolution required**

V. **MINUTES:**

(1)

**Resolved**, to accept the minutes from the meeting of June 20, 2023 as submitted.

**--resolution required**

VI. **BUSINESS/FINANCIAL MATTERS:**

1. **Treasurer's Report:**

(F-1)

**Resolved**, to accept the June 2023 Treasurer's Reports as attached.

**--resolution required**

2. **Bills for Payment:**

(F-2)

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

**--resolution required**

3. **Business Office Reports:**

(F-3)

(Act 24 Reform and Capital Projects)

**--resolution required**

4. **2023-24 School Lunch & Breakfast Prices:**

**Resolved**, upon the recommendation of Superintendent Stamm and Business Manager Burke that the following 2023-24 Student Lunch & Breakfast Prices be approved:

	<u>Breakfast</u>	<u>Lunch</u>
Elementary	\$1.00	\$2.05
Secondary	\$1.10	\$2.15

Prices remain the same as the 2019-20 school year's prices, prior to the Child Nutrition waiver.

**--resolution required**

5. **Susquehanna Community Health & Dental Clinic Agreement:** (F-4)

**Resolved**, upon the recommendation of Superintendent Stamm and Business Manager Burke that the attached Agreement with Susquehanna Community Health & Dental Clinic, Inc. for the 2023-2024 school year be approved.

**--resolution required**

6. **Basketball Backstop Proposal:**

(F-5)

**Resolved**, upon the recommendation of Superintendent Stamm and Buildings and Grounds Supervisor McCaffery that the attached proposal from R.J McCarville Associates,

LTD totally \$18,500 be approved for new basketball backstops for the High School gym.

**--resolution required**

7. **Outreach and Student Assistance Services Agreement:** (F-6)

**Resolved**, upon the recommendation of Superintendent Stamm to approve the Letter of Agreement for School Based Outreach and Student Assistance Services between the Joinder and the East Lycoming School District for the 2023-2024 school year. The total cost to the East Lycoming School District will be \$15,000.

**--resolution required**

8. **Copier Proposal:**

(F-7)

**Resolved**, upon the recommendation of Superintendent Stamm and Technology Director Creasy that the attached proposal from Doing Better Business, Inc. be approved for district copier services.

**--resolution required**

9. **Demand Deposits SLGS Agreement Authorization:** (F-8)

**Resolved**, motion to approve and authorize the investment of the 2021 General Obligation Note proceeds ("Proceeds") in Demand Deposit State and Local Government Series nonmarketable Treasury securities ("SLGS") and to further authorize the School District's Superintendent and/or Business Manager, with the advice and assistance of the District's legal and financial teams, to, in one or more transactions have the custodial bank transfer all or some of those Proceeds into the SLGS when determined by the Superintendent and/or Business Manager to be appropriate and to delegate the authority to the Superintendent and/or Business Manager to execute any documents to effectuate all steps necessary to complete such transactions.

**--resolution required**

10. **Sheepscaped Solar Grazing Proposal:**

(F-9)

**Resolved**, upon the recommendation of Superintendent Stamm and Mr. McCaffery that the attached proposal from Sheepscaped Solar grazing be approved, pending approval from the township.

**--resolution required**

VII. **INFORMATION:**

1. Resignations received and accepted by Superintendent Stamm:

- Victoria Welch, Secondary Math Teacher, effective June 30, 2023.
- Jenny Krepschaw, Elementary Guidance Counselor, effective the end of the 2022/2023 school year.
- Kimberly Whitmoyer, Supervisory Aide at Renn Elementary, effective 6/3/23.

2. New ELSD Letterhead.

VIII. **AUDIENCE PARTICIPATION:**

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

IX. **ADJOURNMENT:**

X. **EXECUTIVE SESSION:**

**Resolved**, to convene for an executive session for personnel matters.

**NEXT BOARD MEETING:  
TUESDAY, AUGUST 8, 2023  
7:00 PM**



Book	Policy Manual
Section	900 Community
Title	Parental/Family Involvement
Code	917
Status	Review
Legal	<a href="#">24 P.S. 510</a>
Adopted	December 15, 2010
Last Reviewed	July 18, 2023

### **Purpose**

The Board recognizes the vital role parents/guardians and family play in the education, welfare and values of their children. The district is committed to the belief that all students can learn and acknowledges that schools and families share a commitment to the educational success of students.

### **Definition**

**Parental and family involvement** shall be defined as an ongoing process that assists parents/guardians and families to meet their basic obligation as a child's first educator, promotes clear two-way dialogue between home and school, and supports parents/guardians as leaders and decision-makers concerning the education of their children at all levels.

### **Authority**

The Board recognizes that the responsibility for each student's education is shared by the school and the family and acknowledges that schools and families must work as knowledgeable, cooperative partners to effectively educate all students. To this end, the Board shall support the development, implementation, and continuing evaluation of a parental and family involvement program that will involve parents/guardians at all grade levels in a variety of roles.

### **Delegation of Responsibility**

The Superintendent or designee shall regularly evaluate and report to the Board on the effectiveness of the district's parental involvement efforts, including, but not limited to, input from parents/guardians and district staff on the adequacy of parental involvement opportunities and barriers that may inhibit parent/guardian participation.

### **Guidelines**

Because parents/guardians are familiar with the needs, problems and abilities of their children, staff should communicate with and seek their input throughout the school year.



The parental and family involvement program may include the following:

1. Support for parents/guardians as school leaders and decision-makers, in addition to serving in advisory roles.
2. Promotion of clear two-way communication between the school and the family about school programs and student progress.
3. Assistance to parents/guardians and families in developing parenting skills to foster positive relationships at home, to support children's educational efforts, and to assist their children with learning at home.
4. Involvement of parents/guardians, with appropriate training, in instructional and support roles at the school.



Book	Policy Manual
Section	900 Community
Title	Title I Parent and Family Engagement
Code	918
Status	Review
Legal	<a href="#">1. 20 U.S.C. 6318</a> 2. Pol. 102 <a href="#">3. 20 U.S.C. 6312</a> <a href="#">4. 24 P.S. 510.2</a> 5. Pol. 138 6. Pol. 916 7. Pol. 127 8. Pol. 814 9. Pol. 333 <a href="#">10. 20 U.S.C. 7845</a> <a href="#">11. 29 U.S.C. 3271 et seq</a> <a href="#">12. 29 U.S.C. 701 et seq</a> <a href="#">13. 42 U.S.C. 11301 et seq</a> <a href="#">14. 42 U.S.C. 9831 et seq</a> 15. Pol. 212
Adopted	December 15, 2010
Last Reviewed	July 18, 2023

### **Purpose**

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. The Board views the education of students as a cooperative effort among the school, parents and family members, and community.[\[1\]](#)  
[\[2\]](#)

### **Definition**

**Parent and Family (Family Member)** - these terms are used interchangeably and shall include caregivers, a legal guardian or other person standing in loco parentis such as a grandparent or stepparent with whom the child lives, a person who is legally responsible for the child's welfare, or a legally appointed Education Decision Maker of a child participating in a Title I program.

## **Authority**

The Board directs the district and each of its schools with a Title I program to:[1]

1. Conduct outreach to all parents and family members.
2. Include parents and family members in development of the district's overall Title I Plan and process for school review and improvement.[3]
3. Include parents and family members in the development of the Title I Parent and Family Engagement Policy. Following adoption of the policy by the Board, the policy shall be:
  - a. Distributed in writing to all parents and family members.
  - b. Incorporated into the district's Title I Plan.[3]
  - c. Posted to the district's publicly accessible website.[4]
  - d. Evaluated annually with parent and family involvement.
4. Provide opportunities and conduct meaningful collaborations with parents and family members in the planning and implementation of Title I programs, activities and procedures.

## **Accessibility**

The district and each of its schools with a Title I program shall provide communications, information and school reports to parents and family members who are migrants or who have limited English proficiency, a disability, limited literacy, or racial and ethnic minority backgrounds, in a language they can understand.[1][5]

## **Delegation of Responsibility**

The Superintendent or designee shall ensure that the district's Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.[1][3]

The Superintendent or designee shall ensure that the district and its schools with Title I programs provide opportunities for the informed participation of parents and family members by providing resources, information and school reports in an understandable and uniform format or, upon request, in another format. Such efforts shall include:

1. Providing communications in clear and simple language.
2. Posting information for parents and family members on the district's website.
3. Including a telephone number for parents and family members to call with questions.
4. Partnering with community agencies which may include libraries, recreation centers, community-based organizations and faith-based organizations to assist in sharing information.
5. Provide language access services to families with limited English proficiency through on-site or telephonic translation and interpretation services, as appropriate.[5]

The building principal and/or Title I staff shall notify parents and family members of the existence of the Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.



2. A set of goals and expectations to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.[\[1\]](#)

Parents and family members shall actively carry out their responsibilities in accordance with this policy and the School-Parent and Family Compact. At a minimum, parents and family members shall be expected to:[\[1\]](#)

1. Volunteer in their child's classroom.[\[6\]](#)
2. Support their child's learning.
3. Participate, as appropriate, in decisions relating to the education of their child and positive use of extracurricular time.

### **Guidelines**

Each district school operating a Title I program shall hold an annual meeting of parents and family members at a convenient time, to explain the goals and purposes of Title I programs and to inform them of their right to be involved. Parents and family members shall be given the opportunity to participate in the design, development, operation and evaluation of the program. Parents and family members shall be encouraged to participate in planning activities, to offer suggestions, and to ask questions regarding policies and programs.[\[1\]](#)

The schools with Title I programs shall offer a flexible number of meetings which shall be held at various times of the morning and evening. Title I funds may be used to enable parent and family member attendance at meetings through payment of transportation, child care costs or home visits.[\[1\]](#)

The schools shall involve parents and family members in an organized, ongoing and timely way, in the planning, review and improvement of Title I programs, the Title I Parent and Family Engagement Policy and the joint development of the Title I Plan.[\[1\]](#)[\[3\]](#)

At these meetings, parents and family members shall be provided:[\[1\]](#)

1. Timely information about programs provided under Title I.
2. Description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the achievement levels of the academic standards.
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children.

To ensure the continuous engagement of parents and family members in the joint development of the Title I Plan and with the school support and improvement process, the district shall:

Establish meaningful, ongoing two-way communication between the district, staff and parents and family members.

Communicate with parents and family members about the plan and seek their input and participation through the use of newsletters, the district website, email, telephone, parent and teacher conferences, and home visits if needed.

Analyze and share the results of the Title I Parent/Family Survey.

Host various parent and family nights at each school building with a Title I program.

Actively recruit parents and family members to participate in school review and improvement planning.



Invite participation of parents and family members at the regular comprehensive planning committee meetings, Title I budget meetings and

If the Title I Plan is not satisfactory to parents and family members, the district shall submit any parent or family member comments with the plan when the school makes the plan available to the Board.[\[1\]](#)  
[\[3\]](#)

#### Building Capacity for Parent and Family Engagement

The district shall provide the coordination, technical assistance, and other support necessary to assist and build the capacity of all participating schools in planning and implementing effective parent and family involvement activities to improve academic achievement and school performance through:[\[1\]](#)

1. Providing assistance to parents and family members in understanding such topics as the academic standards, state and local academic assessments, the requirements of parent and family involvement, how to monitor a child's progress and work with teachers to improve the achievement of their children.[\[2\]](#)[\[7\]](#)
2. Providing material and training to help parents and family members work with their children to improve academic achievement and to foster parent and family engagement, such as:
  - a. Scheduling trainings in different locations on a variety of topics including how to support their child in school, literacy, school safety, cultural diversity and conflict resolution.
  - b. Using technology, including education about the harms of copyright piracy, as appropriate.  
[\[8\]](#)
  - c. Providing information, resources and materials in a user friendly format.
  - d. Providing, as requested by a parent or family member, other reasonable support for parent and family engagement activities.
  - e. Training on how to use the Parent Portal as a tool to monitor grades and achievement.
3. Educating teachers, specialized instructional support personnel, principals and other school leaders and staff, with the assistance of parents and family members, on the value and usefulness of contributions of parents and family members and in how to reach out to, communicate with, and work with them as equal partners, implement and coordinate parent and family programs, and build ties between parents and family members and the school.[\[9\]](#)
4. To the extent feasible and appropriate, coordinating and integrating Title I parent and family involvement efforts and activities with other federal, state and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parents and family members in more fully participating in the education of their children.[\[1\]](#)[\[5\]](#)[\[10\]](#)[\[11\]](#)[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)
5. Engage the PTA/PTO to actively seek out and involve parents and family members through regular updates, information sessions and assistance with them.

#### Coordinating Parent and Family Engagement Strategies

The district shall coordinate and integrate Title I parent and family engagement strategies with other parent and family engagement strategies required by federal, state, and local laws by:[\[1\]](#)[\[5\]](#)[\[10\]](#)[\[11\]](#)  
[\[12\]](#)[\[13\]](#)[\[14\]](#)[\[15\]](#)



1. Involving district and program representatives to assist in identifying specific parent and family member needs.
2. Sharing data from other programs to assist in developing initiatives to advance academic achievement and school improvement.

### Annual Parent and Family Engagement Policy Evaluation

The district shall conduct, with meaningful participation of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all district schools with a Title I program.[\[1\]](#)

The evaluation shall identify:[\[1\]](#)

1. Barriers to parent and family member participation, with particular attention to those who are migrants, are economically disadvantaged, have a disability, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority.
2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers.
3. Strategies to support successful school and parent and family interactions.

The evaluation shall be conducted through:

An evaluation of the effectiveness of the content and communication methods through a variety of methods.

A parent and family member and teacher survey designed to collect data on school level and district-wide parent and family engagement outcomes.

Documentation of parent and family member input regarding Title I programs and activities from throughout the year.

A parent and family advisory council comprised of a sufficient number and representative group of parents and family members to adequately represent the needs of the district's Title I population.

The district shall use the findings of the annual evaluation to design evidence-based strategies for more effective parent and family engagement, and to revise, if necessary, the district's Title I Parent and Family Engagement Policy.[\[1\]](#)

### School-Parent and Family Compact

Each school in the district receiving Title I funds shall jointly develop with parents and family members a School-Parent and Family Compact outlining the manner in which parents and family members, the entire school staff and students will share responsibility for improved student academic achievement and the means by which the school and parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:[\[1\]](#)

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment, enabling students in Title I programs to meet the academic standards.
2. Describe the ways in which parents and family members will be responsible for supporting their child's learning; volunteering in the classroom; and participating, as appropriate, in decisions related to their child's education and positive use of extracurricular time.[\[6\]](#)
3. Address the importance of ongoing two-way, meaningful communication between parents/family members and teachers through, at a minimum, annual parent-teacher conferences at the

elementary level, frequent reports to parents and family members on their child's progress, reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities.[6]

#### Title I Funds

Unless exempt by law, the district shall reserve at least one percent (1%) of its Title I funds to assist schools in conducting parent and family engagement activities. Parents and family members shall be involved in the decisions regarding how the Title I reserved funds are used for parent and family engagement activities.[1]

Not less than ninety percent (90%) of the reserved funds shall be distributed to district schools with a Title I program, with priority given to high need schools. The district shall use the Title I reserved funds to conduct activities and strategies consistent with this policy, including:[1]

Supporting programs that reach parents and family members at home, in the community, and at school.

Disseminating information on best practices focused on parent and family engagement, especially best practices for increasing the engagement of economically disadvantaged parents and family members.

Engaging in any other activities and strategies that the district determines are appropriate and consistent with this policy.

#### Documentation of Parent and Family Engagement Practices

Documentation to track the implementation of this policy is an essential part of compliance and may include, but not be limited to, sign-in sheets at workshops, meetings and conferences; schedules, training and informational materials; communications and brochures; and meeting notes.

## **TITLE I PARENT AND FAMILY ENGAGEMENT POLICY EAST LYCOMING SCHOOL DISTRICT**

### **Purpose**

The Board recognizes that meaningful parent and family engagement contributes to the achievement of state academic standards by students participating in Title I programs. This policy, developed by East Lycoming School District in collaboration with and agreed to by parents and family members, describes how parents and family members will be engaged at the school level.

### **Components**

The school complies with federal law related to the engagement of parents and family members by detailing how the school will:

1. Involve parents and family members in the planning, review and improvement of the school's Parent and Family Engagement Policy:
  - Convene virtual sessions for stakeholders to review Parent and Family Engagement Policy.
  - Survey Title families during Annual Meeting on effectiveness of Parent and Family Engagement Policy.
2. Convene an annual meeting, at a convenient time:
  - To which all parents and family members of participating children shall be invited, and encouraged to attend;
  - To inform parents and family members of their school's participation as a Title I school; and
  - To explain the requirements and the rights of parents and family members to be involved.
  - Annual meeting date is set at the beginning of the school year and announced for all Title families in initial paperwork.
3. Offer a flexible number of meetings in the morning and/or the evening, and may provide Title I funds, if sufficient, to facilitate parent and family member attendance at meetings through payment of transportation, child care costs and/or refreshments.
  - Annual meeting is held in the evening at a central location for all Title families. Families who cannot attend are provided with all meeting materials.
  - Individual conversations, meetings for families who cannot attend are always accommodated.



4. Involve parents and family members, in an organized, ongoing, and timely way, in the planning, review, and improvement of the Title I program, including the planning, review, and improvement of the school's parent and family engagement program:
  - Virtual stakeholder meetings are held to discuss goals of the Title I program.
  - Surveys are conducted with participating Title families.
  - Advisory committee is convened when necessary.
5. Provide parents and family members of participating children with timely information about the Title I program:
  - Right to Know Letter is sent out at the beginning of the school year to all families.
  - Parent/Student Compacts are disseminated upon identification of Title services.
  - Timely invitations of upcoming Title events.
6. Provide parents and family members of participating children with a description and explanation of the curriculum in use at the school, the forms of academic assessments used to measure student progress, and the achievement levels of the state academic standards:
  - All academic information is shared at the Annual Meeting. Families entering Title after the Annual meeting are provided information regarding academic programs.
  - Assessment information is shared at the Annual Meeting.
7. Provide, if requested by parents and family members, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions:
  - Title teachers participate in Parent/Teacher conferences
  - Title teachers accommodate any requests for additional meetings
8. Involve parents and family members in the joint development of the Schoolwide Program Plan in accordance with federal law. [Note: applies only to Title I schools operating a Schoolwide Program]:
  - The East Lycoming School District does not offer a Schoolwide Program.
9. Create a school-parent and family compact developed jointly with parents and family members outlining how parents and family members, the entire school staff, and students will share in the responsibility for improved student academic achievement and the means by which the school and the parents and family members will build and develop partnerships to help children achieve the state's academic standards. The compact shall:
  - Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children in Title I programs to meet the state academic standards, and the ways in which each parent and family member will be responsible for supporting their children's learning; volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time and

- Address the importance of communication between teachers and parents and family members on an ongoing basis through, at a minimum:
    - Teacher conferences with parents and family members in elementary schools, at least annually, during which the compact shall be discussed as the compact relates to the individual child's achievement;
    - Frequent reports to parents and family members on their children's progress;
    - Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
    - Ensuring regular two-way, meaningful communication between parents and family members and school staff, in a language that parents and family members can understand.
  - School to Home compacts are disseminated to every family participating in Title programs.
10. Provide assistance to parents and family members in understanding the state academic standards, state and local academic assessments, and how to monitor a child's progress and work with teachers to improve the achievement of their children:
- State academic standards, state and local assessment information is shared with parents and family members during the Annual Meeting.
  - On-going support is provided for parents and family members regarding the best way to support their child at home.
  - Parent/Family engagement events strive to provide parents and families with tools to provide support to students at home.
11. Provide materials and training to help parents and family members to work with their children to improve their children's achievement, such as literacy training and using technology including education about the harms of copyright piracy, as appropriate, to foster parent and family involvement:
- During the Annual meeting, opportunities are provided for parents to learn how to best help their children at home. Title teachers offer break-out sessions during this meeting to provide parents with strategies to support their children at home.
12. Educate teachers, specialized instructional support personnel, and other staff, with the assistance of parents and family members, in the value and utility of contributions of parents and family members, and in how to reach out to, communicate with, and work with parents and family members as equal partners, implement and coordinate parent programs, and build ties between parents and family members and the school:
- The East Lycoming School District encourages parents to be actively involved in their child's education. A variety of opportunities are provided throughout the year -
  - Parent/Teacher Conferences

- Annual meetings
  - Progress Monitoring Meetings and conferences
13. To the extent feasible and appropriate, coordinate, and integrate parent and family member involvement programs and activities with other federal, state, and local programs including public preschool programs, and conduct other activities that encourage and support parents and family members in more fully participating in the education of their children:
    - The East Lycoming School District offers two PreK Counts Preschool programs - one at Joseph C. Ashkar Elementary and one at Carl G. Renn Elementary.
    - Kindergarten screening is held every spring to engage incoming kindergarten families in the beginning stages of their child's educational experience.
    - Additional opportunities are provided throughout the year - open house, parent/teacher conferences, meetings and conferences, newsletters, etc.
  14. Ensure that information related to school and parent and family member programs, meetings, and other activities is sent to the parents and family members of participating children in a format and in a language the parents and family members can understand:
    - The East Lycoming School District utilizes a variety of media platforms to inform parents of upcoming events and activities - District website, District Social Media platforms.
    - When necessary, information is shared in the family's home language, including but not limited to American Sign Language.
  15. Provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children):
    - The East Lycoming School District employs a part-time ELL teacher to support family members who have limited English proficiency.
    - The East Lycoming School District makes accommodations for parents with disabilities and family members of migratory children.
  16. Ensure distribution of the policy to all parents and family members with a child participating in a Title I program by the following means:
    - Public board meeting
    - Website
    - Dissemination of policy in other formats as necessary.

### **Delegation of Responsibility**

The Superintendent or designee shall ensure that the Title I Parent and Family Engagement Policy, plan and programs comply with the requirements of federal law.

The building principal and/or Title I staff shall notify parents and family members of the existence of Title I programs and provide:

1. An explanation of the reasons supporting their child's selection for the program.

2. A set of goals and objectives to be addressed.
3. A description of the services to be provided.
4. A copy of this policy and the School-Parent and Family Compact.

Each school with a Title I program shall provide communications, information and school reports to parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children, in a language and format they can understand.



Gail Warren <gwarren@elsd.org>

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## Part-time Ashkar Elementary Position, Michelle Lentz

1 message

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**Bryan McCaffery** <bmccaffery@elsd.org>

Wed, Jun 21, 2023 at 3:21 PM

To: Gail Warren <gwarren@elsd.org>

I am pleased to recommend Michelle Lentz for the part-time Ashkar Elementary custodial position, starting on Monday, June 26, 2023. Her starting wage for her 60-day probation period will be \$13.31 per hour. At the completion of her probation period her wage is to increase to \$14.36 per hour.

Thank you,  
Bryan

--



**Bryan McCaffery**  
Director of Buildings & Grounds  
[bmccaffery@elsd.org](mailto:bmccaffery@elsd.org)

**East Lycoming School District**  
349 Cemetery Street  
Hughesville, PA 17737  
M: (570) 932-1358

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DISTRICT ADMINISTRATION

**Dr. Mark Stamm**  
Superintendent

**Cori Cotner**  
Director of Curriculum

**Heather Burke**  
Business Manager

## East Lycoming School District

349 Cemetery St.  
Hughesville, PA 17737

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

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

OFFICERS

**Richard L. Michael**  
President

**Michael A. Mamrak**  
Vice President

**Donna Gavitt**  
Treasurer

### Memorandum of Understanding

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

The parties agree to revise Section 4(B)(1) – Vacation Leave and Holidays to reflect that the Superintendent will receive 25 vacations days each year and that all 25 vacation days will be immediately available to the Superintendent on July 1 of each year of this agreement, rather than the vacation days accruing bi-weekly as currently stated in the agreement.

