



EAST LYCOMING
SCHOOL DISTRICT

SCHOOL BOARD AGENDA



EVERY STUDENT: INSPIRED, ENGAGED, *and* LEARNING Today, For Tomorrow

Superintendent's Report

December 9, 2025

General District Update:

New Board Member Orientation

Mrs. Burke and I had the pleasure of working through a new board member orientation program with Mr. Downey, Mr. Holmes, Mrs. Hopkins, and Mr. Shearer before the Thanksgiving holiday. I appreciated the giving of their time, enjoyed the opportunity to get to know you, and to better understand your interests for serving on the School Board. Please remember that if you would like a more detailed explanation of how school budgets are developed and function, please reach out to Mrs. Burke or me to arrange a time.

Visiting Schools

The Towanda Area School District sent a group of teachers and administrators to Ashkar Elementary this week to observe classrooms and talk with our teachers about their experiences with our elementary core reading program, CKLA. CKLA, Core Knowledge Language Arts, is a content rich reading program built on the science of reading. We began using this program 3 years ago. Towanda is in year one of the program and wanted to observe our implementation and talk with our staff about their experiences in years 2 and 3. These types of visits are affirming for both districts that we are implementing solid core curriculum programs that engage and excite students about learning to read. We have hosted similar visits from other regional schools earlier this year as well.

Athletics

The Competitive Spirit team has been working hard at several tournaments this season. Dr. Rodkey is encouraging everyone to come to Shamokin HS on December 20th (11AM) to watch the varsity team compete in the District IV Championships. Photos are available on the District Facebook page at <https://www.facebook.com/EastLycomingSD>

In addition, Winter sports have started. This is a great opportunity to use your event pass to cheer on the Spartans and show your support for school programs. Event times and locations can be found on the website under "Spartan Athletics" or directly at <https://www.elsdathletics.org/>

Community - Thank You!

The National Junior High Honor Society hosted its third community Thanksgiving Dinner in the high school cafeteria. This free event is open to anyone and serves as a community outreach event for students as a part of belonging to the National Honor Society. This year they served over 250 people and provided over 60 take-out meals. The event is possible because of the student and staff volunteers and the generous donations of individuals and businesses. Many people and businesses gave to this event, but I want to offer a special recognition to Jason and Karen Dohl, owners of Dohl General Construction, for donating 15 turkeys. Thank you everyone for your support and Dohl construction for your generosity.



Bond Construction Projects

Mr. McCaffery and I are continuing to move forward with developing proposals for Board review and approval on the additional items selected by the Board. All of these projects are subject to price increases with the new year. We are moving deliberately to provide timely and informed recommendations for your consideration.

- Bids for the parking lot tar / chip are due on December 11.
- McClure has provided updated pricing on the wrestling area / football locker room HVAC upgrades and we are consulting with another engineering firm to present a fuller list of options to the Board.
- A meeting with Musco Lighting is scheduled for December 9 to review / finalize the scope of work.
- Playworld is finalizing the playground design that I will take to Picture Rocks Borough for further discussions.

Board Agenda Items

Board Policies:

Policy 610 - Purchases Subject to Bid Quotations is on the agenda for revisions. This is an annual update to the quotation and bid threshold dollar requirements published by the state adjusting for inflation. The updated administrative regulations for this policy are also attached for your information. Please note in the AR, I added language requiring sole-source justification for joint purchasing program use.

Educational:

Several field trips are on the agenda for approval this evening. Somewhat atypical are three wrestling tournaments. After discussions with Mr. Coburn and I last year, I now require these to have Board approval because they are overnight and are outside of normal PIAA / PHAC league events. Whether an FBLA conference, a chorus trip to Disney, or an athletic event, I cautiously recommend any overnight trip for Board approval. There is risk in any off campus trip, but overnight trips present additional challenges with supervision and risk of accidents. The supervising administrator is tasked with ensuring sufficient supervision and additional guidelines are in place for these trips.

Personnel:

Job Description - Revision

I am recommending that one section of the job description for Technology Director be revised. Under educational requirements, it currently lists degrees of Bachelor's "required" and Masters "required". In examining the applicant pool and current job market for this position, I am recommending that both of these are changed to "preferred" instead. This will allow the selection committee to look at the broadest pool of applicants and ensure the individual who best meets the district's needs is able to full-fill the job description requirements.

