



Superintendent's Report

August 22, 2023

General Comments

Building / Capital Projects Update:

Work continues on preparation for the rebid of Ashkar Elementary school. There are no significant updates since the board update earlier this month. Bids are currently scheduled to go out on September 1 and due on October 4. Board review of bids will be October 17. I would like to schedule an additional board meeting on October 24 for any action items to follow.

Mr. McCaffery, Fidevia, and I are working on an alternative district capital projects plan for board consideration in October along with the bids for rebuilding Ashkar Elementary.

The air quality issue that arose this week at Ashkar points to ongoing issues with aging roofs, surface water infiltration, and marginal air dehumidification capabilities that needs to be addressed across the district. I will provide the board, families, and staff with updated information as it becomes available.

Threat Assessment Informational Brochure

A threat assessment team is a nationally recognized and state required team of specially trained school staff to monitor and intervene with students who may pose a threat risk. Part of the requirement of the PDE is that we provide annual training to staff and informational awareness to the community on the purpose of this team, its members, and how to make referrals. Staff was trained in January of 2023. The brochure in front of you this evening was mailed to all district families in July and will be distributed to all staff the first day of school.

Run - Hide - Fight

This Fall, the district will transition from the use of the ALICE critical response protocol to a simplified program of RUN-HIDE - FIGHT. The training is identical to ALICE, but the simplified language is intended to make it more applicable to everyone in any space or location, not just a school. RUN - HIDE - FIGHT is the leading industry recognized program because of its simplicity and recommended by the FBI and PA State Police. Program posters are available tonight for your review.

Policy Updates:

Policy updates included in this agenda are recommendations from PSBA policy services. Those changes include: (1) Policy 006 updates are based on regulatory changes, (2) Policy 216.1 incorporates language for juvenile probation with student discipline records, and (3) de minimis change to the last line of Policy 251.

Employment / Personnel:

Increase in Hours



I am requesting increases in two support staff hours to 6 hours per day each. These changes were made possible through the new Support Personnel agreement. Mrs. Stroup will provide needed clerical support to Mrs. Kati Wyland and Ms. Gottshall will provide full-day support to students as an Instructional Paraprofessional.

Compensation Plan for Confidential Staff

Confidential Administrative Support Staff are prohibited by statute from joining a collective bargaining group due to the nature of their work and their support of executive administration. These are the assistants who work in the district office. This compensation plan provides clarity to them and the district as to how their compensation is set and what benefits they receive. The plan memorializes what they currently receive in benefits and incorporates language changes that will be incorporated into the upcoming Act 93 agreement. The plan also includes a standardized instrument for evaluation of job performance and determination of raises. Mr. Kenyon has reviewed and recommended this plan's approval. The staff appreciate having a Board approved defined compensation plan as well.

Administrative Assistant for Pre-K

This administrative support position is recommended for approval to assist the ongoing programming of Pre-K Counts and other federal / state educational programs supervised by the Director of Curriculum. The position will be fully funded this fiscal year through the Pre-K Counts Grant. I anticipate that it will develop into 10%-20% of administrative support for Mr. McCaffery, Facilities Director. Once I better understand how that evolves this year, we will make appropriate adjustments to the recommended budget in FY 24-25 for this position. The creation of this position will mark the final change in realignment of administrative support staff positions and responsibilities to streamline district operations. The job description is attached.

MOU - Continuation of Contracted Custodial Staff

This MOU is done in agreement with the Support Personnel Association to ensure our facilities are adequately staffed while we continue to seek to hire ELSD staff to fill these positions. The association has requested some additional advertising for these positions which we will do and offer these positions to existing bargaining unit staff as extra / OT hours. I have agreed to this on the condition that the interested staff take the positions in full.

Business / Financial Matters:

Levin Legal Group

I am requesting board approval of the letter of engagement with Levin Legal Services for the creation of an Employee Handbook specifically and for potential future employment issues should they arise. Mr. Michael Levin and his firm are recognized experts across the state for municipal law, employment law, and school law. This supplemental legal support is consistent with how the district has utilized other firms that specialize in Special Education Law. If at any time I engage Mr. Levin or his firm, the board will be updated through normal communications regarding personnel.

Respectfully submitted,

Dr. Mark Stamm
Superintendent of Schools

**EAST LYCOMING SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
Tuesday, August 22, 2023
High School Library - 7:00 p.m.**

**Public should enter through the Library Vestibule Doors
Board meetings will no longer be livestreamed. Audio recordings will be available after the
meeting under the Board of Directors tab on www.elsd.org**

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

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. Laura Barondeau - Renn/Ferrell 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

III. **BOARD POLICIES:**

(BOE)

1. **Board Policies (006. 216.1, 251) - First Reading:**

Resolved, to approve the changes recommended by PSBA to align with changes in state/ school code.

Policy 006 Meetings, Policy 216.1 Supplemental Discipline Records, and Policy 251 Students Experiencing Homelessness, Foster Care and Other Educational Instability.

--resolution required

IV. **FIELD TRIP:**

(E-1)

Resolved, upon the recommendation of Superintendent Stamm that the following field trip be approved:

-October 13, 2023	Picture Rock's Fire Department	Ferrell Grade K
Number of Students: 24	Cost to Students: \$0.00	Cost to District: \$0.00

--resolution required

V. **PERSONNEL:**

(P-1)

1. **Increase of Hours:**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Erica Stroup's hours be increased to 6 hours per day, effective August 23, 2023.

--resolution required

2. **Increase of Hours:**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Karen Gottshall's hours be increased to 6 hours per day, effective August 24, 2023.

--resolution required

3. **Approval of Bus Drivers 2023/2024 School Year:**

Resolved, to approve the following bus/van drivers and bus aides for the 2023/2024 school year. All the necessary paperwork is filed in the business office:

-Kent Gordner (Van) retro-active to August 21, 2023

-Joann Dieffenbach (Bus)

-Tammy Rovenolt (Van & Aide) retro-active to August 21, 2023

--resolution required

4. **Part-time Food Service Worker:**

Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that Ms. Flora Nyman be approved as a Part-time Food Service Worker in the district retro-active to August 16, 2023. Ms. Nyman will be paid \$13.29 per hour, 4.5 hours a day.

--resolution required

5. **Part-time Supervisory Aide:**

Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that Ms. Sarah Pulizzi be approved as a Part-time Supervisory Aide at Renn Elementary. Ms. Pulizzi will be paid \$13.29 per hour, 4 hours a day, pending receipt of required documents.

--resolution required

6. **Part-time Supervisory Aide:**

Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that Ms. Mary Wayman be approved as a Part-time Supervisory Aide at Renn Elementary. Ms. Wayman will be paid \$13.29 per hour, 5 hours a day, pending receipt of required documents.

--resolution required

7. **2023/2024 Daily Substitute Teacher/Support Staff/Guest Teacher Listing:**

Resolved, to approve the following listing for Elementary and Secondary 2023/2024 Daily Substitute Teacher Staff and Support Personnel as submitted.

--resolution required

8. **Band Camp Staff:**

Resolved, upon the recommendation of Superintendent Stamm that the following Band Camp Staff be approved for August Band Camp:

-Devon Palmeter - Step 4 \$1,526.25

-Alexander Eby - Step 1 \$699.63

-Rachel Booth - Step 1 \$1,399.25

-Adin Hinojosa - Step 1 \$1,399.25

-Alexandra LeCrone - Step 1 \$699.63

--resolution required

9. **Assistant Band Director Re-appointment:**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Kathryn

Stiadle be re-appointed Assistant Band Director for the 2023/2024 school year. Ms. Stiadle will be paid \$508.80. which is based on level 3 and actual days worked of the extracurricular salary agreement. **--resolution required**

10. **AM Bus Duty (.50 Hours Per Day):**

Resolved, upon the recommendation of Superintendent Stamm that Mrs. Beth Bitler be re-appointed for AM Bus Duty (.50 Hours Per Day) at Renn Elementary. Mrs. Bitler will be paid \$2,021.00, which represents level 5+ of the extracurricular salary agreement.

--resolution required

11. **AM Bus Duty (.50 Hours Per Day):**

Resolved, upon the recommendation of Superintendent Stamm that Mrs. Susan Seube be re-appointed for PM Bus Duty (.50 Hours Per Day) at Renn Elementary. Mrs. Seube will be paid \$1,640.00, which represents level 2 of the extracurricular salary agreement.

--resolution required

12. **AM Bus Duty (.50 Hours Per Day):**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Shannon English be re-appointed for AM Bus Duty (.50 Hours Per Day) at Ashkar Elementary. Ms. English will be paid \$2,021.00, which represents level 5+ of the extracurricular salary agreement.

--resolution required

13. **AM Bus Duty (.50 Hours Per Day):**

Resolved, upon the recommendation of Superintendent Stamm that Mrs. Sarah Snedeker be re-appointed for AM Bus Duty (.50 Hours Per Day) at Ashkar Elementary. Mrs. Snedeker will be paid \$2,144.00, which represents level 5+ of the extracurricular salary agreement.

--resolution required

14. **Compensation Plan for Confidential Employees:**

Resolved, upon the recommendation of Superintendent Stamm that the Compensation Plan for Confidential Employees be approved.

--resolution required

15. **Administrative Assistant for Pre-K and Federal Programs:**

Resolved, upon the recommendation of Superintendent Stamm for the creation of a new position of Administrative Assistant for Pre-k and Federal Programs be approved.

--resolution required

16. **Memorandum of Understanding:**

Resolved, to approve the Memorandum of Understanding between the East Lycoming School District and the East Lycoming Educational Support Personnel Association regarding contracting third-party vendors for custodial services and other operational needs of the district as attached.

--resolution required

17. **Athletic Volunteer:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Wyland that Mr. Christopher McKeown be approved as an Athletic Volunteer for the 2023/2024 Golf season.

--resolution required

18. **Athletic Volunteer Re-appointments:**

Resolved, upon the recommendation of Superintendent Stamm and Athletic Director Wyland that the following Athletic Volunteers be re-appointed:

-Jesse Stryker - Cheerleading season 23/24

-Veroniqua Rodriguez - Cheerleading season 23/24

- Jackie McClintock - JH Cheerleading season 23/24
- Derek Earnest - Football season 23/24
- Chris Fuller - Football season 23/24
- David Dimoff - Football season 23/24
- Jeff Heintzelman - Football season 23/24

--resolution required

- VI. **MINUTES:** (1)
Resolved, to accept the minutes from the meeting of August 8, 2023 as submitted.
--resolution required

VII. **BUSINESS/FINANCIAL MATTERS:**

1. **Treasurer's Report:** (F-1)
Resolved, to accept the July 2023 Treasurer's Reports as attached.
--resolution required
2. **Bills for Payment:** (F-2)
Resolved, to accept bills for payment as listed and attached.
--resolution required
3. **Business Office Reports:** (F-3)
(Act 24 Reform, Capital Projects and Student Activities) **--resolution required**
4. **ASL Interpreter/Transliterater Service Fees:** (F-4)
Resolved, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that the Interpreting Service Fees be approved.
--resolution required
5. **Levin Legal Services:** (F-5)
Resolved, upon the recommendation of Superintendent Stamm that the Letter of Engagement from Levin Legal Services be approved. **--resolution required**

VIII. **INFORMATION:**

1. 23/24 eSpartan Enrollment Guide

IX. **AUDIENCE PARTICIPATION:**

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

X. **ADJOURNMENT:**

**NEXT BOARD MEETING:
TUESDAY, SEPTEMBER 19, 2023
7:00 PM**



Book	Policy Manual
Section	000 Local Board Procedures
Title	Meetings
Code	006 Vol III 2023
Status	First Reading
Legal	1. 24 P.S. 407 2. 65 Pa. C.S.A. 701 et seq 3. 24 P.S. 422 4. 24 P.S. 405 5. 24 P.S. 426 6. 24 P.S. 427 7. 24 P.S. 428 8. 65 Pa. C.S.A. 703 9. 65 Pa. C.S.A. 709 10. 24 P.S. 423 11. 65 Pa. C.S.A. 712.1 12. Pol. 903 13. 65 Pa. C.S.A. 707 14. 24 P.S. 421 15. 24 P.S. 425 16. 24 P.S. 324 17. 24 P.S. 508 18. 24 P.S. 609 19. 24 P.S. 687 20. 24 P.S. 707 21. 24 P.S. 671 22. 24 P.S. 634 23. 24 P.S. 1129 24. 24 P.S. 640 25. 24 P.S. 803 26. Pol. 108 27. 24 P.S. 1071 28. 24 P.S. 1076

29. Pol. 604
30. Pol. 005
31. Pol. 606
32. Pol. 605
33. Pol. 107
[34. 24 P.S. 621](#)
35. Pol. 608
36. Pol. 610
[37. 24 P.S. 1080](#)
[38. 24 P.S. 514](#)
[39. 24 P.S. 702](#)
[40. 24 P.S. 708](#)
[41. 24 P.S. 315](#)
42. Pol. 004
43. Pol. 003
[44. 24 P.S. 1717-A](#)
[45. 24 P.S. 1729.1-A](#)
[46. 24 P.S. 1701](#)
[47. 65 Pa. C.S.A. 1102](#)
[48. 65 Pa. C.S.A. 1103](#)
49. Pol. 827
[50. 24 P.S. 1111](#)
[51. 24 P.S. 518](#)
[52. 65 Pa. C.S.A. 706](#)
[53. 65 Pa. C.S.A. 705](#)
[54. 24 P.S. 433](#)
55. Pol. 800
56. Pol. 801
57. Pol. 006
[58. 65 Pa. C.S.A. 708](#)
[24 P.S. 224](#)
[24 P.S. 408](#)
[24 P.S. 1075](#)
[24 P.S. 1077](#)
[65 Pa. C.S.A. 1101 et seq](#)
Pol. 612

Last Revised

August 22, 2023

All Board meetings shall be conducted in an orderly and business-like manner. Roberts Rules of Order shall govern the Board in its deliberations in all cases in which it is not inconsistent with law, state regulations or Board procedures.[\[1\]\[2\]](#)

Quorum

A quorum shall consist of a majority of the members of the Board. No business shall be transacted at a meeting without a quorum, but the school directors present at such a meeting may adjourn to another time.[\[3\]](#)

Presiding Officer

The President shall preside at all Board meetings. In the absence, disability or disqualification of the President, the Vice-President shall act instead. If neither person is present, a school director shall be elected President pro tempore by a majority of those present and voting to preside at that meeting only. Where no such majority is achieved on the first vote, a second vote shall be cast for the two (2) candidates who received the greatest number of votes.[\[4\]\[5\]\[6\]\[7\]](#)

Meeting Notifications

Notice of all open Board meetings, including committee meetings and work sessions, shall be given by publication of the date, place, and time of such meetings in the newspaper(s) of general circulation designated by the Board and posting of such notice at the administrative offices of the Board.[\[8\]\[9\]](#)

1. Notice of regular meetings shall be given by publication and posting of a schedule showing the date, place and time of all regular meetings for the calendar year at least three (3) days prior to the time of the first regular meeting.[\[8\]\[9\]](#)
2. Notice of all special meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting, except that such notice shall be waived when a special meeting is called to deal with an actual emergency involving a clear and present danger to life or property.[\[8\]\[9\]](#)
3. Notice of all rescheduled meetings shall be given by publication and posting of notice at least twenty-four (24) hours prior to the time of the meeting.[\[8\]\[9\]](#)
4. Notice of all recessed or reconvened meetings shall be given by posting a notice of the place, date and time of the meeting and sending copies of such notice to interested parties.[\[8\]](#)
5. Notice of all open meetings shall be given to any newspaper(s) circulating in Lycoming County and any radio or television station which so requests. Notice of all open meetings shall be given to any individual who so requests and provides a stamped, addressed envelope for such notification.[\[9\]](#)

Notice of all rescheduled meetings and special meetings shall be given to each school director no later than twenty-four (24) hours prior to the time of the meeting.[\[9\]\[10\]](#)

Agenda Notifications

The agenda, together with all relevant reports, shall be provided to each school director at least three (3) days before the meeting.

If the agenda includes an item of business related to removal of an officer of the Board, the agenda shall be provided to each school director at least seven (7) days before the meeting.

The district shall publicly post the agenda for all open meetings of the Board or Board committees at which deliberation or official action may take place no later than twenty-four (24) hours prior to the time of the meeting, as follows:[\[9\]](#)

1. On the district's website.
2. At the location of the meeting.
3. At the district's administrative office.

The posted agenda shall list each matter of agency business that will or may be the subject of deliberation or official action at the meeting.[\[9\]](#)

Agenda Preparation

It shall be the responsibility of the Superintendent, in cooperation with the Board President, to prepare an agenda of the items of business anticipated to come before the Board at each open meeting.

Order of Business

The order of business for regular meetings and special meetings called for general purposes shall typically be as follows, unless altered by the President or a majority of those present and voting:

- Preliminary Comments on Agenda Items
- Reports
- Board Policies
- Educational
- Personnel
- Minutes
- Business / Financial Matters
- Information
- Audience Participation

The order of business for other special meetings shall be determined according to the stated purpose of the special meeting.

Additions to the Agenda

The Board may deliberate or take official action on matters not included in a posted agenda only under the following circumstances:[\[11\]](#)

Emergencies – The matter of business relates to a real or potential emergency involving a clear and present danger to life or property.[\[8\]](#)[\[11\]](#)

Business Arising Within Twenty-Four (24) Hours Prior to the Meeting – The matter of business has arisen within twenty-four (24) hours prior to the meeting, is de minimis (minor) in nature, and does not involve the expenditure of funds or entering into a contract or agreement.[\[11\]](#)

Business Raised by Residents or Taxpayers During the Meeting – When a matter of Board business is raised by a resident or taxpayer during a meeting:[\[11\]](#)[\[12\]](#)

1. The Board may take official action to refer the matter to staff, if applicable, to conduct research and include on a future Board meeting agenda; or
2. If the matter is de minimis (minor) in nature and does not involve the expenditure of funds or entering into a contract or agreement, the Board may take official action on the matter.