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

\_\_\_\_\_  
Dr. Mark Stamm  
Superintendent

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

To: Dr. Stamm, Superintendent  
From: Tommy Coburn, High School Principal  
Subject: Recommendation to hire (Mathematics teacher)  
Date: July 10, 2023

Mr. Cole Leshar was interviewed for the position of Junior High Mathematics teacher on July 7, 2023 by a committee consisting of myself, Dr. Stamm, Mrs. Cotner, Mr. Reichner and Mrs. Swartchick.

Mr. Leshar stood out among all of the candidates interviewed. His teaching acumen was on display as he taught a sample lesson to the committee. Mr. Leshar's in depth answers to various committee questions demonstrated his knowledge of his subject and educational pedagogy. It is clear that Mr. Leshar possesses an optimistic student-centered philosophy. This approach coupled with his strong communication skills will help him develop a positive rapport with students, parents, and colleagues. Mr. Leshar's one year of teaching experience, dual certification (math and science grade 4-8), and teaching skills will help provide the background for implementing the junior high mathematics program. I am confident that Mr. Leshar will have a positive impact on school stakeholders and will become an integral part of our school community.

Based on the interview conducted it is my recommendation to hire Cole Leshar for the Mathematics Teacher position at Hughesville Junior/Senior High School.



Gail Warren <gwarren@elsd.org>

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## Recommendation for Nichole Brown

1 message

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**April Paulhamus** <april.paulhamus@elsd.org>

Wed, Jul 12, 2023 at 8:44 AM

To: Gail Warren <gwarren@elsd.org>

Cc: Mark Stamm <mstamm@elsd.org>

Hi Gail

I am writing to recommend the conversion of Nichole Brown, one of our dedicated supervisory aides, into an instructional aide position within our school district. Nicole will now work 6 hours a day and her pay would increase to \$13.79 per hour pending school board approval.

Please let me know if you need anything else. Thank you

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

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**Thank you**



DISTRICT ADMINISTRATION

**Dr. Mark Stamm**  
Superintendent

**Cori Cotner**  
Director of Curriculum

**Heather Burke**  
Business Manager

## East Lycoming School District

349 Cemetery St.  
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President

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Vice President

**Donna Gavitt**  
Treasurer

To: Dr. Stamm, Superintendent and the East Lycoming Board of Directors  
From: Cori A. Cotner, Director of Curriculum and Instruction  
Date: Jul 13, 2023  
Re: Recommendation to hire ESL Teacher

I am recommending Emma Devlin for the position of part-time ESL teacher. In this area, it is extremely difficult to find an ESL teacher and I am confident that we are fortunate to have had Emma successfully apply for this position.

Emma is enthusiastic and caring. She is a recent graduate with a degree in TESOL (Teaching English to Speakers of Other Languages) and is pursuing her certification in TESOL. She will make an excellent addition to our Spartan team and she will be able to provide necessary support to our ELL students. Based on her interview and her credentials, it is my recommendation to hire Emma Devlin as the part-time ESL teacher for the East Lycoming School District.

Sincerely,

Cori A. Cotner, Director of Curriculum and Instruction



Gail Warren <gwarren@elsd.org>

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## Recommendation for Jessica Wurst

1 message

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**April Paulhamus** <april.paulhamus@elsd.org>

Wed, Jul 12, 2023 at 2:39 PM

To: Gail Warren <gwarren@elsd.org>

Hi Gail

I am writing to recommend the hire of Jessica Wurst as an instructional aide within our school district. Jessica will work 6 hours a day and her pay will be \$13.79 per hour pending school board approval.

Is there anything that you are missing for her?

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

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***Thank you***



## Assistant Head Cook East Lycoming S D Job Description

### JOB INFORMATION

Title:	Assistant Head Cook - East Lycoming S D
FLSA:	Non-Exempt
Terms of Employment:	183 Days - School Year Calendar and three training days
Employee Group:	Support
Location	Various Buildings
Last Edited On:	6/13/2023 2:44:17 PM

### ORGANIZATION

County:	Lycoming
Entity:	East Lycoming S D
Department:	Support
Reports To:	Food Service Director/ Building Head Cook

### JOB GOAL

Provide students and staff with a nutritional, eye-appealing meal while ensuring a clean, sanitary, and safe working environment according to proper regulations.

### ESSENTIAL FUNCTIONS

1. Assists the Head Cook to ensure all federal, state, and local guidelines regarding food services are followed.
2. Supervises and prepares food items according to the standardized recipes and food amounts as specified by the manager.
3. Dates and stores foods according to proper procedures.
4. Maintains daily record of foods prepared, used, and leftover.
5. Maintains high quality in food preparation, tastes all food for seasonings, and checks time and temperature of foods cooked.
6. Cooperates with and assists other employees in equipment usage.
7. Cleans equipment and work surfaces daily.
8. Informs Manager of malfunctioning equipment.
9. Provides direction for the cafeteria workers related to the operation of the kitchen/cafeteria.
10. Performs point of sale processes according to established procedures.
11. Completes the proper reports.
12. Provides food and set up for meetings and works banquets as needed.
13. Participates in all required training.

***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>	
High School		X		

Work Experience				
<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	

## SCOPE

### Analytical Demands

- ☒ Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

### Supervision

- ☒ Occasionally gives instructions and/or directions to other department employees.

### Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

### Temperament

- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to be respectful and empathetic.

### Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ 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.
- ☒ Maintains productive working relationship with immediate supervisor.

### Specific Skills

- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.

### Workplace Expectations

- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.

## Workplace Expectations

- ☒ 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.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the job environment.

## Standard ADA Settings

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<i>Standard ADA Selection</i>	Office Classroom <b>X Other(to include Physically Demanding Positions)</b>
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*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input type="checkbox"/>	Driving/Operating Mobile Equipment					
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)			X		
<input checked="" type="checkbox"/>	Use of Personal Protective Equipment				X	
<input type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)	X				
<input checked="" type="checkbox"/>	Standing for extended periods of time				X	
<input checked="" type="checkbox"/>	Walking for extended periods of time		X			
<input type="checkbox"/>	Crawling					
<input type="checkbox"/>	Climbing					
<input checked="" type="checkbox"/>	Repeated Bending		X			
<input checked="" type="checkbox"/>	Gripping/Holding				X	
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)		X			
<input type="checkbox"/>	Hearing (person to person, on the phone, in group settings)					
<input type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)					
<input checked="" type="checkbox"/>	Lifting (Weight)		X			35 lbs.

## 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"/>	Carrying (Weight)		X			35 lbs.

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

	<i>Working Condition</i>
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- ☒ Subject to inside environmental conditions
- ☒ Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin



## JOB INFORMATION

<b>Title:</b>	Cook - East Lycoming S D
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	183 Days - School Year Calendar and three training days
<b>Employee Group:</b>	Support
<b>Location</b>	Various Buildings
<b>Last Edited On:</b>	6/13/2023 2:14:19 PM

## ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Assigned Department per Organizational Chart
<b>Reports To:</b>	Director of Food Services
<b>Supervises:</b>	Building Food Service Staff

## JOB GOAL

Provide students and staff with a nutritional, eye-appealing meal while ensuring a clean, sanitary, and safe working environment according to proper regulations.

## ESSENTIAL FUNCTIONS

1. Operates the building food service program, under the direction of the Food Services Manager, according to state / local guidelines and district policies.
2. Assists in the completion of inspections and reports as directed.
3. Supervises and prepares food items according to the standardized recipes and food amounts as specified by the manager.
4. Dates and stores foods according to proper procedures.
5. Maintains daily record of foods prepared, used, and leftover.
6. Maintains high quality in food preparation, tastes all food for seasonings, and checks time and temperature of foods cooked.
7. Cooperates with and assists other employees in equipment usage.
8. Cleans equipment and work surfaces daily.
9. Informs Manager of malfunctioning equipment.
10. Provides direction for the cafeteria workers related to the operation of the kitchen/cafeteria.
11. Directs the line servers on food items and amounts being served; serves on the line or fills in when necessary.
12. Performs point of sale processes according to established procedures.
13. Completes the proper reports.
14. Provides food and set up for meetings and works banquets as needed.
15. Participates in all required training.

*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>	
High School		X		
Associates Degree	Food Services or related field		X	

## Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2-3 years	Food Service Industry		X	

## Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Travel between buildings as needed

## SCOPE

### Analytical Demands

- ☒ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

## Supervision

- ☒ Immediate supervision of less than three (3) employees where more than 40% of time is spent assigning, reviewing and checking work and eliminating normal operational problems. "

## Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

## Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to be respectful and empathetic.



## Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability 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 work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific 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.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

## Workplace Expectations

- ☒ **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.**
- ☒ Shows initiative and works with minimal supervision.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.

## 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.*

<b>Standard ADA Selection</b>	Office Classroom X Other(to include Physically Demanding Positions)
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*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<b>Physical Demand</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>	<b>Weight</b>
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment	X				
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)			X		
<input checked="" type="checkbox"/>	Use of Personal Protective Equipment				X	
<input checked="" type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)		X			
<input checked="" type="checkbox"/>	Standing for extended periods of time				X	
<input checked="" type="checkbox"/>	Walking for extended periods of time		X			
<input type="checkbox"/>	Crawling					
<input type="checkbox"/>	Climbing					
<input checked="" type="checkbox"/>	Repeated Bending			X		
<input checked="" type="checkbox"/>	Gripping/Holding			X		
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)	X				
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)		X			
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)			X		
<input checked="" type="checkbox"/>	Lifting (Weight)		X			35 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)		X			35 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

	<b>Working Condition</b>
--	--------------------------

- ☒ Subject to inside environmental conditions
- ☒ Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin



# Custodian – General East Lycoming S D Job Description

## JOB INFORMATION

<b>Title:</b>	Custodian - General - East Lycoming S D
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	12 Months
<b>Employee Group:</b>	Support
<b>Location</b>	Building
<b>Last Edited On:</b>	6/13/2023 2:25:19 PM

## ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Assigned Department per Organizational Chart
<b>Reports To:</b>	Director of Buildings and Grounds

## JOB GOAL

To provide necessary cleaning services; assist students, staff, and the overall facility to insure the occurrence of instructional events; and complete the tasks assigned under essential duties and responsibilities.

## ESSENTIAL FUNCTIONS

1. Keeps buildings and premises, including sidewalks, driveways and play areas clean, safe, and neat at all times using appropriate methods and equipment.
2. Familiarizes self with and complies with District policies and administrative regulations related to position. Complies with all requirements and procedures for use, storage and disposal of waste, cleaners, chemicals, and all other products and materials used in performing required duties.
3. Notifies appropriate personnel of need to secure additional supplies to ensure sufficient inventory. Notifies appropriate personnel of any equipment failure or missing equipment. Notifies appropriate personnel of needed repairs or building maintenance concerns.
4. Sweeps and wet mops as needed and any/all areas during inclement weather where salt and other debris was tracked in at all times.
5. Inspects all indoor common areas or other areas as assigned and as needed dusts, dry or wet mops, spot cleans, vacuums, removes trash and debris, changes lightbulbs, cleans boards or disinfects.
6. Performs grounds keeping duties as assigned.
7. Checks hall walls, lavatories, lockers, and removes all graffiti on a daily basis.
8. Delivers supplies for classrooms as requested.
9. Inspects grounds for debris daily and empties outdoor trash receptacles as needed.
10. Cleans and disinfects fountains.
11. Checks Lobby, office glass, and showcases daily and cleans all surfaces as needed. Cleans other glass indoors and out as assigned.
12. Prepares the cafeteria daily to include, setting-up cafeteria tables, staging the mop and bucket, broom and dustpan for spills in Cafeterias, taking out garbage in the cafeteria and kitchen during lunches, assisting lunchroom aides as needed and, cleaning and mopping cafeterias.
13. Arranges designated facilities for all assemblies, programs and plays during the school day including seating, lighting, audio-visual needs, and anything else needed.
14. Checks restrooms on a daily basis for supplies and refills as needed. Cleans out refrigerators in the faculty lounge, semi-annually.
15. Responsible for summer cleaning including but not limited to stripping and waxing floors in the assigned areas. Cleaning of all assigned areas including lights, washing walls, cleaning faculty refrigerators.
16. Distribute all school supplies and maintain exterior grounds as directed.
17. Removes snow, spreads ice melt, and cleans up leaves.
18. Responds immediately to emergency situations, vandalism, power failures, storm damage, and water pipe failures.
19. Unloads materials, supplies, and equipment when received.
20. Performs all work in a professional, timely, and safe manner; uses appropriate safety equipment; and maintains tools and equipment in a safe and operating condition.

21. Directs student, bus, and/or car traffic as required.

*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>	
High School		X		Or

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	

## SCOPE

### Analytical Demands

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures. |
|-------------------------------------|---|

### Supervision

- |                                     |                        |
|-------------------------------------|------------------------|
| <input checked="" type="checkbox"/> | No supervisory duties. |
|-------------------------------------|------------------------|

### Sensory Abilities

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | Visual acuity and auditory acuity.                            |
| <input checked="" type="checkbox"/> | Ability to communicate effectively in all aspects of the job. |

### Temperament

- |                                     |  |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | Must be cooperative, congenial, and service oriented.                          |
| <input checked="" type="checkbox"/> | Ability to work as a coordinator and a member of a team.                       |
| <input checked="" type="checkbox"/> | Must be courteous and able to effectively manage job responsibilities.         |
| <input checked="" type="checkbox"/> | Must be cooperative, congenial, service oriented, and promote these qualities. |
| <input checked="" type="checkbox"/> | Ability to work in an environment with frequent interruptions.                 |
| <input checked="" type="checkbox"/> | Ability to be respectful and empathetic.                                       |

## Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ 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 work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Able to adjust to changes in the work environment.
- ☒ **Reports to work on time, gives a full day's work and makes effective use of time while on the job.**
- ☒ Maintains a good attitude toward administration, fellow employees and the public.

## Workplace Expectations

- ☒ **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.**
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the 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.*

<b>Standard ADA Selection</b>	Office Classroom <input checked="" type="checkbox"/> Other(to include Physically Demanding Positions)
<i>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.</i>	

## 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.*

	<b>Physical Demand</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>	<b>Weight</b>
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment			X		
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)			X		
<input checked="" type="checkbox"/>	Use of Personal Protective Equipment		X			

## 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.*

	<b>Physical Demand</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>	<b>Weight</b>
<input checked="" type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)	X				
<input checked="" type="checkbox"/>	Standing for extended periods of time				X	
<input checked="" type="checkbox"/>	Walking for extended periods of time				X	
<input checked="" type="checkbox"/>	Crawling		X			
<input checked="" type="checkbox"/>	Climbing		X			
<input checked="" type="checkbox"/>	Repeated Bending		X			
<input checked="" type="checkbox"/>	Gripping/Holding			X		
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)			X		
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)			X		
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)			X		
<input checked="" type="checkbox"/>	Lifting (Weight)			X		40 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)			X		40 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

	<b>Working Condition</b>
--	--------------------------

- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions
- ☒ Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
- ☒ May be exposed to hazardous materials, body fluids, or disease
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin



## JOB INFORMATION

<b>Title:</b>	LPN - East Lycoming S D
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	185 Days - School Year Calendar and Five Professional Days
<b>Employee Group:</b>	Support
<b>Location</b>	Various Buildings
<b>Last Edited On:</b>	6/13/2023 2:19:03 PM

## ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Assigned Department per Organizational Chart
<b>Reports To:</b>	Building Principal / School Nurse

## JOB GOAL

To assist in addressing, maintaining and improving student health and the smooth and efficient operation and provision of school health services.

## ESSENTIAL FUNCTIONS

1. Abides by applicable federal, state and local school, school health and nurse practice laws and regulations, guidelines, mandated programs, District policies and administrative regulations, and applicable collective bargaining agreements. Recommends changes to District policies or administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
2. Maintains comprehensive health records for each registered student and records of school nursing services. Maintains emergency information for students and staff and keeps records of communications with parents, staff, and community agencies regarding students.
3. <b>Reviews and monitors students' immunization status and makes appropriate referrals to up-date immunizations as necessary.</b>
4. Provides care for students who are ill or injured.
5. Assists the physician and dentist with state mandated physical exams to include those for athletes.
6. Serves as a resource for classroom teachers and the community regarding health and wellness education, growth and maturity, personal hygiene, and dental care.
7. Provides information and instruction on health topics as required and/or mandated.
8. Administers medication according to physician orders and school district policies and administrative procedures. Provides for safe storage of and emergency access to medications and reliable administration and recording of all doses given. Oversees programs permitting emergency administration of medications such as Naloxone, Epi-pens, etc. Maintains records for each person who has met the training requirements to administer emergency medications in accordance with law and regulations and notifies him/her if updates are required.
9. Assumes responsibility for office supply management; counts inventory and stock supplies as needed and reconciles supply order to receipts and stock.
10. Prepares reports as requested for the District.
11. Participates as requested in committees, programs and activities relating to student health and wellness including the Student Assistance Program, Child Study Teams, Suicide Prevention, Drug and Alcohol Abuse Prevention and Smoking Cessation.
12. Uses assessment skills to identify students at risk for physical or psychosocial problems and communicates these needs to parent/guardian or appropriate school personnel. Assists families with locating community resources for needed health care.
13. In addition to complying with all mandatory reporting requirements, helps to identify high risk children in need of services. Assists with training of and sharing information with staff on recognizing signs of child abuse.
14. Maintains communication with staff regarding the special, physical and medical needs of students in particular when they may affect behavior, appearance or academic performance, while maintaining compliance with local, state, and federal regulations.

15. Participates as requested in development of accommodations for students with disabilities and implements all roles and responsibilities assigned to the school nurse. Develops Individualized Health Plans for students as necessary.

*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>	
Associates Degree	Nursing	X		
Bachelor's Degree	Nursing		X	

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1-2 years	healthcare or other medical facility experience		X	

### Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
	LPN / RN	X		

### Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
10%	Travel between buildings as needed

## SCOPE

### Analytical Demands

- ☒ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

### Supervision

- ☒ No supervisory duties.



## 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 levels of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a 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.
- ☒ Ability to organize tasks.
- ☒ Ability 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 rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Must possess active listening skills.
- ☒ Able to adjust to changes in the work environment.
- ☒ **Reports to work on time, gives a full day's work and makes effective use of time while on the job.**
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.

## Workplace Expectations

- ☒ **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.**

## Workplace Expectations

- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ 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.

## 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.*

<b>Standard ADA Selection</b>	<input checked="" type="checkbox"/> Office <input type="checkbox"/> Classroom <input type="checkbox"/> Other(to include Physically Demanding Positions)
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*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<b>Physical Demand</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>	<b>Weight</b>
<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				10 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



## Maintenance – General East Lycoming S D Job Description

### JOB INFORMATION

<b>Title:</b>	Maintenance - General - East Lycoming S D
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	12 Months
<b>Employee Group:</b>	Support
<b>Location</b>	Various Buildings
<b>Last Edited On:</b>	6/13/2023 2:16:55 PM

### ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Facilities
<b>Reports To:</b>	Director of Buildings and Grounds

### JOB GOAL

Performs maintenance and repairs as needed to the electrical, mechanical and plumbing systems and makes general repairs to buildings and contents.

### ESSENTIAL FUNCTIONS

1. Inspects buildings and equipment to ensure equipment, including installed items such as pumps, alarms and sprinkler systems, is operating properly and buildings are maintained properly.
2. Performs basic repairs and preventative maintenance on HVAC equipment; performs basic electrical and plumbing repairs and maintenance; installs component parts on classroom and office equipment and facility components to provide a safe and functional environment.
3. Performs basic rough and finish carpentry work including repairs of structures such as partitions, walls, doors and hardware, fences, etc.
4. Assists custodial and maintenance workers in the maintenance of their respective facilities as required.
5. Performs basic rough and finish carpentry work including repairs of structures such as partitions, walls, doors and hardware, fences, etc.
6. Performs all assigned work in a safe manner. This includes using all safety equipment when required and maintaining all tools in a safe operating condition.
7. Assist in all aspects of a project such as design, layout, material requirements, cost and labor estimates. Accurately order and account for material and labor in relation to assignments.
8. Complies with District policy, local, state, and federal laws and procedures for the use, storage, and disposal of waste, cleaners, chemicals, and all other products and materials used in performing duties.
9. Assists in snow removal during winter months.
10. Performs preventive maintenance on Boilers and other HVAC systems.
11. Ensures the building is safe and secure.
12. Responds to emergency situations, vandalism, power failures, storm damage, and water pipe failures.
13. Maintains equipment, work space and job sites in a clean and orderly way. Unloads materials, supplies, and equipment when received.
14. Maintains district grounds and athletic facilities as needed.

*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>	
High School	or equivalent	X		
Associates Degree	Building maintenance, construction related fields, etc.		X	

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1-2 years	Must be able to operate automatic and standard transmission vehicles and all District-owned vehicles.	X		
1-2 years	General construction		X	

### Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
50%	Travel between district facilities and regional businesses

## SCOPE

### Analytical Demands

- ☒ Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity (e.g., diagnosing equipment malfunctions to determine probable cause for breakdown and/or most appropriate means of correction).

### Supervision

- ☒ Occasionally gives instructions and/or directions to other department employees.

### Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

## Temperament

- ☒ Ability to make judgments and work under high levels of stress.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Ability to be respectful and empathetic.

## Cognitive Ability

- ☒ Ability to communicate effectively.
- ☒ Ability to organize tasks.
- ☒ Ability 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 work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Able to adjust to changes in the work environment.
- ☒ **Reports to work on time, gives a full day's work and makes effective use of time while on the job.**
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

## Workplace Expectations

- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ 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.

## 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.*

<b>Standard ADA Selection</b>	Office Classroom X Other(to include Physically Demanding Positions)
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*This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.*

## Physical Demands

*The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment			X		
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)				X	
<input checked="" type="checkbox"/>	Use of Personal Protective Equipment			X		
<input checked="" type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)	X				
<input checked="" type="checkbox"/>	Standing for extended periods of time			X		
<input checked="" type="checkbox"/>	Walking for extended periods of time				X	
<input checked="" type="checkbox"/>	Crawling			X		
<input checked="" type="checkbox"/>	Climbing			X		
<input checked="" type="checkbox"/>	Repeated Bending			X		
<input checked="" type="checkbox"/>	Gripping/Holding			X		
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)			X		
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)	X				
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)			X		
<input checked="" type="checkbox"/>	Lifting (Weight)			X		50 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)			X		50 lbs.

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

	<i>Working Condition</i>
--	--------------------------

- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions
- ☒ Subject to extreme hot areas (near ovens, etc.) and cold areas (freezers)
- ☒ May be exposed to hazardous materials, body fluids, or disease
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin



## Maintenance - Skilled East Lycoming S D Job Description

### JOB INFORMATION

<b>Title:</b>	Maintenance - Skilled - East Lycoming S D
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	12 month
<b>Employee Group:</b>	Maintenance
<b>Location</b>	Multiple Locations
<b>Last Edited On:</b>	6/30/2023 8:08:08 AM

### ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Technology
<b>Reports To:</b>	Director of Technology

### JOB GOAL

Under general supervision, to improve the quality of instruction and management by assisting the technology department in the ongoing process of deploying, maintaining, and upgrading district technology. In addition, to guide staff and students through technical issues relating to district technology.