Business and Financial:

Act 1 Index Limitation

Mrs. Burke and I are recommending Board approval of the Act 1 Index Limitation. This is an annual requirement of the Board to acknowledge that it will not seek a tax increase beyond the Act 1 index. As a reminder, this does not commit the board to any tax increase, it only acknowledges that the Board will not seek an increase above the 4.9% index rate. Mrs. Burke can discuss this in more detail if needed.

Bills for Payment

Due to the earlier December meeting date, the business offices annually request permission to continue to pay bills on time and seek board approval in January. This one time request ensures that late fees are avoided. All bills will come before the board in January for your review.

Respectfully submitted,

Dr. Mark Stamm
Superintendent of Schools

**EAST LYCOMING SCHOOL DISTRICT
BOARD OF EDUCATION AGENDA
Tuesday, December 9, 2025
High School Library - 7:15 p.m.**

Public should enter through the Library Vestibule Doors

WELCOME AND CALL THE MEETING TO ORDER – Board President

- I. **AUDIENCE PARTICIPATION:** Comments from residents of the district regarding voting items on the agenda.
- II. **REPORTS:**
Superintendent Reports:
 - Superintendent Stamm
Board Member Updates (as applicable):
 - Intermediate Unit #17
 - Legislative Representation
 - LycoCTC
- III. **MINUTES - Resolution Required:** (MI-1)
To approve the Board Meeting and Facilities Committee Meeting Minutes of November 18, 2025 Meetings, as submitted.
- IV. **BOARD POLICIES - Resolution Required:** (BP-1)
 - 1) New Board Policies -None
 - 2) **Revise/Review Board Policies:**
 - a) Approve Revised bid and quote thresholds for Board Policy #610 (Purchases Subject to Bid/Quotation).
- V. **EDUCATIONAL - Resolution Required:**
 - 1) Curriculum/Programs - None
 - 2) **Field Trips:**

a) 12/18-12/20/25	Jim Thorpe Wrestling Tournament	Wrestling Team
b) 12/29-12/30/25	Ultimate Warrior Tournament	Wrestling Team
c) 1/23-1/24/26	Panther Classic	Wrestling Team
d) 3/5/26	Penn College	High School Anatomy Class
e) 5/6/26	Gettysburg Military Park	High School Grade 8
 - 3) Student Discipline/Adjudication - None
 - 4) Handbooks/Calendar - None
 - 5) Other - None
- VI. **PERSONNEL - Resolution Required:** (PE-1)
 - 1) Professional & Administrative Staff - None
 - 2) Support Staff - None
 - 3) **Athletics:**
 - a) Athletic Volunteers:

Kelli Hicks, 2025/2026 Girls Wrestling season.
Landen King, 2025/2026 Junior High Boys Basketball season.
Emily Aderhold-VanAuken, 2025/2026 Boys Tennis season.
Jacob Dinges, 2025/2026 Boys Wrestling season.

- b) Approve Laurie Valentin as an Event Staff Worker.
- 4) Supplemental Staff: None
- 5) Memorandum of Understanding - None
- 6) **Other:**
 - a) Job Description: Revisions to the Director of Technology job description.
 - b) Doralee Mead, Bus Driver for 2025/2026 school year retro-active to 11/17/25.

VII. **BUSINESS/FINANCIAL MATTERS - Resolution Required:**

- 1) **Budget:**
 - a) 2026/27 General Fund Budget Act 1 Index Limitation Resolution be adopted. Confirms the District Administration's and School Board's intent of limiting any local tax increase to at or below the state publishing index of 4.9% for the 2026/27 General Fund Budget. **(BF-1)**
- 2) **Bills for Payment:**
 - Retroactive Approval and Payment of Invoices. These items will be included on the agenda for the next official public meeting for retroactive approval.
- 3) Contracts/Agreements - None
- 4) Bids/Proposals/RFP's - None
- 5) Other - None

VIII. **INFORMATION:**

- 1. Resignations received and accepted by Superintendent Stamm:
 - Brian Lowmiller, General Maintenance, effective November 25, 2025.
 - Jeremiah Jones, General Maintenance, effective November 25, 2025.
- 2. The following Professional Staff Member attained tenure: Kelsey Swift
- 3. Financial Highlights.
- 4. Condensed Board Summary.
- 5. Construction Fund Reports.
- 6. LycoCTC Newsletter: [Monthly Newsletter | Lycoming CTC](#)