Majority Vote – During a meeting, the Board may add a matter of business to the posted agenda by a majority vote of the school directors present and voting. The reason for adding an item to the posted agenda must be announced at the meeting before conducting the vote. Once announced and approved by majority vote, the Board may take official action on the item of business. The agenda shall be amended to reflect the new item of business and the amended agenda shall be posted to the district's

website and at the administrative office no later than the first business day following the meeting at which the agenda was amended. The unanimous consent procedure may not be used in place of majority vote for this purpose.[\[11\]](#)

The public posting of agenda requirements and rules for adding items to a posted agenda apply to both regular and special open meetings of the Board. These requirements and rules do not apply to:[\[9\]](#)[\[11\]](#)[\[13\]](#)

1. Conference sessions.
2. Executive sessions.

Regular Meetings

Regular Board meetings shall be open and shall be held at specified places at least once every two (2) months.[\[2\]](#)[\[14\]](#)

Special Meetings

Special meetings may be called for special or general purposes and shall be open except when conducted as an executive session for purposes authorized by law.[\[2\]](#)[\[5\]](#)[\[10\]](#)[\[15\]](#)

The President may call a special meeting at any time and shall call a special meeting upon presentation of the written requests of three (3) school directors. Upon the President's failure or refusal to call a special meeting, such meeting may be called at any time by a majority of the school directors.[\[5\]](#)

No business shall be transacted at any special meeting except that named in the call sent to school directors for such special meeting.[\[10\]](#)

Public Participation

At each open Board meeting, prior to official action by the Board, an opportunity shall be provided for public comment in accordance with law and Board procedures and policy.[\[2\]](#)[\[12\]](#)

Voting

All motions shall require for adoption a majority vote of those school directors present and voting, except as provided by statute or Board procedures.

All votes on motions and resolutions shall be by voice vote unless an oral roll call vote is requested by the President or another school director.

Special Voting Requirements –

**Indicates actions for which the minutes must reflect how each school director voted.*

1. Actions requiring the unanimous affirmative vote of all members of the Board remaining in office:
 - a. Appoint as Board Secretary a former school director who has resigned, before the expiration of the term for which the member was elected.*[\[16\]](#)[\[17\]](#)
 - b. Appoint as solicitor a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
2. Actions requiring the affirmative votes of two-thirds of the full membership of the Board:
 - a. Transferring, during the first three (3) months of the fiscal year, budgeted funds set apart or appropriated to a particular item of expenditure.*[\[17\]](#)[\[18\]](#)[\[19\]](#)
 - b. Adding or increasing appropriations to meet an emergency or catastrophe.*[\[17\]](#)[\[19\]](#)

- c. Hiring as a teacher a former school director who has resigned, before the expiration of the term for which the director was elected.*[\[16\]](#)[\[17\]](#)
- d. Conveying land or buildings to certain charities or other public agencies without following prescribed valuation procedures or with more favorable financing.*[\[17\]](#)[\[20\]](#)
- e. Fixing the fiscal year to begin on the first day of January. (*2nd class school districts only*)
[\[21\]](#)
- f. **Incurring temporary debt.***[\[17\]](#)[\[19\]](#)[\[22\]](#)
- g. Dismissing a tenured professional employee after a hearing.*[\[17\]](#)[\[23\]](#)
- h. Borrowing in anticipation of current revenue.*[\[17\]](#)[\[24\]](#)
- i. **Adopting or changing textbooks without the recommendation of the Superintendent.***[\[17\]](#)[\[25\]](#)

3. Actions requiring the affirmative votes of a majority of the full membership of the Board:

- a. Fixing the length of the school term.*[\[17\]](#)
- b. Adopting textbooks recommended by the Superintendent.*[\[17\]](#)[\[26\]](#)
- c. Appointing the district Superintendent and Assistant Superintendent(s).*[\[17\]](#)[\[27\]](#)[\[28\]](#)
- d. Appointing teachers and principals.*[\[17\]](#)
- e. Adopting the annual budget.*[\[17\]](#)[\[29\]](#)
- f. Appointing tax collectors and other appointees.*[\[17\]](#)[\[30\]](#)[\[31\]](#)
- g. Levying and assessing taxes.*[\[17\]](#)[\[32\]](#)
- h. Purchasing, selling, or condemning land.*[\[17\]](#)
- i. Locating new buildings or changing the location of old ones.*[\[17\]](#)
- j. Creating or increasing any indebtedness.*[\[17\]](#)
- k. Adopting planned instruction.[\[17\]](#)[\[33\]](#)
- l. Establishing additional schools or departments.*[\[17\]](#)
- m. Designating depositories for school funds.*[\[17\]](#)[\[34\]](#)[\[35\]](#)
- n. Authorizing the transfer of any unencumbered balance, or portion thereof, from one appropriation to another, or from one spending agency to another during the last nine (9) months of the fiscal year.*[\[17\]](#)[\[19\]](#)
- o. Entering into contracts of any kind, including contracts for the purchase of fuel or any supplies where the amount involved exceeds \$100 (including items subject to bid requirements).*[\[17\]](#)[\[36\]](#)
- p. Fixing salaries or compensation of officers, teachers, or other appointees of the Board.*[\[17\]](#)
- q. Entering into contracts with and making appropriations to the intermediate unit for the district's proportionate share of the cost of services provided or to be provided by the intermediate unit.*[\[17\]](#)
- r. Dismissing, after a hearing, a Superintendent, Assistant Superintendent or non-tenured teacher.*[\[17\]](#)[\[37\]](#)[\[38\]](#)

- s. Determining the location and amount of any real estate required by the school district for school purposes.*[17][39]
- t. Vacating and abandoning property to which the Board has title.*[17][40]
- u. Appointing a school director to fill a vacancy on the Board.*[17][41]
- v. Calling a special meeting when the President has failed to do so after written request of three (3) members of the Board.[5]
- w. Declaring that a vacancy exists on the Board by reason of the failure or neglect of a school director to qualify.[42]
- x. Adopting, amending or repealing Board procedures and policy.[43]
- y. **Approving or denying a charter school application.*[44]**
- z. **Approving or denying a multiple charter school organization application.*[45]**
- aa. **Establishing joint schools or departments.*[46]**

Abstention from Voting

A school director shall be required to abstain from voting when the issue involves either one of the following:

1. Conflict of interest under the Ethics Act.[47][48][49]

Prior to the vote being taken, the school director shall verbally disclose the nature of the conflict in public, and shall also provide the Board Secretary with a written memorandum stating the nature of the conflict, which shall be attached to the Board minutes as a public record.

Conflict of interest - use by a public official of the authority of their office or any confidential information received through holding public office for the private pecuniary benefit of the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated. The term does not include an action having a de minimis economic impact or which affects to the same degree a class consisting of the general public or a subclass consisting of an industry, occupation or other group which includes the public official, a member of their immediate family or a business with which the public official or a member of their immediate family is associated.[47]

De minimis economic impact – an economic consequence which has an insignificant effect.[47]

Immediate family – parent, spouse, child, brother or sister.[47]

Business with which associated – any business in which the person or a member of the person's immediate family is a director, officer, owner, employee or has a financial interest.[47]

2. Relative recommended for appointment to or dismissal from a teaching position.[23][50]

Relative – father, mother, brother, sister, husband, wife, son, daughter, stepson, stepdaughter, grandchild, nephew, niece, first cousin, sister-in-law, brother-in-law, uncle, or aunt.

The Board is encouraged to seek the guidance of the district solicitor or the State Ethics Commission for questions related to conflict of interest.[48][49]

Minutes

The Board shall cause to be made, and shall retain as a permanent record of the district, minutes of all open Board meetings. Said minutes shall be comprehensible and complete and shall show: [\[51\]](#)[\[52\]](#)

1. Date, place, and time of the meeting.
2. Names of school directors present.
3. Presiding officer.
4. Substance of all official actions.
5. Actions taken.
6. Recorded votes and a record by individual members of all roll call votes taken. [\[53\]](#)
7. Names of all residents who appeared officially and the subject of their testimony.
8. Any matter added to a posted agenda, including the substance of the matter, the announced reason and the recorded vote, where applicable. [\[9\]](#)[\[11\]](#)

The Board Secretary shall provide each school director with a copy of the minutes of the last meeting prior to the next regular meeting. [\[1\]](#)

The minutes of Board meetings shall be approved at the next succeeding meeting and signed by the Board Secretary. [\[54\]](#)

Notations and any tape or audiovisual recordings shall not be the official record of an open Board meeting but may be available for public access, upon request, in accordance with Board policy. Any notations and/or audiovisual recordings of a Board meeting shall be retained and disposed of in accordance with the district's records retention schedule. [\[1\]](#)[\[55\]](#)[\[56\]](#)

Recess/Reconvene

The Board may at any time recess or reconvene to a reconvened meeting at a specified date and place, upon the majority vote of those present. The reconvened meeting shall immediately take up its business at the point in the agenda where the motion to recess was acted upon. Notice of the reconvened meeting shall be given as provided in Board policy. [\[8\]](#)[\[9\]](#)[\[57\]](#)

Executive Session

The Board may hold an executive session, which is not an open meeting, before; during; at the conclusion of an open meeting; or at some other time. The presiding officer shall announce the reason for holding the executive session; the announcement can be made at the open meeting prior to or after the executive session. [\[13\]](#)[\[15\]](#)[\[58\]](#)

The Board may discuss the following matters in executive session:

1. Employment issues.
2. Labor relations.
3. Purchase or lease of real estate.
4. Consultation with an attorney or other professional advisor regarding potential litigation or identifiable complaints that may lead to litigation.
5. Matters that must be conducted in private to protect a lawful privilege or confidentiality.
6. School safety and security, of a nature that if conducted in public, would: [\[15\]](#)
 - a. Be reasonably likely to impair the effectiveness of school safety measures.

- b. Create a reasonable likelihood of jeopardizing the safety or security of an individual or a school, including a building, public utility, resource, infrastructure, facility or information storage system.

Official actions based on discussions held in executive session shall be taken at an open meeting.

Work Sessions

The Board may meet as a Committee of the Whole in an open meeting to vote on or to discuss issues. Public notice of such meetings shall be made in accordance with Board procedures.[\[2\]](#)[\[57\]](#)

A meeting of the Committee of the Whole, not regularly scheduled, may be called at any time by the President; the President shall call such a meeting when requested to do so by school directors. Public notice of the meeting shall be made in accordance with Board procedures.

The Board Secretary shall provide notice of a meeting of the Committee of the Whole in accordance with Board procedures.[\[8\]](#)[\[9\]](#)[\[57\]](#)

Committee Meetings

Standing committee meetings may be called at any time by the committee chairperson, with proper public notice, or when requested to do so by ____ members of the committee.[\[8\]](#)[\[9\]](#)[\[57\]](#)

A majority of the total membership of a committee shall constitute a quorum.

Unless held as an executive session, standing committee meetings shall be open to the public, other school directors, and the Superintendent.[\[2\]](#)

A majority of the committee or the chairperson may invite Board employees, consultants or other persons who have special knowledge of an area under discussion.



Book	Policy Manual
Section	200 Pupils
Title	Supplemental Discipline Records
Code	216.1 Vol III 2023
Status	First Reading
Legal	1. 24 P.S. 1304-A 2. 24 P.S. 1305-A 3. 24 P.S. 1307-A 4. 42 Pa. C.S.A. 6341 5. 237 PA Code Rule 163 6. Pol. 113.1 7. Pol. 218 8. Pol. 218.3 9. Pol. 233 10. 24 P.S. 1318.1 11. Pol. 200 12. Pol. 216 20 U.S.C. 1232g 20 U.S.C. 7118 Pol. 113.4
Adopted	March 9, 2010
Last Revised	August 14, 2012

Authority

The school district shall maintain required records concerning **students** adjudicated **delinquent** and transfer students disciplined for offenses involving weapons, alcohol, drugs and violence on, **or within 1,500 feet of**, school property.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

Guidelines

Records/Information Regarding Students Who Have Been Adjudicated Delinquent

The building principal **or designee** shall receive from the court, through the juvenile probation **office**, information concerning the adjudication of an enrolled student. **The information may** include, **but not be limited to, the name and address of the student**, a description of **the** delinquent acts

committed by the student **and the** disposition of the case. **If the student is adjudicated delinquent of a felony offense, the building principal or designee may receive additional information, including but not limited to juvenile probation or treatment reports pertaining to the adjudication, prior delinquent history and the supervision plan. Other information may be provided as deemed necessary by the juvenile probation office unless restricted by a court order or other applicable law or regulation.**[\[4\]](#)[\[5\]](#)

Upon receipt, the building principal or designee shall send a written acknowledgement to the juvenile probation office of the receipt of the information, including acknowledgement of the requirements and restrictions of the district regarding such information.[\[5\]](#)

The building principal **or designee shall** share this information with the student's teacher and the principal of another school to which the student may transfer. **The information shall be used for the limited purposes of protecting school personnel and students, and arranging for appropriate counseling and education for the student.**[\[4\]](#)[\[5\]](#)

The information may be used for school disciplinary decisions only if: the student was under the supervision of the Board at the time of the incident; the act(s) took place within 1,500 feet of school property; and the school has complied with all other statutory, regulatory and constitutional provisions relative to the imposition of school discipline.[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

The information received from the juvenile probation office concerning an adjudicated student shall be maintained separately from the student's official school record.[\[4\]](#)[\[5\]](#)

Records Regarding Student Enrollment - Sworn Statement or Affirmation Related to Disciplinary Exclusions

Upon registration and prior to admission to the school district, the parent/guardian or person having charge of the student shall provide a **signed** sworn statement or affirmation stating whether the student previously was or presently is suspended or expelled from any public or private school for an offense involving weapons, alcohol or drugs; willful infliction of injury to another person; **sexual assault**; or any act of violence committed on school property. The statement shall include the dates of suspension or expulsion and the name of the school from which the student was suspended or expelled for these reasons.[\[1\]](#)[\[8\]](#)[\[10\]](#)[\[11\]](#)

The sworn statement or affirmation shall include the signature of the parent/guardian or person having charge of the student and they shall be informed that any willful false statements concerning this registration shall be a misdemeanor of the third degree.[\[1\]](#)

This registration statement shall be maintained as part of the student's disciplinary record.

Transfer of Disciplinary Records

Transfer Into the District -

When a student transfers to a district school from another school district, a nonpublic school, or other school within this district, the district shall request a certified copy of the student's disciplinary record from the school from which the student is transferring. The sending school shall have ten (10) days from receipt of the request to provide the disciplinary record. This record shall be maintained as part of the student's disciplinary record and shall be available for inspection as required by law **and Board policy.**[\[2\]](#)[\[12\]](#)

Transfer From the District -

When a student transfers from a district school to another school district, a nonpublic school or other school within the district, the district shall transmit a certified copy of the student's disciplinary record within ten (10) days of receiving the request from the school to which the student has transferred. **A copy of the notice initially provided by the juvenile probation office to the district shall also be provided to the school to which the student has transferred.**[\[5\]](#)

The building principal or designee shall maintain a log of all individuals from other school districts to whom this information is subsequently provided, and shall inform the juvenile probation office upon providing this information to officials from other schools outside the district.[\[5\]](#)



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

29. Pol. 113.4

30. Pol. 216

31. Pol. 200

32. Pol. 201

33. Pol. 203

34. Pol. 204

35. Pol. 209

36. Pol. 206

37. Pol. 906

38. Pol. 202

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

40. Pol. 146

41. Pol. 918

42. Pol. 138

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

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

[22 PA Code 403.1](#)

[34 CFR Part 99](#)

[67 Fed. Reg. 10698](#)

PA Education for Homeless Children and Youth State Plan

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

Ensuring Educational Stability for Foster Care Youth - Transportation Plan Guide

Adopted July 18, 2017

Last Revised March 14, 2023

Purpose

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

Authority

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

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

The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to,

requirements regarding:[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

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

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

Definitions

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

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

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

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

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

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

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

1. Children and youths who are:

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

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

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

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

Delegation of Responsibility

The Board designates the Superintendent or designee to serve as the district's point of contact for students experiencing educational instability.[\[4\]\[5\]\[27\]](#)

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

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

1. Local children and youth agency to:

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

- c. Develop and coordinate transportation procedures.
2. Other local service agencies and entities that provide services to students experiencing educational instability.
3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]
5. State and local housing agencies responsible for comprehensive housing affordability strategies.

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

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

Additional Responsibilities to Support Homeless Students -

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

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

Training

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

Additional Training to Support Homeless Students -

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

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

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

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

Guidelines

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

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

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

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

Enrollment

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

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

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

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

Best Interest Determination -

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

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

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

arrangements including foster care placement.

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

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

Timeliness of Enrollment -

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

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

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

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

Grade Level Assignment -

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

Dispute Resolution

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

Dispute Resolution for Homeless Students -

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

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

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

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

Dispute Resolution for Students in Foster Care -

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

Students Discharged From Foster Care

A student who has been discharged from foster care may be permitted to finish the school year in this district, if appropriate, and approved by the superintendent, with payment of tuition.

Education Records

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

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

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

Comparable Services

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

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

Transportation for Homeless Students -

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

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

Transportation for Students in Foster Care -

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

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

The transportation plan shall address the following:[6]

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

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

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

Course Credit and Graduation

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

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

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

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

Keystone Diploma –

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

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

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

Students with Disabilities –

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

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP, **in accordance with applicable law, regulations, Board policy, administrative regulations and state guidance.** [\[11\]](#)[\[19\]](#)

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

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

Date of Request: 8/18/23 School: G.A. Ferrell
Staff Member: Shari Michael
Class/Club Attending: Kindergarten
Number of Students: 24 Number of Adult Chaperones: approx. 8-10

DESTINATION INFORMATION

Destination Name: Picture Rocks Volunteer Fire Dept.
Destination Address: 181 Main St.
Picture Rocks, PA 17762
Destination Phone Number: 570-584-4115
Estimated Roundtrip Mileage: 6 blocks
Departure Date: 10/13/23 Departure Time: 8:20 AM
Return Date: 10/13/23 *Return Time: 11:00 AM
Rain Date:
Special Transportation Request(s) (i.e. wheelchair lift):

EDUCATIONAL GOAL OF TRIP

Please state the educational goal of this trip.

This is a walking trip to our local fire department to learn
fire safety during Fire Prevention Week.

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

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

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

Is a bus appropriate for this trip? Circle One Initials
Yes ☐ No ☒ SBM
If no, please specify.

walking trip

Is this an overnight trip? Yes ☐ No ☒ SBM

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

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

If yes, for what?