### ESSENTIAL FUNCTIONS

1. <b>Facilitate large and small scale initiatives to support the District's technology plan implementation.</b>
2. Participates in the annual review of the impact and effectiveness of the District <b>technology plan's implementation.</b>
3. Assists with reviewing technology, systems, and connections and makes recommendations based on industry standards and best practices.
4. <b>Collaboratively establish the district's technology vision and implementation action plan.</b>
5. Aid in the testing of hardware and transmission media, including computer, networking hardware, adapters, cables and connectors, using a variety of diagnostic and test equipment and making repairs as indicated by the diagnostic results.
6. Assist in the implementation of software application processes concerning email, scheduling, calendars, grading, reporting and internet-based processes.
7. Assist in the training and in-servicing of computers and the use of district hardware and software as well as software offered to the district via the internet.
8. Manages the inventory of technology resources and equipment.
9. Responsible for the end of year rollover processes and ensuring the systems are ready for the start of new school years. Can include Sapphire-SIS, Clever, Accelerated Reader, Study Island, Food Service Solutions, DRC/CDT accounts, Google Workspace for Education, and student accounts.
10. Strives to maintain an advanced understanding of the current trends in technology.
11. Manages the day to day operations and ticketing systems.
12. Offer support, repair, troubleshooting, and maintenance for all desktop software and systems in use.
13. All other duties as assigned by the Director of Technology and/or the Superintendent.

*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>	
Associates Degree	Computer Networking or IT		X	

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2-3 years	Experience in educational technology and/or support.		X	

### Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
30%	Travel between buildings as needed for customer support

## SCOPE

### Analytical Demands

- ☒ Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity (e.g., diagnosing equipment malfunctions to determine probable cause for breakdown and/or most appropriate means of correction).

### Supervision

- ☒ No supervisory duties.

### 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 levels of stress.
- ☒ Must be cooperative, congenial, and service oriented.

## Temperament

- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a 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.
- ☒ Ability to organize tasks.
- ☒ Ability 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 rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Demonstrates effective classroom management skills.
- ☒ Must possess active listening skills.
- ☒ Must possess 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.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.

## Workplace Expectations

- ☒ **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.**
- ☒ Shows initiative and works with minimal supervision.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ 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.

## Workplace Expectations

- ☒ Ability to use computer technology efficiently including word processing, presentation/web page software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

## 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.*

<b>Standard ADA Selection</b>	X Office Classroom Other(to include Physically Demanding Positions)
<i>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.</i>	

## 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.*

	<b>Physical Demand</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>	<b>Weight</b>
<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

	<b>Working Condition</b>
<input checked="" type="checkbox"/>	Typical office environment
<input checked="" type="checkbox"/>	Typical classroom environment
<input checked="" type="checkbox"/>	Subject to inside environmental conditions

## Working Environment

*Working Condition*

☒ Subject to outside environmental conditions



# Paraprofessional - Instructional Assistant

## East Lycoming S D

Job Description

### JOB INFORMATION

<b>Title:</b>	Paraprofessional - Instructional Assistant - East Lycoming S D
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	185 Days - Annual School Calendar and 5 in-service days
<b>Employee Group:</b>	Support
<b>Location</b>	Various Buildings
<b>Last Edited On:</b>	6/13/2023 2:21:55 PM

### ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Assigned Department per Organizational Chart
<b>Reports To:</b>	Building Principal / Director of Special Education
<b>Supervises:</b>	Students

### JOB GOAL

To work under the direction of a certificated staff member to support and assist in providing instructional programs and services to students with disabilities in order to provide them with help and support needed to benefit from their Individualized Education Program (IEP). Services may be provided in a special education class, regular education class or other instructional setting in the school or in the community.

### ESSENTIAL FUNCTIONS

1. Abides by applicable federal, state and local laws and regulations, guidelines District policies and administrative regulations. Familiarizes self with assigned student(s) IEPs including needed accommodations in the area of responsibility.
2. Provides one-on-one or group review of material taught by certificated staff, as assigned. Assists with classroom <b>management and implementation of individual students' positive behavior support plans.</b>
3. Assists the student(s) to whom assigned in such physical tasks as managing materials and personal items and transitions within the building (such as travel to specials, office, nurse, rest room, fire drills, etc.). Provides information and assistance to substitute teachers regarding student(s). As directed, assists with student(s) assigned to other paraprofessionals in their absence.
4. Assists the student(s) in curriculum tasks, guiding, helping and reinforcing/rephrasing instruction and providing assistance <b>during testing as provided for in the student's IEP and as directed</b> by teacher(s).
5. Assembles materials needed by teacher(s) for daily instruction or student homework and makes any adaptations, as necessary per individual student' needs (enlarge, modify number of problems, and/or adapt/modify work by color coding/enlarging in accordance with IEPs) as directed by teacher(s).
6. Monitors and assists with student use of instructional equipment. Provides general maintenance of equipment including cleaning and disinfecting. Reports malfunctioning equipment to classroom teacher.
7. Interacts, communicates and cooperates with staff, faculty, students and administration in their communication with parents as well as serving as a resource person to confer with IEP team.
8. Accompanies students on field trips and community based instruction activities, upon request of District Administration.
9. Attends training as required for performance of the job. Completes and provides evidence of twenty (20) hours per school year of staff development activities related to his/her assignment.
10. Provides <b>accommodations as set out in each student's IEP and as directed by teacher(s).</b>
11. <b>Monitors student's progress, as deemed appropriate, during regular or special class performance and group work,</b> prompting, assisting or redirecting, as directed by a teacher, during teacher instruction or independent work periods.
12. Prepares journals/assignment books and assists with organizational needs on a daily basis including monitoring assignment books and gathering homework materials.
13. Collects and reports data related to behavior support plans and health issues as directed by teacher(s)/ school nurse.
14. Serves as a liaison between general and special education classrooms.
15. Collects data and keeps daily communication information as directed to be reviewed by teacher(s) before being sent to parent(s).

16. Maintains the same high level of ethical behavior and confidentiality of information about students as is expected in the classroom teachers.

*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>	
Associates Degree	or meets a rigorous standard of quality as demonstrated through a state or local assessment	X		

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1-2 years	Successful previous experience with students with special needs in an educational setting		X	

## SCOPE

### Analytical Demands

- ☒ Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

### Supervision

- ☒ No supervisory duties.

### Sensory Abilities

- ☒ Visual acuity and auditory acuity.
- ☒ Ability to communicate effectively in all aspects of the job.

### Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ 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.
- ☒ Ability to organize tasks.
- ☒ Ability 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 rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Must possess active listening 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.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

## Workplace Expectations

- ☒ **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.**
- ☒ Shows initiative and works with minimal supervision.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

## 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.*

<b>Standard ADA Selection</b>	Office X Classroom Other(to include Physically Demanding Positions)
<i>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.</i>	

## 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 type="checkbox"/>	Talking: On the phone; person-to-person, and in groups					
<input type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups					
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):					
<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				15 lbs.

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

	<i>Working Condition</i>
<input checked="" type="checkbox"/>	Typical classroom environment
<input checked="" type="checkbox"/>	Subject to inside environmental conditions





# Paraprofessional - Personal Care Assistant

## East Lycoming S D

Job Description

### JOB INFORMATION

<b>Title:</b>	Paraprofessional - Personal Care Assistant - East Lycoming S D
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	185 Days - School Year Calendar and Five Professional Days
<b>Employee Group:</b>	Support
<b>Location</b>	Various Buildings
<b>Last Edited On:</b>	6/13/2023 2:27:55 PM

### ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Assigned Department per Organizational Chart
<b>Reports To:</b>	Building Principal / Director of Special Education
<b>Supervises:</b>	Students

### JOB GOAL

To provide one-to-one support and assistance to a student for instruction and self-care, including support and assistance in the use of medical equipment. May provide support to more than one student but not at the same time.

### ESSENTIAL FUNCTIONS

1.	Abides by applicable federal, state and local laws and regulations, guidelines District policies and administrative regulations. Familiarizes self with assigned student(s) IEP including needed accommodations in area of responsibility.
2.	Assists assigned student in such physical tasks as putting on and taking off of outerwear, moving from room to room and to other assigned areas. Performs simple errands and supportive tasks for assigned student such as sharpening pencils, or carrying lunch trays. Accompanies assigned student when trips to the office or to the school nurse are necessary. Assists with supervision of assigned student during play, recess and recreational activities. Accompanies assigned student and assists teacher during emergency drills.
3.	Facilitates personal care services as needed to assist student with daily living activities necessary for comfort and well-being as provided for in IEP or directed by teacher(s).
4.	Performs duties such as locking and unlocking braces to facilitate changes in position; assists assigned student in use of bathroom, as needed; assists lifting non-ambulatory students as necessary. Promptly notifies or causes notification to principal or other building administrator when emergencies arise and provides all possible measures to assist the student until help arrives.
5.	Serves as a resource person, if and when requested, to the student personnel evaluation team conferring about one of the students to whom assigned.
6.	Supervises assigned student during morning and afternoon bus duty, morning and afternoon hall duty, morning cafeteria duty or assists with student being dropped off by parents as directed by the Building Principal. Knows the whereabouts of the assigned student during all times of responsibility. Report missing children to the office immediately.
7.	Assembles materials needed by teacher for daily instruction or student homework (spelling, math, language arts, etc.); makes any adaptations, as necessary per individual student needs; adapts/modifies by color coding/enlarging as needed; <b>and modifies number of problems as set forth in the student's IEP and directed by teacher.</b>
8.	Monitors from a distance, class performance or group work and prompts or redirects as necessary consistent with teacher direction.
9.	Assists with Therapy exercises weekly as directed by Therapist.
10.	Assists with organizational needs as directed.
11.	<b>Reinforces assigned student's behavior plan as instructed by the teacher. Performs reinforcement services</b> and activities relating to cognitive, visual, auditory and motor skills as assigned by the teacher. Assists teacher with students who may need physical management of behavior using safe, legal and accepted procedures.
12.	Accompanies teacher and assigned student on field trips or for community based instruction during the school day.
13.	Collects data and keeps daily communication information as directed to be reviewed by the teacher before being sent to parent(s).
14.	Attends training as required for performance of the job. Completes and provides evidence of 20 hours per school year of staff development activities related to his/her assignment. The 20 hours may include training required by the school-based access program.

15. Abides by applicable federal, state and local laws and regulations, guidelines District policies and administrative regulations. Familiarizes self with assigned student(s) IEP including needed accommodations in area of responsibility.

*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>	
High School		X		
Associates Degree			X	

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2-3 years	postsecondary study; or possess an associate degree or higher; or meets a rigorous standard of quality as demonstrated through a state or local assessment.		X	

### Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
10%	Travel as needed for the student assigned.

## SCOPE

### Analytical Demands

- ☒ Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

### Supervision

- ☒ No supervisory duties.

### 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 levels of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ 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.
- ☒ Ability to organize tasks.
- ☒ Ability to exercise good judgment.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Must possess active listening 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.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

## Workplace Expectations

- ☒ **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.**
- ☒ Shows initiative and works with minimal supervision.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

## 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.*

<b>Standard ADA Selection</b>	Office
	X 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 type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):	X				
<input checked="" type="checkbox"/>	Machines or tools used: Computer:	X				
<input type="checkbox"/>	Machines or tools used: Telephone					
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)			X		40 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>
<input checked="" type="checkbox"/>	Typical classroom environment
<input checked="" type="checkbox"/>	Subject to inside environmental conditions



## JOB INFORMATION

<b>Title:</b>	Secretary - East Lycoming S D
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	12 months
<b>Employee Group:</b>	Support
<b>Location</b>	Building
<b>Last Edited On:</b>	6/13/2023 2:11:03 PM

## ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Assigned Department per Organizational Chart
<b>Reports To:</b>	Building Principals / Administration

## JOB GOAL

To assure the smooth and efficient operation of the Office and to continuously improve efficiency and accuracy in the performance of job responsibilities.

## ESSENTIAL FUNCTIONS

1.	Performs general office duties, including but not limited to telephone/e-mail, intercom message systems, mailing duties, receptionist duties, preparation/editing of correspondence/reports, scheduling, general filing, photocopying, maintaining records, and monthly reports.
2.	Maintains confidentiality with all District information, including District and school population information.
3.	Ensures equipment in the work area is kept stocked with paper, ink, toner or similar items necessary to their daily use and maintained in working order, addresses minor malfunctions, maintains appropriate inventory and recommends service when needed for issues which cannot be handled in house.
4.	Processes incoming and outgoing mail including first class mail, packages, overnight express, bulk and priority mail and distributes all appropriately. Coordinates the summer mailing to students and employees relating to class assignments and beginning of year activities and required forms.
5.	Assists with office support activities to include; duplicating materials, collating materials, reproducing and directing correspondence, refining and changing grammar, punctuation and spelling when necessary, answering questions and handling requests for information, preparing reports and taking messages.
6.	Maintains and updates various files (including building level personnel files) in accordance with standardized records management and security procedures for both classified and unclassified materials; retrieves filed documents and materials; and transfers and discards files in accordance with established business procedures and schedules.
7.	Inputs, maintains, and updates information to generate databases and spreadsheets and compiles information for various reports.
8.	Maintains and coordinates payroll and employee attendance records for the school.
9.	Supports office operations with greeting and assisting visitors, providing co-worker assistance when necessary, and providing back-up support for secretaries when needed.
10.	Assists with coordinating daily announcements, fire drills, and upcoming events calendar.
11.	Coordinates first day and end of year activities as well as other school business and social functions.
12.	Checks in all substitutes; makes arrangements for daily needs; prepares coverage for teachers and substitutes; orients new employees; and processes weekly teacher lesson plans.
13.	Responsible for maintaining inventory and distribution of supplies.
14.	Other duties as assigned by the administration in support of office / building operations.

*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>	
High School		X		
Associates Degree			X	

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2-3 years	Prior satisfactory office secretarial experience		X	

### Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Travel as needed between buildings and places of business for school matters

## SCOPE

### Analytical Demands

- ☒ Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

### Supervision

- ☒ No supervisory duties.

### 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 levels of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a 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.
- ☒ Ability to organize tasks.
- ☒ Ability 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 rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Maintains productive working relationship with immediate supervisor.

## Specific Skills

- ☒ Must possess active listening skills.
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- ☒ **Reports to work on time, gives a full day's work and makes effective use of time while on the job.**
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Proofreads work for grammar and spelling accuracy.
- ☒ Ability to compose clear, concise sentences and paragraphs.

## Workplace Expectations

- ☒ **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.**
- ☒ Shows initiative and works with minimal supervision.
- ☒ Responds appropriately to supervision and direction.
- ☒ Dresses appropriately for the job environment.
- ☒ Ability to follow directions and give direction to others.
- ☒ 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 use computer technology efficiently including word processing, presentation/web page software, PowerPoint and Excel software applications.

## Workplace Expectations

- ☒ Ability to appropriately handle confidential information in accordance with District policies.

## 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.*

<b>Standard ADA Selection</b>	X Office Classroom Other(to include Physically Demanding Positions)
<i>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.</i>	

## 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.*

	<b>Physical Demand</b>	<b>Rarely</b>	<b>Occasionally</b>	<b>Frequently</b>	<b>Constantly</b>	<b>Weight</b>
<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

<b>Working Condition</b>
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- ☒ Typical office environment
- ☒ Subject to inside environmental conditions





# Supervisory Aide - Non Instructional

## East Lycoming

Job Description

### JOB INFORMATION

<b>Title:</b>	Supervisory Aide - Non Instructional - East Lycoming
<b>FLSA:</b>	Non-Exempt
<b>Terms of Employment:</b>	180 Days - Follows Annual School Year Calendar
<b>Employee Group:</b>	Support
<b>Location</b>	Various Buildings
<b>Last Edited On:</b>	6/13/2023 2:31:08 PM

### ORGANIZATION

<b>County:</b>	Lycoming
<b>Entity:</b>	East Lycoming S D
<b>Department:</b>	Assigned Department per Organizational Chart
<b>Reports To:</b>	Building Principal
<b>Supervises:</b>	Students in Non Instructional Settings

### JOB GOAL

To work closely with administrators, faculty and staff to enhance the educational environment of the school by providing general supervision for individuals and groups of students in non-instructional settings.

### ESSENTIAL FUNCTIONS

1.	Supervises morning and afternoon student arrivals and departures to include assisting with students being dropped off by parents as needed.
2.	Supervises students during elementary recess and assists students with and without special needs to meaningfully participate with peers.
3.	Supervises students during morning breakfast and mid-day meals in the cafeteria. Assists students with appropriate tasks to eat with their peers and assists with cafeteria preparation before, after, and between meal times.
4.	Maintains confidentiality with all student issues and records while keeping the appropriate teacher informed of matters requiring attention.
5.	Monitors and maintains student safety at all times, provides direct assistance when injury occurs and promptly secures additional assistance when necessary. Reports unsafe student behavior to appropriate staff. Reviews information provided regarding accommodations required for specific students and implements them within the responsibilities of this position. Maintains awareness of signs of allergic reactions in the general student population.
6.	Abides by applicable federal, state and local laws and regulations, guidelines District policies and administrative regulations.
7.	Maintains all equipment in his/her workplace in good order and informs the appropriate person, in a timely manner, when repairs beyond their capabilities are needed.
8.	Participates in in-service training programs as assigned.
9.	Assists with any and all non-instructional aspects of school programs or activities as requested by the principal and/or assistant principal.
10.	Abides by applicable federal, state and local laws and regulations, guidelines District policies and administrative regulations. Familiarizes self with assigned student(s) IEP including needed accommodations in area of responsibility.

*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>	
High School	Diploma	X		

### Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
6-12 months	previous experience working with age group of students in building		X	And

## SCOPE

### Analytical Demands

- ☒ Analytical demands are minimal. Work involves closely following verbal or written instructions and/or established procedures.

### Supervision

- ☒ No supervisory duties.

### 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 levels of stress.
- ☒ Must be cooperative, congenial, and service oriented.
- ☒ Able to make judgments and work in situations that may be stressful.
- ☒ Ability to work as a 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

<input checked="" type="checkbox"/>	Ability to communicate effectively.
<input checked="" type="checkbox"/>	Ability to organize tasks.
<input checked="" type="checkbox"/>	Ability to exercise good judgment.
<input checked="" type="checkbox"/>	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.
<input checked="" type="checkbox"/>	Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
<input checked="" type="checkbox"/>	Ability to work on multiple tasks and prioritize appropriately.
<input checked="" type="checkbox"/>	Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
<input checked="" type="checkbox"/>	Maintains productive working relationship with immediate supervisor.

## Specific Skills

<input checked="" type="checkbox"/>	Must possess active listening skills.
<input checked="" type="checkbox"/>	Must possess conflict mediation skills.
<input checked="" type="checkbox"/>	Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
<input checked="" type="checkbox"/>	Able to adjust to changes in the work environment.
<input checked="" type="checkbox"/>	<b>Reports to work on time, gives a full day's work and makes effective use of time while on the job.</b>
<input checked="" type="checkbox"/>	Maintains a good attitude toward administration, fellow employees and the public.
<input checked="" type="checkbox"/>	Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

## Workplace Expectations

<input checked="" type="checkbox"/>	<b>Acknowledges individuals' requests and handles them in a friendly and courteous manner.</b>
<input checked="" type="checkbox"/>	Promotes a positive team environment through active cooperation with others.
<input checked="" type="checkbox"/>	<b>Maintains awareness of the School District's policies and procedures. Follows the chain of command.</b>
<input checked="" type="checkbox"/>	Shows initiative and works with minimal supervision.
<input checked="" type="checkbox"/>	Responds appropriately to supervision and direction.
<input checked="" type="checkbox"/>	Dresses appropriately for the job environment.
<input checked="" type="checkbox"/>	Ability to follow directions and give direction to others.
<input checked="" type="checkbox"/>	Ability to exercise good judgment in prioritizing tasks.

## 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.*

<b>Standard ADA Selection</b>	X Office
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	Classroom Other(to include Physically Demanding Positions)
<i>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.</i>	

## 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 type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):					
<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				15 lbs.

*The school recognizes that reasonable accommodations must be made to enable a qualified individual with a disability or disabilities to perform the essential duties and responsibilities of this job.*

## Working Environment

	<i>Working Condition</i>
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- ☒ Typical classroom environment
- ☒ Subject to inside environmental conditions



Gail Warren <gwarren@elsd.org>

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## Steve Shrawder Recommendation to Hire

1 message

**Kati Wyland** <kwylan@elsd.org>  
To: Gail Warren <gwarren@elsd.org>

Fri, Jul 14, 2023 at 9:56 AM

Good Morning,

The athletic director and head football coach Howard Rainey, recommend Steve Shrawder to be an Assistant Football Coach. Steve has been a valuable asset to the team in the past, and will continue to do so moving forward.

Thank you,  
Kati

--

*Katurah Wyland*

Director of Athletics

Media/Public Relations

Adult Education Coordinator

Hughesville Junior/Senior High School

[349 Cemetery Street](#)

[Hughesville, PA 17737](#)

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

[kwylan@elsd.org](mailto:kwylan@elsd.org)

**SPARTAN PRIDE**


 New Spartan Head 2



image003.png  
5K



Gail Warren <gwarren@elsd.org>

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## DJ Foresman

1 message

Kati Wyland <kwylan@elsd.org>  
To: Gail Warren <gwarren@elsd.org>

Fri, Jul 14, 2023 at 10:56 AM

Good Morning,

The athletic director and head football coach, Howard Rainey, would like to highly recommend DJ Foresman for another year of volunteer coaching with the high school football team. DJ's knowledge of the game and willingness to help the athletes on and off the field is a great asset to the team.

Thank you,  
Kati

--

*Katurah Wyland*

Director of Athletics

Media/Public Relations

Adult Education Coordinator

Hughesville Junior/Senior High School

[349 Cemetery Street](#)

[Hughesville, PA 17737](#)

Phone # 570-584-6384

Cell # 570-560-3938

Fax # 570-584-2897

[kwylan@elsd.org](mailto:kwylan@elsd.org)

**SPARTAN PRIDE**


 New Spartan Head 2



image003.png  
5K

June 20, 2023

**Executive Session:** An executive session was held beginning at 6:40 p.m. for personnel matters, It was moved by Mr. Pendrak, seconded by Mrs. Yerg to adjourn the executive session at 7:03 p.m.

**Call the Meeting to Order:** Mr. Michael, President, called the East Lycoming School District Board of Education's June 20, 2023 Board meeting to order in the High School Library beginning at 7:04 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 (via phone)
Mr. Michael Mamrak - present	Mrs. Shannon McConnell-Barlett- present
Mrs. Donna Gavitt- present(via phone)	Mr. Matthew Pendrak - present
Mrs. Lisa McClintock - present	Mrs. Rose Trevouledes - present
Mrs. Rebecca Yerg- present	

**Administration:**

Dr. Mark Stamm -Superintendent  
Mrs. Cori Cotner - Curriculum Director  
Mr. Richard Reichner - Jr. High School Principal  
Mrs. Jill Warg, Ferrell & Renn Principal  
Mrs. Heather Burke - Business Manager/Board Secretary  
Mrs. Valerie Ochs - Assistant Business Manager  
Mr. Adam Creasy - Technology Director  
Mrs. April Paulhamus - Special Education Director  
Mr. Bryan McCaffery - Building and Grounds Supervisor  
Mrs. Kati Wyland - Athletic Director

**General Public:** Chris Kenyon (Solicitor), Craig Dudek, Sam Koons, Jesse Stryker and Lora MacKenzie.

**Online Audience:** Pat Crossley (Sun-Center), Kristine Shirvinski, Jennifer Folmar, Shannon English, Stacie Kilgore, Kirstin Daugherty, Nikki Brown, Dianna Brown, Melissa Bunce, Tamara Gottschall, Angela Mamrak, Alexis Warf, Kristine Derby, Rebecca Bunce, Sherry Cowburn, Lauren Balliet, Tyler Winters, Leslie Heiney, Tracy Lunsford, Brian Brinker, Brandy Davis, Laura Barondeau, Tracy Yerg, and Karen Gottshall.

**Personnel:** It was moved by Mr. Pendrak, seconded by Mrs. McConnell-Barlett to approve the following Personnel Items:

**1. Transfer to Full-time Special Education:**

**Resolved,** upon the recommendation of Superintendent Stamm that Mrs. Amber Holbrook be transferred from a Part-time Special Education Teacher to a Full-time Special Education Teacher effective the 2023/2024 school year. Mrs. Holbrook will be paid \$65,425.00, which represents level 8 (BJ) of the East Lycoming Educational Professional Contract.

