



## Superintendent's Report

December 5, 2023

### **General Information:**

#### *Capital Projects:*

The capital projects agreements approved by the board on November 21 are moving forward. Mr. McCaffery and I have weekly coordination meetings with Fidevia to continue to move the projects through design and development over the next several weeks. The board will be updated each month as there is relevant information to share.

#### *Facility Tours*

Mr. McCaffery and I are planning tours of each district building as a board information session. These tours will begin at 5:00PM and focus on one building at a time during the month of January. Each tour will last approximately one hour. Once the dates are determined, I will send invitations to the board.

#### *New and Re-Elected Board Member Training*

PSBA is hosting new and re-elected board member training on Saturday, February 24 in South Williamsport from 9AM-3PM. I am encouraging all board members who need to complete this training, or who have not completed it, to consider attending this event. PSBA does an outstanding job of providing this PA required training. Please let me know if you will be attending in-person or virtually and I will coordinate your registrations.

#### *Retirements*

Professional staff intending to retire must notify the district by December 6. The board will see those accepted resignations under board information. We will begin advertising to fill those positions in February.

### **Personnel:**

There are a few personnel recommendations on the agenda for approval which are all supported by their program supervisors and district administration. Please see the letters of recommendation included in the board pack for specific details.

#### *Transfer*

The transfer from food service to part-time supervisory aide for Ms. Valentine is at the request of the employee. Mr. Coburn and Nutrition Inc. are working together to ensure that neither program is negatively impacted by this move.

#### *Substitute Teachers*

We are continuing to try to increase the number of substitute teachers available but this remains a challenge. Ads are currently running on our FaceBook page and will be in the Webb Weekly. We have our best success in these areas. Unfortunately, there are shortages that principals have to navigate almost daily. On Wednesday this past week, the high school was short five substitutes; it's a challenge.



**Business / Financial Matters:**

*2024-2025 Act 1 Index Limitation Resolution*

This resolution is recommended because it limits the board's authority to raise taxes to within the Act 1 Index of 7.3% or no more than about 1.2 mils. Approval of this resolution also allows the board to move through a normal budget development process rather than the accelerated timeline required if a board intended to increase taxes beyond the Act 1 Index. Based on current revenue trends and known expenses, Mrs. Burke and I are comfortable making this recommendation to stay within the index restriction. Mrs. Burke will review the budget timeline with the Board during her update.

*Vassallo Engineering*

The agreement for Vassallo Engineering is finally available for your review and approval. The agreement covers work already completed. Once board approved, Mrs. Burke and I will begin reviewing invoices submitted by Mr. Vassallo for payment. Mr. Vassallo is no longer performing work for the district.

Respectfully submitted,

Dr. Mark Stamm  
Superintendent of Schools

**EAST LYCOMING SCHOOL DISTRICT  
BOARD OF EDUCATION AGENDA  
Tuesday, December 5, 2023  
High School Library - 7:00 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 this agenda.
  
- II. **REPORTS:**
  - Superintendent Stamm
  
- III. **PERSONNEL:** (P-1)
  1. **Transfer to Part-time Supervisory Aide:**  
**Resolved,** upon the recommendation of Superintendent Stamm and Principal Coburn that Ms. Laurie Valentine be transferred from a Part-time Food Service Worker to a Part-time Supervisory Aide at the High School. Ms. Valentine will be paid \$13.29 per hour, 4 hours per day, per the East Lycoming Educational Support Professional Contract.  
**--resolution required**
  
  2. **2022/2023 Daily Substitute Teacher/Support Staff/Guest Teacher Listings:**  
**Resolved,** to approve the following for 2022/2023 Daily Substitute Teacher/Support Staff/Guest Teacher Listings:  
-Deborah Amspacher (Aide, Custodian, Food Service) **--resolution required**
  
  3. **8th Grade Boys Basketball Coach:**  
**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Wyland that Mr. Jacob Golbitz be approved as the 8th Grade Boys Basketball Coach for the 2023/2024 season. Mr. Golbitz will be paid \$2,718.00, which represents level 4 of the extracurricular salary agreement, pending receipt of required documents.  
**--resolution required**
  