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

Total estimated cost* of trip:
(*include transportation, substitutes & fees)

District Funds:
Other Funds:
Other Funds Source: N/A

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

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

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

TO BE COMPLETED BY BUSINESS MANAGER

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

Yes ☒ No ☐

HBS

EAST LYCOMING SCHOOL DISTRICT

FIELDTRIP REQUEST FORM

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

Shan Brumfield
Requestor's Signature

8/18/23
Date
(Submitted to Principal)

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

Laura Barondeau
Principal's Signature

8/18/23
Date
(Submitted to Curriculum Director)

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

Cori A. Cotter
Curriculum Director's Signature

08/17/2023
Date
(Submitted to Superintendent)

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

Sup/ Sam
Superintendent's Signature

8-17-23
Approval Date

23/24 Substitute List

<u>Certified Teacher (*)</u>	<u>Last Name</u>	<u>First Name</u>
BLAST GUEST TEACHER	BROWN	DIANNA
	BUNCE	REBECCA
*	BYERS	HOLLY
BLAST GUEST TEACHER	CALE	LEA
BLAST GUEST TEACHER	CAREY	DONNA
BLAST GUEST TEACHER	CARSON	BARTH
BLAST GUEST TEACHER	CECCACCI	LAUREN
*	COHICK	S. JEAN
BLAST GUEST TEACHER	CORNEJO	MARIA REGINA
*	CURRINDER	DEBORAH
*	DAUGHERTY	JANELLE
BLAST GUEST TEACHER	DAVERIO	MORGAN
*	DELKER	JONATHON
BLAST GUEST TEACHER	DIROCCO	ANGELA
*	DOWDY	WILLIAM
BLAST GUEST TEACHER	FEIST	LISA
*	FRY	WOODY
BLAST GUEST TEACHER	GARGIULO	THOMAS
*	GETZ	LARISSA
*	HENNINGER	LISA
BLAST GUEST TEACHER	HILL	RENEE
*	HIBSCHMAN	BECKY
BLAST GUEST TEACHER	HODGE	NANCY
BLAST GUEST TEACHER	HOFFMAN	NATALIE
	KOLLETZKI	PAULINE
*	KORTH	ALEXIS
BLAST GUEST TEACHER	LACOE	JEFFREY
	LONDON	DEBRA
BLAST GUEST TEACHER	MILLER	MICHAEL
BLAST GUEST TEACHER	MNKANDHLA	HEIDI
*	PERRY	LINDSEY
BLAST GUEST TEACHER	SEGRAVES	BRENNA
	SHANER	ROBIN
BLAST GUEST TEACHER	SHOFF	CRAIG
*	SNEDEKER	SARAH
BLAST GUEST TEACHER	SOUTER	DIANE
*	STRAYER	SAMANTHA
*	STRICKLAND	BRIANNA
	TROUTMAN	PATRICIA
BLAST GUEST TEACHER	WAGNER	JORDANA
BLAST GUEST TEACHER	WELCH	JOANN
BLAST GUEST TEACHER	WISE	STEPHANIE
*	WILLIS	JEANNE
*	WOLFE	SARA

August 22, 2023

Re: Recommendation for Compensation Plan for Confidential Employees

Members of the Board

Confidential Public Employees due to the nature and location of their work with executive administrators are prohibited by state code from becoming members of any bargaining unit leaving their compensation and benefits undefined within the district.

I am recommending the approval of this compensation plan to memorialize the compensation and benefits received by ELSD Confidential Employees. This plan includes what is currently provided to these staff and aligns it with anticipated adjustments in the next Act 93 agreement.

Mr. Kenyon has reviewed the agreement and is in agreement with this recommendation for approval.

Respectfully
Dr. Mark Stamm
Superintendent

Confidential Administrative Support Personnel

Employment Compensation Plan



Scope:

This compensation plan is intended to detail the terms and conditions of employment, compensation, and fringe benefits of Confidential Administrative Support Personnel who by the nature of their job responsibilities are prohibited by statute from belonging to any collective bargaining association.

Confidential Administrative Support Personnel are defined by the Pennsylvania Code Act 195 (1970) as individuals who work for a public employer but by the nature of their work in the personnel offices of the employer and in the close association of their work with administrators who negotiate and execute collective bargaining agreements, are prohibited from being members of a collective bargaining agreement.

Salary:

Base salary for full-time Confidential Employees will be set by the Board of Directors upon the recommendation of the Superintendent at the time of employment. Base salaries will be increased by 2.25% annually. Employees who receive an overall rating of "Exceeds Expectations" as determined by their supervising administrator and approved by the Superintendent, are eligible for an additional 0.50%.

Evaluations will be completed annually by June 30 using the form attached (Attachment 1). Compensation increases are set for July 1 through June 30.

Length of Work Year:

To facilitate support for district administrators, Confidential Employees will follow the Act 93 Compensation Plan work year. The Administrative Work Calendar is set annually by the Superintendent.

Fringe Benefits:*Act 93 Compensation Plan:*

Confidential Employees will receive the same benefits as detailed in the Act 93 Compensation Plan for fringe benefits excluding provisions for retirement.

1. Medical
2. Dental
3. Life Insurance / Accidental Death and Dismemberment
4. Disability / Income Protection
5. Sick Leave
6. Other Temporary Leaves of Absence
7. Credit / Continuing Education

Support Personnel Agreement

Confidential Employees will receive retirement benefits as detailed in the Support Personnel Agreement under Retirement Medical / Dental Benefits.

Vacation Leave:

Full-time Confidential Employees shall receive paid vacation based on the years of service in the East Lycoming School District as listed below.

1. 15 days for 0 - 4 years.
2. 20 days for 5 - 14 years.
3. 25 days for 15 or more years.

Vacation leave is awarded annually on July 1 and will be prorated for any employee hired after July 1. Vacation may accrue from year-to-year, but may not exceed 15 days on September 1. Vacation leave in excess of 20 days on September 1, will be converted to sick leave. Vacation leave may be taken in 0.5 (Half) or 1.0 (Full) days only.

If an employee severs employment before June 30, vacation leave will be prorated to the date of separation. Reimbursement will be required for any vacation leave in excess of the prorated amount.

Vacation leave must be approved by the Superintendent and may be denied for operational need.

Conferences / Trainings:

Confidential employees may submit conference / training requests appropriate to the performance of their assigned duties. Requests shall be submitted to the Superintendent using established district processes. Reimbursement for travel and training expenses shall be in accordance with district guidelines and policy.

Severance:

Confidential employees shall submit a 30 day letter of intent to sever employment. If the employee works the entire 30 days excluding any leave time, the district agrees to pay the employee for unused sick leave under terms and conditions in the Act 93 Compensation Plan.

ELSD Board President

Confidential Administrative Support Personnel

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Name: _____

Signature: _____

Date: _____

Confidential Employee Evaluation Form

Directions

The Performance Categories reflect the essential elements critical to the success of the East Lycoming School District. Ratings in each category should use the Performance Considerations as a guide to evaluate the employees demonstrated skill and ability in that area and any suggestions for development.

Employees will complete a self-review using this form to guide the discussion with the supervisor.

Performance Considerations

In completing this evaluation, supervisors will consider the following areas:

- Major accomplishments during the evaluation period that were beyond the established goals
- Progress since the previous evaluation
- Improvements that need to be made in the next twelve months
- Help/resources to assist with improvement
- Plans for professional development directly related to the current position
- Other specific concerns to discuss during the evaluation

PERSONNEL PERFORMANCE APPRAISAL

Employee Name: _____

Position / Title: _____

Evaluation Period: _____

Performance Categories

JOB KNOWLEDGE

Demonstrates the appropriate specialized knowledge required to perform the job; effectively performs duties and responsibilities; keeps current with new developments in area of responsibility.

Exceeds expectations ____ Meets expectations ____ Does not meet expectations ____

Comments/Suggestions/Goals:

JUDGMENT AND PROBLEM SOLVING

Anticipates and identifies problems, gathers facts, evaluates alternatives, recommends actions, follows-up to provide resolution.

Exceeds expectations ____ Meets expectations ____ Does not meet expectations ____

Comments/Suggestions/Goals:

SELF-MANAGEMENT

Effectively uses time and meets deadlines, punctual and reliable, works effectively with directives given, takes initiative and provides acceptable volumes of work.

Exceeds expectations ____ Meets expectations ____ Does not meet expectations ____

Comments/Suggestions/Goals:

TEAMWORK

Shares information and resources, gives timely responses to requests made by others, establishes and maintains effective working relationships.

Exceeds expectations ____ Meets expectations ____ Does not meet expectations ____

Comments/Suggestions/Goals:

EXCELLENCE

Consistently produces quality work aligned with the District's strategic priorities, work is completed thoroughly and accurately with attention to detail.

Exceeds expectations ____ Meets expectations ____ Does not meet expectations ____

Comments/Suggestions/Goals:

INNOVATION

Discovers and implements new and improved methods and procedures for greater efficiency and service to the students, staff, and families.

Exceeds expectations ____ Meets expectations ____ Does not meet expectations ____

Comments/Suggestions/Goals:

COMMUNITY RELATIONS

Effectively represents the mission and core values of the District to students, colleagues, and in interactions with partner agencies and the community at-large.

Exceeds expectations ____ Meets expectations ____ Does not meet expectations ____

Comments/Suggestions/Goals:

COMMUNICATION

Effectively conveys ideas, information, or instructions. Listens effectively and participates in meetings and committee assignments.

Exceeds expectations ____ Meets expectations ____ Does not meet expectations ____

Comments/Suggestions/Goals:

OVERALL EVALUATION

Considering all dimensions and factors, indicate the overall evaluation that best describes this employee's performance during the past 12 months.

Exceeds expectations _____ Meets expectations _____ Does not meet expectations _____

Comments/Suggestions/Goals:

Documentation

Signature of Evaluator: _____ Date:

Signature of Employee: _____ Date:

Signature of Superintendent: _____ Date:

Signature indicates that the evaluation has been discussed but does not necessarily signify concurrence. A response to this evaluation may be made on a separate sheet and attached. It will be filed with your evaluation.

August 22, 2023

Re: Recommendation for Administrative Assistant for Pre-K and Federal Programs

Members of the Board

I am requesting Board approval for the creation of a new position: Administrative Assistant for the Pre-K and Federal Programs. This position will be a Confidential Administrative Employee who reports to the Director of Curriculum to support her primarily and to other administrators as assigned. Job description is attached. Compensation will be commensurate with experience of the candidate, current staff, and included in the Compensation Plan for Confidential staff.

The position will be fully funded this fiscal year through Pre-K Counts funds. Due to the statutory requirements of Pre-K Counts funds, the district struggles to creatively spend these monies on allowable expenditures. An administrative assistant is an allowable expense option that would be a better use of these additional funds received by the district annually.

It is anticipated that this position will eventually provide 10%-20% of its time to provide administrative support to the Director of Buildings and Grounds. Once that amount is better understood it will be adjusted in future budget requests to the Board.

The creation of this position represents the final piece in a series of restructuring actions to streamline district operations and provide adequate support to district administrators.

Respectfully
Dr. Mark Stamm
Superintendent



Administrative Assistant for Federal and State Programs East Lycoming

Job Description

JOB INFORMATION

<i>Title:</i>	Administrative Assistant for Federal and State Programs- East Lycoming
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Confidential Secretaries
<i>Location</i>	Central Office
<i>Last Edited On:</i>	8/11/2023 8:26:46 AM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	District Administration
<i>Reports To:</i>	Director of Curriculum / Designee

JOB GOAL

To provide administrative and operational support to administrators in charge of Federal / State Grant programs and other duties as assigned in support of other administrators.

ESSENTIAL FUNCTIONS

1. Performs general office duties, including but not limited to telephone/e-mail, message systems, receptionist duties, preparation/editing of correspondence/reports, scheduling, general filing, photocopying, maintaining records, and associated reports.
2. Maintains confidentiality with all District information.
3. Ensures equipment in 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.
4. 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.
5. Maintains and updates various files; retrieves filed documents and materials; and transfers and discards files in accordance with established business procedures and schedules.
6. Inputs, maintains, and updates information to generate databases and spreadsheets and compiles information for various reports. Excel proficiency essential.
7. Supports office operations with greeting and assisting visitors, providing co-worker assistance when necessary, and providing back-up support for secretaries when needed.
8. Responsible for maintaining inventory and distribution of supplies.
9. Enter and monitor purchase requisitions for special programs and assigned administrators.
10. Assist the Director of Curriculum with the development of the Pre-K program Grant, Federal Programs Grants, budgets, program monitoring, and program implementation.
11. Maintains and updates all Pre-K Counts and Federal Programs grant documents, programs, and monitoring of all grant requirements, deadlines, and tasks.
12. Manage Pre-K Counts registration, including advertising, monitoring incoming registrations, approving applications, conducting the rating scale for placement, communicate acceptance and placement to families.
13. Roster Pre-K Counts students in Pelican and in Sapphire. Communicate rosters with teachers and provide all contact information to teachers.
14. Manage budget for Pre-K Counts and Federal Programs including allowable expenses, ordering, and adjusting budget information in Pelican and in eGrants as needed.
15. Work with the business office to arrange transportation for Pre-K Counts students and communicate transportation to teachers and to families.
16. When appropriate, attend Early Learning Team meetings, Federal Programs trainings, and other trainings / conferences as directed. Provide updates to all applicable parties at the district.
17. Monitor Pre-K Counts equipment, furniture, and storage for maintenance purposes. Create and manage a replacement cycle for all Pre-K Counts furniture and equipment.

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		X		
Bachelor's Degree			X	

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
1-2 years	School District / Central Office Administrative Support	X		
3-5 years	General Operational or Program Support		X	
2-3 years	PDE PIMS Data Entry and Management		X	
1-2 years	PDE Applications Portal / eGrants		X	

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
10%	Travel between district buildings and for regional / state trainings

SCOPE

Analytical Demands

- ☒ Recurring analytical demands. Analysis involves gathering and interpreting data to resolve complex problems.

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 level of stress.

Temperament

- ☒ 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.
- ☒ 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.

Other Specific Skills

- Proficient with MS Excel and other office software programs
- Proficient with PDE PIMS Data Entry and Management

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 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/webpage software, PowerPoint and Excel software applications.
- ☒ Ability to appropriately handle confidential information in accordance with District policies.

Other Workplace Expectations

- Ability to perform other duties as assigned.

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

Physical Demands

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

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing		X			
<input checked="" type="checkbox"/>	Walking		X			
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input 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			25 lbs.

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

Working Environment

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



Memorandum of Understanding

This Memorandum of Understanding is made between the East Lycoming School District and the East Lycoming Support Personnel Association.

The Association agrees to allow the District to contract with third-party vendors to provide custodial services to the District, work that would usually and customarily be for Association members.

The District, in its sole discretion, shall be permitted to contract with third-party vendors for custodial services when there is an inability to fill vacant positions due to staff illnesses, due to staff vacation time, and for other operational needs of the District.

The parties agree that this Memorandum of Understanding shall not constitute a past practice for any future instances or occurrences and any future requests will be evaluated independently based on the request.

This Memorandum of Understanding shall be effective starting September 1, 2023 through June 30, 2024.

Support Personnel Association

President

Date

East Lycoming School District

President of the Board

Date

August 8, 2023

Call the Meeting to Order: Mr. Michael, President, called the East Lycoming School District Board of Education's August 8, 2023 Board meeting to order in the High School Library beginning at 7:00 p.m. with the following Members of the Board, Administration and General Public in attendance.

Members of the Board:

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

Mrs. Tara Buebendorf - present
Mrs. Shannon McConnell-Barlett - present
Mr. Matthew Pendrak - present
Mrs. Rose Trevouledes - present (arrived@ 7:06 p.m.)

Administration:

Dr. Mark Stamm - Superintendent
Mrs. Cori Cotner - Director of Curriculum
Mr. Tom Coburn - Sr. High School Principal
Mr. Richard Reichner - Jr. High School Principal
Mrs. Heather Burke - Business Manager/Board Secretary
Mrs. Valerie Ochs - Assistant Business Manager
Mr. Adam Creasy - Technology Director
Mr. Bryan McCaffery - Director of Buildings and Grounds
Mrs. April Paulhamus - Director of Special Education

General Public: Chris Kenyon, Mark Maroney (Star-Gazette), Craig Dudek, Jennifer Vermeire, Stephen Vermeire, Lora MacKenzie, Paul Heise and Becci Swales.

Board Policies: It was moved by Mr. Pendrak, seconded by Mrs. McConnell-Barlett to approve the following Board Policy:

1. **Board Policy #913 (Nonschool Organizations/Groups/Individuals) - Review:**

Resolved, to approve the review of Board Policy #913 (Nonschool Organizations/Groups/Individuals) and with no changes.

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

Mrs. Tara Buebendorf - yes
Mr. Matthew Pendrak - yes
Mrs. Shannon McConnell-Barlett - yes
Mrs. Rose Trevouledes - yes (arrived @7:06 p.m.)

Motion Carried

Educational: It was moved by Mrs. Gavitt, seconded by Mrs. Yerg to approve the following Educational Items:

1. **Health and Safety Plan:**

Resolved, upon the recommendation of Superintendent Stamm to approve the attached Health and Safety Plan with no changes.

2. **2023/2024 Student Handbooks:**

Resolved, upon the recommendation of Superintendent Stamm to approve the 2023/2024 Elementary, High School Student Handbooks, and eSpartan Student Handbooks.

3. Field Trip:

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

-August 14,2023	Little League Parade	Marching Band
Number of Students: 41	Cost to Students: \$0.00	Cost to District: \$160.00

Mr. Richard Michael - yes	Mrs. Tara Buebendorf - yes
Mr. Michael Mamrak - yes	Mr. Matthew Pendrak - yes
Mrs. Donna Gavitt - yes	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mrs. Rose Trevouledes -yes (arrived @7:06 p.m.)
Mrs. Rebecca Yerg-yes	<u>Motion Carried</u>

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

1. Principal Appointment - Renn & Ferrell Elementary Schools:

Resolved, upon the recommendation of Superintendent Stamm and the Interview Committee that Mrs. Laura Barondeau be hired as the Principal of Renn and Ferrell Elementary Schools, effective August 14, 2023. Mrs. Barondeau will be paid a salary of \$87,500.00 under the Act 93 Administration Compensation Plan.

2. Elementary School Counselor:

Resolved, upon the recommendation of Superintendent Stamm and the Interview Committee that Mrs. Jessica Schuster be hired as an Elementary School Counselor (Professional Contract) at Ashkar Elementary effective the 2023/2024 school year. Mrs. Schuster will be paid \$63,200.00 which represents level 5 (M) of the East Lycoming Educational Professional Contract, pending receipt of required certification and documents.

3. Special Education Teacher:

Resolved, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Jennifer Fabiano be hired as a Special Education Teacher (Temporary Professional Contract) effective the 2023/2024 school year. Ms. Fabiano will be paid \$57,750.00 which represents level 1 (M) of the East Lycoming Educational Professional Contract pending receipt of required certification and documents.

4. Part-time Instructional Aide:

Resolved, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Sarah Gilmore be approved as a Part-time Instructional Aide at Renn Elementary for the 2023/2024 school year. Ms. Gilmore will be paid \$13.79 per hour for 6 hours per day pending receipt of required documents.

5. Part-time Instructional Aide:

Resolved, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Skye Garnhart be approved as a Part-time Instructional Aide at Ashkar Elementary for the 2023 /2024 school year. Ms. Garnhart will be paid \$13.79 per hour for 6 hours per day pending receipt of required documents.

6. Part-time Instructional Aide:

Resolved, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Courtney Arce be approved as a Part-time Instructional

Aide at the High School for the 2023/2024 school year. Ms. Arce will be paid \$13.79 per hour for 6 hours per day pending receipt of required documents.