IX. **AUDIENCE PARTICIPATION:**

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

X. **COMMENTS FROM INDIVIDUAL BOARD MEMBERS:** Comments from individual Board Members.

XI. **EXECUTIVE SESSION:** To convene for an Executive Session for personnel.

XII. **ADJOURNMENT:**

**NEXT BOARD MEETING TENTATIVELY
TUESDAY, JANUARY 27, 2026 @ 7:00 PM**

Call the Meeting to Order: Mr. Mamrak, President, called the East Lycoming School District Board of Education's November 18, 2025 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. Michael Mamrak - present	Mrs. Tara Buebendorf - present
Mr. Scott Ritter - present	Mrs. Shannon McConnell-Barlett - present
Mr. Craig Dudek - present	Mrs. Rikki Riegner - present
Mrs. Lisa McClintock - present	Mr. Floyd Swales - present
Ms. Victoria Harrington - present	

Administration:

Dr. Mark Stamm -Superintendent
Mrs. Cori Cotner - Curriculum Director
Mr. Tom Coburn - Sr. High School Principal
Mr. Richard Reichner - Jr. High School Principal
Mrs. Brittany Decker - Ashkar Elementary Principal
Mrs. Heather Burke - Business Manager/Board Secretary
Mrs. Valerie Ochs - Assistant Business Manager
Mr. Adam Creasy - Technology Director
Mrs. April Paulhamus - Special Education Director
Mr. Brian Mccaffery - Buildings & Ground Supervisor
Dr. Justin Rodkey - Athletic Director

General Public: Chris Kenyon (Solicitor) Mark McInerney (Sun-Gazette) Brian Shearer, Dave Brown, Melissa Bunce, Lora MacKenzie, Angela Mamrak and Ashton Hackenberg

Minutes - Resolved: It was moved by Mr. Dudek, seconded by Mrs. McConnell-Barlett to approve the minutes from the Board Meeting and Athletic Meeting Minutes of October 28, 2025, as submitted.

Mr. Michael Mamrak - yes	Mrs. Tara Buebendorf- yes
Mr. Scott Ritter - yes	Mr. Craig Dudek - yes
Mrs. Rikki Riegner - yes	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mr. Floyd Swales - yes
Ms. Victoria Harrington - yes	

Motion Carried

Educational Items - Resolved: It was moved by Mrs. Riegner, seconded by Mrs. Buebendorf to approve the following Educational Items:

- 1) Curriculum/Programs - None
- 2) **Field Trips:**
 - a) 12/4/25 Original Italian Pizza Selected Renn Students
 - b) 12/7/25 Hughesville Christmas Parade Marching Band Members
 - c) 12/17/25 Hoopla's Family Fun Selected Ashkar Students
 - d) 1/7/26 Penn College (Regional Conference) FBLA Students
 - e) 1/7-1/9/26 Lewisburg HS/Web Chapel/Susquehanna University High School Chorus
 - f) 1/24/26 New Jersey Convention & Expo Center Fly Fishing Club
 - g) 5/21/26 Washington D.C. Ashkar Grade 6

3) Student Discipline/Adjudication:

- a) Adjudication of student #***39 for discipline.
- 4) Handbooks/Calendar - None
- 5) Other - None

Mr. Michael Mamrak - yes	Mrs. Tara Buebendorf- yes
Mr. Scott Ritter- yes	Mr. Craig Dudek - yes
Mrs. Rikki Riegner - yes	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mr. Floyd Swales - yes
Ms. Victoria Harrington - yes	

Motion Carried

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

- 1) Professional & Administrative Staff - None
- 2) **Support Staff:**
 - a) Full-time General Maintenance Worker, Jeremiah Jones, \$20.43 per hour with co-pay benefits, pending receipt of required documents.
 - b) Full-time General Maintenance Worker, Brian Lowmiller, \$19.43 per hour with co-pay benefits, pending receipt of required documents.
- 3) **Athletics:**
 - a) Assistant Girls Wrestling Coach, Marshall Hinkal, \$3,231.00, Step 1.
 - b) Assistant Junior High Boys Wrestling Coach, Clint Swartz, \$4,254.00, Step 5.
 - c) Athletic Volunteers:
 - Camden Fetterman, 2025/2026 Junior High Boys Basketball season.
 - Theresa Knott, 2025/2026 Cheerleading season.
- 4) Supplemental Staff - None
- 5) Memorandum of Understanding - None
- 6) Other - None

Mr. Michael Mamrak - yes	Mrs. Tara Buebendorf- yes
Mr. Scott Ritter- yes	Mr. Craig Dudek - yes
Mrs. Rikki Riegner - yes	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mr. Floyd Swales - yes
Ms. Victoria Harrington - yes	

Motion Carried

Resignations received and accepted by Superintendent Stamm:

- Elizabeth Schwenk, Part-time Instructional Aide, effective November 14, 2025.
- Abigail Wilson, Part-time Food Service Worker, effective November 7, 2025.
- Adam Creasy, Director of Technology, effective January 2, 2026.