  4. **Athletic Volunteer:**  
**Resolved,** upon the recommendation of Superintendent Stamm and Athletic Director Wyland to approve Mr. Matthew Rader as an Athletic Volunteer for the 2023/2024 Boys Basketball season.  
**--resolution required**
  
- IV. **MINUTES:** (1)  
**Resolved,** to accept the minutes from the meeting of November 21, 2023 as submitted.  
**--resolution required**
  
- V. **BUSINESS/FINANCIAL MATTERS:** (F-1)
  1. **2024-25 General Fund Budget Act 1 Index Limitation Resolution**  
**Resolved,** upon the recommendation of Superintendent Stamm and Business Manager Burke that the attached resolution be adopted. This resolution confirms the District Administration's and School Board's intent of limiting any local tax increase to at or below the state published index of 7.3% for the East Lycoming School District for the 2024-25

General Fund Budget.

**--resolution required**

2. **Vassallo Engineering & Surveying Contract:** (F-2)  
**Resolved,** upon the recommendation of Superintendent Stamm that the Vassallo Engineering & Surveying Contract be approved. **--resolution required**

3. **Retroactive Approval of Invoices:**  
**Resolved,** that the Superintendent and/or Business Manager are hereby authorized to approve and pay invoices. These items will be included on the agenda for the next official public meeting for retroactive approval. **--resolution required**

VI. **INFORMATION:**

1. Resignations received and accepted by Superintendent Stamm:
  - Mark Nevil, District Psychologist, Retirement at the end of the 2023/2024 school year.
  - Michelle Lentz, Custodian at Ashkar Elementary, effective November 1, 2023.
  - Emma Devlin, District ESL Teacher, effective January 1, 2024.
2. PSBA Required School Director Training.

VII. **AUDIENCE PARTICIPATION:**

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

VIII. **ADJOURNMENT:**

**NEXT BOARD MEETING:  
TENTATIVELY TUESDAY, JANUARY 16, 2024  
7:00 PM**



To: Dr. Stamm, Superintendent East Lycoming School District  
From: Tommy Coburn, High School Principal  
Subject: Recommendation to hire a Supervisory Aide at the High School  
Date: November 29, 2023

It is my recommendation to transfer Ms. Laurie Valentine from her current café worker position to a Supervisory Aide position at the High School. Ms. Valentine will be paid \$13.29 per hour as indicated on level 1 of the East Lycoming Educational Support Professional Association contract. Ms. Valentine will work 4 hours per day starting immediately after a replacement is hired for her current position or January 15, 2024, whichever comes first.

December 1, 2023

Re: 8th Grade Boys Basketball Coach

Members of the Board:

The athletic director, along with current Head Boys Varsity Basketball coach Cameron St. James highly recommend Jacob Goblitz for the position of 8<sup>th</sup> grade boys basketball head coach.

Jacob has coaching experience at various levels through the years. He was the head Junior Varsity coach here for the East Lycoming School District from 2018-2022, and also coached for Benton Area School District at their JH level from 2013-2015.

We are recommending Jacob be hired as a level 4 coach for \$2,718.

Sincerely,

Kati Wyland  
Athletic Director

November 21, 2023

**Call the Meeting to Order:** Mr. Michael, President, called the East Lycoming School District Board of Education's November 21, 2023 Board meeting to order in the High School Library beginning at 7:00 p.m. with the following Members of the Board, Administration and General Public in attendance.

**Members of the Board:**

Mr. Richard Michael – present	Mrs. Tara Buebendorf – present
Mr. Michael Mamrak – present	Mrs. Shannon McConnell-Barlett – present
Mrs. Donna Gavitt – present	Mrs. Rebecca Yerg – present
Mrs. Lisa McClintock – present	Mrs. Rose Trevouledes – 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. Jill Warg, Ashkar Elementary Principal  
Mrs. Laura Barondeau, Renn & Ferrell Elementary Principal  
Mr. Bryan McCaffery - Buildings & Grounds Supervisor  
Mrs. Heather Burke - Business Manager/Board Secretary  
Mrs. Valerie Ochs - Assistant Business Manager  
Mr. Adam Creasy - Technology Director  
Mrs. April Paulhamus - Special Education Director  
Mrs. Kati Wyland - Athletic Director

**General Public:** Chris Kenyon (Solicitor), Mike Reuther (Sun-Gazette), Craig Dudek, Rikki Riegner, Jennifer Vermeire, Stephen Vermeire, Luke Vermeire, Madeline Vermeire, Scott Ritter, Molly Fuller, Chris Fuller, Jessica Portz (PSBA), Lora MacKenzie, Jesse Stryker, Shelly Sheets, Amy Burgett, and Karina Hack.