7. **Part-time Supervisory Aide:**

Resolved. upon the recommendation of Superintendent Stamm and Principal Warg that Ms. Elizabeth Schwenk be approved as a Part-time Supervisory Aide at Ashkar Elementary for the 2023/2024 school year. Ms. Schwenk will be paid \$13.29 per hour for 4 hours per day.

8. **Transfer to an Instructional Aide:**

Resolved. upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Ms. Samantha Showers be transferred to an Instructional Aide at the High School effective the 2023/2024 school year. Ms. Showers will be paid \$13.79 per hour for 6 hours per day.

9. **Increase of Hours:**

Resolved. upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that Mrs. Cindie Corson's hours be increased to 6 hours per day, effective August 14, 2023.

10. **MOU-Part-time employee compensation:**

Resolved. It is recommended by the Superintendent that the board approve the MOU between the ELSD Education Association to address inconsistencies in compensation for part-time professional employees.

11. **Junior High Student Council Advisor:**

Resolved. upon the recommendation of Superintendent Stamm and Principal Reichner that Mrs. Alexa Nork be approved as the Junior High Student Council Advisor for the 2023/2024 school year. Mrs. Nork will be paid \$1,696.00, which represents level 1 of the extracurricular salary agreement.

12. **Event Staff Flat Rate of Pay:**

Resolved. upon the recommendation of Superintendent Stamm to approve the new Event Staff Flat Rate of pay changes as enclosed.

13. **Support Personnel Substitute/Substitute Rate Increase:**

Resolved. upon the recommendation of Superintendent Stamm to approve the increase of the substitute hourly rate to \$10.00/hour and the LPN/RN rate to \$15.00/hour.

14. **Approval of Bus Drivers 2023/2024 School Year:**

Resolved. to approve the following bus/van drivers and bus aides for the 2023/2024 school year. All the necessary paperwork is filed in the business office:

Don Baylor (Van)
Doreen Berger
Susan Boyer
Julie Connerton
Annette Fielder
Dan Frycklund
Betty Hartman (Van)

Edwin Kitzmiller
Clarence Lore
Sherry Maneval
Amber Miller (Aide)
William Miller
Flora Nyman
Lonnie Ohnmeiss

Roschele Snyder
Timothy Snyder
Brittany Springman
Greg Stroup
Jaret Stroup
Jason Stroup
Jeanette Stroup

Todd Hearn	Raine Ohnmeiss	Don Temple
Denise Hess (Van)	Dave Rakestraw	Kim Whitmoyer
Nichole Hopkins	Paul Ritter	Lynnwood Whitmoyer (Van)
McKenna Hunter	Leona Seaman (Aide)	George Wolfe
Melissa Hunter	Donna Sherwood (Van/Aide)	Robin Worthington (Van)
Robin Kaiser	Athena Snyder	Jamie Young
Susan Kessler (Van)	Dave Snyder	
Christine Kitzmiller	Richard Snyder (Van)	

15. 2023 /2024 High School Student Activity Clubs:

Resolved. to approve the following list of 2023/2024 High School Student Activity Clubs.

16. Girl's Wrestling:

Resolved. upon the recommendation of Superintendent Stamm and Athletic Director Wyland that the Girl's Wrestling Club be changed to a FFA approved sport.

17. Athletic Volunteers:

Resolved. upon the recommendation of Superintendent Stamm and Athletic Director Wyland that the following be approved as Athletic Volunteers:

-Ethan Jackson 23/24 Boys Soccer Season
 -Hutson Metzger 23/24 Football Season
 -Howard Nate Rainey 23/24 Football Season
 -Sandra Ricotta 23/24 Volleyball Season
 -Blake Sherwood 23/24 Boys Soccer Season

Mr. Richard Michael - yes	Mrs. Tara Buebendorf - yes
Mr. Michael Mamrak - yes	Mr. Matthew Pendrak - yes
Mrs. Donna Gavitt - yes	Mrs. Shannon McConnell-Barlett-yes
Mrs. Lisa McClintock - yes	Mrs. Rose Trevouledes -yes (arrived @7:06 p.m.)
Mrs. Rebecca Yerg- yes	

Motion Carried

Resignations received and accepted by Superintendent Stamm:

-Janice Temple, Part-time Room Nurse, effective 2023/2024 school year
 -Sara Jordan, Part-time Aide, effective August 4, 2023

Minutes: It was moved by Mr. Mamrak, seconded by Mr. Pendrak to approve the minutes from the meeting of July 18, 2023 as submitted.

Mr. Richard Michael - yes	Mrs. Tara Buebendorf - yes
Mr. Michael Mamrak - yes	Mr. Matthew Pendrak - yes
Mrs. Donna Gavitt - yes	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mrs. Rose Trevouledes -yes (arrived @7:06 p.m.)
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. Student Assistance Program Agreement:

Resolved. upon the recommendation of Superintendent Stamm and Business Manager

Burke that the attached Agreement with the Student Assistance Program, for the 2023-2024 school year be approved.

2. Special Education Agreement - Warrior Run:

Resolved, upon the recommendation of Superintendent Stamm and Special Education Director Paulhamus that the attached 2023-24 Agreement with Warrior Run be approved.

3. Acceptance of Local Audit Report:

Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that the enclosed Local Audit Report for the year ended June 30, 2022 be approved.

4. Technology Subscription Agreement-Securly:

Resolved, upon the recommendation of Superintendent Stamm and Technology Director Creasy that the attached agreement be approved for Securly Web Filter and Aware subscription.

5. Transfer to General Fund Committed Fund Balance:

Resolved, upon the recommendation of Superintendent Stamm and Business Manager Burke that the following transfers from the General Fund Unassigned Fund Balance to Committed Fund Balance be approved:

- Capital Projects Reserve: \$250,000

Mr. Richard Michael - yes

Mr. Michael Mamrak - yes

Mrs. Donna Gavitt - yes

Mrs. Lisa McClintock - yes

Mrs. Rebecca Yerg - yes

Mrs. Tara Buebendorf - yes

Mr. Matthew Pendrak - yes

Mrs. Shannon McConnell-Barlett-yes

Mrs. Rose Trevouledes -yes (arrived @7:06 p.m.)

Motion Carried

Adjourn: It was moved by Mr. Mamrak, seconded by Mrs. Buebendorf to adjourn at 7:55 P.M.

Mr. Richard Michael - yes

Mr. Michael Mamrak - yes

Mrs. Donna Gavitt - yes

Mrs. Lisa McClintock - yes

yes Mrs. Rebecca Yerg - yes

Mrs. Tara Buebendorf - yes

Mr. Matthew Pendrak - yes

Mrs. Shannon McConnell-Barlett-yes

Mrs. Rose Trevouledes -yes (arrived @7:06 p.m.)

Motion Carried

Respectfully submitted,

Heather Burke

Heather Burke

Business Manager/Board Secretary

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1000	INSTRUCTION						
1100	.	0.00	0.00	0.00	0.00	0.00	0.00
1110	REG PROG - ELEM SECNDRY	11,665,546.24	111,574.18	111,574.18	55,421.98	11,498,550.08	1.43
1190	OTHER INSTRUCTIONAL PRO	487,280.40	3,335.11	3,335.11	147,851.55	336,093.74	31.03
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	114,839.00	1,836.18	1,836.18	481.62	112,521.20	2.02
1221	DEAF/HEARING IMPAIRED	49,760.00	0.00	0.00	0.00	49,760.00	0.00
1225	SPEECH & LANG IMPAIRED	139,930.00	1,836.12	1,836.12	124.90	137,968.98	1.40
1231	EMOTIONAL SUPPORT	297,641.30	0.00	0.00	0.00	297,641.30	0.00
1233	AUTISTIC SUPPORT	145,105.00	0.00	0.00	0.00	145,105.00	0.00
1241	LEARNING DISABLE	1,726,902.00	15,486.94	15,486.94	1,425.59	1,709,989.47	0.98
1243	GIFTED	76,269.00	0.10	0.10	0.00	76,268.90	0.00
1270	MULTI-HANDICAPPED SUPP	31,000.00	0.00	0.00	0.00	31,000.00	0.00
1281	EARLY INTERVENTION	0.00	0.00	0.00	0.00	0.00	0.00
1290	SPECIAL PROGRAMS-OTHER	750,112.00	530.53	530.53	0.00	749,581.47	0.07
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	1,564.00	0.00	0.00	0.00	1,564.00	0.00
1360	BUSINESS EDUCATION	472,565.00	5,508.34	5,508.34	3,180.40	463,876.26	1.84
1390	OTHER VOC ED PROGRAMS	482,800.00	58,516.22	58,516.22	0.00	424,283.78	12.12
1400	OTHER EDUCATIONAL PROG	0.00	0.00	0.00	0.00	0.00	0.00
1410	DRIVERS EDUCATION	24,046.00	29.08	29.08	0.00	24,016.92	0.12
1420	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
1430	HOMEBOUND INSTRUCTION	9,218.00	0.00	0.00	0.00	9,218.00	0.00
1441	ADJUDICATED ALT ED	20,000.00	0.00	0.00	0.00	20,000.00	0.00

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1442	ALTERNATIVE ED	40,000.00	0.00	0.00	0.00	40,000.00	0.00
1450	AFTER SCHOOL PROGRAMS	10,372.00	0.00	0.00	0.00	10,372.00	0.00
1490	ADDITNL OTH INST PROG	6,556.00	0.00	0.00	134.26	6,421.74	2.05
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	286,781.00	4,024.29	4,024.29	38,600.17	244,156.54	14.86
1802	PRE K ADMIN SUPPORT	1,500.00	0.00	0.00	0.00	1,500.00	0.00
1803	PRE K MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00
1804	PRE K TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
1805	PRE K SNACK/MEALS	5,000.00	0.00	0.00	0.00	5,000.00	0.00
1806	PRE K STAFF DEV	0.00	0.00	0.00	0.00	0.00	0.00
Total		16,844,786.94	202,677.09	202,677.09	247,220.47	16,394,889.38	2.67
MAJOR FUNCTION 1000 TOTALS							
Total Expenditure		16,844,786.94	202,677.09	202,677.09	247,220.47	16,394,889.38	2.67
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		16,844,786.94	202,677.09	202,677.09	247,220.47	16,394,889.38	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
2000							
2100	INSTR SUPPORT SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2120	GUIDANCE SERVICES	586,759.00	6,181.03	6,181.03	1,037.60	579,540.37	1.23
2140	PSYCHOLOGICAL SERVICES	155,528.00	1,836.23	1,836.23	0.00	153,691.77	1.18
2142	PSYCHOLOGICAL TESTING	0.00	0.00	0.00	0.00	0.00	0.00
2160	SOCIAL WORK SERVICES	15,000.00	0.00	0.00	0.00	15,000.00	0.00
2190	OTHER PUPIL SERVICES	230,946.00	488.99	488.99	0.00	230,457.01	0.21
2200	SUPP SVCS - INST STAFF	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECHNOLOGY SUPPORT SVCS	0.00	0.00	0.00	3,750.00	(3,750.00)	0.00
2250	SCHOOL LIBRARY SERVICES	106,006.00	0.00	0.00	0.00	106,006.00	0.00
2260	INST&CURRIC DVLOP SVCS	393,285.98	29,558.65	29,558.65	0.00	363,727.33	7.52
2270	INST STAFF DEVELOP CERT	4,664.00	0.00	0.00	0.00	4,664.00	0.00
2271	STAFF DEV INSTRUCTIONAL	66,630.00	(3,190.00)	(3,190.00)	25,545.00	44,275.00	33.55
2290	OTHER INSTRUCTIONAL STAFF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2300	ADM SVCS	42,651.00	0.00	0.00	0.00	42,651.00	0.00
2310	BOARD SERVICES	24,700.00	11,180.10	11,180.10	536.09	12,983.81	47.43
2320	BOARD TREASURER SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2330	TX ASSESSMENT & COLL	85,560.00	4,450.84	4,450.84	0.00	81,109.16	5.20
2350	LEGAL SERVICES	25,000.00	0.00	0.00	0.00	25,000.00	0.00
2360	OFFICE SUPERINTDNT SVCS	330,757.00	26,573.68	26,573.68	21,431.44	282,751.88	14.51
2380	OFFICE PRINCIPAL SVCS	1,103,117.99	63,902.55	63,902.55	2,083.89	1,037,131.55	5.98
2390	OTHER ADMIN SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2400	MED/DENTAL SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2420	MEDICAL SERVICES	7,500.00	0.00	0.00	0.00	7,500.00	0.00
2440	NURSING SERVICES	325,887.00	3,705.50	3,705.50	928.72	321,252.78	1.42
2490	OTHER HEALTH SERV. (AEDS)	5,000.00	0.00	0.00	1,762.40	3,237.60	35.25
2500	SUPPORT SVCS - BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00
2511	SUPERVISION FISCAL SVCS	231,905.98	17,345.52	17,345.52	0.00	214,560.46	7.48

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

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	101,116.00	7,680.26	7,680.26	0.00	93,435.74	7.60
2515	ACCOUNTING SERVICES	108,717.99	8,638.54	8,638.54	0.00	100,079.45	7.95
2519	OTHER FISCAL SERVICES	86,800.00	19,746.61	19,746.61	154.85	66,898.54	22.93
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	142,478.00	10,451.30	10,451.30	0.00	132,026.70	7.34
2620	OPER BUILDING SVCS	2,038,572.00	49,503.71	49,503.71	77,496.49	1,911,571.80	6.23
2660	SECURITY SERVICES	70,246.00	0.00	0.00	11,511.07	58,734.93	16.39
2700	VEHICLE SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2720	VEHICLE OPERATION SVCS	1,745,975.99	(113.00)	(113.00)	0.00	1,746,088.99	(0.01)
2730	MONITORING SERVICES	11,860.00	0.00	0.00	0.00	11,860.00	0.00
2750	NONPUBLIC TRANSPORTATIO	0.00	0.00	0.00	0.00	0.00	0.00
2790	OTHER STUDENT TRANS	15,000.00	0.00	0.00	0.00	15,000.00	0.00
2800	OTHER SUPPORT SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2818	SYSTEM WIDE TECH SVCS	616,841.00	69,914.70	69,914.70	47,068.50	499,857.80	18.96
2832	RECRUITMENT & PLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00
2834	STAFF DEV CERT NONINSTR	13,258.00	0.00	0.00	0.00	13,258.00	0.00
2836	STAFF DEV NONINS NONCER	2,900.00	0.00	0.00	0.00	2,900.00	0.00
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total		8,694,662.93	327,855.21	327,855.21	193,306.05	8,173,501.67	5.99

MAJOR FUNCTION 2000 TOTALS

Total Expenditure	8,694,662.93	327,855.21	327,855.21	193,306.05	8,173,501.67	5.99
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	8,694,662.93	327,855.21	327,855.21	193,306.05	8,173,501.67	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
3000							
3200	SCHOOL SPON STUDENT ACT	0.00	0.00	0.00	0.00	0.00	0.00
3210	SCHL SPONS STUDENT ACTY	77,466.00	0.00	0.00	0.00	77,466.00	0.00
3250	ATHLETICS	703,884.06	6,129.38	6,129.38	32,603.08	665,151.60	5.50
3300	COMMUNITY SERVICES	43,605.00	848.80	848.80	0.00	42,756.20	1.95
3390	OTHER COMMUNITY SVCS	0.00	0.00	0.00	0.00	0.00	0.00
Total		824,955.06	6,978.18	6,978.18	32,603.08	785,373.80	4.80
MAJOR FUNCTION 3000 TOTALS							
Total Expenditure		824,955.06	6,978.18	6,978.18	32,603.08	785,373.80	4.80
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		824,955.06	6,978.18	6,978.18	32,603.08	785,373.80	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
4000							
4200	EXISTING SITE IMPROVE	0.00	0.00	0.00	0.00	0.00	0.00
4400	ARCHITECT SITE IMP SVCS	0.00	0.00	0.00	0.00	0.00	0.00
4500	BA C & I SVCS-O&A	0.00	0.00	0.00	0.00	0.00	0.00
4600	BUILD IMPROV SVCS-REPL	0.00	0.00	0.00	292,667.00	(292,667.00)	0.00
Total		0.00	0.00	0.00	292,667.00	(292,667.00)	0.00
MAJOR FUNCTION 4000 TOTALS							
Total Expenditure		0.00	0.00	0.00	292,667.00	(292,667.00)	0.00
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	292,667.00	(292,667.00)	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
5000							
5100	DEBT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
5110	DEBT SERVICE FEES	0.00	0.00	0.00	0.00	0.00	0.00
5120	REFUNDING BONDS	0.00	0.00	0.00	0.00	0.00	0.00
5130	REFUND PRIOR YR RECEIPT	0.00	0.00	0.00	0.00	0.00	0.00
5220	SPEC REV FUND TRANSFERS	0.00	0.00	0.00	0.00	0.00	0.00
5230	CAPITAL PROJECTS TRANS	0.00	0.00	0.00	0.00	0.00	0.00
5240	DEBT SERVICE	1,700,000.00	0.00	0.00	0.00	1,700,000.00	0.00
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5800	SUSPENSE ACCOUNT	0.00	312,299.24	312,299.24	767.82	(313,067.06)	0.00
5900	BUDGETARY RESERVE	375,000.00	0.00	0.00	0.00	375,000.00	0.00
Total		2,075,000.00	312,299.24	312,299.24	767.82	1,761,932.94	15.09
MAJOR FUNCTION 5000 TOTALS							
Total Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure		2,075,000.00	312,299.24	312,299.24	767.82	1,761,932.94	15.09
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		2,075,000.00	312,299.24	312,299.24	767.82	1,761,932.94	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6000							
6111	CURRENT REAL ESTATE TX	(8,011,333.00)	(777,628.41)	(777,628.41)	0.00	(7,233,704.59)	9.71
6112	INTERIM REAL ESTATE TX	(30,000.00)	0.00	0.00	0.00	(30,000.00)	0.00
6113	PUBLIC UTIL REALTY TX	(10,000.00)	0.00	0.00	0.00	(10,000.00)	0.00
6114	PAYMENTS LU OF CURR TX	(1,000.00)	0.00	0.00	0.00	(1,000.00)	0.00
6151	CUR 511 EARN INCOME TX	(2,950,000.00)	(331,104.78)	(331,104.78)	0.00	(2,618,895.22)	11.22
6153	CUR 511 RL EST TRANS TX	(115,000.00)	(21,218.23)	(21,218.23)	0.00	(93,781.77)	18.45
6411	DELINQ REAL ESTATE TAX	(440,000.00)	0.00	0.00	0.00	(440,000.00)	0.00
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	(50,000.00)	(33,795.89)	(33,795.89)	0.00	(16,204.11)	67.59
6511	PLGIT INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
6512	CD INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
6513	TAX COLLECTION INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
6514	PLGIT/PLUS INTEREST	0.00	0.00	0.00	0.00	0.00	0.00
6710	ATHLETIC RECEIPTS	(40,000.00)	0.00	0.00	0.00	(40,000.00)	0.00
6740	PARKING PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
6810	REV LOCAL GOV UNITS	0.00	0.00	0.00	0.00	0.00	0.00
6821	LCCC VOC ED SUBSIDY	0.00	0.00	0.00	0.00	0.00	0.00
6831	FEDERAL FUNDS FROM LEAS	0.00	0.00	0.00	0.00	0.00	0.00
6832	IDEA PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00
6833	ARP IDEA REVENUE RECEIVED AS PASS THROUGH	0.00	0.00	0.00	0.00	0.00	0.00
6834	ARRA WORKFORCE INVEST	0.00	0.00	0.00	0.00	0.00	0.00
6837	Federal CARES Act Pass Through County	0.00	0.00	0.00	0.00	0.00	0.00
6839	FED FROM INTERMEDIARY	(300,000.00)	0.00	0.00	0.00	(300,000.00)	0.00
6890	REVENUE OTHER INTERMED	0.00	0.00	0.00	0.00	0.00	0.00
6910	RENTALS	(289,571.00)	0.00	0.00	0.00	(289,571.00)	0.00