**2. Transfer to Maintenance:**

**Resolved,** upon the recommendation of Superintendent Stamm and Mr. McCaffery that Mr. Garrett Wentz be transferred from a Custodian to a Maintenance Worker. Mr. Wentz will be paid \$18.13 per hour effective July 1, 2023.



3. **Special Education Life Skills Teacher:**

**Resolved**, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Diane Oliva be hired as a Special Education Life Skills Teacher (Temporary Professional Contract) effective the 2023/2024 school year. Ms. Oliva will be paid \$57,750, which represents level 1 (M) of the East Lycoming Educational Professional Contract, pending receipt of certification and required documents.

4. **Resignation and Agreement for Separation:**

**Resolved**, upon the recommendation of Superintendent Stamm to approve the resignation and agreement for separation for Mrs. Sherry Cowburn as Elementary Principal.

5. **Summer Employment:**

**Resolved**, upon the recommendation of Superintendent Stamm and Business Manager Burke that the following current employees be hired for summer employment retro-active to June 5, 2023:

Julie Connerton \$14.01 per hour through June 30, 2023, \$14.76 per hour effective July 1, 2023

Cynthia Gomez \$14.01 per hour through June 30, 2023, \$14.76 per hour effective July 1, 2023

Misty Jacobs \$13.61 per hour through June 30, 2023, \$14.36 per hour effective July 1, 2023

Renee Hill \$13.61 per hour through June 30, 2023, \$14.36 per hour effective July 1, 2023

6. **Summer Technology Support:**

**Resolved**, upon the recommendation of Superintendent Stamm and Technology Director Creasy that Mrs. Christina Sellers be approved as Summer Technology Support effective July 3, 2023 to August 2, 2023 for a maximum of 16 hours per week, \$16.19 per hour.

7. **Play Director:**

**Resolved**, upon the recommendation of Superintendent Stamm and Principal Coburn that Mr. Jesse Stryker be approved the Play Director for the 2023/2024 school year. Mr. Stryker will be paid \$1,120.00, which represents level 2 of the extracurricular salary agreement.

8. **Coaching Reappointments - 2023 Season:**

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

<b><u>Sport</u></b>	<b><u>Coach</u></b>	<b><u>Level</u></b>	<b><u>Salary</u></b>
Football (Head)	Howard Rainey	5+	\$6,484.00
Football (1 <sup>st</sup> Asst)	Tyler Potts	5	\$4,823.00
Football (Asst)	Henry Rainey	3	\$3,742.00
Football (Asst)	Jon Delker	5+	\$4,629.00
Football (Asst)	Branden Kinney	2	\$3,345.00
Football (Asst)	Boyd Hartman	3	\$3,742.00

Soccer Boys (Head)	James Dennis	5+	\$5,212.00
Soccer Boys (Asst)	Peter Larsen	5+	\$4,296.00
District Strength Coach	Brian Duke	5+	\$5,623.00
Tennis Girls (Head)	Craig Weaver Sr.	5+	\$5,010.00
Soccer Girls (Head)	Cody Hack	2	\$3,345.00
Cross Country (Head)	Griffin Molino	4	\$4,141.00
Volleyball Girls (Head)	Brandi Dillon Liddie	3	\$3,742.00
Volleyball Girls (Asst)	Molly Fuller	2	\$2,776.00
Cheerleading Football (Head)	Carrie Miller	4	\$3,499.00
Cheerleading Football (Asst)	Brooke Foresman	4	\$2,435.00
Cheerleading JH Football	Ruth Fry	5+	\$3,093.00

9. **Assistant Girls Soccer Coach:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Wyland that Ms. Melinda Temple be hired as an Assistant Girls Soccer Coach for the 2023 season. Ms. Temple will be paid \$2,379.00, which represents level 1 of the extracurricular salary agreement.

10. **Junior High Head Girls Softball Coach:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Wyland that Mr. Casey Snyder be hired as the Junior High Head Girls Softball Coach for the 2023 season. Mr. Snyder will be paid \$3,014.00, which represents level 4 of the extracurricular salary agreement.

11. **Athletic Volunteer:**

**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Wyland that Mrs. Patrice Fortin be approved as an Athletic Volunteer for the 2023 Cross Country season.

Mr. Richard Michael - yes	Mrs. Tara Buebendorf- yes (via phone)
Mr. Michael Mamrak - yes	Mr. Matthew Pendrak - yes
Mrs. Donna Gavitt- yes (via phone)	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock- yes	Mrs. Rose Trevouledes - yes
Mrs. Rebecca Yerg- yes	

**Motion Carried**

Resignations received and accepted by Superintendent Stamm:

- Pauline Kolletzki, Supervisor Aide, retirement resignation effective June 3, 2023.
- Karin Waugh, Intervention Teacher, retirement resignation effective the end of the 2022/2023 school year

**Minutes:** It was moved by Mr. Mamrak, seconded by Mrs. Yerg to approve the minutes from the meeting of May 23, 2023 as submitted.

Mr. Richard Michael -yes	Mrs. Tara Buebendorf-yes (via phone)
Mr. Michael Mamrak - yes	Mr. Matthew Pendrak - yes
Mrs. Donna Gavitt-yes (via phone)	Mrs. Shannon McConnell-Barlett-yes
Mrs. Lisa McClintock - yes	Mrs. Rose Trevouledes - yes
Mrs. Rebecca Yerg - yes	

**Motion Carried**

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

- 1. **Treasurer's Report:**  
**Resolved,** to accept the May 2023 Treasurer's Reports as attached.
- 2. **Bills for Payment:**  
**Resolved,** to accept bills for payment as listed and attached.
- 3. **Business Office Reports:**  
(Act 24 Reform, Capital Projects and Student Activities)
- 4. **School Resource Officer Agreement - Hughesville Borough:**  
**Resolved,** upon the recommendation of Superintendent Stamm and Business Manager Burke that the attached School Resource Officer Agreement with Hughesville Borough for the 2023/2024 school year be approved.
- 5. **Purchase of Amplify:**  
**Resolved,** upon the recommendation of Superintendent Stamm and Curriculum Director Cotner to approve the purchase of Amplify CKLA (Grades K-5) and Amplify ELA (Grades 6-8).
- 6. **Chromebook Purchase:**  
**Resolved,** upon the recommendation of Superintendent Stamm and Technology Director Creasy that the attached quote from CDW- costing \$65,977.50 for staff Chromebooks be approved utilizing the Technology Reserve Account.
- 7. **Repository Sale:**  
**Resolved,** upon the recommendation of Superintendent Stamm and Business Manager Burke that the repository sale for part # 59-003-100T052M be approved.

Mr. Richard Michael - yes	Mrs. Tara Buebendorf-yes (via phone)
Mr. Michael Mamrak - yes	Mr. Matthew Pendrak - yes
Mrs. Donna Gavitt - yes (via phone)	Mrs. Shannon McConnell-Barlett-yes
Mrs. Lisa McClintock - yes	Mrs. Rose Trevouledes - yes
Mrs. Rebecca Young-yes	

**Motion Carried**

**Public Comments:**  
-Craig Dudek (Moreland Twp) - Concerns about student future plans not mentioned at graduation ceremony.

**Mrs. Gavitt left the meeting at 7:32 P.M.**

**Adjourn from Regular Session into Executive Session:** It was moved by Mr. Mamrak, seconded by Mrs. McClintock to adjourn from Regular Session into Executive Session for the Safety and Security report in compliance with Act 44 and personnel matters at 7:32 P.M.

Mr. Richard Michael - yes	Mrs. Tara Buebendorf-yes (via phone)
Mr. Michael Mamrak - yes	Mr. Matthew Pendrak - yes
Mrs. Donna Gavitt - absent	Mrs. Shannon McConnell-Barlett- yes

Mrs. Lisa McClintock - yes  
Mrs. Rebecca Yerg - yes

Mrs. Rose Trevouledes - yes  
**Motion Carried**

**Adjourn from Executive Session:** It was moved by Mrs. Buebendorf, seconded by Mr. Mamrak to adjourn at 8:42 P.M.

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

Mrs. Tara Buebendorf-yes (via phone)  
Mr. Matthew Pendrak - yes  
Mrs. Shannon McConnell-Barlett-yes  
Mrs. Rose Trevouledes - yes

**Motion Carried**

Respectfully submitted,



Heather N. Burke  
Business Manager/Board Secretary

DRAFT

## Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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	2,570,767.91	11,480,573.89	0.00	205,667.11	98.24
1190	OTHER INSTRUCTIONAL PRO	348,192.00	104,725.35	453,834.85	0.00	(105,642.85)	130.34
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	36,674.55	150,352.25	0.00	(37,218.25)	132.90
1221	DEAF/HEARING IMPAIRED	0.00	18,692.68	57,887.47	0.00	(57,887.47)	0.00
1225	SPEECH & LANG IMPAIRED	140,098.00	32,402.62	136,883.09	0.00	3,214.91	97.71
1231	EMOTIONAL SUPPORT	169,114.00	0.00	2,381.86	0.00	166,732.14	1.41
1233	AUTISTIC SUPPORT	0.00	556.87	556.87	0.00	(556.87)	0.00
1241	LEARNING DISABLE	1,664,117.00	331,883.91	1,531,869.81	0.00	132,247.19	92.05
1243	GIFTED	76,837.00	18,138.53	67,757.81	0.00	9,079.19	88.18
1270	MULTI-HANDICAPPED SUPP	31,000.00	0.00	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	2,680.23	620,746.86	0.00	102,886.14	85.78
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	12.47	0.00	1,564.53	0.79
1360	BUSINESS EDUCATION	479,457.00	106,339.60	464,024.70	0.00	15,432.30	96.78
1390	OTHER VOC ED PROGRAMS	520,000.00	0.00	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	1,487.81	12,823.14	0.00	11,422.86	52.89
1420	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
1430	HOMEBOUND INSTRUCTION	9,298.00	831.65	7,467.42	0.00	1,830.58	80.31
1441	ADJUDICATED ALT ED	20,000.00	0.00	0.00	0.00	20,000.00	0.00

## Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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	4,321.70	47,025.63	0.00	(7,025.63)	117.56
1450	AFTER SCHOOL PROGRAMS	10,462.00	0.00	87.25	0.00	10,374.75	0.83
1490	ADDITNL OTH INST PROG	6,610.00	0.00	49.86	0.00	6,560.14	0.75
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	44,237.68	268,346.00	0.00	20,107.00	93.03
1802	PRE K ADMIN SUPPORT	1,500.00	31.44	320.06	0.00	1,179.94	21.34
1803	PRE K MAINTENANCE	0.00	526.56	526.56	0.00	(526.56)	0.00
1804	PRE K TRANSPORTATION	0.00	32,793.45	32,793.45	0.00	(32,793.45)	0.00
1805	PRE K SNACK/MEALS	5,000.00	734.87	6,244.18	0.00	(1,244.18)	124.88
1806	PRE K STAFF DEV	0.00	0.00	200.00	0.00	(200.00)	0.00
<b>Total</b>		<b>16,358,969.00</b>	<b>3,307,827.41</b>	<b>15,831,675.53</b>	<b>0.00</b>	<b>527,293.47</b>	<b>96.78</b>
<b>MAJOR FUNCTION 1000 TOTALS</b>							
<b>Total Expenditure</b>		<b>16,358,969.00</b>	<b>3,307,827.41</b>	<b>15,831,675.53</b>	<b>0.00</b>	<b>527,293.47</b>	<b>96.78</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>3,307,827.41</b>	<b>15,831,675.53</b>	<b>0.00</b>	<b>527,293.47</b>	

# Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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	129,184.66	548,143.67	0.00	42,414.33	92.82
2140	PSYCHOLOGICAL SERVICES	155,407.00	33,227.76	149,000.23	0.00	6,406.77	95.88
2142	PSYCHOLOGICAL TESTING	0.00	0.00	0.00	0.00	0.00	0.00
2160	SOCIAL WORK SERVICES	10,000.00	0.00	10,000.00	0.00	0.00	100.00
2190	OTHER PUPIL SERVICES	225,444.00	81,917.53	332,448.67	0.00	(107,004.67)	147.46
2200	SUPP SVCS - INST STAFF	0.00	0.00	0.00	0.00	0.00	0.00
2250	SCHOOL LIBRARY SERVICES	124,846.00	22,427.71	86,121.57	0.00	38,724.43	68.98
2260	INST&CURRIC DVLOP SVCS	351,478.00	39,704.59	388,202.66	0.00	(36,724.66)	110.45
2270	INST STAFF DEVELOP CERT	4,704.00	6,213.86	6,251.26	0.00	(1,547.26)	132.89
2271	STAFF DEV INSTRUCTIONAL	73,010.00	4,448.96	52,028.46	0.00	20,981.54	71.26
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	347.12	0.00	42,673.88	0.81
2310	BOARD SERVICES	25,200.00	796.00	26,234.35	0.00	(1,034.35)	104.10
2320	BOARD TREASURER SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2330	TX ASSESSMENT & COLL	85,709.00	7,821.92	87,560.09	0.00	(1,851.09)	102.16
2350	LEGAL SERVICES	25,000.00	1,910.58	15,596.48	0.00	9,403.52	62.39
2360	OFFICE SUPERINTDNT SVCS	336,089.00	34,166.76	316,937.14	0.00	19,151.86	94.30
2380	OFFICE PRINCIPAL SVCS	1,062,863.00	116,359.78	1,036,695.94	0.00	26,167.06	97.54
2390	OTHER ADMIN SVCS	7,171.00	0.00	62.33	0.00	7,108.67	0.87
2400	MED/DENTAL SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2420	MEDICAL SERVICES	50,000.00	7,211.50	30,181.16	0.00	19,818.84	60.36
2440	NURSING SERVICES	281,437.00	65,454.67	298,149.13	0.00	(16,712.13)	105.94
2490	OTHER HEALTH SERV. (AEDS)	0.00	0.00	9,649.74	0.00	(9,649.74)	0.00
2500	SUPPORT SVCS - BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00
2510	FISCAL SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2511	SUPERVISION FISCAL SVCS	210,578.00	24,679.15	223,242.96	0.00	(12,664.96)	106.01



# Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2514	PAYROLL SERVICES	92,632.00	9,637.07	91,719.34	0.00	912.66	99.01
2515	ACCOUNTING SERVICES	99,579.00	10,985.54	101,906.53	0.00	(2,327.53)	102.34
2519	OTHER FISCAL SERVICES	134,125.00	5,744.48	111,122.03	0.00	23,002.97	82.85
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	14,696.20	123,923.11	0.00	(1,900.11)	101.56
2620	OPER BUILDING SVCS	1,933,112.00	242,594.43	1,910,456.88	0.00	22,655.12	98.83
2660	SECURITY SERVICES	74,260.00	8,511.12	83,713.17	0.00	(9,453.17)	112.73
2700	VEHICLE SVCS	0.00	28,236.29	31,494.29	0.00	(31,494.29)	0.00
2720	VEHICLE OPERATION SVCS	1,504,599.00	45,197.87	1,611,424.08	0.00	(106,825.08)	107.10
2730	MONITORING SERVICES	11,040.00	0.00	108.39	0.00	10,931.61	0.98
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	47,716.39	818,420.53	0.00	(219,871.53)	136.73
2832	RECRUITMENT & PLACEMENT	0.00	0.00	280.00	0.00	(280.00)	0.00
2834	STAFF DEV CERT NONINSTR	3,289.00	1,044.00	10,224.54	0.00	(6,935.54)	310.87
2836	STAFF DEV NONINS NONCER	4,500.00	0.00	2,243.43	0.00	2,256.57	49.85
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>989,888.82</b>	<b>8,514,028.78</b>	<b>0.00</b>	<b>(258,805.78)</b>	<b>103.14</b>

## MAJOR FUNCTION 2000 TOTALS

<b>Total Expenditure</b>	<b>8,255,223.00</b>	<b>989,888.82</b>	<b>8,514,028.78</b>	<b>0.00</b>	<b>(258,805.78)</b>	<b>103.14</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>989,888.82</b>	<b>8,514,028.78</b>	<b>0.00</b>	<b>(258,805.78)</b>	

# Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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>							
<b>3100</b>	FOOD SERVICES	0.00	103,713.15	854,699.55	0.00	(854,699.55)	0.00
<b>3200</b>	SCHOOL SPON STUDENT ACT	0.00	0.00	0.00	0.00	0.00	0.00
<b>3210</b>	SCHL SPONS STUDENT ACTY	80,321.00	38,521.17	78,048.85	0.00	2,272.15	97.17
<b>3250</b>	ATHLETICS	638,781.00	40,873.43	641,575.26	0.00	(2,794.26)	100.44
<b>3300</b>	COMMUNITY SERVICES	44,706.00	3,940.75	31,699.70	0.00	13,006.30	70.91
<b>3390</b>	OTHER COMMUNITY SVCS	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total</b>		<b>763,808.00</b>	<b>187,048.50</b>	<b>1,606,023.36</b>	<b>0.00</b>	<b>(842,215.36)</b>	<b>210.27</b>
<b>MAJOR FUNCTION 3000 TOTALS</b>							
<b>Total Expenditure</b>		<b>763,808.00</b>	<b>187,048.50</b>	<b>1,606,023.36</b>	<b>0.00</b>	<b>(842,215.36)</b>	<b>210.27</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>187,048.50</b>	<b>1,606,023.36</b>	<b>0.00</b>	<b>(842,215.36)</b>	

## Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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>							
<b>4200</b>	EXISTING SITE IMPROVE	0.00	0.00	0.00	0.00	0.00	0.00
<b>4400</b>	ARCHITECT SITE IMP SVCS	0.00	0.00	741,480.30	0.00	(741,480.30)	0.00
<b>4500</b>	BA C & I SVCS-O&A	0.00	0.00	0.00	0.00	0.00	0.00
<b>4600</b>	BUILD IMPROV SVCS-REPL	0.00	0.00	928,696.05	0.00	(928,696.05)	0.00
<b>Total</b>		<b>0.00</b>	<b>0.00</b>	<b>1,670,176.35</b>	<b>0.00</b>	<b>(1,670,176.35)</b>	<b>0.00</b>
<b>MAJOR FUNCTION 4000 TOTALS</b>							
<b>Total Expenditure</b>		<b>0.00</b>	<b>0.00</b>	<b>1,670,176.35</b>	<b>0.00</b>	<b>(1,670,176.35)</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>1,670,176.35</b>	<b>0.00</b>	<b>(1,670,176.35)</b>	

# Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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
5150	BOND DISCOUNTS	0.00	0.00	0.00	0.00	0.00	0.00
5210	TRANS TO GENERAL FUND	0.00	0.00	0.00	0.00	0.00	0.00
5220	SPEC REV FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5230	CAPITAL PROJECTS TRANS	0.00	0.00	0.00	0.00	0.00	0.00
5240	DEBT SERVICE	1,700,000.00	0.00	1,666,968.57	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	1,224.50	(205,338.43)	0.00	205,338.43	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>1,224.50</b>	<b>1,461,630.14</b>	<b>0.00</b>	<b>588,369.86</b>	<b>71.30</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>1,224.50</b>	<b>1,461,630.14</b>	<b>0.00</b>	<b>588,369.86</b>	<b>71.30</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>1,224.50</b>	<b>1,461,630.14</b>	<b>0.00</b>	<b>588,369.86</b>	

# Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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	(7,611,524.19)	0.00	65,763.19	100.87
6112	INTERIM REAL ESTATE TX	(25,000.00)	(3,801.41)	(49,628.38)	0.00	24,628.38	198.51
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)	(358,155.67)	(2,479,217.54)	0.00	(270,782.46)	90.15
6153	CUR 511 RL EST TRANS TX	(115,000.00)	(17,551.90)	(168,547.28)	0.00	53,547.28	146.56
6411	DELINQ REAL ESTATE TAX	(440,000.00)	(77,530.99)	(389,480.24)	0.00	(50,519.76)	88.52
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)	(36,148.36)	(321,834.23)	0.00	301,834.23	1,609.17
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
6611	DLY SLS SCH LUNCH PROG	0.00	0.00	(158,585.75)	0.00	158,585.75	0.00
6612	DAILY SALES BREAKFAST	0.00	0.00	(398.90)	0.00	398.90	0.00
6613	DAILY SALES - MILK	0.00	0.00	0.00	0.00	0.00	0.00
6620	STUDENT A LA CARTE	0.00	0.00	(116,826.35)	0.00	116,826.35	0.00
6621	CASH SHORT/OVER	0.00	0.00	(49.52)	0.00	49.52	0.00
6622	ADULT A LA CARTE	0.00	0.00	(7,368.30)	0.00	7,368.30	0.00
6623	OTHER ALC	0.00	0.00	0.00	0.00	0.00	0.00
6630	SPECIAL FUNCTIONS	0.00	0.00	(19,476.72)	0.00	19,476.72	0.00
6640	NONCASH CONTRIBUTIONS	0.00	0.00	0.00	0.00	0.00	0.00
6690	HEAD START	0.00	0.00	0.00	0.00	0.00	0.00
6691	USDA REBATES	0.00	0.00	0.00	0.00	0.00	0.00
6692	VENDING	0.00	0.00	0.00	0.00	0.00	0.00

## Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6693	MISCELLANEOUS	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	(293,833.00)	0.00	10,374.00	103.66
6915	DRIVER TRAINING FEES	(5,000.00)	(1,120.00)	(13,160.00)	0.00	8,160.00	263.20
6920	CONT&DONAT PRIV SRCS	(10,000.00)	0.00	(5,479.67)	0.00	(4,520.33)	54.80
6930	GN-LS SALE FIXED ASSETS	0.00	0.00	0.00	0.00	0.00	0.00
6941	REG DAY SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6942	SUMMER SCHOOL TUITION	0.00	0.00	0.00	0.00	0.00	0.00
6943	ADULT EDUCATION TUITION	(6,000.00)	0.00	(5,900.00)	0.00	(100.00)	98.33
6944	RECEIPTS OTHER LEAS	0.00	0.00	0.00	0.00	0.00	0.00
6949	OTHER TUITION PATRONS	0.00	0.00	(150.00)	0.00	150.00	0.00
6969	SERVICES TO OTHER LEAS	(46,500.00)	(4,069.50)	(48,801.00)	0.00	2,301.00	104.95
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	(38.45)	(1,006.16)	0.00	1,006.16	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

## Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6999	MISCELLANEOUS	0.00	(132.50)	(526.74)	0.00	526.74	0.00
<b>Total</b>		<b>(11,702,720.00)</b>	<b>(498,548.78)</b>	<b>(11,899,267.38)</b>	<b>0.00</b>	<b>196,547.38</b>	<b>101.68</b>
<b>MAJOR FUNCTION 6000 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>(11,702,720.00)</b>	<b>(498,548.78)</b>	<b>(11,899,267.38)</b>	<b>0.00</b>	<b>196,547.38</b>	<b>101.68</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>(11,702,720.00)</b>	<b>(498,548.78)</b>	<b>(11,899,267.38)</b>	<b>0.00</b>	<b>196,547.38</b>	



## Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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)	(2,239,888.59)	(8,899,685.16)	0.00	509,403.16	106.07
7112	BASIC EDUCATION SS REV	(517,746.00)	0.00	(312,755.15)	0.00	(204,990.85)	60.41
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)	(44,204.48)	(44,204.48)	0.00	14,204.48	147.35
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)	(302,083.20)	(1,208,418.20)	0.00	123,116.20	111.34
7292	PRE K COUNTS	(275,000.00)	0.00	(254,761.91)	0.00	(20,238.09)	92.64
7310	TRANS (REGULAR&ADDIT)	(855,150.00)	0.00	0.00	0.00	(855,150.00)	0.00
7311	S D TRANSPORTATION	0.00	(321,506.19)	(1,027,895.19)	0.00	1,027,895.19	0.00
7312	N P TRANSPORTATION	0.00	(1,540.00)	(3,080.00)	0.00	3,080.00	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	(23,578.59)	0.00	23,578.59	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 06/01/2023 To 06/30/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7506	PASMA RT GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7510	YSYM	0.00	0.00	0.00	0.00	0.00	0.00
7520	OTHER STATE PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
7599	OTHER STATE PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
7600	SUBSI MLK LUN BRK PROG	0.00	0.00	(77,256.48)	0.00	77,256.48	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)	(565,855.34)	(1,515,633.04)	0.00	(823,043.96)	64.81
<b>Total</b>		<b>(14,665,521.00)</b>	<b>(3,475,077.80)</b>	<b>(14,555,364.97)</b>	<b>0.00</b>	<b>(110,156.03)</b>	<b>99.25</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>(3,475,077.80)</b>	<b>(14,555,364.97)</b>	<b>0.00</b>	<b>(110,156.03)</b>	<b>99.25</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>(3,475,077.80)</b>	<b>(14,555,364.97)</b>	<b>0.00</b>	<b>(110,156.03)</b>	

# Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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)	(246,668.04)	0.00	(57,331.96)	81.14
8515	NCLB Title II Tch Trn	(47,000.00)	0.00	(48,295.00)	0.00	1,295.00	102.76
8517	TITLE IV	(22,000.00)	(1,529.67)	(10,707.69)	0.00	(11,292.31)	48.67
8518	NCLB Title V Innov	0.00	0.00	0.00	0.00	0.00	0.00
8531	SUBSI MLK LUN BRK PROGS	0.00	0.00	(475,087.16)	0.00	475,087.16	0.00
8533	VAL DONATED COMMODITIES	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)	(703,719.90)	0.00	703,719.90	0.00
8744	ARP ESSER III	0.00	0.00	(206,104.55)	0.00	206,104.55	0.00
8749	CARES ACT FUNDING	0.00	0.00	0.00	0.00	0.00	0.00
8751	ARP ESSER Learning Loss	0.00	0.00	(21,745.12)	0.00	21,745.12	0.00
8752	ARP ESSER Summer Programs	0.00	0.00	(4,103.98)	0.00	4,103.98	0.00
8753	ARP ESSER After School Programs	0.00	0.00	(4,410.24)	0.00	4,410.24	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	(151.57)	0.00	151.57	0.00
<b>Total</b>		<b>(448,000.00)</b>	<b>(48,149.04)</b>	<b>(1,721,735.19)</b>	<b>0.00</b>	<b>1,273,735.19</b>	<b>384.32</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>(48,149.04)</b>	<b>(1,721,735.19)</b>	<b>0.00</b>	<b>1,273,735.19</b>	<b>384.32</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>(48,149.04)</b>	<b>(1,721,735.19)</b>	<b>0.00</b>	<b>1,273,735.19</b>	

# Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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>							
9110	BOND ISSUANCE PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00
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
9310	GENERAL FUND TRANSFERS	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
9340	DEBT SERVICE TRANS	0.00	0.00	0.00	0.00	0.00	0.00
9400	SALE OR LOSS OF FA	0.00	0.00	0.00	0.00	0.00	0.00
9500	REFUNDS PRIOR YRS EXPDT	0.00	0.00	0.00	0.00	0.00	0.00
9990	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00
9999	ERROR	0.00	0.00	0.00	0.00	0.00	0.00
<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>	

## Condensed Board Summary Report

From 06/01/2023 To 06/30/2023

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	4,484,764.73	27,621,904.02	0.00	(2,243,904.02)	108.84
Total Other Expenditure	2,050,000.00	1,224.50	1,461,630.14	0.00	588,369.86	71.30
Total Revenue	(26,816,241.00)	(4,021,775.62)	(28,176,367.54)	0.00	1,360,126.54	105.07
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	611,759.00	464,213.61	907,166.62	0.00	(295,407.62)	

**East Lycoming School District  
Treasurer's Report  
June 30, 2023**

General Fund Checking Account	June 1, 2023	1,941,435.77
PLGIT Account	June 1, 2023	5,361,398.49

<b>TOTAL</b>		<b>7,302,834.26</b>
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Cash Receipts	June 2023	6,537,547.50
Cash Disbursements	June 2023	(4,771,315.28)

<b>NET CASH CHANGE</b>		<b>1,766,232.22</b>
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General Fund Checking Account	June 30, 2023	2,326,536.22
PLGIT Account	June 30, 2023	6,742,530.26

<b>TOTAL</b>		<b>9,069,066.48</b>
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Interest Rates		Apr-23		May-23		Jun-23
Checking MBT		2.71%		2.75%		2.75%
PLGIT		4.66%		4.83%		4.91%

## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND    Payment Dates: 06/16/2023 - 06/30/2023

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
0000049961	06/22/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		3,561.29
0000049962	06/22/2023	WEX BANK	GASOLINE - DIST & DRIV EDVEHICLES		288.38
0000049963	06/22/2023	WINDSTREAM	COMMUNICATION		1,881.48
0000049964	06/29/2023	AMERICHEM INTERNATIONAL, INC.	MAINTENANCE SUPPLIES		334.65
0000049965	06/29/2023	AT&T MOBILITY	COMMUNICATIONS		281.82
0000049966	06/29/2023	BAXTER PLUMBING & HEATING INC	MAINTENANCE SUPPLIES		135.00
0000049967	06/29/2023	BEN FRANKLIN STORE	NURSE SUPPLIES		7.29
0000049968	06/29/2023	BERGER SEPTIC (2019) INC	PORTABLE TOILETS - APRIL & MAY		665.00
0000049969	06/29/2023	BEST LINE EQUIPMENT	EQUIPMENT RENTAL		201.65
0000049970	06/29/2023	BEST PLUMBING SPECIALTIES INC	MAINTENANCE SUPPLIES		132.59
0000049971	06/29/2023	BIG FOOT CROSSING ENVIRONMENTALLY	LAWN SVC/ GRUB PRV- ALL FIELDS		6,255.00
0000049972	06/29/2023	BETH A BITLER	TEACHER ALLOWANCE		50.00
0000049973	06/29/2023	BLAST INTERMEDIATE UNIT 17	TECH BILLING - MAY		1,530.42
0000049974	06/29/2023	BSN SPORTS	CLOTHING - ADVERTISING, BASEBALL BANNER		1,010.99
0000049975	06/29/2023	CAPP USA	MAINTENANCE SUPPLIES		415.57
0000049976	06/29/2023	CBIZ PAYROLL	SECTION 125 FEES		10.50
0000049977	06/29/2023	CDW GOVERNMENT	PROJECTORS/SCREENS/ACCESSORIES		1,601.82
0000049978	06/29/2023	CENTRAL SUSQUEHANNA IU	5TH INSTALL SPEC ED BILLING,		17,569.93
0000049979	06/29/2023	CENTRAL PA MOBILE SHREDDING	SHREDDING SERVICES		245.00
0000049980	06/29/2023	COLUMN SOFTWARE PBC	ADVERTISEMENT		24.31
0000049981	06/29/2023	DIRECT ENERGY BUSINESS	ELECTRICITY		184.40
0000049982	06/29/2023	CAROLYN EASTON	TRAVEL - CPR CLASSES		57.64
0000049983	06/29/2023	ELSD CAFETERIA	DELINQUENT CAFETERIA BALANCES		1,368.13
0000049984	06/29/2023	STACY E FERRARO	TEACHER ALLOWANCE		49.84
0000049985	06/29/2023	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES		13.95
0000049986	06/29/2023	GOPHER	CLASSROOM SUPPLIES		983.36
0000049987	06/29/2023	HERFF JONES LLC	DIPLOMA		3.78
0000049988	06/29/2023	HILLYARD/MID-ATLANTIC	MAINTENANCE SUPPLIES		286.79
0000049989	06/29/2023	LYCO CAREER & TECH CENTER	FLEX CLASS SUPPLIES		95.53
0000049990	06/29/2023	REBECCA MALLERY	CLASSROOM SUPPLIES		332.74
0000049991	06/29/2023	MARCO	COPY CHARGES		348.59
0000049992	06/29/2023	MCCORMICK LAW FIRM	LEGAL SERVICES		1,856.58
0000049993	06/29/2023	MVT FLOORING	CARPET INSTALLATION - TRNG ROOM		375.00
0000049994	06/29/2023	NORTH CENTRAL SIGHT SERVICES	STUDENT TRANSITION SERVICES		500.00
0000049995	06/29/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		1,102.02

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

**Bank Account:** 01 - GENERAL FUND      **Payment Dates:** 06/16/2023 - 06/30/2023

**Sort: Payment Number**

<b>Grand Total All Payments</b>	<b>1,372,900.19</b>
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\* - 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:** 07/01/2023 - 07/13/2023

**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
0000050016	07/06/2023	HSLC	LIBRARY TECH FEE 23/24 SY-ELEM BLDGS		750.00
0000050017	07/06/2023	MOBYMAX	LICENSE RENEWAL 7/11/23-7/11/24		2,110.00
0000050018	07/13/2023	AMERICHEM INTERNATIONAL, INC.	MAINTENANCE SUPPLIES		123.48 #
0000050019	07/13/2023	ASHKAR PTA	REWARD DAYS - ASHKAR		527.00 #
0000050020	07/13/2023	B. J. BUS CO.	CONTRACTED CARRIERS		10,179.44 #
0000050021	07/13/2023	BALFOUR - GRADGEAR COMPANY	ADDITIONAL CAPS & GOWNS CLASS OF 23		146.90 #
0000050022	07/13/2023	BENJAMIN ROBERTS OFFICE INTERIORS	DEPOSIT FOR INSTR. BOARDS - PCCD GRANT		802.09 #
0000050023	07/13/2023	MORGAN BISHOP	MILEAGE		14.54 #
0000050024	07/13/2023	BLAST INTERMEDIATE UNIT 17	FAIR SHARE 2022-2023, IEP REVIEWS		893.33 #
0000050025	07/13/2023	HERMAN H BRAIM JR INC	SERVICE WALK-IN COOLER HS		330.00 #
0000050026	07/13/2023	MELISSA K BUNCE	TEACHER ALLOWANCE		47.12 #
0000050027	07/13/2023	CDW GOVERNMENT	STAFF CHROMEBOOKS		65,937.50 #
0000050028	07/13/2023	CENTRAL SUSQUEHANNA IU	E-RATE SERVICES FOR 2023-2024		5,387.00 #
0000050029	07/13/2023	CLARKSON CHEMICAL CO., INC.	MAINTENANCE SUPPLIES		142.50
0000050030	07/13/2023	CM REGENT LLC	LIFE INSURANCE - JULY 2023		1,479.30
0000050031	07/13/2023	COLE'S HARDWARE INC	MAINTENANCE SUPPLIES		657.25 #
0000050032	07/13/2023	TARYN DEANTONIO	SPORTS PHYSICALS		700.00 #
0000050033	07/13/2023	DEPARTMENT OF TREASURY	INSURANCE FEE		848.16
0000050034	07/13/2023	ASHLEY DERR	SPORTS PHYSICALS		160.00 #
0000050035	07/13/2023	D.R. SNYDER INC.	CONTRACTED CARRIERS		13,843.80 #
0000050036	07/13/2023	EAST LYCOMING SHOPPER	ADVERTISING		30.00 #
0000050037	07/13/2023	FRONTLINE TECHNOLOGIES GROUP LLC	TIME MANAGEMENT SYSTEM RENEWAL		16,840.09
0000050038	07/13/2023	DAVE GUTELIUS, INC.	RENN MAINTENANCE REPAIRS		23,148.00 #
0000050039	07/13/2023	HELLERS GAS INC	PROPANE DELIVERY TO ASHKAR		68.00
0000050040	07/13/2023	ROBERT HESS	BUILDING CHECKS JUNE 2023		39.30 #
0000050041	07/13/2023	LORI A HIGLEY	TRAVEL 1/6-6/30/2023		24.89 #
0000050042	07/13/2023	HILLYARD/MID-ATLANTIC	MAINTENANCE SUPPLIES		6,410.37 #
0000050043	07/13/2023	HUGHESVILLE BOROUGH WATER	QUARTERLY WATER - ASHKAR, HS		1,000.00 #
0000050044	07/13/2023	KIMBERLY FENSTERMACHER	SPORTS PHYSICALS		150.00 #
0000050045	07/13/2023	HOPE ENTERPRISES INC	TEEN LINK RENTALS		600.00 #
0000050046	07/13/2023	INSIGHT PA CYBER CHARTER SCHOOL	22-23 RECONCILIATION, STUDENT TUITION (3)		4,207.27
0000050047	07/13/2023	SAPPHIREK12, INC	SUBSCRIPTION RENEWAL 23/24SY		45,161.00
0000050048	07/13/2023	K&D FACTORY SERVICE INC	REPAIRS TO PUMP		3,034.30 #
0000050049	07/13/2023	KEYSTONE ADVERTISING SPECIALTIES	AWARDS-BASEBALL, SOFTBALL		400.00

\* - 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:** 07/01/2023 - 07/13/2023

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

**Sort: Payment Number**

0000050050	07/13/2023	LAKESHORE LEARNING MATERIALS	PRE-K SUPPLIES	7,326.38 #
0000050051	07/13/2023	LYCO CAREER & TECH CENTER	STUDENT TUITION 23/24 (96), CAP. RESERVE 23/24	58,516.22
0000050052	07/13/2023	LOCKARD INSURANCE AGENCY	2023-2024 POLICY RENEWALS	184,666.25
0000050053	07/13/2023	LUMINARY	ADVERTISING	20.00 #
0000050054	07/13/2023	WILLIAM V MACGILL & CO	UNITED WAY GRANT - NURSE SUPPLIES	592.14 #
0000050055	07/13/2023	MARR DEVELOPMENT	CONTRACTED JANITORIAL SERVICES	5,918.75 #
0000050056	07/13/2023	RONALD B MEZICK	SPORTS PHYSICALS	1,120.00 #
0000050057	07/13/2023	MYERS ENVIRONMENTAL SERVICES LLC	ROUTINE OPS & MGMNT	2,568.00 #
0000050058	07/13/2023	NASSP/NHS	NJHS MEMBERSHIP 23/24	385.00
0000050059	07/13/2023	NAVIGATEHCR	BUSINESS OFFICE SOFTWARE	2,000.00
0000050060	07/13/2023	LONNIE F OHNMEISS	PHYSICAL REIMBURSEMENTS	80.00 #
0000050061	07/13/2023	PENNSYLVANIA LEADERSHIP CHARTER	22-23 RECONCILIATION, STUDENT TUITION (4)	5,866.88
0000050062	07/13/2023	PASA	MEMBERSHIP RENEWAL - M STAMM	1,783.00
0000050063	07/13/2023	RESERVE ACCOUNT	POSTAGE REFILL	500.00
0000050064	07/13/2023	PITNEY BOWES GLOBAL FINANCIAL SERVICES	POSTAGE MACHINE RENTAL	408.99
0000050065	07/13/2023	PPL ELECTRIC UTILITIES	ELECTRICITY	1,049.60 #
0000050066	07/13/2023	PSBA	MEMBERSHIP RENEWAL	10,490.10
0000050067	07/13/2023	PSBA INSURANCE TRUST	BUCS COMPREHENSIVE ADMIN FEE	9,447.67
0000050068	07/13/2023	QUILL CORPORATION	CLASS & OFFICE SUPPLIES	454.65 #
0000050069	07/13/2023	R.C. STAHLNECKER CO.	PUMPING/DISPOSAL SEPTIC TANKS-RENN	2,268.50 #
0000050070	07/13/2023	SAVVAS LEARNING COMPANY LLC	CURRICULUM - PSYCHOLOGY	12,824.70 #
0000050071	07/13/2023	T M SNYDER INC	CONTRACTED CARRIERS	11,438.04 #
0000050072	07/13/2023	RANDY E SONES	BUILDING CHECKS 1/7-7/2/2023	530.55 #
0000050073	07/13/2023	STATE INDUSTRIAL PRODUCTS CORPORATION	PUMPS/PAIS	1,086.60 #
0000050074	07/13/2023	STROUP BUS COMPANY LLC	CONTRACTED CARRIERS	11,345.16 #
0000050075	07/13/2023	SUN-GAZETTE	ADVERTISING	727.70 #
0000050076	07/13/2023	T-MOBILE	COMMUNICATION	80.80 #
0000050077	07/13/2023	KATIE M ULMER	TRAVEL 3/7-6/1/2023	146.72 #
0000050078	07/13/2023	VERIZON WIRELESS	COMMUNICATION	1,494.56 #
0000050079	07/13/2023	BARRY WALDMAN	BUILDING CHECKS 5/20-7/9	128.38 #
0000050080	07/13/2023	JILL R WARG	TRAVEL 6/1-6/30/23	143.45 #
0000050081	07/13/2023	WARRIOR RUN SCHOOL DISTRICT	STUDENT TUITION (1) 22/23 SY	14,952.00 #
0000050082	07/13/2023	WASTE MANAGEMENT OF PA INC	DISPOSAL SERVICE	825.00 #
0000050083	07/13/2023	WEBB WEEKLY	ADVERTISING	266.00 #
0000050084	07/13/2023	WINDSTREAM	COMMUNICATION	507.73

\* - 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: 07/01/2023 - 07/13/2023

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

Sort: Payment Number

0000050085	07/13/2023	MATTHEW YODER	TUITION REIMBURSEMENT	1,049.55	#
* 00WIRE1352	07/06/2023	CARDMEMBER SERVICE	CREDIT CARD STATEMENT 06/2023	6,287.78	#
* 00WIRE1353	07/10/2023	RELIANCE STANDARD LIFE	DISABILITY INSURANCE 07/2023	494.53	
* 00WIRE1354	07/11/2023	ELSD PAYROLL ACCOUNT	SALARIES & BENEFITS 07/14/2023	405,740.69	
* 00WIRE1355	07/11/2023	DELTA DENTAL	DENTAL INSURANCE 07/07/2023	1,494.00	
10 - GENERAL FUND				973,218.70	
Grand Total All Funds				973,218.70	
Grand Total Credit Cards				0.00	
Grand Total Direct Deposits				0.00	
Grand Total Manual Checks				0.00	
Grand Total Other Disbursement Non-negotiables				414,017.00	
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00	
Grand Total Regular Checks				559,201.70	
Grand Total All Payments				973,218.70	

The Muncy Bank  
& Trust Company

July 2023 Statement

Page 1 of 4

Open Date: 06/02/2023 Closing Date: 07/03/2023



Visa® Community Card

EAST LYCOMING SCHOOL

**New Balance** \$6,287.78  
**Minimum Payment Due** \$6,287.78  
**Payment Due Date** 07/28/2023

**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 6,287  
Reward Center Balance 174,237  
as of 07/03/2023  
For details, see your rewards summary.

Elan Financial  
Services

BUS 30 ELN

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1-866-552-8855

**Activity Summary**

Previous Balance	+	\$5,697.48
Payments	-	\$5,697.48CR
Other Credits		\$0.00
Purchases	+	\$6,287.78
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

<b>New Balance</b>	=	<b>\$6,287.78</b>
<b>Past Due</b>		<b>\$0.00</b>
<b>Minimum Payment Due</b>		<b>\$6,287.78</b>
Credit Line		\$10,000.00
Available Credit		\$3,712.22
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:

Your new full balance of \$6,287.78 will be automatically deducted from your account on 07/24/23.

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





July 2023 Statement 06/02/2023 - 07/03/2023

Page 2 of 4

EAST LYCOMING SCHOOL [REDACTED]

Elan Financial Services (

1-866-552-8855



### Community Card Rewards

#### Rewards Center Activity as of 07/03/2023

Rewards Center Activity*	-10,640
Rewards Center Balance	174,237

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

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	6,287	34,067
<b>Total Earned</b>	<b>6,287</b>	<b>34,067</b>

Points Expiring on 09/30/2023: 21698

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 \$6287.78 will be automatically deducted from your bank account on 07/24/2023. 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>					
06/16	06/15	8520	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	_____
			<b>Total for Account</b> [REDACTED]	<b>\$21.19</b>	

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

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
<b>Purchases and Other Debits</b>					
06/02	06/01	1242	LABELS - EDMONDS, WA 800-5378816 WA	\$412.67	_____
06/08	06/07	9057	WEB*NETWORKSOLUTIONS 888-6429675 FL	\$9.99	_____
06/08	06/07	7392	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	_____
06/13	06/12	4382	DNH*GODADDY.COM 480-5058855 AZ	\$199.98	_____
06/15	06/14	9083	TOTALCHOICE HOSTING 800-9300485 MI	\$28.00	_____
06/20	06/18	5060	SENDPULSE.COM 415-800-2960 NJ	\$16.85	_____
06/20	06/19	1202	SP BODNO.COM 19 HTTPS BODNO.CO NJ	\$19.99	_____

Continued on Next Page



July 2023 Statement 06/02/2023 - 07/03/2023

EAST LYCOMING SCHOOL

Elan Financial Services

Page 3 of 4

1-866-552-8855

Transactions		CREASY, ADAM		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
06/20	06/17	8031	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	
06/20	06/15	7707	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	
06/20	06/16	9861	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$190.80	
06/20	06/16	1946	ADOBE *ACROBAT STD 408-536-6000 CA	\$165.23	
06/22	06/21	7296	GETCLOUDAPP.COM GETCLOUDAPP.C CA	\$27.00	
06/26	06/23	2611	PAYPAL *DIGITALINSR 4029357733 SG	\$29.95	
06/26	06/23	4992	ADOBE *SEND-FOR-SIGN 408-536-6000 CA	\$445.07	
06/29	06/28	8753	CLOUDFLARE HTTPSWWW.CLOU CA	\$9.15	
07/03	07/01	4834	ANY.DO HTTPSWWW.ANY. CA	\$35.88	
07/03	06/30	0138	DRI*AVAST Software 952-9084089 MN	\$80.55	
Total for Account				\$1,726.20	

Transactions		OCHS, VALERIE		Credit Limit \$5000	
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
06/02	06/01	2641	Amazon.com*0H2ZH1G53 Amzn.com/bill WA	\$25.00	
06/05	06/02	0121	AMERICAN RED CROSS 800-733-2767 DC	\$1,116.00	
06/05	06/02	2615	SP CLEANFREAK.COM WWW.CLEANFREA TN	\$2,086.00	
06/05	06/02	4659	SP CLEANFREAK.COM WWW.CLEANFREA TN	\$151.40	
06/06	06/05	2540	PIAA BOX OFFICE WWW.PIAA.ORG PA	\$9.51	
06/06	06/06	4472	WSC*Windstream Pmt&Fee 800-347-1991 AR	\$500.00	
06/16	06/15	9418	AWL*PEARSON EDUCATION PRSONCS.COM NJ	\$589.49	
06/26	06/23	6757	VISTAPRINT 866-207-4955 MA	\$62.99	
Total for Account				\$4,540.39	

Transactions		BILLING ACCOUNT ACTIVITY			
Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Payments and Other Credits					
06/02	06/02	ET	PAYMENT THANK YOU	\$5,697.48CR	
Total for Account				\$5,697.48CR	

2023 Totals Year-to-Date	
Total Fees Charged in 2023	\$99.00
Total Interest Charged in 2023	\$0.00

Continued on Next Page



### Interest Charge Calculation

Your Annual Percentage Rate (APR) is the annual interest rate on your account.