Business/Financial Matters - Resolved: It was moved by Mrs. Riegner, seconded by Mrs. McClintock to approve the following Business/Financial Matters:

- 1) Budget - None
- 2) **Bills for Payment:**
 - To accept bills for payment as listed and attached.
- 3) **Contracts/Agreements:**
 - a) Resolution to commit matching funds for Lyco CTC Expansion Project be approved.

- 4) Bids/Proposals/RFP's - None
- 5) Other - None

Mr. Michael Mamrak - yes
Mr. Scott Ritter- yes
Mrs. Rikki Riegner - yes
Mrs. Lisa McClintock - yes
Ms. Victoria Harrington - yes

Mrs. Tara Buebendorf- yes
Mr. Craig Dudek - yes
Mrs. Shannon McConnell-Barlett- yes
Mr. Floyd Swales - yes

Motion Carried

Public Comments:

-Dave Brown - Water mitigation project.
-Brian Shearer - Ferrell playground.
-Ashton Hackenberg - Title I services.

Comments from Individual Board Members: None

Adjournment: It was moved by Mr. Swales, seconded by Mrs. Riegner to adjourn the board meeting at 7:40 P.M.

Mr. Michael Mamrak - yes
Mr. Scott Ritter- yes
Mrs. Rikki Riegner - yes
Mrs. Lisa McClintock - yes
Ms. Victoria Harrington - yes

Mrs. Tara Buebendorf- yes
Mr. Craig Dudek - yes
Mrs. Shannon McConnell-Barlett- yes
Mr. Floyd Swales - yes

Motion Carried

Respectfully submitted,

Heather N. Burke

Heather N. Burke
Business Manager/Board Secretary



Facility Committee Minutes

11/18/2025

6:00PM – HS Library Conference Room

Present: Tara Buebendorf, Craig Dudek, Michael Mamrak, Floyd Swales, Rikki Riegner, Dr. Stamm, Heather Burke, Bryan McCaffery

The following projects were reviewed/discussed:

Ferrell Playground

Dr. Stamm reviewed the drawings and cost estimates from Landscape Structures and Play World. The committee was in favor of the Tower Structure costing \$250,672. Dr. Stamm is going to work with Play World to refine the drawing and quote and bring this forward to the board for approval.

Stadium Lights

Dr. Stamm shared quote estimates from Qualic \$324,000 and Musco \$392,000. Due to quality and service concerns during reference checks it is recommended that we pursue working with Musco. Mr. McCaffery and Dr. Stamm will be working with Musco to finalize the project scope and bring this forward to the board for approval.

HHS Wrestling / Football Locker Room HVAC

Dr. Stamm shared that he and Mr. McCaffery are working with McClure on a revised quote for a ground mount HVAC unit. The original quote received was for \$535,000.

HHS Parking Lot Topsoil / Chip

This project is currently advertised and the non-mandatory pre-bid meeting will be on November 24th at 1:00PM. Bids are due December 11th at 1:00PM. Due to the scope of the project prevailing wage will need to be included in contractor bids.

Interactive Boards - Elementary Classrooms

Dr. Stamm explained that while we do have two estimates for the interactive boards, this project is on hold on this until a new Technology Director is hired.

- a) DBB \$196,340
- b) CDWG \$209,500

Water Mitigation

Dr. Stamm provided a project update along with pictures handouts that showed the area when we received two inches of rain. Dry wells continue to be installed this week.

Water Filtration System Replacement Update

Mr. McCaffery shared that the water filtration system at Renn Elementary School is fully functional and that the one at Ferrell Elementary School will be finished over Christmas break.

Lyco CTC Expansion Project - Bond Allocation

Dr. Stamm shared that a resolution is on the agenda for approval tonight allocating \$350,000 from bond fund to cover the RACP matching requirement. It is unlikely that these funds will ultimately be needed and if they are we will be receiving reimbursement from Lyco CTC for them. Our school district has 108 students out of their total enrollment of 356. This project will greatly benefit our students.