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
6915	DRIVER TRAINING FEES	(7,500.00)	(560.00)	(560.00)	0.00	(6,940.00)	7.47
6920	CONT&DONAT PRIV SRCS	(10,000.00)	0.00	0.00	0.00	(10,000.00)	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	(3,000.00)	0.00	0.00	0.00	(3,000.00)	0.00
6944	RECEIPTS OTHER LEAS	0.00	0.00	0.00	0.00	0.00	0.00
6949	OTHER TUITION PATRONS	0.00	0.00	0.00	0.00	0.00	0.00
6969	SERVICES TO OTHER LEAS	(58,500.00)	0.00	0.00	0.00	(58,500.00)	0.00
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	(396.27)	(396.27)	0.00	396.27	0.00
6991	REFUNDS OF PRIOR YEAR	0.00	0.00	0.00	0.00	0.00	0.00
6992	ENERGY INCENTIVES	0.00	0.00	0.00	0.00	0.00	0.00
6999	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00
Total		(12,315,904.00)	(1,164,703.58)	(1,164,703.58)	0.00	(11,151,200.42)	9.46

MAJOR FUNCTION 6000 TOTALS

Total Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure	0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue	(12,315,904.00)	(1,164,703.58)	(1,164,703.58)	0.00	(11,151,200.42)	9.46
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	(12,315,904.00)	(1,164,703.58)	(1,164,703.58)	0.00	(11,151,200.42)	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7000							
7110	BASIC INSTRUCTNL SUBSI	0.00	0.00	0.00	0.00	0.00	0.00
7111	BASIC EDUCATION FUNDING	(9,316,830.00)	0.00	0.00	0.00	(9,316,830.00)	0.00
7112	BASIC EDUCATION SS REV	(535,049.00)	0.00	0.00	0.00	(535,049.00)	0.00
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	(40,000.00)	0.00	0.00	0.00	(40,000.00)	0.00
7210	HOMEBOUND INSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00
7220	VOCATONAL EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7230	ALTERNATIVE EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7240	DRIVER ED - STUDENT	0.00	0.00	0.00	0.00	0.00	0.00
7250	MIGRANT EDUCATION	0.00	0.00	0.00	0.00	0.00	0.00
7271	SPECIAL EDUCATION	(1,187,478.00)	0.00	0.00	0.00	(1,187,478.00)	0.00
7292	PRE K COUNTS	(275,000.00)	0.00	0.00	0.00	(275,000.00)	0.00
7310	TRANS (REGULAR&ADDIT)	(893,836.00)	0.00	0.00	0.00	(893,836.00)	0.00
7311	S D TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7312	N P TRANSPORTATION	0.00	0.00	0.00	0.00	0.00	0.00
7320	RENT & SINKING FUND PAY	0.00	0.00	0.00	0.00	0.00	0.00
7330	MED & DENTAL SERVICES	(30,000.00)	0.00	0.00	0.00	(30,000.00)	0.00
7340	SUPPLEMENTAL BASIC EDU	(672,314.00)	0.00	0.00	0.00	(672,314.00)	0.00
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7361	SCHOOL SAFETY & SECUR	0.00	0.00	0.00	0.00	0.00	0.00
7362	SCHOOL MENTAL HEALTH & SAFETY AND SECURITY GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7369	OTHR SAFE SCHOOLS GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	PA ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7502	DUAL ENROLLMENT	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLOCK GT	(267,638.00)	0.00	0.00	0.00	(267,638.00)	0.00

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7506	PASMA RT GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7510	YSYM	0.00	0.00	0.00	0.00	0.00	0.00
7520	OTHER STATE PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
7599	OTHER STATE PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
7810	SOCIAL SECURITY	0.00	0.00	0.00	0.00	0.00	0.00
7820	REV-RETIREMENT PAYMENTS	(2,331,460.00)	0.00	0.00	0.00	(2,331,460.00)	0.00
Total		(15,549,605.00)	0.00	0.00	0.00	(15,549,605.00)	0.00
MAJOR FUNCTION 7000 TOTALS							
Total Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		(15,549,605.00)	0.00	0.00	0.00	(15,549,605.00)	0.00
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		(15,549,605.00)	0.00	0.00	0.00	(15,549,605.00)	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
8000							
8512	COVID-19 SECIM	0.00	0.00	0.00	0.00	0.00	0.00
8514	TITLE I	(306,578.00)	0.00	0.00	0.00	(306,578.00)	0.00
8515	NCLB Title II Tch Trn	(39,879.00)	0.00	0.00	0.00	(39,879.00)	0.00
8517	TITLE IV	(24,339.00)	0.00	0.00	0.00	(24,339.00)	0.00
8518	NCLB Title V Innov	0.00	0.00	0.00	0.00	0.00	0.00
8690	OTHER FEDERAL GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
8708	ARRA STATE FISCAL STABA	0.00	0.00	0.00	0.00	0.00	0.00
8743	ESSER II	0.00	0.00	0.00	0.00	0.00	0.00
8744	ARP ESSER III	0.00	0.00	0.00	0.00	0.00	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	0.00	0.00	0.00	0.00
8752	ARP ESSER Summer Programs	0.00	0.00	0.00	0.00	0.00	0.00
8753	ARP ESSER After School Programs	0.00	0.00	0.00	0.00	0.00	0.00
8810	ACCESS-MEDICAL ASSIST	(75,000.00)	0.00	0.00	0.00	(75,000.00)	0.00
8820	MA ADMIN FEES	0.00	0.00	0.00	0.00	0.00	0.00
Total		(445,796.00)	0.00	0.00	0.00	(445,796.00)	0.00
MAJOR FUNCTION 8000 TOTALS							
Total Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		(445,796.00)	0.00	0.00	0.00	(445,796.00)	0.00
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		(445,796.00)	0.00	0.00	0.00	(445,796.00)	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
9000							
9120	PROCEEDS FROM REFUNDING	0.00	0.00	0.00	0.00	0.00	0.00
9130	BOND PREMIUMS	0.00	0.00	0.00	0.00	0.00	0.00
9200	PROCEEDS FROM LT FINANC	0.00	0.00	0.00	0.00	0.00	0.00
9330	CAPITAL PROJ FUND TRANS	0.00	0.00	0.00	0.00	0.00	0.00
9400	SALE OR LOSS OF FA	0.00	0.00	0.00	0.00	0.00	0.00
9500	REFUNDS PRIOR YRS EXPDPT	0.00	0.00	0.00	0.00	0.00	0.00
9990	INSURANCE RECOVERY	0.00	0.00	0.00	0.00	0.00	0.00
9999	ERROR	0.00	0.00	0.00	0.00	0.00	0.00
Total		0.00	0.00	0.00	0.00	0.00	0.00
MAJOR FUNCTION 9000 TOTALS							
Total Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Expenditure		0.00	0.00	0.00	0.00	0.00	0.00
Total Revenue		0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue		0.00	0.00	0.00	0.00	0.00	0.00
		0.00	0.00	0.00	0.00	0.00	

Condensed Board Summary Report

From 07/01/2023 To 07/31/2023

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Grand Totals	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	26,364,404.93	537,510.48	537,510.48	765,796.60	25,061,097.85	4.94
Total Other Expenditure	2,075,000.00	312,299.24	312,299.24	767.82	1,761,932.94	15.09
Total Revenue	(28,311,305.00)	(1,164,703.58)	(1,164,703.58)	0.00	(27,146,601.42)	4.11
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	128,099.93	(314,893.86)	(314,893.86)	766,564.42	(323,570.63)	

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

General Fund Checking Account	July 1, 2023	2,326,536.22
PLGIT Account	July 1, 2023	6,742,530.26
TOTAL		9,069,066.48

Cash Receipts	July 2023	1,191,316.57
Cash Disbursements	July 2023	(1,762,867.69)
NET CASH CHANGE		(571,551.12)

General Fund Checking Account	July 31,2023	1,652,595.52
PLGIT Account	July 31,2023	6,844,919.84
TOTAL		8,497,515.36

Interest Rates		May-23		Jun-23		Jul-23
Checking MBT		2.75%		2.75%		2.75%
PLGIT		4.83%		4.91%		4.96%

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND Payment Dates: 07/14/2023 - 08/17/2023

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
0000050086	07/24/2023	JOHN KANE	JH TOURNAMENT REF PAY		210.00
0000050087	07/25/2023	COMCAST	COMMUNICATION		2,448.70
0000050088	07/25/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		6,727.88
0000050089	07/25/2023	WEX BANK	GASOLINE - DRIVER'S ED	GASOLINE - DISTRICT VEHICLES	47.39
0000050090	07/25/2023	UGI CENTRAL PENN GAS	NATURAL GAS		751.31
0000050091	07/25/2023	VERIZON WIRELESS	COMMUNICATION		90.12
0000050092	07/25/2023	WINDSTREAM	COMMUNICATION		1,881.20
0000050093	07/27/2023	PA DEPT OF EDUCATION	PROJECT #020-230126		292.00 #
0000050094	08/03/2023	AT&T MOBILITY	COMMUNICATION		281.80
0000050095	08/03/2023	DIRECT ENERGY BUSINESS	ELECTRICITY		153.58
0000050096	08/03/2023	PHAC	ELSD - PHAC DUES		3,025.00
0000050097	08/03/2023	T-MOBILE	COMMUNICATION		140.36
0000050098	08/03/2023	UGI CENTRAL PENN GAS	NATURAL GAS		276.33
0000050099	08/03/2023	UGI ENERGY SERVICES LLC	ELECTRICITY		99.76
0000050100	08/03/2023	WASTE MANAGEMENT OF PA INC	DISPOSAL SERVICE		3,094.32
0000050101	08/10/2023	PPL ELECTRIC UTILITIES	ELECTRICITY		1,136.50
0000050102	08/10/2023	VERIZON WIRELESS	COMMUNICATION		954.87
0000050103	08/10/2023	WINDSTREAM	COMMUNICATION		507.73
0000050104-	0000050221	VOIDED CHECKS	PRINTER ISSUE		0.00
0000050222	08/17/2023	AIR FILTER MAINTENANCE, INC.	Enc Transfer from FY23 AIR FILTERS		424.50 #
0000050223	08/17/2023	AMAZON CAPITAL SERVICES	MATH SUPPLIES	MISC 6_27_23	4,424.84
0000050224	08/17/2023	AMPLIFY EDUCATION, INC.	Enc Transfer from FY23 PRE-K CURRICULUM	Enc Transfer from FY23 PRE-K CURRICULUM SOFTWARE	15,425.04 #
0000050225	08/17/2023	APPLE	ADMIN LAPTOPS	REPLACE ADMIN MAC	7,516.00
0000050226	08/17/2023	APPTEGY	APPTEGY RENEWAL		3,500.00
0000050227	08/17/2023	BAXTER PLUMBING & HEATING INC	MAINTENANCE SUPPLIES		110.00
0000050228	08/17/2023	BEN FRANKLIN STORE	NURSE SUPPLIES		56.19
0000050229	08/17/2023	DOROTHY BENNETT TAX COLLECTOR	POSTAGE/MAILING SUPPLIES		104.70
0000050230	08/17/2023	BEST LINE EQUIPMENT	RENTAL - JLG WHEEL		266.80
0000050231	08/17/2023	B&H PHOTO-VIDEO	BUSINESS SUPPLIES	YEARBOOK SUPPLIES TO BE REIMBURSED BY CLUB	2,630.47
0000050232	08/17/2023	BIG FOOT CROSSING ENVIRONMENTALLY FRIENDLY	SUMMER APPLICATION - FOOTBALL FIELD	SUMMER APPLICATION - SOCCER	1,530.00
0000050233	08/17/2023	BLAST INTERMEDIATE UNIT 17	ACCESS FEE APR-JUN 2023	IEP REVIEWS	638.84 #
0000050234	08/17/2023	BLICK ART MATERIALS	ART SUPPLIES		636.77
0000050235	08/17/2023	HERMAN H BRAIM JR INC	SERVICE CALL - REFRIGERATION EQUIPMENT		858.00
0000050236	08/17/2023	BSN SPORTS	CLOTHING - ADVERTISING		88.95

* - 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:** 07/14/2023 - 08/17/2023

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

Sort: Payment Number

0000050237	08/17/2023	BUCK LUMBER COMPANY	MAINTENANCE SUPPLIES		398.88
0000050238	08/17/2023	CAROLINA BIOLOGICAL SUPPLY	SCIENCE SUPPLIES		1,200.98
0000050239	08/17/2023	CBIZ PAYROLL	SECTION 125 FEES		14.00
0000050240	08/17/2023	CDW GOVERNMENT	BOARDS - CONF ROOM		5,517.43
0000050241	08/17/2023	CENTRAL SUSQUEHANNA IU	23/24 ANNUAL BILLING		20,540.23
0000050242	08/17/2023	CLARION STREET CONSULTING	HVAC SERVER		600.00
0000050243	08/17/2023	CLEVER INC	CLEVER IDM ESSENTIALS YEARLY		2,440.50
0000050244	08/17/2023	CM REGENT LLC	LIFE INSURANCE - AUGUST 2023		1,479.30
0000050245	08/17/2023	COLE'S HARDWARE INC	MAINTENANCE SUPPLIES		390.27
0000050246	08/17/2023	COMCAST	COMMUNICATION		2,455.82
0000050247	08/17/2023	COMMONWEALTH OF PENNSYLVANIA	ANNUAL FEE		630.00
0000050248	08/17/2023	COOPER ELECTRIC	MAINTENANCE SUPPLIES		361.68
0000050249	08/17/2023	DISA INC	RANDOM TESTING		489.10 #
0000050250	08/17/2023	D.R. SNYDER INC.	CONTRACTED CARRIERS		14,118.80 #
0000050251	08/17/2023	ENVIRONMENTAL ABATEMENT	Enc Transfer from FY23 ASBESTOS INSPECTION/TESTING	ENVIRONMENTAL SERVICES	3,975.00 #
0000050252	08/17/2023	JC EHRLICH	VEGETATION MANAGEMENT SERVICES		112.00
0000050253	08/17/2023	ENERGY POWER INVESTMENT COMPANY	ELECTRICITY		4,419.63
0000050254	08/17/2023	ENVIRONMENTAL SERVICE LABORATORIES	ANNUAL WATER TESTING - FERRELL	WATER TESTING - RENN	386.27
0000050255	08/17/2023	KYLE ERDLY	TRAVEL 1/5-7/6/23		155.24
0000050256	08/17/2023	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES		130.23
0000050257	08/17/2023	FRY'S GAS & OIL CO	OFF ROAD DIESEL		812.10
0000050258	08/17/2023	GANNON UNIVERSITY	TUITION - JOSHUA FRY		1,548.00 #
0000050259	08/17/2023	TAMARA GOTTSCHALL	TEACHER ALLOWANCE		50.00
0000050260	08/17/2023	GOPHER SPORT	PHYS ED SUPPLIES		140.50
0000050261	08/17/2023	GREAT LAKES SPORTS	Phys Ed Supplies (T. Remsnyder Ashkar)	CLASSROOM SUPPLIES	1,042.18
0000050262	08/17/2023	CARL GREEN	CLOTHING ALLOWANCE		75.00
0000050263	08/17/2023	PAULA J GREEN	TRAVEL TO DIVINE PROVIDENCE		57.64 #
0000050264	08/17/2023	HAPPY NUMBERS INC.	SUBSCRIPTION RENEWAL		6,800.50
0000050265	08/17/2023	ROBERT HESS	CLOTHING ALLOWANCE		75.00
0000050266	08/17/2023	HILLYARD/MID-ATLANTIC	FLOOR EXTRACTOR	MAINTENANCE SUPPLIES	12,535.19
0000050267	08/17/2023	HILSHER DESIGNS	THREAT ASSESSMENT TEAM DEVELOPMENT		2,345.66
0000050268	08/17/2023	INFOCON CORPORATION	TAX PROCESSING		5,887.17
0000050269	08/17/2023	INSIGHT PA CYBER CHARTER SCHOOL	STUDENT TUITION (3)		3,875.43
0000050270	08/17/2023	INTEGRITEC INC	ANNUAL BILLING - WATER TREATMENT		2,410.00

* - 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: 07/14/2023 - 08/17/2023