\*\*APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$6,287.78	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00		\$0.00	0.00%	

### Contact Us



Voice: 1-866-552-8855  
TDD: 1-888-352-6455  
Fax: 1-866-807-9053



Questions  
Elan Financial Services  
P.O. Box 6353  
Fargo, ND 58125-6353



Mail payment coupon  
with a check  
Elan Financial Services  
P.O. Box 790408  
St. Louis, MO 63179-0408



Online  
myaccountaccess.com

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

Cash Basis Month Received	Real Estate	Supplemental State Subsidy	Total RE & Sup.	Earned Income Tax	Total Collections	Cumulative Monthly Total
<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	251,750.96	251,750.96	11,058,612.44
May-23	0.00	0.00	0.00	358,155.67	358,155.67	11,416,768.11
Jun-23	0.00	0.00	0.00	331,104.78	331,104.78	11,747,872.89
<b>Totals</b>	<u>7,610,749.19</u>	<u>672,000.66</u>	<u>8,282,749.85</u>	<u>3,465,123.04</u>	<u>11,747,872.89</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>	

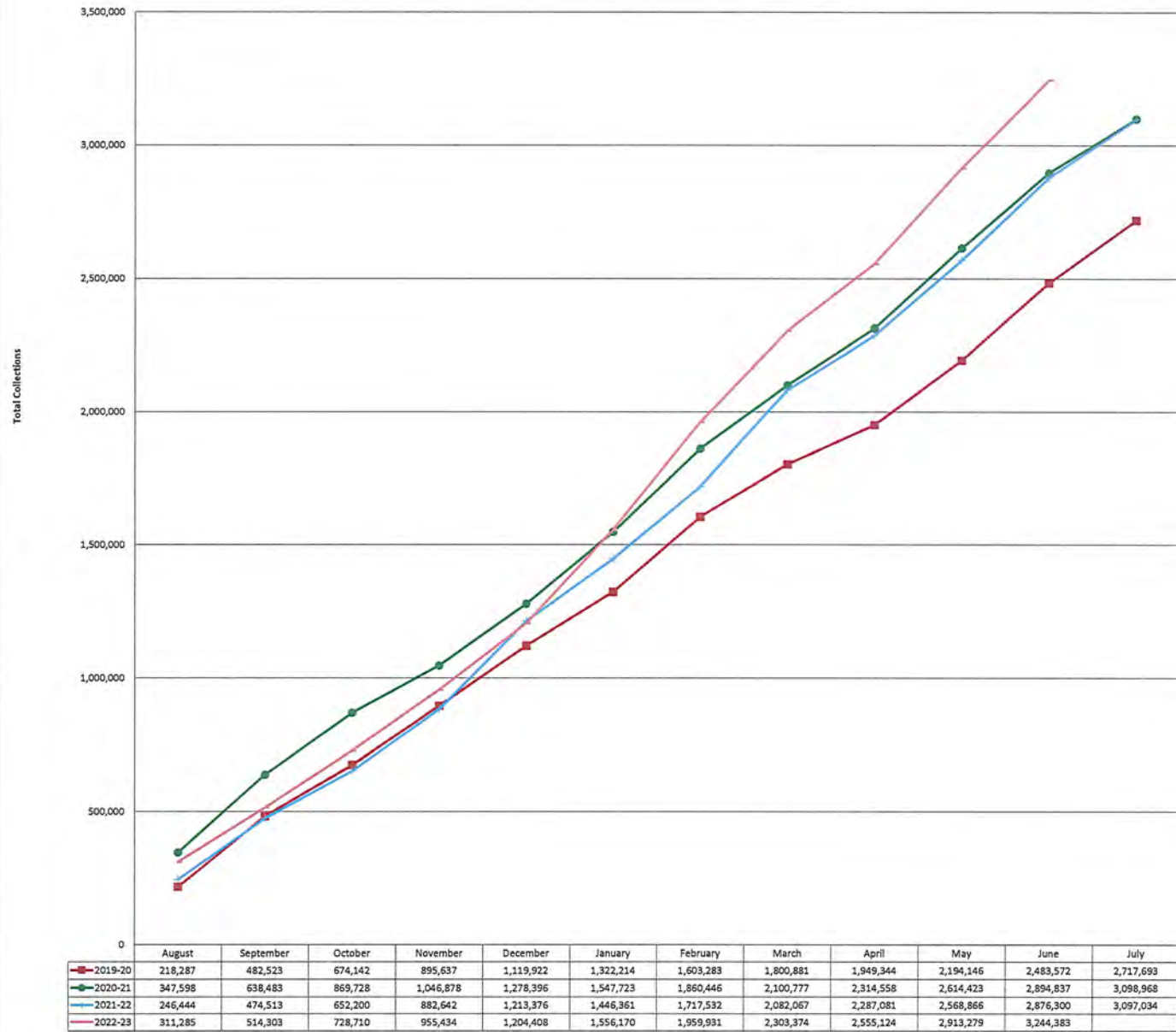


ANALYSIS OF FISCAL YEAR  
REAL ESTATE EIT COLLECTIONS  
UNDER ACT 24 (EIT)  
AND GAMING

	2020-21	2021-22	2022-23
Month	End of Month Cash Balance	End of Month Cash Balance	End of Month Cash Balance
July	\$2,957,126	\$3,847,078	\$5,219,565
August	4,244,378	3,927,989	5,525,752
Sept	4,901,253	5,704,511	6,229,278
Oct	5,423,236	5,056,094	6,219,736
Nov	4,621,462	3,693,701	4,815,068
Dec	2,126,954	1,674,311	4,668,785
Jan	981,767	4,638,199	3,761,298
Feb	4,785,173	5,944,326	2,495,018
March	2,521,120	3,404,881	2,188,972
Apr	1,418,588	4,227,876	2,800,194
May	5,406,677	4,861,734	1,941,436
June	2,803,930	2,006,101	2,326,536



Earned Income Tax Collection History



**EAST LYCOMING SCHOOL DISTRICT  
CONSTRUCTION FUND SUMMARY  
JULY 1, 2022 - JUNE 30, 2023  
BALANCE AS OF JUNE 30, 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	17,404.03	23.44	10.00	17,404.03	6,995.21
5/31/2023	6,995.21	69,349.60	42.44	10.00	69,349.60	7,027.65
6/30/2023	7,027.65	0.00	15.88	0.00	0.00	7,043.53
		536,198.22	412.90	70.00	534,707.21	

DATE	BEGINNING BALANCE	DEPOSITS	INTEREST	FEES/ CHARGES	EXPENSES	ENDING BALANCE
7/1/2021	\$ 5,178.89					-
7/31/2021	5,178.89	0.00	1.76	0.00	0.00	5,180.65
8/31/2021	5,180.65	0.00	1.76	0.00	0.00	5,182.41
9/30/2021	5,182.41	0.00	1.68	0.00	0.00	5,184.09
10/31/2021	5,184.09	0.00	1.70	0.00	0.00	5,185.79
11/30/2021	5,185.79	0.00	1.73	0.00	0.00	5,187.52
12/31/2021	5,187.52	0.00	1.76	0.00	0.00	5,189.28
1/31/2022	5,189.28	0.00	1.92	0.00	0.00	5,191.20
2/28/2022	5,191.20	0.00	2.15	0.00	0.00	5,193.35
3/31/2022	5,193.35	0.00	3.22	0.00	0.00	5,196.57
4/30/2022	5,196.57	0.00	4.09	0.00	0.00	5,200.66
5/31/2022	5,200.66	0.00	4.42	0.00	0.00	5,205.08
6/30/2022	5,205.08	0.00	4.54	0.00	0.00	5,209.62
		-	30.73	-	-	

**CONSTRUCTION FUND SUMMARY**  
**JULY 1, 2022 - JUNE 30, 2023**  
**AS OF JUNE 30, 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
MM Architects	Architect Fees-Construction Documents	4/5/2023	2866	17,404.03
MM Architects	Architect Fees-Construction Documents	5/5/2023	2867	69,349.60
				<u>534,707.21</u>

## Letter of Agreement

The purpose of this agreement is to set forth the terms and conditions under which the EAST LYCOMING SCHOOL DISTRICT and Susquehanna Community Health & Dental Clinic, Inc. (SCH&DC) will work together to provide dental care services to students of EAST LYCOMING SCHOOL DISTRICT through the Dental School Program for the 2023-2024 school year.

Intending to be legally bound, EAST LYCOMING SCHOOL DISTRICT and SCH&DC agree:

1. SCH&DC will supply trained staff with full child abuse and criminal record clearances to provide dental services to students of EAST LYCOMING SCHOOL DISTRICT on-site at EAST LYCOMING SCHOOL DISTRICT.
2. Any student in EAST LYCOMING SCHOOL DISTRICT is eligible to participate in this program.
3. EAST LYCOMING SCHOOL DISTRICT staff and SCH&DC will provide information to aid families to understand the services provided and give informed consent to their involvement, including signed release of information forms allowing information sharing in support of the student's dental needs. Staff members will also assist with creating a plan for continued dental care for each student. In order to participate in the program, a parent or guardian will have to sign consent forms, health and social paperwork, and provide insurance information (if applicable) prior to receiving dental services.
4. Dental services such as cleanings, restorative care, sealants, and exams will be offered through this program, as well as supplemental education on proper oral and dental care.
5. The SCH&DC Dental Program Coordinator and other outreach staff will serve as an access point to connect students with services directed at their identified needs. These individuals will assist families in contacting service providers at SCH&DC who can address the identified issues and, in total, provide proper dental care for the student participating in the Dental School Program.
6. SCH&DC will provide services on-site at the schools within the district on the mobile care unit and portable equipment if applicable.

7. EAST LYCOMING SCHOOL DISTRICT and SCH&DC may terminate the agreement upon two weeks written notice should either fail to adhere to the items specified above.
8. EAST LYCOMING SCHOOL DISTRICT and SCH&DC will encourage families to regularly participate in the program to ensure proper dental care and hygiene of the identified students.
9. SCH&DC shall indemnify and hold harmless EAST LYCOMING SCHOOL DISTRICT, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with SCH&DC's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the SCH&DC, including without limitation, any breach of the SCH&DC's representations contained in this Agreement, except in the event of acts of negligence or improper conduct by EAST LYCOMING SCHOOL DISTRICT, and any of its officials, employees, and representatives, which prohibit the SCH&DC from efficiently carrying out its duties.
10. EAST LYCOMING SCHOOL DISTRICT shall indemnify and hold harmless the SCH&DC, and any of its officials, employees, representatives and agents (the "Indemnified Parties") from and against any and all claims, penalties, demands, causes of action, fines, damages, losses, liabilities, costs, expenses, including reasonable attorney's fees, in law or in equity, of any kind or nature whatsoever arising out of or in connection with the EAST LYCOMING SCHOOL DISTRICT's performance, or failure to perform, the services detailed herein or any material breach of this Agreement by the EAST LYCOMING SCHOOL DISTRICT, including without limitation, any breach of the EAST LYCOMING SCHOOL DISTRICT's representations contained in this Agreement, except in the event of acts of negligence or other improper conduct by the SCH&DC, and any of its elected and appointed officials, employees, and representatives, which prohibit EAST LYCOMING SCHOOL DISTRICT from efficiently carrying out its duties.

EAST LYCOMING SCHOOL  
DISTRICT

Susquehanna Community Health  
& Dental Clinic, Inc.

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Superintendent

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President & CEO



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"EXPERIENCE THE QUALITY DIFFERENCE"

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## *Proposal*

**TO: East Lycoming School District**  
**349 Cemetary St**  
**Hughesville, PA**  
**Attn: Ken Tallman**

**Proposal #: 23-0031-PBR REV1**  
**Date: May 23, 2023**  
**Customer ID: 0061**  
**Project: New Basketball Backstops**

### **DESCRIPTION:**

Furnish all labor and material required to replace (2) main court basketball backstops located in the gym at the above referenced project:

### **LABOR AND MATERIAL TO INCLUDE:**

1. Remove (2) Wayne Iron Works ceiling hung backstops
2. Furnish and install (2) 1345SF side folding backstops including:
  - a. (2) 1345 Side Fold Backstops @ 22'H
  - b. (2) 42 x 72 Rectangular Glass Backboards
  - c. (2) ProTech BreakAway Goals
  - d. (2) Sets of DuraSkin bolt on backboard padding
  - e. (2) Lynrus Q4R electric hoists with Key Switch
  - f. (2) Lynrus AutoLoc3 Safety belts
  - g. (4) additional 3" support pipes with saddle clamps
  - h. All necessary cables, pulley's, and bank extensions
3. Perform all necessary adjustments for proper operation.

### **NOTE:**

1. All electric wiring by others as will be required (110V/1PH at the installation point of winch)
2. We have included new backboards, rims, padding, and all necessary for compete unit.
3. Order subject to current lead times at the time of the order
4. All labor and material not covered by manufacturer warranty is guaranteed for a period of (2) years.

### **SCHEDULE OF BIDS: COSTARS-014-E23-333**

We hereby propose to furnish all labor and material as specified herein for the sum of: \*\*\*\*\* \$18,500.00

**Proposal prepared by:** *Brian R Jacobe*  
brian@rjmccarville.com

**TO ACCEPT THIS PROPOSAL and the terms as set forth herein, please sign below and return:**

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This is a proposal on the goods named, subject to the conditions noted below:  
Net amount due 30 days after completion • Past due balances are subject to Finance Charge of 1-1/2% per month  
Price based on normal working hours of Monday through Friday 7:30 A.M. to 4:30 P.M.  
Proposal may be withdrawn if not accepted within 45 days.

*FOLDING PARTITIONS \* OPERABLE WALLS \* DIVIDER CURTAINS  
GYMNASIUM SEATING \* BASKETBALL BACKSTOPS  
GYMNASIUM EQUIPMENT \* WALL PADDING  
PORTABLE OUTDOOR GRANDSTANDS*



**LETTER OF AGREEMENT**  
**SCHOOL BASED OUTREACH SERVICES**  
**STUDENT ASSISTANCE SERVICES**

**Between**

**LYCOMING-CLINTON JOINDER BOARD**

**And**

**EAST LYCOMING SCHOOL DISTRICT**

The purpose of this Agreement is to define the relationship between the programs operated by the **LYCOMING-CLINTON JOINDER BOARD (JOINDER)** and the **EAST LYCOMING SCHOOL DISTRICT (ELSD)** as it relates to joint operation and financing of School Based Outreach Services and Student Assistance Services.

1. The **Joinder** will designate a qualified casework level position to provide information and referral, assessment of needs, prevention and short term intervention for students and families in the **ELSD**.
2. The **Joinder** will assure that the designated position has completed the appropriate level of training and supervision to act in this capacity and attends SAP Sharing Sessions as scheduled.
3. The **Joinder** and **ELSD** will jointly determine the array of services to be provided, including but not limited to, home visits, group, individual and family sessions, mental health assessments, classroom observation, educational presentations and faculty consultation.
4. The **Joinder** will assure that the School Based position will serve as the SAP liaison for mental health assessments and services and provide the appropriate level of training and supervision to act in this capacity.
5. The **Joinder** and **ELSD** will establish truancy protocols for referral, assessment and intervention services and supports to be provided by the School Based position.
6. The **ELSD** will have input into the selection of staff assigned to these positions and annual performance evaluations.
7. School Based Outreach Services will be provided forty (40) hours per week on a 12 month basis. Every effort will be made to limit vacation time during the school year. Back up and day to day supervision will be provided by the **Joinder**.

8. The **ELSD** will designate office space for the assigned **Joinder** staff position and will define an internal system to schedule time in each building and develop a system to make referrals and request activities.
9. The **Joinder** and **ELSD** agree to design a system to collect data on services provided for further analysis, program development, grant writing and consumer satisfaction.
10. The **Joinder** and **ELSD** agree that each Party is responsible to obtain appropriate insurance coverage for their organization and that each Party shall hold the other Party harmless from any and all claims arising from their respective activities, responsibilities and obligations under this Agreement.
7. The **Joinder** and **ELSD** agree to jointly fund the annualized cost of these services through a combination of program and grant funding. These services are contingent on the **Joinder's** continued receipt of funds through the Pennsylvania Department of Human Services.
11. The **ELSD** agrees to pay **\$15,000** towards this position in the FY 2023-2024 school year, to be paid in two equal installments upon invoice by the **Joinder** in December, 2023 and February, 2024.
12. This Agreement embodies and includes the entire agreement between the Parties with respect to the subject matter contained herein and no reliance is placed upon previous writings, communications or implied representations, inducements or understandings of any kind whatsoever and they are excluded herefrom. No term or provision of this Agreement may be unilaterally modified or amended. Any alteration or amendment must be reduced in writing and signed by the Parties and attached to the original of the Agreement.

This Agreement shall be in effect from **7/1/23 to 6/30/24**.

**APPROVED AS TO LEGALITY AND FORM**

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Jonathan L. DeWald, Esq.  
Lycoming-Clinton Joinder Solicitor

**EAST LYCOMING SCHOOL DISTRICT**

**LYCOMING-CLINTON  
JOINDER BOARD**

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Dr. Mark Stamm, Superintendent

---

Commissioner Richard Mirabito  
Joinder Board President

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School Board President

---

Keith Wagner, Exec. Director  
Joinder Board Secretary

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

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

**Reviewed:**

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Lori Kriner                      Date  
MH/ID/EI Fiscal Officer

Adam Creasy  
Director of Technology

Jul 13, 2023

Vendor: Doing Better Business (DBB)  
Product: Copier Fleet, Yearly Lease  
Amount: Costs outlined in narrative  
Funding Source: Existing copier budget

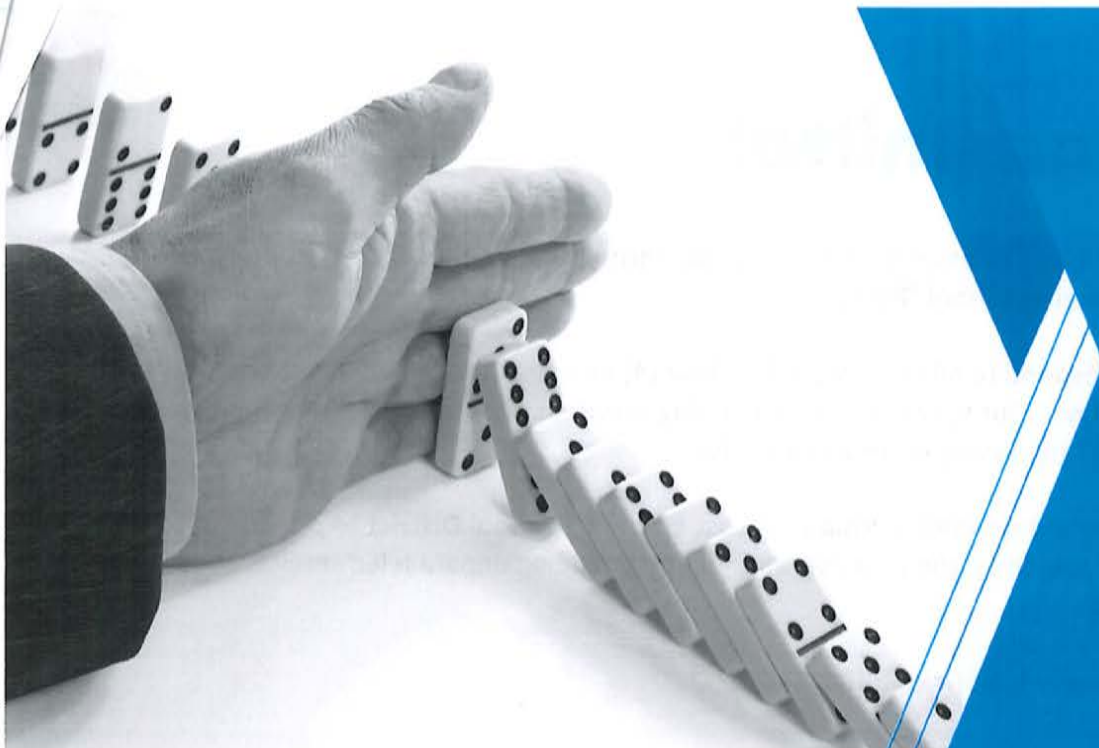
Description:

The Technology Department is seeking approval for a 60-month, copier fleet lease to replace all the existing copier machines in each building. Our current copiers are currently past their replacement lifecycle and are requiring an increased amount of maintenance to support our staff and student needs. The district released an RFP and would like to accept Doing Better Business (DBB) as the vendor of choice for this project. The 60-month lease will include all copiers, supplies (excluding paper), and support at a fixed rate. As shown in the proposal, the yearly cost to the district based on fixed equipment/software costs as well as anticipated print volumes will be \$23,525. Our existing yearly costs between two separate vendors total \$27,456, resulting in an immediate \$3,931 per year savings to the district while maintaining new equipment with features such as embedded Papercut software to control and audit print volumes by user and secure, mobile printing to allow the staff to retrieve prints at the copier they choose when they are able to get to the device.

The reduced print volume will also result in additional savings for the district with less paper consumption.

Thank you, as always, for your continued support of our department and district.

All the best,  
Adam



EAST LYCOMING  
SCHOOL DISTRICT

# Doing Better Business, Inc.

*Celebrating*

**50**



**YEARS**

*of Customer Service Excellence*

[doingbetterbusiness.com](http://doingbetterbusiness.com)





# Letter of Transmittal

Doing Better Business is submitting our solution based on the walkthrough evaluation and the supporting information provided by **East Lycoming School District**.

Doing Better Business agrees to respond to all requests within four (4) business hours, five days per week (Monday-Friday), less major holidays. Our services include ongoing service, support, and training in addition to the overseeing and delivering of all necessary toner and supplies.

DBB is interested in forming a long-term partnership with **East Lycoming School District** to provide both an optimized MFD Solution. It is our goal to be the best overall value by providing unparalleled service, support and expertise at an affordable cost.

We appreciate the opportunity to provide our solution.

Sincerely,

Debra Dellaposta  
CEO and Owner  
Doing Better Business, Inc.



# Response

- a. Doing Better Business  
800 West 4<sup>th</sup> Street  
Williamsport, PA 17701

Brandi Noye  
VP of Sales  
814-207-1475  
[bnoye@doingbetterbusiness.com](mailto:bnoye@doingbetterbusiness.com)

- b. Reference page 2 and 3
- c. NA
- d. Reference Page 4
- e. Reference Page 5
- f. NA
- g. Reference Page 6 - 8
- h. Included
- i. Included
- j. Included
- k. Included
- l. Included





# About Us

We are a nationally recognized and women-owned business which has kept things local and family-owned since the beginning. Our team combines the experience of half a century of operation with the awareness of an involved community member. Nonetheless, we're routinely recognized as leaders in our industry, paving the way into the future with cutting-edge solutions.

Founded in 1973 as Word Processing Services, Inc, the original headquarters in Hagerstown, Maryland still serves customers in that area today. What was originally a word processor service management company has since flourished into a full line of office technology solutions. From the start, we were dedicated to delivering value well past the initial sale by making sure companies had the tools they needed – and the support they needed to keep using them.

Such dedication has paid off. In 2017, WPS, Inc. was acquired by Doing Better Business and the headquarters moved to Altoona. Today, we've expanded to seven different locations in central and western Pennsylvania, plus our original location in Maryland and now two locations in Ohio. Despite this increased range of service, however, the emphasis on service and awareness of the local community remains. Doing Better Business starts by putting people first.

We are committed to building lifelong, mutually rewarding relationships with our customers, by delivering unparalleled service. Our team members are advocates and will earn trust through industry knowledge, customer focused innovation, flexibility, accountability, and most of all, integrity.

## Our Team

Leadership means something a little different to us. Whereas many corporations are content to practice a top-down style of leadership, we empower each and every one of our employees to become a leader in the industry. Our staff is encouraged to take matters into their own hands and operate with the best interest of our clients in mind.

Your specialized team is holistic, covering not just finance but also employee psychology. Eighty of our ninety-eight employees are completely dedicated to servicing our customers and our First Touch Team answers the telephone live. They are highly skilled and trained to resolve any issues except those requiring an on-site technician.