New Committee Business

Meeting Adjourned



Book	Policy Manual
Section	600 Finances
Title	Purchases Subject To Bid/Quotation
Code	610
Status	Active
Legal	1. 24 P.S. 751 2. 24 P.S. 807.1 3. 24 P.S. 120 4. 73 P.S. 1602
Adopted	March 19, 2024
Last Revised	December 9, 2025
Last Reviewed	February 25, 2025

Authority

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

Guidelines

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

Supplies

The Board shall, after due public notice advertising for competitive bids, purchase furniture, equipment, school supplies and appliances costing **\$24,500** or more, unless exempt by law. The Board shall advertise once a week for three (3) weeks in not less than two (2) newspapers of general circulation.[\[2\]](#)

Furniture, equipment, school supplies and appliances to be purchased by the district costing more than **\$13,200** but less than **\$24,500** may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[2\]](#)

Contracts

The Board shall, after due public notice advertising for competitive bids, contract for construction, reconstruction, repairs, maintenance or work on any school building or property having a cost or value of more than **\$24,500** unless exempt by law.[\[1\]](#)

All contracts for construction, reconstruction, repairs, maintenance or work on any school building or property, having a cost or value of more than **\$13,200** but not more than **\$24,500**, may be obtained on written or telephonic quotations, unless exempt by law. If it is not possible to obtain three (3) quotations, a memo must be kept on file showing that fewer than three (3) qualified vendors exist in the market area. The written price quotations, written records of telephonic price quotations and memoranda shall be kept on file for a period of three (3) years.[\[1\]](#)

The Board may authorize district employees to perform construction, reconstruction, repairs or work having a cost or value of less than **\$13,200**.[\[1\]](#)

Delegation of Responsibility

Bid specifications shall be prepared by the Business Manager.

Bid specifications shall provide for alternates wherever possible.

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

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

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

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

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

NOTES:

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

[BOE enclosure.pdf \(683 KB\)](#)



**State Quote and Bidding Thresholds (Effective January 1, 2026)
Board Policy 610**

East Lycoming School District Administrative Regulations:

Purchases and contracts less than \$13,200 do not require multiple quotes provided that the items purchased are, in the experience of the administrator, appropriate and reasonable. As with all purchases, balance district preference for local providers with cost and quality.

Pennsylvania Guidelines:

Purchases and contracts between \$13,200 and \$24,500 require three written quotations.

- *If three quotes cannot be obtained, provide documentation of proof of request from other companies and/or document why additional quotes were unavailable.*
- *Submit quotes and other documentation to the business office with the PO. Do not submit piecemeal or separately.*

Purchases and contracts over \$24,500 require formal bidding.

- *Requesting administrator will develop bid specifications*
- *Business office will advertise for sealed bids once a week for three weeks in at least two newspapers.*

Additional Requirements:

- Projects cannot be split into multiple parts to avoid quote / bid requirements..
- Proposals must provide sufficient detail to understand the work being performed or products purchased.
- If you reasonably believe that a project will cost \$13,200 or more, begin by requesting at least two written quotations before engaging with any contractor or company.

Professional Services:

Although can be attained without an Request for Proposals (RFP) process, it is recommended to ensure fiscal responsibility and transparency. Examples: Architect services, auditor services, solicitor services, etc. All professional services are subject to an RFP process once every 3-5 years.

Joint Purchasing:

In limited situations, joint purchasing programs such as KPN, PEPPM (mainly technology), Omnia, TIPS, Equalis (mainly food service) may be utilized in lieu of a sealed bid process. However, they only guarantee regional competitive pricing, not necessarily the lowest price. COSTARS pricing may also be used, however it does not meet federal requirements. Purchases made through these programs must be sole source justified.

Federal Funds:

Federal Funds have additional requirements for all purchases that require the involvement of the Business Office such as using Minority & Women Owned Businesses. Please contact them for a list.

Board Approval:

When submitting a contract for Board approval, include a letter of recommendation on district letterhead stating: (1) Rationale for Contract/Purchase, (2) Process used to collect quotes/bids, (3) Recommendation, (4) Sole source justification if through joint purchasing program.