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

Sort: Payment Number

0000050271	08/17/2023	IPS GLOBAL	TONER		480.60
0000050272	08/17/2023	J W PEPPER & SON INC	CLASSROOM SUPPLIES		190.93
0000050273	08/17/2023	K&D FACTORY SERVICE INC	PERFORMANCE CHECK		445.90
0000050274	08/17/2023	KIDSPACE CORPORATION	STUDENT TUITION (1)		80.00
0000050275	08/17/2023	KURTZ BROTHERS	OFFICE FURNITURE		5,645.00
0000050276	08/17/2023	LAKESHORE LEARNING MATERIALS	PRE-K CLASSROOM SUPPLIES		576.53
0000050277	08/17/2023	LYCO CAREER & TECH CENTER	STUDENT TUITION (96)		117,032.44
0000050278	08/17/2023	LOWES	MAINTENANCE SUPPLIES		416.83
0000050279	08/17/2023	WILLIAM V MACGILL & CO	NURSE SUPPLIES		541.37
0000050280	08/17/2023	MARCO	COPY CHARGES		217.86
0000050281	08/17/2023	JENNIFER MAUSTELLER, TAX COLLECTOR	REAL ESTATE TAXES 2023		1,530.35
0000050282	08/17/2023	BRYAN E MCCAFFERY	CYLINDERS FOR REFRIGERANT		258.13
0000050283	08/17/2023	MCCORMICK LAW FIRM	LEGAL SERVICES		3,062.16
0000050284	08/17/2023	MECHTLY COMMERCIAL DOOR LLC	PARTS - DOOR REPAIRS		25,375.00
0000050285	08/17/2023	DALE I MYERS	CLOTHING ALLOWANCE		75.00
0000050286	08/17/2023	MYERS ENVIRONMENTAL SERVICES LLC	ROUTINE OPERATIONS & MANAGEMENT		2,568.00
0000050287	08/17/2023	NATIONAL ENERGY CONTROL CORPORATION	Enc Transfer from FY23 HEAT & AC MOTORS		737.31 #
0000050288	08/17/2023	NSTA	SCIENCE SUPPLIES		30.00
0000050289	08/17/2023	NWEA	MAP GROWTH K-12		3,289.00
0000050290	08/17/2023	PENNSYLVANIA PAPER & SUPPLY COMPANY	SODIUM HYPOCHLORITE		61.30
0000050291	08/17/2023	PAULHAMUS LITHO INC.	EMERGENCY CARDS		136.00
0000050292	08/17/2023	PA LEADERSHIP CHARTER SCHOOL	STUDENT TUITION (4)		4,891.32
0000050293	08/17/2023	PA PRINCIPALS ASSOCIATION	MEMBER RENEWAL - COBURN	MEMBER RENEWAL - REICHNER	1,210.00
0000050294	08/17/2023	PASBO	RENEWAL - OCHS		75.00
0000050295	08/17/2023	NCS PEARSON	SUBSCRIPTION RENEWAL	PSYCHOLOGY SUPPLIES/FORMS	727.51
0000050296	08/17/2023	RESERVE ACCOUNT	POSTAGE REFILL		500.00
0000050297	08/17/2023	PITNEY BOWES INC.	INK CARTRIDGE		195.98
0000050298	08/17/2023	PITNEY BOWES GLOBAL FINANCIAL SVC LLC	POSTAGE MACHINE RENTAL		408.99
0000050299	08/17/2023	QPR INSTITUTE	QPR ONLINE LICENSES		3,570.00
0000050300	08/17/2023	QUILL CORPORATION	OFFICE SUPPLIES		4,507.85
0000050301	08/17/2023	REALLY GOOD STUFF INC	CLASSROOM SUPPLIES		21.44
0000050302	08/17/2023	RSCHOOLTODAY	WEBSITE RENEWAL		945.00
0000050303	08/17/2023	RIVERSIDE INSIGHTS	PSYCHOLOGY FORMS		676.39
0000050304	08/17/2023	SCHOLASTIC INC	SOCIAL STUDIES SUPPLIES		93.39
0000050305	08/17/2023	SCHAEDLER/YESCO DIST	MAINTENANCE SUPPLIES		201.80
0000050306	08/17/2023	SCHOOL SPECIALTY LLC	CLASSROOM SUPPLIES		21,630.60

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND Payment Dates: 07/14/2023 - 08/17/2023

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

Sort: Payment Number

0000050307	08/17/2023	SECURLY INC	SECURLY YEARLY RENEWAL	14,740.00
0000050308	08/17/2023	SHERWIN WILLIAMS	PAINT	509.18 #
0000050309	08/17/2023	T M SNYDER INC	CONTRACTED CARRIERS	20,125.00 #
0000050310	08/17/2023	RICHARD B SNODGRASS & COMPANY	21/22 AUDIT	12,000.00 #
0000050311	08/17/2023	SPORTSMANS	FOOTBALL UNIFORMS/SUPPLIES XC UNIFORMS	10,768.73
0000050312	08/17/2023	RANDY E SONES	CLOTHING ALLOWANCE	75.00
0000050313	08/17/2023	STROUP BUS COMPANY LLC	CONTRACTED CARRIERS	11,400.16 #
0000050314	08/17/2023	SUN-GAZETTE	ADVERTISING	581.92
0000050315	08/17/2023	WEX BANK	GASOLINE - DISTRICT VEHICLES GASOLINE - DRIVER'S ED	207.50
0000050316	08/17/2023	SUPER DUPER PUBLICATIONS	CLASSROOM SUPPLIES	129.90
0000050317	08/17/2023	TEAMBUILDR	SOFTWARE RENEWAL	1,500.00
0000050318	08/17/2023	TOLEDO PHYSICAL EDUCATION SUPPLY	PHYS ED SUPPLIES	369.52
0000050319	08/17/2023	TOPP BUSINESS SOLUTIONS	COPY CHARGES	214.62
0000050320	08/17/2023	U-LINE	STRETCH WRAP - CURRICULUM	340.87
0000050321	08/17/2023	UPMC	ATHLETIC TRAINING 20%	6,420.00
0000050322	08/17/2023	UPMC - WILLIAMSPORT	BLS INSTRUCTOR COURSE	1,110.00 #
0000050323	08/17/2023	VERITIV OPERATING COMPANY	COPY PAPER	10,012.80
0000050324	08/17/2023	VERIZON WIRELESS	COMMUNICATION	90.12
0000050325	08/17/2023	VERNIER SOFTWARE	SCIENCE SUPPLIES	132.51
0000050326	08/17/2023	VEX ROBOTICS	SUPPLIES	184.04
0000050327	08/17/2023	VOYAGER SOPRIS LEARNING	BENCHMARK ASSESSMENT BOOKLETS	2,098.80
0000050328	08/17/2023	BARRY WALDMAN	CLOTHING ALLOWANCE	75.00
0000050329	08/17/2023	JILL R WARG	TRAVEL 7/9-31/2023	56.99
0000050330	08/17/2023	RUST-OLEUM CORPORATION	MAINTENANCE SUPPLIES	1,187.56
0000050331	08/17/2023	WEBB WEEKLY	ADVERTISING	653.25
0000050332	08/17/2023	GARRETT WENTZ	CLOTHING ALLOWANCE	75.00
0000050333	08/17/2023	HOLLY WHITMOYER	CLOTHING ALLOWANCE	75.00
0000050334	08/17/2023	WNUK MEDICAL	CALIBRATION OF MEDICAL EQUIPMENT	500.00
0000050335	08/17/2023	WOOD'S EXCAVATING	EXCAVATION - FERRELL	1,500.00
0000050336	08/17/2023	WPS	COMPREHENSIVE ONLINE KIT	415.00
0000050337	08/17/2023	WEATHERPROOFING TECHNOLOGIES INC	PATCH & REPAIR SERVICE - HS	976.80
0000050338	08/17/2023	JULIE E YEAGER	CLASSROOM SUPPLIES	43.94
* 00WIRE1356	07/25/2023	ELSD PAYROLL ACCOUNT	SALARIES 07/28/2023	516,356.63
* 00WIRE1357	07/26/2023	RELIANCE STANDARD LIFE	DISABILITY INSURANCE 08/2023	480.26
* 00WIRE1358	07/27/2023	DELTA DENTAL	DENTAL INSURANCE 07/21/2023	6,744.06

* - 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: 07/14/2023 - 08/17/2023

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

Sort: Payment Number

10 - GENERAL FUND	982,354.82
Grand Total All Funds	982,354.82
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	523,580.95
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	458,773.87
Grand Total All Payments	982,354.82

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

**August 2023 Statement**

Open Date: 07/04/2023 Closing Date: 08/02/2023

Page 1 of 4

Visa® Community Card

Account: [REDACTED]

**Elan Financial
Services**

1-866-552-8855

BUS 30 ELN

5

1

EAST LYCOMING SCHOOL [REDACTED]

New Balance	\$9,973.04
Minimum Payment Due	\$9,973.04
Payment Due Date	08/28/2023

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 9,972

Reward Center Balance 180,524

as of 08/01/2023

For details, see your rewards summary.

Activity Summary

Previous Balance	+	\$6,287.78
Payments	-	\$6,287.78 ^{CR}
Other Credits	-	\$1,936.34 ^{CR}
Purchases	+	\$11,909.38
Balance Transfers		\$0.00
Advances		\$0.00
Other Debits		\$0.00
Fees Charged		\$0.00
Interest Charged		\$0.00

New Balance = **\$9,973.04****Past Due** **\$0.00****Minimum Payment Due** **\$9,973.04**

Credit Line \$10,000.00

Available Credit \$26.96

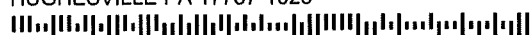
Days in Billing Period 30

Payment Options:Mail payment coupon
with a checkPay online at
myaccountaccess.comPay by phone
1-866-552-8855

No payment is required.



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

 to pay by phone
 to change your addressEAST LYCOMING SCHOOL
ACCOUNTS PAYABLE
349 CEMETERY ST
HUGHESVILLE PA 17737-1028**Automatic Payment**

Account Number: [REDACTED]

Your new full balance of \$9,973.04 will be automatically deducted from your account on 08/22/23.

Community Card Rewards

Rewards Center Activity as of 08/01/2023

Rewards Center Activity*	0
Rewards Center Balance	180,524

*This item includes points redeemed, expired and adjusted.

Rewards Earned	This Statement	Year to Date
Points Earned on Net Purchases	9,972	44,039
Total Earned	9,972	44,039

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 \$9973.04 will be automatically deducted from your bank account on 08/22/2023. Please refer to your AutoPay Terms and Conditions for further information regarding this account feature.

Transactions BURKE, HEATHER N Credit Limit \$10000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/14	07/13	2363	SP CLEANFREAK.COM WWW.CLEANFREA TN	\$4,466.00	_____
07/17	07/15	6262	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	_____
Total for Account				\$4,487.19	

Transactions OCHS, VALERIE Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Purchases and Other Debits					
07/14	07/14	0962	DISPLAYS2GO 401-247-0333 MA	\$1,624.53	_____
07/20	07/19	4663	Evernote 650-2570885 CA	\$180.19	_____
07/27	07/26	8494	HBRSUBSCRIPTION 800-988-0886 MA	\$190.80	_____
07/31	07/29	8655	BISQUE IMPORTS 888-568-5991 NC	\$558.94	_____
08/01	07/31	0696	WEST MUSIC CATALOG 319-351-2000 IA	\$537.65	_____
08/01	07/31	0779	WEST MUSIC CATALOG 319-351-2000 IA	\$1,942.99	_____

Continued on Next Page



August 2023 Statement 07/04/2023 - 08/02/2023

EAST LYCOMING SCHOOL

Page 3 of 4

Elan Financial Services 1-866-552-8855

Transactions OCHS, VALERIE Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
Total for Account				\$5,035.10	

Transactions CREASY, ADAM Credit Limit \$5000

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
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Other Credits

07/17		5710	PROV FR CR AVIS.COM PREPAY # 1985 CREDIT ADJUSTMENT	\$1,936.34	CR
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Purchases and Other Debits

07/05	07/03	1985	AVIS.COM PREPAY 8003527900 VA	\$1,936.34	
07/06	07/05	8352	WEB*NETWORKSOLUTIONS 888-6429675 FL	\$9.99	
07/10	07/07	8736	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	
07/19	07/15	4989	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$16.95	
07/19	07/16	1368	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$190.80	
07/25	07/24	0508	WEB*NETWORKSOLUTIONS 888-6429675 FL	\$119.88	
07/25	07/24	7170	ADOBE *ACROPRO SUBS 408-536-6000 CA	\$21.19	
07/25	07/24	9240	SP BODNO.COM CODE 29 HTTPS BODNO.CO NJ	\$19.99	
07/26	07/25	8065	GETCLOUDAPP.COM GETCLOUDAPP.C CA	\$27.00	
08/02	08/01	2637	TOTALCHOICE HOSTING 800-9300485 MI	\$28.00	
Total for Account				\$450.75	

Transactions BILLING ACCOUNT ACTIVITY

Post Date	Trans Date	Ref #	Transaction Description	Amount	Notation
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Payments and Other Credits

07/06	07/06	ET	PAYMENT THANK YOU	\$6,287.78	CR
Total for Account				\$6,287.78	CR

2023 Totals Year-to-Date

Total Fees Charged in 2023	\$99.00
Total Interest Charged in 2023	\$0.00



Interest Charge Calculation

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

**APR for current and future transactions.

Balance Type	Balance By Type	Balance Subject to Interest Rate	Variable	Interest Charge	Annual Percentage Rate	Expires with Statement
**BALANCE TRANSFER	\$0.00	\$0.00		\$0.00	0.00%	
**PURCHASES	\$9,973.04	\$0.00		\$0.00	0.00%	
**ADVANCES	\$0.00	\$0.00		\$0.00	0.00%	

Contact Us



Phone

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

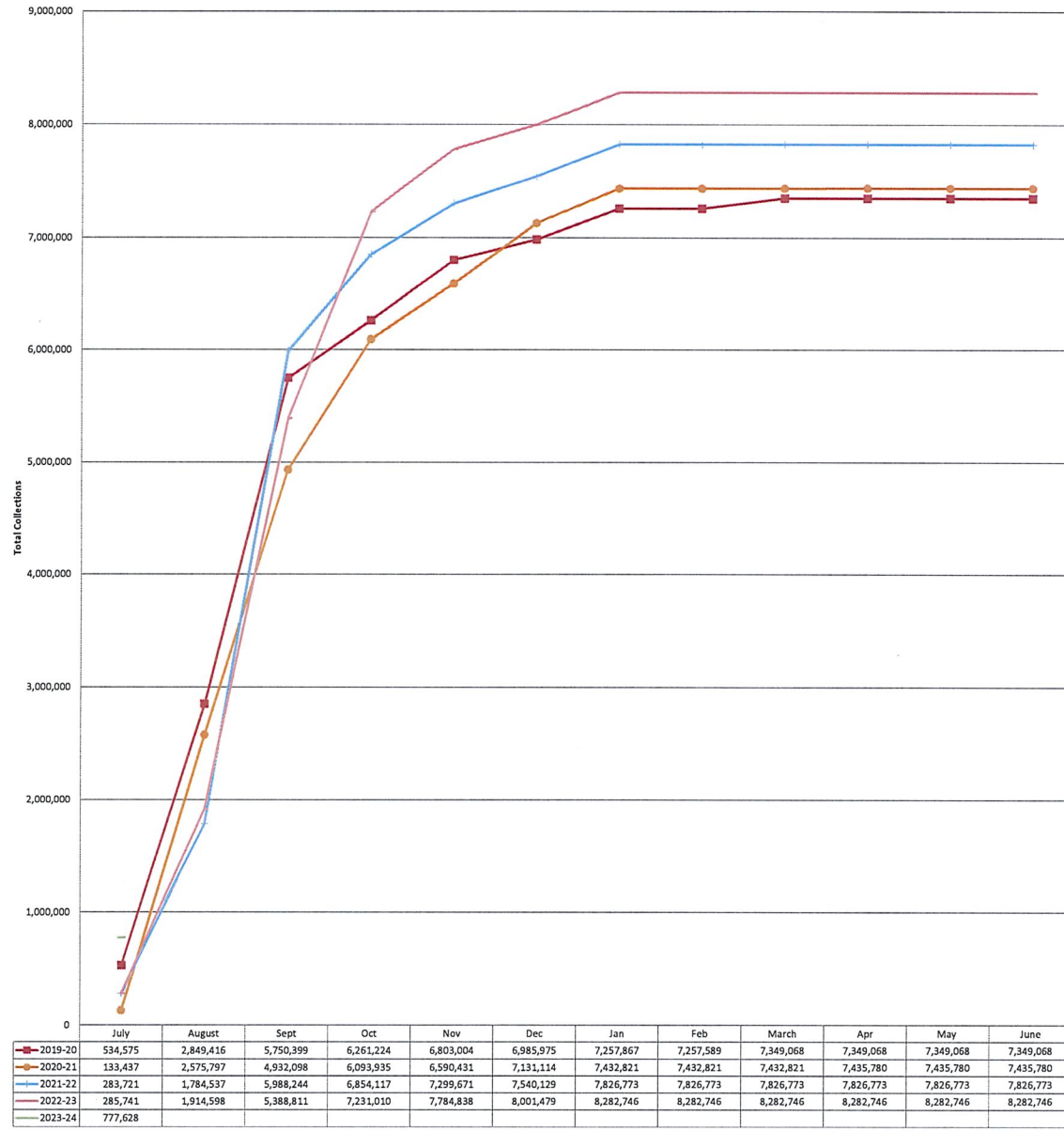
Cash Basis Month Received	Real Estate	Supplemental State Subsidy	Total RE & Sup.	Earned Income Tax	Total Collections	Cumulative Monthly Total
2023-24						
Jul-23	777,628.41	0.00	777,628.41	218,909.64	996,538.05	996,538.05
Aug-23	0.00	0.00	0.00	0.00	0.00	996,538.05
Sep-23	0.00	0.00	0.00	0.00	0.00	996,538.05
Oct-23	0.00	0.00	0.00	0.00	0.00	996,538.05
Nov-23	0.00	0.00	0.00	0.00	0.00	996,538.05
Dec-23	0.00	0.00	0.00	0.00	0.00	996,538.05
Jan-24	0.00	0.00	0.00	0.00	0.00	996,538.05
Feb-24	0.00	0.00	0.00	0.00	0.00	996,538.05
Mar-24	0.00	0.00	0.00	0.00	0.00	996,538.05
Apr-24	0.00	0.00	0.00	0.00	0.00	996,538.05
May-24	0.00	0.00	0.00	0.00	0.00	996,538.05
Jun-24	0.00	0.00	0.00	0.00	0.00	996,538.05
Totals	<u>777,628.41</u>	<u>0.00</u>	<u>777,628.41</u>	<u>218,909.64</u>	<u>996,538.05</u>	
2022-23						
Jul-22	285,741.62	0.00	285,741.62	220,734.21	506,475.83	506,475.83
Aug-22	1,292,857.47	336,000.00	1,628,857.47	311,285.82	1,940,143.29	2,446,619.12
Sep-22	3,474,213.28	0.00	3,474,213.28	203,018.78	3,677,232.06	6,123,851.18
Oct-22	1,506,198.88	336,000.66	1,842,199.54	214,407.54	2,056,607.08	8,180,458.26
Nov-22	553,828.80	0.00	553,828.80	226,724.58	780,553.38	8,961,011.64
Dec-22	216,641.67	0.00	216,641.67	248,974.36	465,616.03	9,426,627.67
Jan-23	281,267.47	0.00	281,267.47	351,762.16	633,029.63	10,059,657.30
Feb-23	0.00	0.00	0.00	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
Totals	<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>	
2021-22						
Jul-21	283,721.38	0.00	283,721.38	204,131.38	487,852.76	487,852.76
Aug-21	1,232,713.31	268,103.00	1,500,816.31	246,444.23	1,747,260.54	2,235,113.30
Sep-21	4,203,707.77	0.00	4,203,707.77	228,069.93	4,431,777.70	6,666,891.00
Oct-21	597,769.66	268,103.81	865,873.47	177,687.84	1,043,561.31	7,710,452.31
Nov-21	445,554.69	0.00	445,554.69	230,442.03	675,996.72	8,386,449.03
Dec-21	240,458.74	0.00	240,458.74	330,734.56	571,193.30	8,957,642.33
Jan-22	286,644.77	0.00	286,644.77	232,985.17	519,629.94	9,477,272.27
Feb-22	0.00	0.00	0.00	271,171.45	271,171.45	9,748,443.72
Mar-22	0.00	0.00	0.00	364,535.45	364,535.45	10,112,979.17
Apr-22	0.00	0.00	0.00	205,014.78	205,014.78	10,317,993.95
May-22	0.00	0.00	0.00	281,785.67	281,785.67	10,599,779.62
Jun-22	0.00	0.00	0.00	307,434.94	307,434.94	10,907,214.56
Totals	<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>	