Our ideas about leadership reflect our commitment to the wider community. We consider our staff and our customers family, treating them with the same care and consideration as our own. When we say family-operated, we are also emphasizing the connections and relationships which helped us establish one of the most successful office technology companies in Pennsylvania history.

*The Doing Better Business Family – Top Golf 2022*





# Our People Make The Difference

From the start, we've said that the ability to meet customer needs long after that initial purchase is the true mark of a company. That's more than just a tag line. It's a fundamental truth about the way we approach business and organize our company culture.

For our team, this orientation means developing an attitude of service and leadership. Work with a team of experts at any one of our offices and you'll meet empowered professionals who are prepared to do what it takes to create an exceptional customer experience for you.

Our team is comprised of people from all walks of life and careers. From certified technicians to print environment specialists, our diversity of expertise is our strength. We're unified by a common goal which threads through our company culture and our work: creating value by putting people first. This is our way of doing business better. We're thrilled to have the chance to help your organization evolve and grow.

We are blessed to have outstanding people and to have them be so dedicated and enthusiastic about what we do. Our 100 strong staff has an overall average tenure of 15 years. The average tenure of our Administration Team is 18.1 years, our Service Team is 14.6 years, and our Sales team is 13 years.

Our Business Relationship Managers and other personnel are primarily selected by the geography that they manage. Due to our overall level of expertise and experience, we are blessed to be able to have exceptional levels of ability throughout all our geography.



# References

Karen Colangelo  
Office Manager  
Shamokin Area School District  
[kcolangelo@indians.k12.pa.us](mailto:kcolangelo@indians.k12.pa.us)  
Phone (570) 648-5752

Steven Foor  
Business Manager  
Spring Cove School District  
[sfoor@springcovesd.org](mailto:sfoor@springcovesd.org)  
Phone (814) 224-3302

Brad Howe, PRSBA  
Business Manager  
Juniata Valley School District  
[bhowe@jvsd.org](mailto:bhowe@jvsd.org)  
Phone (814) 669-9150 ext. 4804

Brooke Gesser  
CFO  
Advance Central PA  
[bgessner@AdvanceCentralPA.org](mailto:bgessner@AdvanceCentralPA.org)  
Phone (570) 568-6868



# The East Lycoming School District Team



Brandi Noye  
VP of Sales

## Our Team – Assess, Design, Implement & Manage



## Our Team - Implement & Support



## Our Team – Additional Support



## DBB Management Team



Brandi Noye  
Vice President, Sales



Glenn Elbin  
Vice President, Service



Andrew Aveni  
Vice President, Technology



Lyn Madsen  
Leasing Administrator  
DBB Finance

## DBB Executive Team



Debra Dellaposta  
CEO

Over 30 years experience in change management, entrepreneurship, servant leadership and information technology.



Beth Dellaposta  
CFO

Over 30 years experience in financial management, non-profit fundraising, servant leadership, and entrepreneurship.



Joseph Dellaposta, MBA  
COO

Over 23 years experience in operational excellence, process improvement, entrepreneurship and servant leadership.





# Equipment Option One

This option is a like for like comparison.

Model	Category	Hole Punch	Stapler	Fax Option	Number of Drawers
Sharp BP-70C31	Mono & Color			no	Stand 3x550 Paper
Sharp BP-70C45	Mono & Color	Punch Unit	Inner	no	Stand 3x550 Paper
Sharp BP-70M31	Mono			no	Stand 3x550 Paper
Sharp BP-70M55	Mono	Punch Unit	Stacking Staple Finisher	no	Stand 3x550 Paper
Sharp BP-70M65	Mono		Stacking Staple Finisher	no	Stand 3x550 Paper
Sharp BP-70M75	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays
Sharp BP-70M75	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays
Sharp BP-70M75	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays
Sharp BP-70M75	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays
Sharp BP-70M75	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays

## Proposed Equipment Payment :

60 Month FMV - \$986.46

60 Month \$1 - \$1,041.83

Monthly Service Rates include all service and supplies excluding paper:

### Sharp BP 70C31 and Sharp BP 70C45

\$0.0089 per mono page

\$0.052 per color page

### Sharp BP 70M31 and Sharp BP 70M55's

\$0.0056 per mono page

### Sharp BP 70M75

\$0.0035 per mono page

Rates will be locked for the term of the lease



# Equipment Option Two

Option 2 trades the 70ppm machines with 90ppm machines to decrease rate of down time and teachers not waiting for larger print jobs.

Model	Category	Hole Punch	Stapler	Fax Option	Number of Drawers
Sharp BP-70C31	Mono & Color			no	Stand 3x550 Paper
Sharp BP-70C31	Mono & Color	Punch Unit	Inner	no	Stand 3x550 Paper
Sharp BP-70M31	Mono			no	Stand 3x550 Paper
Sharp BP-70M55	Mono	Punch Unit	Stacking Staple Finisher	no	Stand 3x550 Paper
Sharp BP-70M55	Mono		Stacking Staple Finisher	no	Stand 3x550 Paper
Sharp BP-70M75	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays
Sharp BP-70M75	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays
Sharp BP-70M75	Mono		Stacking Staple Finisher	no	Tandem Trays
Sharp BP-70M90	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays
Sharp BP-70M90	Mono	Punch Unit	Stacking Staple Finisher	no	Tandem Trays

## Proposed Equipment Payment :

60 Month FMV - \$1,058.73

60 Month \$1 - \$1,118.15

*CAL*

Monthly Service Rates that include all service and supplies excluding paper:

### Sharp BP 70C31's

\$0.0089 per mono page

\$0.052 per color page

### Sharp BP 70M31 and Sharp BP 70M55's

\$.0056 per mono page

### Sharp BP 70M75 and Sharp BP 70M90

\$.0035 per mono page

Rates will be locked for the term of the lease





# Additional Services

## PaperCut MF:

PaperCut is a top-of-the-class solution for simplifying printing for schools, allowing for budgets and focusing on education. As a Google for Education Premier Partner, PaperCut is optimized for mobile and BYOD environments, enabling secure printing on over 7 million Chromebooks, iOS devices, and more Macs. The company offers flexible policies, insights to improve accountability, free up time for administrators and students, and doubles down on data protection. The software allows users to select accounts, change job settings, and securely collect jobs at any printer. Additionally, PaperCut software can set jobs to only release when the user authenticates at the printer, reducing uncollected printouts. The company also provides end-to-end encryption and watermarks to protect ownership. By enhancing the print environment at your school, PaperCut significantly reduces waste, increases accountability, cuts down printing admin, and secures printing and maintains confidentiality.

**PaperCut MF Software can be added to the monthly lease price at :**

**60 Month FMV: \$201.70 per month**

**60 Month \$1: \$213.02 per month**

This solution includes :

- \* Unlimited Educational Users
- \* Unlimited Site Servers
- \* Unlimited Print Tracking
- \* 9 Sharp Embedded License
- \* 5 Years Maintenance and Support
- \* 1 Day and 1 Hour of Remote Installation and Configuration of the 9 Sharp and Application Server \*\*NG to MF \*\*\*
- \* 9 Card Readers for RFID log in
- \* 9 Brackets
- \* Extended Card Reader Warranty

*axl*

7/10/23

East Lycoming School District  
Adam Creasy  
Technology Director  
349 Cemetery Street  
Hughesville, PA 17737

Email acreasy@elsd.org

Adam:

Please allow this letter to serve as Sharp Electronics Corporation's (Sharp's) certification that Doing Better Business Inc. is an Authorized Sharp Dealer for Sharp Brand Copier/Printer/Multi-Functional products and provides sales and service.

Doing Better Business Inc.  
2735 Railroad Street  
Pittsburgh, PA 15222  
Sharp Account - 661290

As an authorized Dealer of Sharp, Doing Better Business Inc. has met Sharp's requirements and guidelines regarding: Equipment technicians fully trained and certified on all Sharp products they are servicing; they inventory adequate parts and supplies to support their entire base population of installed Sharp equipment; and Doing Better Business Inc. has met stringent service response times set forth by Sharp.

Very truly yours,



Erica Calise  
Director, Government & National Account Marketing  
SHARP ELECTRONICS CORPORATION

### NON-COLLUSION AFFIDAVIT

The undersigned proposer having fully reviewed the RFP for Copiers & Copier Maintenance and determined the accuracy of the statements made herein certifies that:

1. I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, as the case may be.
2. This proposal was developed independently and submitted without collusion with, and without any agreement, understanding, or planned common course of action with any other entity designed to limit independent bidding or competition.
3. The contents of this proposal have not been communicated by me or by any employees or agents of my firm to any person not an employee or agent of this firm and I/we will not communicate any information concerning this proposal to any such person prior to this official opening of the RFP.
4. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal for this project or to submit a price higher than this price, or to submit an intentionally high or noncompetitive price.
5. My firm, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not, in the last five years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.
6. I acknowledge that the above representations are material and important, and will be relied upon by the East Lycoming School District when recommending an award for services for which the proposal is submitted.

Doing Better Business

Firm Name

July 11, 2023

Date

Brandi Noye, VP of Sales

Name and Title (Printed)

Brandi Noye

Signature





# Customer Service Philosophy

Doing Better Business was originally founded by Vince Dellaposta, a national service manager. Vince knew that anyone could sell a copier, but it was a high level of service and support that was necessary in order to keep that customer. From the very beginning, back in 1973, our company has been focused on unsurpassed customer service in all areas of our business.

Our mission is to be a trusted business partner and advisor to our clients, providing technology services and best practice processes focused on improving efficiencies, sustaining the environment, growing the bottom line and ultimately helping our clients do better business.

Our goals are to help our customers:

- Reduce Expenses
- Maximize Efficiencies
- Facilitate Behavioral Changes
- Optimize Workflows and Processes
- Deliver Measurable Results
- 100% Customer Satisfaction

Doing Better Business is a member of multiple industry organizations that measure and compare operating and servicing metrics including overall financials. Debra Dellaposta, our CEO, was the President of the Select Dealer Group and Joe Dellaposta, our COO, is currently the VP of the Northeast Region for the Business Technology Association.

In addition, Doing Better Business is a Pros Elite 100 Dealer. In order to be a Pros Elite 100 Dealer, the company has to meet and maintain a top-level threshold on all operating and servicing Key Performance Indicators, and these KPIs are measured by Pros Elite on a monthly basis in order to maintain their exclusivity.

Our unparalleled dedication to our operations has resulted in the following:

- Elite service status with Canon, Ricoh, Sharp and HP
- Pros Elite 100 Status
- 6.8% of calls are cleared by our First Touch team, creating a resolution in minutes vs hours
- Sub 4 business hour average service response time in 2022
- Sub 5 business hour average repair time in 2022
- 88% First Call Completion in 2022
- Over 95% average up-time over all our devices that we maintained in 2022
- 98.89% billing and documentation accuracy in 2022
- 95.7 Net Promotor Score for 2022
- According to CEO Juice, we had the highest NPS of any reporting dealer, our size or larger, in the entire country in 2022.





# Service & Support Process

Service calls to Doing Better Business can be placed with the following methods:

- By phone to (800) 456-1977 (Please provide your email address to ensure that you receive the automated service call updates.)
- Online at [www.doingbetterbusiness.com/request-service-or-supplies/](http://www.doingbetterbusiness.com/request-service-or-supplies/)

If the service call is placed online or via email, it will be placed in our service queue and we will have a trained technician, on-site, within four business hours.

However, if the service call is placed by calling either number, then a member of our first touch team, while taking the call, will also have the ability to perform level one triage which we have found to successfully eliminate more than 5% of service calls. This provides for a call resolution in mere minutes versus hours.

**East Lycoming School District** is located 16 miles from our Doing Better Business Williamsport Office. Our Corporate HQ is in Altoona, PA. Our Altoona Operations Center, is one of our main Operation Centers, and has more than 20,000 square feet with a Supply and Part Depot, a service training facility, administrative operations, and sales.

Our Altoona Operations Center is home to a dozen, fully certified, technicians. All of which drive company owned vehicles, complete with OEM parts. Our fleet of technicians has an average tenure with Doing Better Business of more than 15 years.

Doing Better Business utilizes MobileTech through e-automate. The MobileTech app enables our technicians to receive service call information, manage service activities, and input data, all while out in the field. With a real-time connection to e-automate (our master operating system), MobileTech speeds up response times, increases accuracy, and improves inventory and service management.

While in the field, technicians can open, receive, view, and manage service calls. They can also engage with other team members through a chat feature and swap inventory to speed up call completion all of which improves customer satisfaction.

Managers and supervisors can use GPS coordinates for each technician to see where they are directly from our dispatch portal. This portal also shows when they clocked in/out of a job and their availability to meet tight SLAs which are actively monitored and reviewed.





# Guaranteed Response Times

Doing Better Business has a First-Touch triage team that answers the phone for all incoming calls, eliminating a guaranteed response time for phone calls. However, specific messages left for DBB personnel will be responded to within 24 hours (with the exception of holidays, vacation, or illness). Doing Better Business will establish a specific email, [PennCamSD@doingbetterbusiness.com](mailto:PennCamSD@doingbetterbusiness.com), that will go to the entire **East Lycoming School District** DBB Team providing for minimum response time.

The maximum On-Site response time for a non-operational device (meaning the device is not at all usable) will be 4 business hours (Monday – Friday 8am – 5pm, excluding Holidays) and is defined as the time the call is placed with DBB to the time that a DBB representative arrives on-site at the device. Failure to respond within 4 business hours for a non-operating device will result in a \$50 credit per instance.

The guaranteed On-Site average response time for all service calls will be 4 business hours for all service calls (operational or non-operational). Definition for response time is defined above. At the end of each contract year, if the average response time fails to meet 4 business hours, Doing Better Business will credit **East Lycoming School District** 2.5% of the service portion of the contract for that year. Service calls that are for operator error, specifically scheduled or rescheduled, or are for Preventative Maintenance, may be excluded from the end-year calculations.

Doing Better Business will utilize CEO Juice to provide automated service call updates through our automated e-automate operating system. First time callers, will have the opportunity to provide their email address, in order to be added to the e-automate system. CEO Juice provides for continuous, on-going updates, until the call is closed. It also provides for an optional service evaluation survey upon completion of each service call. This is how our NPS score is calculated. Every form is reviewed by management and ownership.



# Training

Upon award of the contract, Doing Better Business will work with **East Lycoming School District** to establish a delivery and installation schedule that will maximize efficiency while minimizing disruption to the departments and staff.

Once a schedule is established, Doing Better Business will publish the date and time for training sessions that will go hand-in-hand with the implementation schedule. Multiple initial training sessions per location can be scheduled to reach the maximum number of staff.

Subsequent training can be scheduled or requested for the life of the contract. Unlimited training for the life of the contract is included in our proposal.

In addition, Doing Better Business will develop Quick Reference Guides that can be used, and we will provide links to training videos online at no additional cost.

<https://www.youtube.com/@doingbetterbusinessheadqua9767>



Doing Better Business Headquarters

@doingbetterbusinessheadqua9767  
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How do I replace the staple cartridge on my copier or...  
130 views • 1 year ago



Where can I find the toner levels on my copier or...  
52 views • 1 year ago



How do I get rid of lines on my copies or prints?  
62 views • 1 year ago



Where do I find the paper jam on my Ricoh copier?  
865 views • 1 year ago



How Do I Cancel A Print Job?  
482 views • 1 year ago







# DBB Measures Everything

## **Service and Support Metrics, Key Performance Indicators, and Transparency**

Doing Better Business is highly automated and strictly managed using the industry's best technology. We are involved in multiple industry organizations that require us to compare our business metrics, Key Performance Indicators (KPIs) and even our financials against other industry elites. In fact, our CEO, Debra Dellaposta, is a past President of the Select Dealer Group which is comprised of 40 independent office technology companies throughout the country who share best practices and benchmarking metrics. In addition, our COO, Joe Dellaposta, is currently the VP of the Northeast Region for the Business Technology Association. BTA was founded in 1926 and serves office technology dealerships, resellers, manufacturers, distributors and service companies. Its members consult, provide services and sell hardware, software and supplies with the primary goal of helping businesses optimize business document and information workflows.

Doing Better Business monitors and evaluates thousands of key data points and metrics that go into running an industry-leading service and support organization. Some of these metrics are evaluated daily, some monthly, and some in real-time.

Being nationally recognized and having a Net Promotor Score that perennially beats all our competition, comes from implementing these processes and managing to the highest level of acceptable results. "if you don't measure it, you can't improve it".

## **Transparency and Having Direct Access to Your DBB Information**

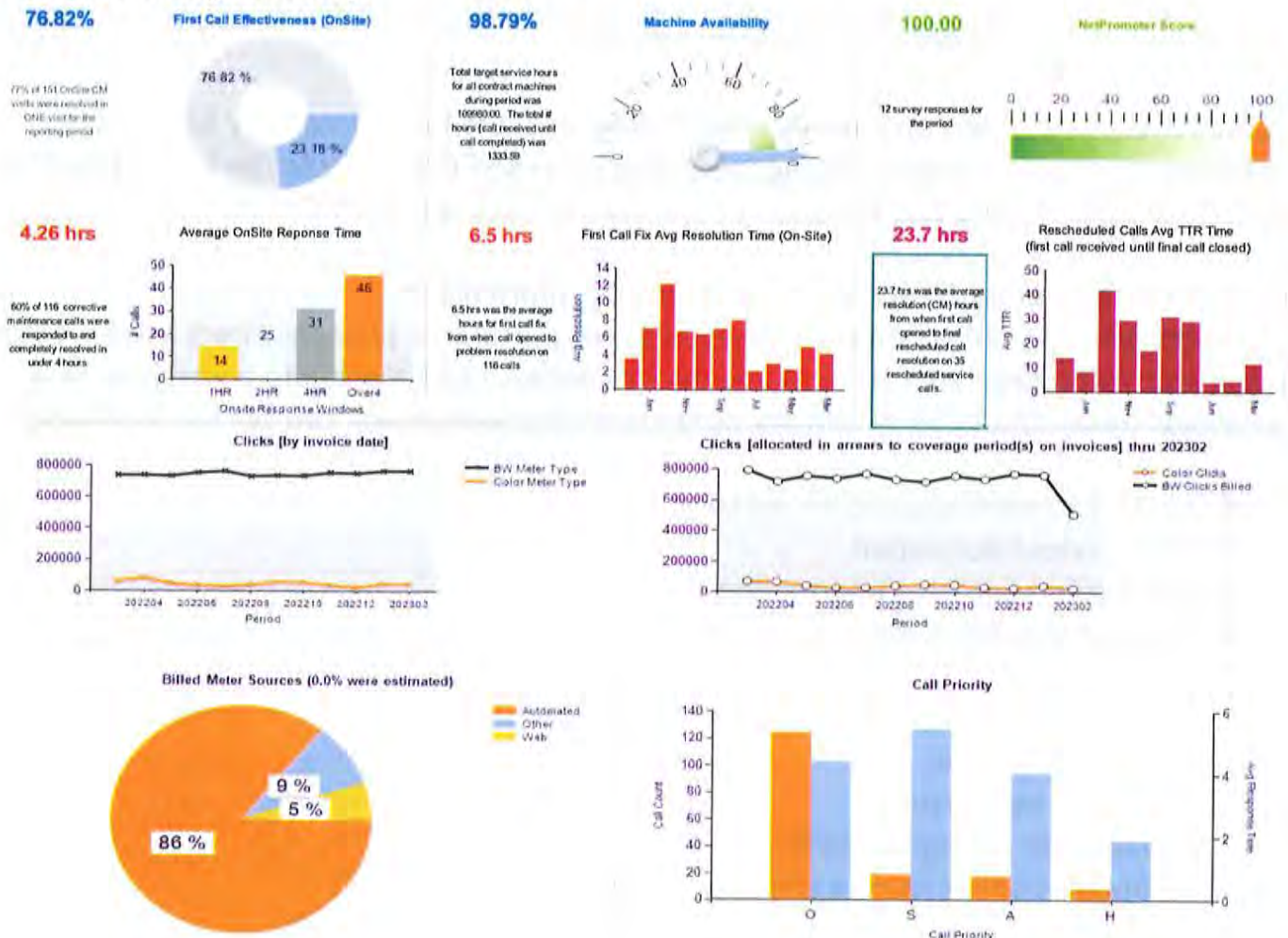
Doing Better Business utilizes e-info™ which is a web portal that provides direct access for you and your staff to manage your account and devices online. With the e-info portal, you have direct access (restricted by user) into our direct operating system and can see the following:

- Obtain pertinent account information
- View service information
- View equipment/item information
- Place service calls online
- View meter information
- Input meter readings
- Place orders online
- View order information
- Manage user accounts online
- Pay invoices online using a credit card or ACH account
- Communicate with Technicians currently assigned to service calls



# Actual 2022 Service Results for a School

- Average Age of Equipment >5 Years**
  - Important to note that equipment does tend to become more service intensive as it ages
- 98.79% Machine Availability**
  - The average unit was only down for 1.21% of the entire 2022 Calendar Year. This is excellent.
- 4.26 Hour Onsite Average Response Time**
  - We would like to see this number improve as it exceeds our 4-hour max expectation.
- 76.82% First Call Effectiveness**
  - Given the age of the equipment and increased parts demand, this is acceptable but would be improved with new equipment.
- 6.5 Hours Average Fix Time**
  - The average time, from call placement to completion, is less than one business day.
- 23.7 Hours Average Fix Time for Rescheduled Calls**
  - Most scheduled calls are either due to Preventive Maintenance (requested) or the need to order parts. The average total fix time is less than three business days, which is very good.
- 100% Customer Satisfaction Based on Customer Reviews**
  - 100% speaks for itself. This would be impossible to improve upon.
- 99% Billing Accuracy**







# Lease Contract Experience

Doing Better Business, Inc. has been providing office equipment contracts for 50 years. Our experience is extensive and ranges from straight acquisition, in-house rentals, and numerous third-party leasing companies.

In 2017, we started DBB Finance, LLC, our own finance company in order to provide best practice leasing services to our clients. Today, in 2023, DBB Finance has a portfolio of thousands of customers with total assets in excess of \$12 Million dollars.

Our leasing experience ranges from simple one unit installs, up to international organizations with hundreds of units around the world. We are experts in providing acquisition solutions and service/support solutions. Our extensive range of contracts include, but is not limited to;

- Straight purchase with a separate service and support contract
- 12-72 month lease terms
- Fair Market Value, or \$1 Purchase Option terms
- Service & Support bundled with the lease for easy payment, or kept separate
- Cost-Per-Page only contracts that require zero upfront equipment costs.
- Rent to Own contracts

As of 2023, our contract numbers are as follows:

- Over 6,000 Contracts
- Over 19,000 devices, in our 5-state servicing area
- Devices located in 13 countries, including 23 states in the US
- Over 700,000,000 mono pages printed/copied
- Over 100,000,000 color pages printed/copied



Lyn Madsen

Leasing Administrator  
DBB Finance

Our sister company, DBB Finance, LLC, is managed by Lyn Madsen. Lyn Came to DBB Finance after working more than 30 years in office technology financing with LeaseAmerica, GE Capital and Great America Financial. Lyn is also a standing member of the National Equipment Finance Association.

In addition to our own DBB Finance option, we can provide competitive third-party rates from Great America Finance, DLL, and other well-respected financiers.