3 December 2025

Re: Additional Sports Paid & Volunteers Coaches

Members of the Board:

The athletic director, along with Dr. Stamm, highly recommend that the following coaches be approved and/or reappointed for the 2025-26 school year:

Volunteer Coaches (Reappointed)

NA

Volunteer Coaches (New)

Aderhold-VanAuken, Emily (Tennis-B)

Jacob Dinges (Wrestling-B)

Hicks, Kelli (Wrestling-G JH/V)

King, Landen (Basketball-B JH)

Returning Paid Coaches

NA

New Appointments Paid Coaches

NA

Appointments to be Filled & Paperwork Needed

TBA Wrestling, Girls Head Coach-JH

TBA Wrestling Girls Assistant-JH

TBA Soccer, Girls Head Coach-JH

Sincerely,

Justin B Rodkey, MS, EdD, CAA

Athletic Director



To: Board of Education
From: Colleen Converse, Event Staff Coordinator
Subject: Additional Event Safety Staff
Date: December 9, 2025

To Whom it May Concern:

This is to recommend approval of Laurie Valentin as an Event Safety Staff Worker:

Laurie Valentin

These positions are for home sporting events as well as various school activities that require safety staff.

Thank you for considering this recommendation.

Respectfully,
Colleen Converse



Director of Technology East Lycoming S D Job Description

JOB INFORMATION

<i>Title:</i>	Director of Technology - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	12 Months
<i>Employee Group:</i>	Administrative
<i>Location</i>	Central Office
<i>Last Edited On:</i>	12/09/2025

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Technology
<i>Reports To:</i>	Superintendent
<i>Supervises:</i>	Maintenance - Technology

JOB GOAL

The Technology Director performs professional, supervisory, and management duties and is responsible for the overall leadership and supervision of the technology program. Areas of supervision include the instructional technology program, all computer applications and hardware, networking and technical support, communication installations, facility software management, the wide and local area network, and computer repair. The Director of Technology is responsible for the development, implementation, operation, monitoring, and evaluation of the technology program for the school system. This individual provides leadership in identifying hardware and software purchases, ensuring consistency within the school system instructional technology plan and state technology guidelines. The Director coordinates, and may deliver, staff development on technology competencies needed for teaching and learning. The Director works collaboratively with the other members of the central office staff and school building staff to use technology and include technology applications as an integral part of the total instructional program.

ESSENTIAL FUNCTIONS

1. Supervises technology department personnel and is responsible for department staffing to include, recruitment, recommending for hire, evaluation, discipline, and staff development.
2. Participates in district planning and operations to manage technology investment to include infrastructure, hardware and software for all computer systems and equipment operated using technology, and to effectively set and balance technology priorities and efficient technology operations across the district.
3. Develops and implements operating procedures for the department in coordination with supervisor and ensure compliance with applicable federal, state, and local laws and regulations, District policies and Administrative Procedures by technology staff and end users. Reviews and makes recommendations for changes to Board technology policies and Administrative Procedures including those on appropriate use and security credentials.
4. Maintain current knowledge of new technology developments and trends in instructional technology to and recommend new or innovative equipment to be evaluated for District use.
5. Oversees the daily operation of the technology department, establishes priorities, and ensures the daily operation of the district's systems (networks, servers, phones, security, and communication systems). Establishes procedures for and provides end users with support services, ensuring high priority items are given prompt attention.
6. Implements educational technology initiatives and manages projects to achieve the district's technology plan and vision.
7. Provides technology department training as well as district-wide educational technology professional development for teachers and staff.
8. Administers state reporting submissions; coordinates data collection and input from across systems and departments; and monitors and maintains data integrity.
9. Develops, reviews and tests district backup systems, data restoration, and disaster recovery procedures and plans.
10. Oversees the development, design, implementation and integration of new applications and changes to existing district computer systems and equipment operated using technology.
11. Provides and supports technologies that enable effective and efficient operations.
12. Negotiates, reviews, recommends for adoption and administers contracts for computing, information technology and communication services and equipment and evaluates vendor performance.

13. Develops, tracks, and oversees the district's information technology budget.

14. Provides educational technology leadership and assists with the evaluation of the District' technology curriculum. Maintain current knowledge of new technology developments and trends in instructional technology to and recommend innovative or new equipment to be evaluated for District use.

Additional Responsibilities

- Provides and directs technology support services as needed to the Lycoming County Career Consortium.

Performs other duties as assigned.