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

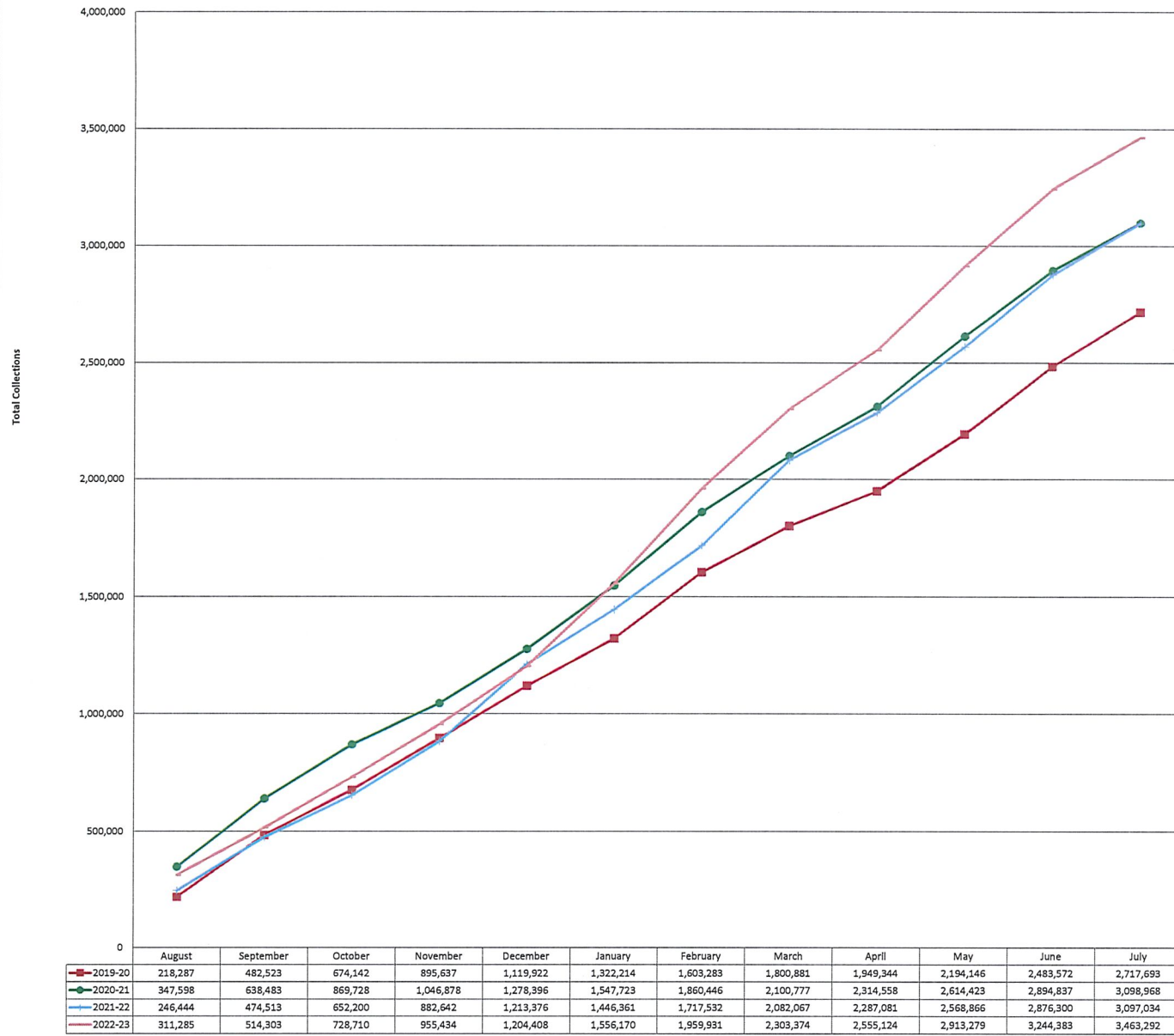
	2021-22	2022-23	2023-24
Month	End of Month Cash Balance	End of Month Cash Balance	End of Month Cash Balance
July	\$3,847,078	\$5,219,565	\$1,652,596
August	3,927,989	5,525,752	0
Sept	5,704,511	6,229,278	0
Oct	5,056,094	6,219,736	0
Nov	3,693,701	4,815,068	0
Dec	1,674,311	4,668,785	0
Jan	4,638,199	3,761,298	0
Feb	5,944,326	2,495,018	0
March	3,404,881	2,188,972	0
Apr	4,227,876	2,800,194	0
May	4,861,734	1,941,436	0
June	2,006,101	2,326,536	0

	2020-21	2021-22	2022-23
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

Real Estate Tax Collection History



Earned Income Tax Collection History



**EAST LYCOMING SCHOOL DISTRICT
CONSTRUCTION FUND SUMMARY
JULY 1, 2023 - JUNE 30, 2024
BALANCE AS OF JULY 31, 2023**

DATE	BEGINNING BALANCE	DEPOSITS	INTEREST	FEES/ CHARGES	EXPENSES	ENDING BALANCE
7/1/2023	\$ 7,043.53					-
7/31/2023	7,043.53	0.00	16.45	0.00	0.00	7,059.98
8/31/2023	7,059.98	0.00	0.00	0.00	0.00	7,059.98
9/30/2023	7,059.98	0.00	0.00	0.00	0.00	7,059.98
10/31/2023	7,059.98	0.00	0.00	0.00	0.00	7,059.98
11/30/2023	7,059.98	0.00	0.00	0.00	0.00	7,059.98
12/31/2023	7,059.98	0.00	0.00	0.00	0.00	7,059.98
1/31/2024	7,059.98	0.00	0.00	0.00	0.00	7,059.98
2/28/2024	7,059.98	0.00	0.00	0.00	0.00	7,059.98
3/31/2024	7,059.98	0.00	0.00	0.00	0.00	7,059.98
4/30/2024	7,059.98	0.00	0.00	0.00	0.00	7,059.98
5/31/2024	7,059.98	0.00	0.00	0.00	0.00	7,059.98
6/30/2024	7,059.98	0.00	0.00	0.00	0.00	7,059.98
		-	16.45	-	-	

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	

CONSTRUCTION FUND SUMMARY
JULY 1, 2023 - JUNE 30, 2024
AS OF JULY 31, 2023

VENDOR

COMMENTS

DATE

CHECK NO.

\$AMT

0.00

7/18/23 through 8/11/23

Date	Account	Num	Payee	Memo	Category	Clr	Amount
Balance 7/17/23							120,715.65
7/24/23	HHS 23-24	7834	Dramatic Publishing	Play license rights	Class Play		-452.81
7/24/23	HHS 23-24	7835	Music Theatre International	Licensing Into the Woods /#9824391	Musical		-3,910.00
7/24/23	HHS 23-24	7836	KBF Print Technology	Tank tops/hats #93612	Track		-431.50
7/24/23	HHS 23-24	7837	ELSD General Fund	Trip to CAC 5/25/23 Shrek	Musical		-128.75
7/24/23	HHS 23-24	7838	ELSD General Fund	Reimburse district for expenses	Spartan Sips		-60.20
Total 7/18/23 - 8/11/23							-4,983.26
Balance 8/11/23							115,732.39
Total Inflows							0.00
Total Outflows							-4,983.26
Net Total							-4,983.26

April Paulhamus
Special Education Director
August 22, 2023

ASL Interpreter/ Transliterators
Amount: Costs outlined in narrative

Description:

Based on accommodations needed for a parent(s) that speak ASL (American Sign Language), a PA State Registered Interpreter, NIC, EIPA was needed to interpret English to ASL for a meeting about a student(s). The district is requesting the approval of the attached invoice in order to provide all parents and students of the district equal opportunity to fully participate in meetings that require an interpreter/ transliterator in ASL.

Thank you, as always, for your continued support of meeting the needs of not only our students, but also the parents' of the district.

All the best,

April Paulhamus

Michelle K. Long
ASL Interpreter/Transliterators
PA State Registered Interpreter
NIC, EIPA

Interpreting Services

Hourly Fee

Standard Business Hours.....	\$45.00
(8:00 AM - 5:00 PM)	
Non-Standard Business Hours.....	\$50.00
(5:00 PM - 8:00 AM)	
Short Notice.....	+ 10%
(Within 48 hours of assignment start time)	

- A 1-hour minimum payment applies to all assignments unless the interpreter has another (agreed-upon) obligation requiring her to leave before the 1-hour time frame has lapsed.
- Any time after 1 hour will be billed in ¼ hour increments.
- If the assignment goes beyond the scheduled time frame, the interpreter may choose to stay to accommodate the needs of the clients but is not required to do so.
- If the assignment is canceled within 48 hours of the assignment start time for any reason, including inclement weather, or either the deaf or hearing client(s) does not show up, the assignment is still billable as usual.
- The East Lycoming School District will ensure that a “team” (another PA State Registered, Nationally Certified Interpreter) is provided for any assignment scheduled for two hours or more. The team is to be present for the entire length of the assignment. If it is deemed that a team is not necessary by anyone other than the interpreter, the interpreter shall be notified immediately that a team will not be present and has the right to excuse herself from the assignment upon notification.
- The East Lycoming School District will ensure that a “CDI team” (a PA State Registered, Nationally Certified Deaf Interpreter) is provided for any assignment serving a client with an intellectual disability, a cognitive impairment, a debilitating condition affecting fine motor function, or other impairment not conducive to successful interpretation by the interpreter working alone. If a CDI team is not present and the interpreter deems that a CDI team is necessary, the interpreter has the right to halt the assignment in the best interest of the deaf client and not resume until a CDI team is present.
- The interpreter will wait 20 minutes from the start time for the deaf and hearing client(s) to arrive and may leave thereafter in their absence. The interpreter will wait longer, up to the total billable assignment time, if requested by an authorized representative.
- Travel time will be billed in excess of the agreed-upon assignment length or 1-hour-minimum (whichever is longer).
- The East Lycoming School District will present the interpreter’s invoices for payment to the school board at the next board meeting following receipt of the invoice(s) and will compensate the interpreter in a timely manner, no more than 60 days upon receipt of the invoice(s).

If the terms and conditions listed above are agreeable, please sign and date this document. This document remains in effect and applies to every assignment agreed upon by the East Lycoming School District and the interpreter until a new fee schedule is signed.

Name of East Lycoming School District Representative

Signature

Date

Michelle K. Long

Name of the Interpreter

Michelle K. Long

Signature

8/4/2023

Date

mklong84@gmail.com

(703)955-2733

August 22, 2023

Re: Recommendation for Levin Legal Services

Members of the Board

I am requesting Board approval for the Letter of Engagement for Levin Legal Services. Mr. Michael Levin and his team are recognized experts in the area of Civil Law, Municipal Law, Public Employment, and School Law.

Although the district retains regular legal counsel through McCormick Law Firm, this agreement will enable the district to utilize the services, when needed, of experts in public school employment law.

Although their services will always be available to the district through this agreement, I am specifically asking for their services to create for the district an Employee Handbook that addresses the legal responsibilities of the district to its staff and of the individuals as employees of the district.

Once approved, if at any time I engage with Levin Legal Group, the Board will be kept informed through normal operational communications.

Respectfully
Dr. Mark Stamm
Superintendent



LEVIN LEGAL GROUP

ATTORNEYS AT LAW
Phone 215.938.6378
Fax 215.938.6375

MICHAEL IRA LEVIN
ALLISON S. PETERSEN
PAUL J. CIANCI
DAVID W. BROWN
RICHARD B. GALTMAN
JAMES J. MUSIAL
JULIA ANN LEVIN
ANTHONY M. PETRO

Of Counsel
ANNE E. HENDRICKS

Tuesday, December 13, 2022

VIA EMAIL ONLY (mstamm@elsd)

Dr. Mark Stamm, Superintendent
East Lycoming School District
349 Cemetery St.
Hughesville, PA 17737

Re: Engagement with the East Lycoming School District

Dear Dr. Stamm:

We are pleased to submit this letter which summarizes our relationship with the East Lycoming School District ("School District") as legal counsel. The following paragraphs describe our understanding of the terms and objectives of our engagement as legal counsel for the School District and the nature and scope of the services we will provide.

Our Responsibilities and Services.

We will provide those legal services that the School District requests us to provide and that we agree to provide.

We recognize that the only services that are requested at the current time is the preparation of a Code of Conduct for employees and a Handbook/Code of Conduct for students. We have agreed to provide our standard forms for those Code of Conduct at the cost of \$75.00 for the Code of Conduct for employees and a cost of \$300.00 for the handbook/Code of Conduct for students. These prices include minimal customization of the Code of Conduct for employees and customization for the student code/handbook in accordance with the questionnaire that I have previously sent to you. If there is further customization that you would desire, we would be happy to provide such services, but we would charge our hourly rates as stated subsequently in this letter.

For purposes of assignments to us, we may rely upon any request by any "Authorized Representative." For purposes of this engagement letter, "Authorized Representative" means and includes each individual who (i) is expressly designated orally, electronically or in writing or otherwise by School District to act on behalf of School District with respect to one or more

services, (ii) actually acts on behalf of School District with respect to any services, or (iii) has apparent authority to act for School District, by course of dealing or otherwise with respect to any services.

With respect to adversarial proceedings for which we are requested by you or your insurance carrier to represent you or any of your officials or employees (hereinafter referred to collectively or individually as “you”), we will represent you within ethical and professional standards; and, unless instructed otherwise by you, and we will take all action that we believe is necessary and reasonably calculated to advance your interests. We will file such pleadings, motions, applications, petitions and appeals as are necessary to advance and/or to protect the School District’s interests, unless instructed otherwise by applicable authority. You agree that we may take such actions.

We will provide the services that you request and that we agree to provide in accordance with the professional standards to advance the interests of the School District, subject to the following understandings:

1. We will not perform services that we have not been asked to perform;
2. When performing our services under this engagement, we will rely on the facts provided to us by you and will not undertake an independent investigation of the facts unless specifically requested to do so by you;
3. We will advise you if a particular service cannot be provided because we do not believe that we have sufficient competency in the applicable area of the law;
4. We will not provide services where we may be prohibited from providing such services in accordance with the Rules of Professional Responsibility due to such things as a conflict of interest that might exist with respect to a particular matter; and
5. When negotiating a contract on behalf of the School District, we will always seek to obtain provisions that are commercially reasonable, unless instructed otherwise by the School District.

In all instances, we will comply with the Pennsylvania Rules of Professional Responsibility and other applicable law and in all instances we will be acting in the capacity as legal counsel for the School District.

The School District’s Responsibilities

The School District is responsible for making all records and related information available to us and for the accuracy and completeness of that information. This responsibility includes the establishment and maintenance of adequate records and internal controls, including monitoring ongoing activities, the selection and application of practices and policies, and document retention and retrieval practices. The School District is responsible for correcting any incorrect information that may have been provided to us. The School District agrees to bring to our attention any matters that may reasonably be expected to require further consideration to determine the proper treatment and handling of matters we are handling. The School District also agrees to bring to our attention any changes in the information as originally provided to us as soon as such information becomes available.

The School District is responsible for the design and implementation of programs, practices, policies, protocols and controls to prevent violation of law. In addition, the School District is also responsible for identifying and ensuring that the School District complies with applicable laws and regulations and advises us if it has knowledge of any situation related to our services that does not comply with applicable law. Further, we will assume that the School District has taken action to implement our recommendations unless the School District has advised us differently.

The School District is responsible for notifying us when it decides not to carry out our recommendations or when not carrying out or implementing our recommendations in the way that we advise. Such notification shall be in writing. The School District is also responsible for asking us if it has any questions about our recommendations, if it desires to explore options for the handling of any matter, or if it wants a description of the pros and cons of proceeding in a particular manner.

Litigation Hold. We wish to remind you that the School District has certain responsibilities to preserve evidence with respect to administrative and judicial proceedings. In this regard, the School District has a duty to preserve and protect any and all paper and electronic records, documents and other evidence (hereinafter referred to individually or together as “evidence”) that may be relevant to any existing or future litigation once you know or reasonably should know that litigation exists or will be filed. This includes arbitration, administrative proceedings and court proceedings of any nature. Evidence includes paper documents and records and all forms of electronic evidence, including text messaging, IM, emails, social media, etc. The obligation includes keeping and maintaining electronic records and files in their electronic form without change. If the School District fails to keep and safeguard evidence that is or may be relevant or that may lead to relevant evidence, the School District and involved employees and officials may be subject to sanctions, which can be severe.

Engagement Administration

As engagement partner, I will be responsible for supervising the engagement and the work performed by us.

The School District will provide us access to personnel of the School District, as necessary, to enable us to perform our work. We will ask that your personnel, to the extent possible, provide the necessary records and data to enable us to do our work. We may have to have meetings or access to records to perform our services properly and the School District will provide those items to us.

Auditing standards generally accepted in the United States of America require that we communicate certain matters related to the conduct of our services to your auditors. It is understood that our communication with your auditors is part of the services that we are required to provide. In addition, there are certain matters that might require our disclosure of the information to the board of school directors, such as willful violations of legal requirements that are material; serious difficulties that we encountered in dealing with management related to the performance of our services; any disagreements with management, whether or not satisfactorily resolved, about matters that individually or in the aggregate could be significant to the consolidated

financial statements or our report; major issues that were discussed with management in connection with our services; and other matters as considered necessary or required to be communicated under professional standards.

Scope of Our Work

With respect to those services that you request us to perform and that we expressly agree to perform, we will consult with you about your objectives, and, when appropriate, the means of achieving them in accordance with applicable law and the ethical rules governing lawyers. We shall endeavor to keep you advised of the status of your matter to the extent necessary to enable you to make informed decisions. We will provide competent representation of your interests. Expressions on our part concerning the probable outcome of our representation will reflect our best professional judgment, but are not guarantees, as they are limited by our knowledge of the facts and are based on the state of the law at the time that they are expressed. There may be many factors that affect the outcome of any matter and over which we have no control—such as the recollection or testimony of any particular witness.