# Why DBB is Nationally Recognized

## Service and Support Metrics, Key Performance Indicators, and Transparency

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- 🔗 Communicate with Technicians currently assigned to service calls



# SUSTAINABILITY

## Commitment to Sustainability

- Comply with applicable environment, health and safety laws, rules, and regulations.
- Take appropriate measures to protect the environment, and health and safety of our employees, customers, suppliers and neighbors from unacceptable risk.
- Take appropriate measures to prevent workplace injuries and illnesses; provide employees with a safe and healthy work environment.
- Assess environment, health and safety impacts before starting a new activity or project.
- Comprehend environment, health and safety impacts in the design and acquisition of products and services.
- Eliminate unacceptable risks from facilities, products, services and processes.
- Strive for continual improvement of our environmental management system and to conserve natural resources, eliminate the use of toxic and hazardous materials; prevent pollution; recover, reuse, recycle.
- Require our suppliers to adhere to applicable environment, health, and safety laws, rules and regulations.
- We can provide custom toner cartridge recycling to **East Lycoming School District** in a number of ways, whether it is having our technicians pick up used cartridges on service calls, or by providing collection bags or bins and having them picked up on a scheduled time. In addition, each of our manufacturers does provide some level of recycling as well.

## Becoming Sustainable

### Modernize Printers

- Enjoy built-in advanced energy management features — such as Sleep Mode and Quick Start-Up
- Utilize the Smart Operation Panel with built-in green printing awareness reporting
- Use energy efficient toner



The U.S. EPA has recognized us as a **ENERGY STAR® Partner of the Year (2021-2025)** for the sixth year in a row, achieving special designation of **Sustained Excellence** for the fourth consecutive year

### Use Digital Processes

- Reduce carbon footprint with digital mail delivery
- Reduce paper and junk mail
- Replace paper records with digital files
- Use electronic processes for data and photos
- Send and receive faxes without generating waste by enabling communication between desktop computers, fax machines, MFPs and other devices
- Replace hardcopy signatures and forms with digital processes
- Benefit through digital accounting processes



Electronic-only filing can decrease paper storage space in an office by half over five years — saving nearly **8%** in office operating costs\*

\*Source: ABC Paper from Office (2013)

### Print Efficiently

- Make eco-friendliness the norm with print rules: Print Options, Print History Mode, Automatic Job Release
- Reduce waste caused by printing mistakes with Secure Document Release
- Reduce non-work related prints and increase accountability with User Tracking, Reporting & Charge-Back
- Reduce waste caused by abandoned prints with convenient Mobile Printing
- Use energy efficient MFPs to print from legacy host systems
- Reduce output that is ultimately discarded with digital job submission and digital proofing
- Measure changes in environmental impact against goals using Green Reports and metrics for CO<sub>2</sub> impact
- Leverage on-site best practices for sustainable copy/print operations
- Understand paper and approximate power consumption and their impact on costs and CO<sub>2</sub>



U.S. offices could reduce annual paper use by **20%** by increasing double-sided copying (duplexing)\*

\*Source: "Reducing Waste in the Workplace" Amazon.org, January 18, 2014, [www.amazon.org](http://www.amazon.org)

### Create a Sustainable Workplace

- Reduce the need for print output with electronic projected visuals and digital collaboration hardware
- Increase productivity, bring people together and reduce the CO<sub>2</sub> impact of travel with video teleconferencing devices
- Collaborate with Ricoh to meet sustainability mandates and discover ways to conserve energy and resources
- Access needed IT capability from green data centers that apply environmental best practices



By 2025, **40%** of employees around the world will work from home\*

\*Source: "Research: 40% of employees will work from home by 2025" Cisco IBSG, November 20, 2020, [www.cisco.com/go/ibsg/2020](https://www.cisco.com/go/ibsg/2020)





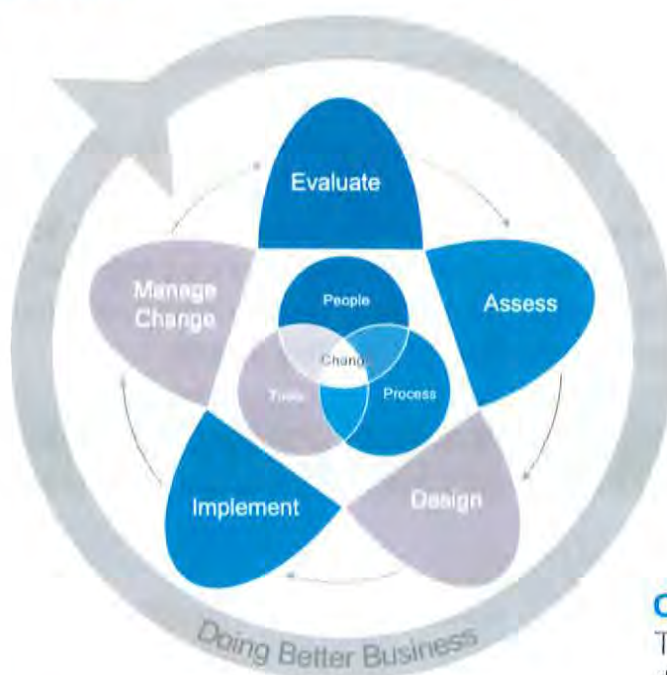
# Additional Information

## Custom Managed Print and Change Management Services

All our customers are unique, with unique needs, unique goals and unique cultures. This is where the flexibility and experience of Doing Better Business shines. We will not try to squeeze **East Lycoming School District** into a canned program, instead we will work with you to customize a solution based on your unique culture and your unique goals.

### Change Management Partnership.

There is never a need to pay a third-party consultant to manage your managed print or document services contract with us. Our team has the experience, willingness and desire to ensure successful delivery and management. We utilize a scorecard approach with quarterly business reviews so you will see all the actual metrics and data. We will continue to advise you and your team on ways to continually improve



### More than a Vendor.

We provide more than products and services. Our mission is to be a trusted business partner. We do not make recommendations based on what we need to sell. We evaluate your environment, people and processes, before we ever make a recommendation.

### Our Assessment.

This is critical to determining requirements versus desires. We use actual metrics, layout review and interviews.

### Implementation Partnership.

Our staff of IT and Cloud experts will work with your team to provide a seamless transition. Unlimited end user training is key to reinforcing change and more productive behaviors.

### Our Recommendations.

We work with your team to make sure our products and services will enhance performance, maximize efficiencies and reduce expenses.

# RAYMOND JAMES®

July 18, 2023

Ms. Heather N. Burke, MBA  
Business Manager  
East Lycoming School District  
349 Cemetery Street  
Hughesville, PA 17737

Re: Investment Activities Related to East Lycoming School District (PA)

Dear Ms. Burke:

This letter (“Agreement”) outlines the related matters with respect to Raymond James & Associates Inc.’s (“RJ” or “Raymond James”) role as Investment Adviser for East Lycoming School District Lycoming County, Pennsylvania (the “District”) pertaining solely to our provision of Investment Adviser services relating to the investment of a portion of the District’s General Obligation Notes, Series of 2021 (the “Bonds”), specifically, the Project Fund (the “Fund”).

Prior to describing our scope of services in more detail it is important to note we intend to provide our services to the District as a registered investment adviser. Thus, we have a fiduciary duty to you as the investment strategy by account is developed and each investment is procured. To that end, Raymond James does NOT provide any of the investments but rather we procure the desired investments at the best price/highest yield. We provide our services for fully disclosed fees as described herein and under this structure of providing on-going investment advisory services it is easiest if we directly bill the District. The District may elect to include in the assignment any account within its control and/or accounts of its choice.

The Scope of Services under this Agreement includes the following:

## **Evaluation & Monitoring Phase**

- Develop an investment strategy with the District for the Fund, including the following:
  - Review, discuss, and analyze the disbursement requirements and liquidity needs for the Fund;
  - Evaluate potential benefits of investing the Fund in United States Treasury, agency or other securities/instruments eligible for potential investment under the District’s current Investment Policy, if applicable, or Pennsylvania law (“Permitted Investments”);
  - On an on-going basis, review the investment strategy being utilized for the Fund with the District;
- Evaluate and advise the District concerning risk of securities or other Permitted Investments being considered for purchase;
- Monitor the Fund for forthcoming investment needs based upon maturing Permitted Investments and new deposits;
- Discuss market activity with the District on an on-going basis and potential impact on strategy; and
- Conduct and annual review of the District’s Investment Policy, if applicable, and discuss the findings thereof, as applicable.

## **Procurement/Reporting Phase**

- Solicit offerings from potential broker-dealers/banks for Permitted Investments which meet the cash-flow and/or investment objectives of the District;
- Provide the District with expectations in advance of the solicitations as to earnings/yield;
- Assist in the on-boarding of any custody banks to retain funds on the District’s behalf;

- Co-ordination of the purchase and redemption of any State and Local Government Securities (“SLGS”) Permitted Investments;
- Conduct the solicitation process for the Fund on an on-going as needed basis as securities mature;
- Manage the settlement process by coordination with the custodian and winning provider(s);
- Provide applicable documentation for each transaction;
- Provide customized quarterly reports to containing the following information:
  - Overall Portfolio Metrics
  - Portfolio Breakout by Maturity Spectrum and Yield
  - Current Asset Breakdown by Fund
  - Current Holdings by Fund
  - Historical Cost Basis of Purchased Securities
  - Cash Receipts for the Quarter by Fund, if desired
  - Forthcoming Securities that Mature in Next Quarter
  - Tracking of Historical Money Market Earnings and Rates by Fund
  - Economic and Market Update
  - CD Tracking Matrix, as applicable
  - Investment Policy Compliance, as applicable
- Potentially attend Finance Committee or other meetings on a periodic basis (In person or virtually), if requested

## **Fees**

In consideration for RJ acting as Investment Adviser with respect to the provision of the Scope of Services identified hereunder for the Fund, the District agrees to pay Raymond James a flat fee of 0.15% (15 basis points) of the assets under management. Such fees will be billed in arrears based upon the amount of assets on hand at the beginning of each quarter within a given Fiscal Year (as defined below). The District will pay those fees directly to Raymond James and such fees will not be billed to nor paid by any investment, security providers or custodian. To the extent such calculated fees result in a total fee less than \$15,000 in a single Fiscal Year, then the total amount to be billed for that Fiscal Year shall equal \$15,000 (“Annual Fiscal Year Minimum”), exclusive of any reimbursable expenses incurred as part of providing the Scope of Services hereunder. Billing will occur quarterly in arrears on each of 7/1, 10/1, 1/1 and 4/1 (a “Fiscal Year”) using the asset value of the applicable accounts, as applicable, from the respective previous quarter ending statement of the District’s custodian for the basis of the fee calculation. As an example, and for avoidance of doubt, if the market value account balance were \$25,000,000 at the end of 12/31/23, the fee computation for the quarter ending 3/31/24 would be:  $\$25,000,000 \times 0.0015/4 = \$9,375$ . For the initial Agreement fee period from the execution date through 6/30/23 and within any given Fiscal Year in the event the District elects to terminate the Agreement, the Annual Fiscal Year Minimum will be pro-rated based upon the actual number of days in the applicable period of services actually rendered.

Any adjustments or changes to the Fees and/or the Scope of Services or other terms of this Agreement may be made via addendum/amendment prior to any auto-renewal date. Such addendum/amendment may be executed via email acknowledgement by the District (via its applicable designee) indicating a desire for the changes, and furthermore, the District may include other funds under the scope of this agreement via such acknowledgement. Any additional funds incorporated under the Agreement will be included in the calculation of fee breakpoints and not deemed a separate new assignment.

Your payment of these fees means the yield you receive on the selected Permitted Investments is essentially lower than it would have been without the fees. After the award of any given investment, we can provide comment on the Permitted Investment and facilitate the flow of information, but we are not acting as your representative or legal advisor with regard to finalizing the details of the Permitted Investments.

### **Expenses**

The District and Raymond James can agree upon any necessary travel expenses in advance to the extent they are applicable.

Both parties acknowledge and are hereby deemed to agree that RJ is acting solely as an investment adviser with respect to the Permitted Investments. RJ has not been engaged to compare alternatives to the Permitted Investments except as described in the Scope of Services herein. RJ will be neither party to, nor liable under, any contract, agreement or understanding executed or otherwise existing to affect the Permitted Investments. We will not: (i) provide any assurances that every possible potential provider has been solicited; (ii) investigate the veracity of any certifications provided by any party; (iii) provide assurances that the bidding procedures comply with any applicable law; or (iv) be liable to any party if any investment fails to close or for default of any investment. RJ's limited engagement terminates on the termination date of this Agreement and Investment Adviser shall have no duties or obligations thereafter.

The District acknowledges and agrees that RJ has been retained to act solely as Investment Adviser for the District with respect to the proceeds of this Fund, and not as an agent or advisor to any other person, and the District's engagement of RJ is not intended to confer rights upon any person (including employees or creditors of the District) not a party hereto as against RJ or its affiliates, or their respective directors, officers, employees or agents, successors, or assigns. RJ shall act as an independent contractor under this Agreement, and not in any other capacity, and any duties arising out of its engagement shall be owed solely to the District. The scope of the RJ's services is strictly limited to those outlined above and requested by the District. Raymond James does not provide accounting, tax or legal advice. **In our role as Investment Adviser, Raymond James does not have discretion relating to neither price nor amount and will receive authorization from the District prior to executing any competitive hard bids or other purchase/sale of Permitted Investments.**

RJ agrees to assist the District as provided only on the basis that it is expressly understood and agreed that RJ, in its capacity as Investment Adviser, assumes no responsibility to the District or any person for the accuracy or completeness of any information contained in any Preliminary Official Statement or Official Statement issued in connection with any District financing, if applicable.

RJ or its affiliates may have business relationships with the provider or other providers of information relevant to the matter. These business and trading relationships include, but may not be limited to, trading lines, frequent purchases and sales of securities and other engagements through which RJ may have, among other things, an economic interest. Aside from described above, RJ will not receive compensation from any third party with respect to the purchase or sale of the Permitted Investments. RJ is involved in a wide range of activities from which conflicting interests or duties may arise. Information, which is held elsewhere within RJ, but of which none of the individuals involved in the Permitted Investments purchase or sale actually has knowledge, will not for any purpose be taken into account in determining RJ's responsibilities to the District.

The term of this Agreement is from the date hereof until December 31, 2025. Notwithstanding the termination date of December 31, 2025, the Agreement will automatically renew for two (2) successive one-year periods beginning on January 1, 2026, unless the District elects to terminate the Agreement pursuant to the termination terms immediately below or all funds have been expended. Any adjustments or changes to the Fees and/or the Scope of Services or other terms of this Agreement may be made via addendum/amendment and such addendum may be executed by either the District Chief Financial Officer or her designee, or alternatively, such amendment may be made by email acknowledgement and direction to Raymond James by the designated District authorized party. For purposes of clarity, the District has the ability to add any other funds or accounts to this assignment and such additional funds will be encapsulated in the total assets under management for purposes of determining fee breakpoints. This Agreement may be terminated beginning on October 1, 2023, with prior written notice to the other party upon at least thirty (30) days written notice, specifying in such notice the time of such termination; provided that any such termination shall not cancel or otherwise affect the obligation of the District to pay Raymond James the fees already earned and due hereunder. For purposes of determining fees under any termination, the most recent prior quarter-end valuation amounts of each applicable account would be utilized. Raymond James would also be owed any previously submitted reimbursable expenses under the agreement as well as any reimbursable expenses that have yet to be submitted.

Neither party shall incur any liability to the other arising out of the termination of this Agreement other than that of the fees as mentioned above. However, the paragraph immediately below shall survive any such termination.

This Agreement embodies all the terms, agreements, conditions and rights contemplated and negotiated by the District and RJ, and supersedes any and all discussions and understandings, written or oral, between the District and RJ regarding the subject matter hereof. Any modifications and/or amendments must be made in writing and signed by both parties.

This Agreement shall be governed by and construed in accordance with the laws of the Commonwealth of Pennsylvania without reference to any conflicts of law provisions that apply the law of a different jurisdiction.

Please sign below to evidence your agreement as to the scope of Investment Adviser duties and proposed fee and expense reimbursement structure. Signature below acknowledges that (i) Exhibit A is part of this Agreement and (ii) the Form ADV Part 2A disclosure brochure for the Public Finance Investment Strategies Group has been received as part of this disclosure and Form ADV Part 2B disclosure brochure for David Sutton has been received as part of this disclosure and that the client has been given the opportunity to fully review these brochures. Any questions regarding the Form ADVs may be directed to RJ Fixed Income Compliance at 880 Carillon Parkway, St. Petersburg, FL 33716.

Additionally, signature below acknowledges the risks associated with the purchase of U. S. Treasury/agency securities, including the possibility of a loss of principal in the event there is a need to liquidate prior to maturity as well as that the risks of U.S. Treasury/agency securities as laid forth in Exhibit B have been reviewed and are understood. Moreover, the District understands and acknowledges that subsequent to investment in a fixed rate/yield instrument based upon the activities contemplated herein variable rate alternatives available to the District could increase to a yield level which is in excess of the yield of the investment(s) procured pursuant to this scope of services. Additionally, the District may initially purchase variable rate instruments such as money market funds and/or Demand Deposit SLGS whose rate varies on a daily basis, so the District hereby acknowledges it is subject to interest rate risk from these instruments.

Lastly, your signature below acknowledges that you have been made aware, at the time of this engagement, and if applicable, at the time of referral, that a portion of the fee received by PFISG may be shared with Public Finance or other internal departments within Raymond James, including, but not limited to their associated professionals.

Sincerely Yours,

The parties have agreed to be bound by the terms of this letter by their duly authorized officers on this 18th day of July 2023.

RAYMOND JAMES & ASSOCIATES, INC.



---

David Sutton, Managing Director

EAST LYCOMING SCHOOL DISTRICT

Agreed:

Signature

---

**EXHIBIT A**  
**INVESTMENT ADVISER CONSULTING SERVICES**  
**Additional Terms, Conditions and Acknowledgments**

This document is to be considered to be an investment management agreement and this agreement is NOT an engagement providing advice regarding the structure, timing and terms of an issuance of municipal securities or advice regarding municipal financial products;

Investment Adviser is providing Investment Adviser services pursuant to Section 15B (e )(4) (c ) of the final rules (15 U.S.C. 78o-4(e)(7)) and is deemed to be exempt and is not required to be registered as a municipal advisor under Exchange Act Section 15B.

Wilson School District (the "Client") desires to receive services through Investment Adviser's Investment Adviser Representative(s) ("IAR"). In consideration of the mutual benefits to be derived from this agreement, Investment Adviser and Client agree to the following terms and conditions.

**1. Services General.** Investment Adviser through its IAR shall provide Client the Services set forth in the Scope of Services as outlined on the first two pages of this letter agreement.

**2. Compliance with Laws.** Investment Adviser, IAR and Client shall comply with the Investment Advisers Act of 1940, as amended (the "Act"), regulations enacted thereunder, and state and federal laws, rules; regulations applicable to their respective duties and obligations under this Agreement; and those of the Municipal Securities Rulemaking Board.

**3. Acknowledgement of Disclosure Brochure Delivery.** If required by Rule 204-3 under the Act, Client acknowledges receipt of Investment Adviser's Form ADV Disclosure Brochure (Part 2A) and Brochure Supplement(s) (Part 2Bs). By signing this agreement, Client acknowledges receipt of Investment Adviser's Form ADV Brochure, Brochure Supplement for David Sutton and this Agreement. Such disclosure documents were provided either at the time of or prior to entering into this Agreement. Client acknowledges that Client has received, read, understood, and agreed to abide by the applicable terms set forth in this agreement, the Investment Adviser's Form ADV Brochure and the Brochure Supplement for David Sutton.

**4. Confidentiality and Information sharing.** All information and investment advice furnished by either party to the other, including their agents and employees, shall be treated as confidential and not disclosed to third parties except as agreed upon in writing as reasonably necessary to comply with the requirements of applicable regulations and laws.

**5. Jury Trial Waiver.** Each party, to the extent permitted by law, knowingly, voluntarily, and intentionally waives its right to a trial by jury in any action or other legal proceeding arising out of or relating to this Agreement and the transactions it contemplates. This waiver applies to any action or legal proceeding, whether sounding in contract, tort or otherwise. The prevailing party in any action or legal proceeding shall be entitled to reasonable costs and attorneys' fees.



**EXHIBIT B**  
**TREASURY/AGENCY SECURITIES INVESTMENT RISKS**

Risk/Consideration	Description	Mitigant(s)
Credit/Default Risk	<ul style="list-style-type: none"> <li>• Issuer is downgraded</li> <li>• Issuer is unable to meet debt service obligations</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Treasury securities are considered to have the least credit risk of any security available as the timely payment of the securities is fully backed by “full faith and credit” of the U.S. Government and its ultimate ability to print currency to fund payments</li> <li>• U.S. Treasury securities are rated in the highest rating category by both Moody’s (Aaa) and Fitch (AAA). The U.S. was downgraded by S&amp;P to AA+ on August 5, 2011. Agency securities have an implied guaranty of the United States and carry the same rating as the United States.</li> </ul>
Interest Rate Risk	<ul style="list-style-type: none"> <li>• Interest rates rise and non-callable debt security prices fall</li> <li>• Interest rates fall and non-callable debt security prices rise</li> </ul>	<ul style="list-style-type: none"> <li>• If held to maturity, U.S. Treasury/Agency securities generally offer a fixed rate of return and guaranteed principal value</li> <li>• Inherently, laddered portfolio is structured for the securities to be held until maturity (on/before the required project draw payment date)</li> </ul>
Market/Reinvestment Risk	<ul style="list-style-type: none"> <li>• Project delays lead to slower than expected expenditures and need for funds, resulting in cash-flow from maturing securities not needed until a later date(s)</li> <li>• If for some reason the U.S. Treasury/Agency securities needed to be liquidated prior to maturity, you could receive less than the face value of the investment and/or less than the initial purchase price (a loss)</li> </ul>	<ul style="list-style-type: none"> <li>• U.S. Treasury/Agency securities market is considered to be the most liquid security market with large volumes bought and sold by individual investors, institutions and foreign governments. High liquidity translates to ease of ability to exit but does <u>not</u> mitigate risk of loss on early liquidation</li> <li>• Inherently, laddered portfolio is structured for the securities to be held until maturity (on/before the required project draw payment date)</li> </ul>
Counterparty Risk	<ul style="list-style-type: none"> <li>• Provider is unable to deliver U.S. Treasury/Agency securities at the agreed upon price on the agreed upon date of settlement</li> </ul>	<ul style="list-style-type: none"> <li>• Settlement will typically be conducted at maximum of T+3 thereby limiting the provider’s settlement exposure</li> <li>• Guaranteed Delivery is required by Provider (in most cases)</li> <li>• Securities settled via delivery method versus payment method</li> </ul>



**Project Liquidity**

- Lack of available funds due to acceleration of project draws or underestimation of costs

- An agreed upon amount of the project fund draws to be invested is withheld to offer initial liquidity cushion
- Often invested in money market funds or short-term investment pools with 24-48 hour withdrawal capability

# *SHEEPSCAPED SOLAR*

Contact: Brandon Shultz

Phone: (570)494-8950

Address: 1240 Wertman School Rd Muncy, PA 17756

Base Bid: The Bidder proposes to furnish all labor, materials, equipment, services, and insurance required to perform the work described in the specifications to include services as needed for the period of time between April and October.

Grazing sheep x2 per acre	\$450 per acre per year
Trimming of un-grazed vegetation	\$100 per acre per year
Total Price per acre	\$550 per acre per year
Grand total for approx. 4 acres	\$2200 per year

I will provide two sheep per acre to perform maintenance grazing on East Lycoming School District approximant 4-acre solar field located on the property at 169 Elm Dr. Hughesville, Pa 17737. There will need to be an initial mow down of current vegetation to give access to fresh grazing material. Also, I will take care of trimming un-grazed vegetation inside the fence and around the perimeter once monthly. There will be a water trough installed inside the fence and will be monitored by myself. The health and wellness of the grazing animals will be first priority. As I will be checking on and servicing the water and feed situation, I will need a key for all gates on the solar array. If started after April a new price will be given at a rate of \$315.00 a month.



EAST LYCOMING  
SCHOOL DISTRICT

349 Cemetery Street | Hughesville, PA 17737  
570-584-2131 | [www.elsd.org](http://www.elsd.org)