Performs in accordance with school policy, administrative regulations, state and federal laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree	Management Information Systems, Computer Science		X	
Masters Degree	Educational Technology, Information Systems, Management, or Educational Leadership		X	

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
5-7 years	Information services supervisory experience with a working knowledge of multiple computer systems, networks, telecommunications equipment and software applications.	X		

Valid Driver's License Required Yes

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
30%	Travel between district schools and regional meetings.

SCOPE

Mental/Visual/Stress

- ☒ Work which is constantly and exceptionally tiring and stressful. For example, work which requires continuous attention to details and/or which is almost constantly performed under pressure. More than 80% of work time.

Sensory Abilities

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

Temperament

- ☒ Must possess excellent interpersonal skills.
- ☒ Ability to make judgments and work under high level of stress.
- ☒ Ability to work as a leader, coordinator and a member of a team.
- ☒ Must be courteous and able to effectively manage job responsibilities.
- ☒ Must be cooperative, congenial, service oriented, and promote these qualities.
- ☒ Ability to work in an environment with frequent interruptions.
- ☒ Ability to be respectful and empathetic.

Cognitive Ability

- ☒ Ability to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- ☒ Ability to establish and maintain productive working relationships with staff, business associates, and general community.
- ☒ Ability to work on multiple tasks and prioritize appropriately.
- ☒ Ability to exercise initiative and make independent decisions to reschedule work to meet deadlines or to effectively handle emergency work.
- ☒ Ability to recognize areas of concern relating to assigned areas of responsibility and propose or recommend appropriate solutions to problems.
- ☒ Ability to work some evenings and weekends, sometimes with little or no notice.
- ☒ Ability to recognize areas of concern relating to educational administration issues and propose or recommend appropriate solutions to problems.
- ☒ Ability to identify and isolate issues and develop rational solutions to problems.
- ☒ Ability to administer policy in a manner consistent with good judgment and sound rationale.
- ☒ Ability to recognize changes occurring in society and their relationships to education.
- ☒ Ability to generate genuine enthusiasm for positive and meaningful change.
- ☒ Ability to understand up-to-date management methods and the ability to apply them to administration and instructional services.
- ☒ Ability to deal with personnel considerations in a fair, firm, and equitable manner.
- ☒ Ability to supervise others using acceptable human relations skills.
- ☒ Ability to communicate in both oral and written form.
- ☒ Ability to foster and maintain positive relationships with the Board, students, parents, and staff.
- ☒ Ability to make appropriate decisions rapidly and with ease, using prudent judgment and common sense.

Specific Skills

- ☒ Must possess leadership skills.
- ☒ Must possess supervisory skills.
- ☒ Ability to operate various office equipment.
- ☒ Must possess active listening skills and conflict mediation skills
- ☒ Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.

Specific Skills

- ☒ Able to adjust to changes in the work environment.
- ☒ Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- ☒ Maintains a good attitude toward administration, fellow employees and the public.
- ☒ Maintains productive working relationship with immediate supervisor.
- ☒ Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- ☒ Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- ☒ Ability to provide direction to others.
- ☒ Ability to create and delegate assignments.
- ☒ Shows initiative and the ability to complete assigned tasks without supervision.
- ☒ Ability to communicate, comprehend and perform complex computations.
- ☒ Ability to compose clear, concise sentences and paragraphs.
- ☒ Ability to organize office setting to efficiently accomplish tasks.
- ☒ Ability to work independently and make work-related decisions.
- ☒ Ability to exercise good judgment in prioritizing tasks.
- ☒ Ability to communicate effectively at all organizational levels.
- ☒ Ability to appropriately handle confidential information in accordance with district policies.
- ☒ Ability to use technology for group meetings, presentations (i.e. overhead, document camera, projector and video equipment).
- ☒ Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- ☒ Promotes a positive team environment through active cooperation with others.
- ☒ Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- ☒ When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- ☒ Dresses appropriately for job environment.