Our work, opinions and deliverables will be based on our interpretation of applicable federal and state laws, regulations, administrative and judicial pronouncements, and other relevant authorities (hereinafter referred to as "applicable law"), in effect when we provide our work, opinions or other deliverables. All these authorities are subject to change, and such change may be retroactive or prospective in effect. We assume no responsibility to either advise you or to update our work, conclusions, or deliverables for changes in respect to federal and state laws, regulations, administrative and judicial pronouncements, and other relevant authorities. Stated another way, we assume responsibility for our work when our work is performed, but we assume no responsibility for changes in applicable law after our work is performed.

Aspects of Third Party Payor Engagements

Examples of Third Party Payor engagement include those undertaken pursuant to a policy of insurance or because another company or person has agreed to pay the legal fees and costs on your behalf. In such a situation, the firm will represent you solely regarding covered claims (that is, claims for which the insurer or other payor has agreed to advance fees and costs) and subject to any reservation of rights letter from the payor. If a dispute arises between you and the payor regarding they payor's obligations to you or any other matter, we will not be able to represent you in that dispute, nor will we be able to represent the payor in any such dispute. If we become aware of a possible dispute regarding the payor's obligations to you, we will notify you of that fact so that you may seek separate counsel as to that matter.

You should understand that we may be required to make regular report to the payor concerning the engagement. Such reports may include information regularly developed during the engagement, unless for some reason you specifically instruct us not to forward some confidential information to the payor. Such an instruction may, depending on the terms of the agreement between you and the payor, affect the payor's obligations to indemnify you or to pay your legal fees and costs.

You waive any privilege to allow us to provide the information requested or required to such payors.

Aspects of Multiple Client Engagements

It is unusual that we will be asked to represent multiple clients in a particular matter involving the School District. However, if the situation arises and we are asked to represent a number of clients as a group, including you, we recommend that each client consult separate counsel to represent that client's individual interests with respect to the client's individual current or potential issues. We particularly urge you to consult separate counsel concerning any matter in which you perceive that your interests may conflict with the interests of other clients. We also expect and encourage you to consult with such individual counsel at any time and on any matter on which you wish to receive specific and individually tailored advice. We will provide information regarding the engagement to such individual counsel as part of our services to the group. We also expect that any such counsel will assist in identifying conflicts that may arise in the course of our work and will inform us appropriately, and we will advise such member of the group of clients with respect to such conflicts. Our work in this type of engagement is to represent all the members of the group as a group collectively. Consequently, we will not promote or advocate the interests of any one or more members of the group individually. There may be issues related to a group engagement that would affect one or more members of the group differently due to unique circumstances of which we may or may not be aware, and where conflicts or disparate interests arise, it may be necessary or appropriate for any of the members of the group to engage separate counsel on an individual basis. While we will try to explain the significance and effect of the material issues to all clients in the group, we may not know facts specific to any one member of the group and may not realize that such explanations might be warranted in particular circumstances. We will, however, endeavor to keep all clients in the group informed on a regular basis about our work for the entire group of clients.

Document Retention

It is our policy to keep records electronically and that such electronic records related to this engagement will be retained for three (3) years after the completion of a matter. We do not keep any original School District documents; therefore, if you desire that we return the original records to you, we will be pleased to do so. When records are returned to you, it is your responsibility to retain and protect your records for possible future use, including potential examination by any government or regulatory agencies. You agree that upon the expiration of the three-year period, we shall be free to destroy any records related to this engagement.

Engagement Fees

The set cost for the Code of Conduct for employees and the handbook/code of conduct for students is set forth above. If other work is requested, our fees are as follows:

Rate	Attorneys
\$210.00/hr.	Michael I. Levin

\$200.00/hr.

Anne Hendricks, Allison Petersen, Paul Cianci,
David Brown, Richard Galtman and James Musial

\$190.00/hr.

Julia Levin, Anthony Petro

In addition to fees, we charge for certain out-of-pocket costs when necessary, such as filing fees, overnight or express mail, witness fees, expert fees, overnight travel, in-house copying at the rate of \$.10 per page, large copying jobs performed outside the firm, courier services, computer-assisted legal research that is not included in our comprehensive basic plan; and court stenographers. We do not charge for secretarial time, computer-assisted legal research that is within our comprehensive basic service, usual office overhead and regular postage.

We charge fees “portal-to-portal.”

Attorneys newly hired by us will be placed on the appropriate fee tier taking into account their experience level. In addition, attorneys identified above may be increased in their tier assignment.

We are approved defense counsel for a number of insurance carriers that have rate agreements with us that may vary from the rates above. When we work on a matter that is covered by such insurance, we will comply with applicable litigation guidelines and billing arrangements which may differ from those set forth above.

Other Engagement Matters and Limitations

(a) Management Functions

We will **not** perform management functions or make management decisions on your behalf. However, we will provide advice and recommendations to assist management and/or the board, as may be applicable, in performing their respective functions and making decisions.

(b) E-mail

During our engagement, we or you may need to transmit confidential information electronically to each other and to other entities engaged by either party. E-mail is a fast and convenient way to communicate. However, e-mail is not a secure means of communication and, thus, confidentiality could be compromised. You agree to the use of e-mail and other electronic methods to transmit and receive information, including confidential information, between us and outside specialists or other entities engaged by either you or us.

Although e-mail is an efficient method of communication, it is not necessarily a fool-proof method. For a variety of reasons, an e-mail may not be received or posted to an inbox, as opposed to the “junk-box,” for example. An e-mail may be inadvertently deleted. Therefore, we cannot take assignments by exclusively by email. If there is anything that you need us to do, you need to talk to a “live” person and ensure that we have notice of what you want us to do for you. Unless we specifically respond to an email, you may not assume that we received the email or will take action pursuant to an email request. The disclaimers in this paragraph are intended for your protection as well as our protection. We want to avoid any possibility that an assignment or request is missed because of the shortcomings of email.

(c) Contract Forms and Recommendations

No contract form or generic contract should be utilized for any transaction without the advice of counsel. Changes or modifications may have to be made to address individual circumstances or changes in the law regarding a transaction. A contract prepared by us for a particular transaction shall not be used for another or different transaction without first consulting with counsel and making necessary or appropriate changes or modifications. Renewals of contracts should not be undertaken without first determining whether changes in the law or changed circumstances may require changes or modifications to the contract.

(d) Disputes

You agree that any dispute regarding this engagement will, prior to resorting to litigation, be submitted to mediation upon written request by either party. Both parties agree to try in good faith to settle the dispute in mediation. The American Arbitration Association will administer any such mediation in accordance with its Commercial Mediation Rules. The results of the mediation proceeding shall be binding only if each of us agrees to be bound. We will share any costs of mediation proceedings equally.

(e) Limitations on Damages and Indemnification

Except to the extent finally determined to have resulted from the willful misconduct or fraudulent behavior of the Levin Legal Group, relating to the services it has provided, the School District agrees to indemnify, defend and hold harmless the Levin Legal Group and its attorneys from and against any and all liabilities incurred or suffered by or asserted against the Levin Legal Group or any of its attorneys in connection with any third party claims to the extent such assertions, claims or liabilities relate to the work or services performed by the Levin Legal Group for or on behalf of the School District. The terms of this provision shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort, or any form of negligence or intentional act), but these terms shall not apply to the extent finally determined to be contrary to applicable law or regulation. These terms shall also continue to apply and shall survive termination of this agreement or termination of the services of the Levin Legal Group. This paragraph does not apply to any claims that the School District may have against the Levin Legal Group.

(f) Legal Actions

The School District accepts and acknowledges that any legal proceedings by the School District arising from or in connection with the services provided by the Levin Legal Group under this Agreement or engagement must be commenced within one (1) year from the date the services were performed, without consideration as to the time of discovery of any claim.

(g) Miscellaneous

If any provision of this agreement is declared invalid or unenforceable, no other provision of this agreement is affected, and all other provisions remain in full force and effect.

This engagement letter represents the entire agreement regarding the services described herein and supersedes all prior negotiations, proposals, representations or agreements, written or oral, regarding these services. It shall be binding on heirs, successors, and assigns of you and us. If the foregoing is in accordance with your understanding, please sign the enclosed copy of this letter and return it to us. If you have any questions, please let us know.

We appreciate the opportunity to be your attorneys; we trust that our association will be a long and pleasant one.

Very truly yours,
LEVIN LEGAL GROUP, P.C.

Michael I. Levin

Michael I. Levin

MIL/mil

This letter correctly sets forth the understanding of the East Lycoming School District

ACCEPTED:

By _____

Title _____

Date _____



East Lycoming School District
Cyber Learning
E-Spartan Program

- ✓ Individualized Programs
- ✓ Rigorous Curriculum
- ✓ Flexible Schedule
- ✓ Easy to use

East Lycoming School District

Cyber Enrollment Guide

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Before Enrollment

The process of enrollment in E-Spartan begins at home between a student and their parents / guardians. Moving from in-person to cyber learning is a significant educational decision that will require different skills from the student like increased self-discipline to keep pace with assignments and from families to provide a learning space at home. It is important for families to discuss the reasons behind this choice, the student's ability, and the impact on the family.

Although on-line learning offers many opportunities, it is not an effective means to escape school-based problems. If your student is experiencing a school-based problem, please work directly with your school counselor on possible solutions other than online learning.

We want all students to find success and we believe that the best option begins in school with teachers and peers. However, for some students in certain situations or with certain goals, on-line learning makes more sense. Talk it over and then schedule a meeting with your student's school counselor.

Initial Enrollment

E-Spartan is a privilege offered to students when it aligns with their educational goals. As a privilege it comes with clear expectations to maintain placement. Initial enrollment in E-Spartan requires all of the following items below. Once the criteria below are met, the student is placed in E-Spartan for a two (2) week trial period.

1. The student must be an East Lycoming School District resident
2. Parent/Guardian(s) must follow district enrollment procedures, policies, and guidelines
3. Parent/Guardian(s) and student(s) must meet with East Lycoming School District designated personnel to enroll in the program and review the student's educational record to develop a cyber-program of study
4. An IEP team meeting will be held for students with special education services prior to any enrollment actions to determine if cyber learning is appropriate for the student and to modify the IEP to align with a cyber-based education program*
5. Parent/Guardian(s) and students must sign the East Lycoming Online Learning Enrollment Guide
6. Attend an East Lycoming School District orientation prior to the beginning of the cyber option courses
7. Grades earned in approved cyber courses count toward a student's grade point average and eligibility for athletic and extracurricular activities
8. Student must be able / permitted to participate in live virtual meetings such as Zoom.

* As a student with an IEP attending E-Spartan, it is required that students MUST participate in weekly IEP goal progress monitoring sessions. Goal progress will be assessed every 2 weeks (twice a month). The alternating weeks will consist of goal instruction/practice. Failure to comply with this requirement will result in returning to school. Progress monitoring sessions can be arranged with a Guidance Counselor. Students can come to school to work with teacher at a designated time or via zoom.

Continuation of Enrollment

Student Expectations

After the two (2) week trial period, continuation of enrollment is evaluated each marking period based on the criteria below:

1. Meet all established course deadlines
2. Actively participate in coursework by meeting the minimum number of assignments per week (varies by student). Athletic eligibility will be determined as outlined in the Hughesville Jr/Sr High school handbook every Friday at 2PM.
3. Make a good faith effort in all academic areas
4. Document evidence of active, regular participation in accordance with course requirements to satisfy compulsory attendance laws which apply to all students
5. Maintain regular contact with course teachers and East Lycoming School District personnel
6. Take the PSSA or Keystone Exam at the appropriate grade levels
7. If progress is not being made, student will be required to check in weekly with a representative from the school district

Parent/Guardian(s) Expectations

1. Assure compliance with East Lycoming School District policies and procedures
2. Provide an appropriate work environment for the student at home
3. Make a commitment to assist and monitor your student throughout their learning time
4. Monitor student progress using the provided login information
5. Assure that your student is actively participating in all course requirements and opportunities
6. Remember that compulsory attendance laws apply to cyber school student as in-person learning
7. Ensure that student is checking-in, if required, with a representative from the school district

District Expectations

1. Provide a rigorous and relevant cyber learning program that meets student needs and aligns with the district grade-level curriculum sequence
2. Monitor student progress and communicate with the student and family as needed

3. Provide students with guidance in regards to credit and course selection
4. Track credits towards graduation
5. Provide health, counseling, and other district services for the student to remove barriers to learning

Returning to the Building / Loss of Cyber Learning Privileges

The goal of E-Spartan is for students seeking this option to achieve success. Success is measured by:

- ✓ maintaining course progress along the timeline prescribed for the student
- ✓ completion of coursework materials within the marking period dates
- ✓ passing of courses on the Hughesville Jr/Sr High grade scale
- ✓ acquisition of grade level credits towards graduation (9-12)
- ✓ appropriate and regular communication between E-Spartan staff and course instructors

When students fail to meet the indicators of success within the two (2) week trial period or at the conclusion of each marking period, they will return to the school.

When students fail to be successful during the marking period, students will return to school at the end of the marking period in which they are not meeting all criteria. Students and parents will be notified using email, phone, and/or written communication. The student's school counselor will be notified of the return date for the scheduling of courses. Once parents and the student are notified of the return date, any absences from school after that date will follow district compulsory attendance policies.

Return dates for the **2023-24** school term are:

- Quarter One: **October 28, 2023**
- Quarter Two: **January 17, 2024**
- Quarter Three: **March 24, 2024**

Blended Return to School:

When students are not successful and returned to school, at the discretion of the district, they may be permitted to use their own time to complete outstanding on-line courses for credit. Students will not receive any new on-line courses.

Academic Calendar

E-Spartan student's attendance and course completion will follow the regular school year calendar including vacation, inclement weather, or other school closures. For example, if school is closed on Friday, E-Spartan students may, but are not required to complete courses. However, if the district schools transition to remote learning due to a

winter storm, E-Spartan students are also required to continue with course work as normal.

General Supplies

As with in-person learning, families are required to provide many general supplies students need for classes. For example, items such as glue sticks, paper, pencils, scissors, and calculators are not supplied by the school.

Transportation

Transportation to and from the home to school building for educational opportunities, co-curricular, athletic, and social opportunities is the responsibility of the parent/guardian, unless during a regularly scheduled pick-up/drop-off time. Students must be rostered on a bus to ride it at any point to and from school.

Attendance

In Pennsylvania, parents/legal guardians are responsible for ensuring that their student(s) attends school. It is the responsibility of the family to ensure the student logs onto the courses to maintain appropriate pacing requirements.

Online students are East Lycoming School District students who are expected to comply with state, district, and school policies and guidelines. As online students, they assume a special responsibility to actively participate in the courses because of the unique independence that is offered to them. Time spent daily on coursework is similar to the time spent in school. The district and its partner will monitor a student's active engagement in courses with the expectation that the course will be successfully completed within the time prescribed by the district.

Students who are not meeting the required academic progress will be supported with an attendance improvement plan. If necessary, students may be required to return to the building for additional support.

As in-school, parents / guardians are required to submit an excuse to the school for every day that their student is absent from instruction. Excused absences for on-line, as with in-person learning, follow normal district policy and state law. Truancy charges are applicable when regular attendance requirements and work production deadlines are not met.

Lack of connectivity is not an excused absence. Students are expected to have a secondary plan for internet access to maintain course completion schedules. If your student's alternate plan is not feasible due to extreme circumstances, it is the responsibility of the parent / guardian to notify the school within 24 hours.

Regular Contact

In addition to maintaining regular course work and pacing, it is essential for students and families to maintain regular contact with the E-Spartan district staff. For students, this communication is via school issued email. For parents, messaging apps will be provided to you and used throughout the year.

Graduation Requirements

Online students must meet board approved requirements for graduation as posted in the JR / SR High School student handbook at www.elsd.org.

Drop/Add/Withdraw

Students who decide to withdraw from a class, must decide within five (5) days of the start of the course.

Course Completion

Online students must be finished with all course assignments by the last day of the marking period as set on the district academic calendar. See academic quarter end dates listed previously.

Acknowledgement of Understanding

Initial adjacent to each topic indicating that you have read, discussed, and will commit to the expectations and responsibilities of participation in E-Spartan as an East Lycoming School District student.

Parent / Guardian	Student	Enrollment Topic
		BEFORE ENROLLMENT
		INITIAL ENROLLMENT
		CONTINUATION OF ENROLLMENT
		RETURNING TO THE BUILDING / LOSS OF CYBER PRIVILEGES
		ACADEMIC CALENDAR
		GENERAL SUPPLIES
		TRANSPORTATION
		ATTENDANCE
		REGULAR CONTACT
		GRADUATION REQUIREMENTS
		COURSE COMPLETION

Student Name (print)

Date

Student Signature

Parent Name (print)

Parent Signature

Date

Course Sequencing – Elementary

Elementary Program Grades K-5	
Kindergarten	Elementary Language Arts K
	Elementary Math K
	Elementary Science K
	Elementary Social Studies K
Grade 1	Elementary Language Arts 1
	Elementary Math 1
	Elementary Science 1
	Elementary Social Studies 1
	Elementary Physical Education
Grade 2	Elementary Language Arts 2
	Elementary Math 2
	Elementary Science 2
	Elementary Social Studies 2
	Elementary Art Development
Grade 3	Elementary Language Arts 3
	Elementary Math 3
	Elementary Science 3
	Elementary Social Studies 3
	Elementary Health
Grade 4	Elementary Language Arts 4
	Elementary Math 4
	Elementary Science 4
	Elementary Social Studies 4
	Elementary Music
	Elementary Keyboarding
Grade 5	Elementary Language Arts 5
	Elementary Math 5
	Elementary Science 5
	Elementary Social Studies 5
	Elementary Physical Education
	Elementary Keyboarding

Course Sequencing – Secondary

Secondary Program Grades 6-12	
Grade 6	Elementary Language Arts 6
	Elementary Math 6
	Elementary Science 6
	Elementary Social Studies 6
	Elementary Physical Education
Grade 7	Math 7
	English 7
	Science 7
	Social Studies 7
	Health and Wellness
	Career exploration
Grade 8	Math 8 or Algebra I
	English 8
	Science 8
	Social Studies 8
	Computer Skills
	Digital Citizenship
Grade 9	Algebra I or Geometry
	English 9
	Biology
	Civics
	Spanish 1 or French 1
	Health and Wellness
	Student Choice – Full Credit or Two ½ credits
Grade 10	Geometry or Algebra II
	English 10
	American History (or Honors)
	Chemistry
	Health and Fitness
	Student Choice – Full Credit or Two ½ credits
	Student Choice – Full Credit or Two ½ credits
Grade 11	Algebra II or Statistics, or Trigonometry
	English 11
	Psychology
	Earth Science or Physics
	Physical Education

Grade 12	Personal Finance
	Student Choice 1.5 credits total
	Integrated Math, Statistics, or Calculus
	English 12
	Economics or World History
	Physics, Earth Science, Physical Science
	Physical Education and Personal Wellness
	Student Choice – Full Credit or Two ½ credits
	Student Choice – Full Credit or Two ½ credits