Standard ADA Settings

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

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

Physical Demands

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

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Driving/Operating Mobile Equipment		X			
<input checked="" type="checkbox"/>	Use of Hand Tools (power or manual)	X				
<input type="checkbox"/>	Use of Personal Protective Equipment					
<input checked="" type="checkbox"/>	Use of Office Equipment (computer, printer, telephone, etc.)				X	
<input checked="" type="checkbox"/>	Standing for extended periods of time			X		
<input type="checkbox"/>	Walking for extended periods of time					
<input type="checkbox"/>	Crawling					
<input checked="" type="checkbox"/>	Climbing		X			
<input checked="" type="checkbox"/>	Repeated Bending		X			
<input type="checkbox"/>	Gripping/Holding					
<input checked="" type="checkbox"/>	Reaching (above shoulder/at waist/below waist level)					
<input checked="" type="checkbox"/>	Hearing (person to person, on the phone, in group settings)				X	
<input checked="" type="checkbox"/>	Vision (near, midrange, far, peripheral, depth and color)				X	
<input checked="" type="checkbox"/>	Lifting (Weight)			X		25 lbs.
<input checked="" type="checkbox"/>	Carrying (Weight)		X			15 lbs.

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

Working Environment

<i>Working Condition</i>

- ☒ Typical office environment
- ☒ Typical classroom environment
- ☒ Subject to inside environmental conditions
- ☒ Subject to outside environmental conditions
- ☒ Subject to physical hazards, including conditions that may affect the respiratory system and/or skin

**EAST LYCOMING SCHOOL DISTRICT
BOARD OF DIRECTORS**

RESOLUTION

WHEREAS, on June 27, 2006, the Pennsylvania legislature passed Act 1 of Special Session 2006, entitled the “Taxpayer Relief Act” (hereinafter “Act 1”);

WHEREAS, Act 1 requires school districts to limit tax increases to the level set by an inflation index unless the tax increase is approved by voters in a referendum or the school district obtains from the Department of Education or a court of common pleas certain referendum exceptions;

WHEREAS, Act 1 does, however, allow a board of school directors to elect to adopt a resolution indicating that it will not raise the rate of any tax for the support of the public schools for the following fiscal year by more than its index, provided this resolution must be adopted no later than 110 days prior to the date of the election immediately preceding the upcoming fiscal year;

WHEREAS, the East Lycoming School District’s index for the 2026-27 fiscal year is 4.9%;

WHEREAS, the East Lycoming School District’s Board of Directors has made the decision that it shall not raise the rate of any tax for the support of the East Lycoming School District for the 2026-27 fiscal year by more than its index.

AND NOW, on this 9th day of December, 2025, it is hereby RESOLVED by the East Lycoming School District’s (hereinafter “District”) Board of Directors (hereinafter “Board”) the following:

1. The Board certifies that it will not increase any school district tax for the 2026-27 school year at a rate that exceeds the index as calculated by the Pennsylvania Department of Education.
2. The Board certifies that it will comply with the procedures set forth in Section 687, of the Pennsylvania Public School Code (hereinafter “School Code”), 24 P.S. §6-687, for the adoption of its proposed and final budget.
3. The Board certifies that increasing any tax at a rate less than or equal to the index will be sufficient to balance its final budget of the 2026-27 fiscal year.
4. The Administration of the District will submit the District’s information on a proposed increase in the rate of a tax levied for the support of the District to the Pennsylvania Department of Education on the uniform form prepared by the Pennsylvania Department of Education no later than five days after the Board’s adoption of this Resolution.

5. The Administration of the District will send a copy of this Resolution to the Pennsylvania Department of Education no later than five days after the Board's adoption of this Resolution.
6. The Board understands and agrees that by passing this Resolution it is not eligible to seek referendum exceptions under Section 333(f) of Act 1 and is not eligible to request approval from the voters through a referendum to increase a tax rate by more than the index as established for the 2026-27 fiscal year.
7. Once this Resolution is passed, the Administration of the District is not required to comply with the preliminary budget requirements set forth in paragraphs (a) and (c) of Section 311 of Act 1. Provided, however:
 - (a) The Board understands and agrees that, upon receipt of the information submitted by the District as set forth in paragraphs 4 and 5 above, the Pennsylvania Department of Education shall compare the District's proposed percentage increase in the rate of the tax with the index.
 - (b) Within ten days of the receipt of this information, the Pennsylvania Department of Education shall inform the District whether its proposed tax rate increase is less than or equal to the index.
 - (c) If the Pennsylvania Department of Education determines that the District's proposed increase in the rate of the District's tax exceeds the index, the District is subject to the preliminary budget requirements as set forth in paragraph (a) and (c) of Section 311 of Act 1.

ATTEST:

EAST LYCOMING SCHOOL DISTRICT

PRINTED NAME, BOARD SECRETARY

PRINTED NAME, BOARD PRESIDENT

SIGNATURE, BOARD SECRETARY

SIGNATURE, BOARD PRESIDENT