**Board Member Recognition by PSBA:**

Board President, Richard Michael was recognized for his 32 years of board service.  
Board Treasurer, Donna Gavitt was recognized for her 20 years of board service.

**Board Member Appointment:** It was moved by Mr. Mamrak, seconded by Mrs. Gavitt to appoint Mrs. Rikki Riegner for the open School Board Member vacancy in Region #1 (Picture Rocks Borough, Wolf, Shrewsbury, Mill Creek Townships).

**Roll Call Vote:**

Mr. Richard Michael – yes	Mrs. Tara Buebendorf – yes
Mr. Michael Mamrak – yes	Mrs. Rebecca Yerg – yes
Mrs. Donna Gavitt – yes	Mrs. Shannon McConnell-Barlett – yes
Mrs. Lisa McClintock – yes	Mrs. Rose Trevouledes – yes

**Motion Carried**

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

**1. Field Trips:**

**Resolved,** upon the recommendation of Superintendent Stamm that the following field trips

be approved:

-Various Dates Number of Students: 21	TJ's Market Cost to Students: \$0.00	Life Skills Cost to District: \$122.50 per trip
-November 14, 2023 Number of Students: 135	Community Arts Center Cost to Students: \$0.00	District-wide Grade 5 Cost to District: \$0.00 (CAC Funded)
-November 19, 2023 Number of Students: 7	Williamsport School District Cost to Students: \$0.00	High School Cost to District: \$60.00
-November 29-30, 2023 Number of Students: 4	Montoursville School Cost to Students: \$0.00	High School Cost to District: \$60.00
-Various Dates Number of Students: 4	YMCA Williamsport Cost to Students: \$0.00	High School S.A.D.D Cost to District: \$55.00 per trip
-December 1, 2023 Number of Students: 21	Walmart Cost to Students: \$0.00	Life Skills Cost to District: \$125.00
-December 8, 2023 Number of Students: 30	OIP Hughesville Cost to Students: \$0.00	Renn Students Cost to District: \$0.00 (PTO Funded)
-December 8, 2023 Number of Students: 40	BLAST II #17 Cost to Students: \$0.00	High School Cost to District: \$135.00
-December 13, 2023 Number of Students: 110	High School Cost to Students: \$0.00	Elem Chorus & Band Cost to District: \$135.00
-January 3, 2024 Number of Students: 62	Penn College Cost to Students: \$10.00 (Lunch)	FBLA Cost to District: \$470.00
-Ski Club Trips- Approximate dates: 1/5,1/20,2/9,2/24,3/8,3/23 Number of Students: 24-30	Cost to Students: \$70.00	to Montage & Ski Saw Mill Cost to District \$0.00 (Club Funded)
-January 16, 2024 Number of Students: 40	Lewisburg Children's Museum Cost to Students: \$0.00	Pre-K Cost to District: \$0.00 (Grant Funded)
-January 18, 2024 Number of Students: 8	Bucknell University Cost to Students: \$0.00	High School Cost to District: \$200.00
-January 24-26, 2024 Number of Students: 4	Montoursville High School Cost to Students: \$0.00	Select Chorus Students Cost to District: \$715.00
-February 20, 2024 Number of Students: 108	Community Arts Center Cost to Students: \$0.00	9th Grade Students Cost to District: \$0.00 (Grant Funded)

Mr. Richard Michael - yes  
Mr. Michael Mamrak - yes  
Mrs. Donna Gavitt - yes

Mrs. Tara Buebendorf - yes  
Mrs. Rebecca Yerg - yes  
Mrs. Shannon McConnell-Barlett - yes



**Motion Carried**

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

1. **Transfer to Part-time Supervisory Aide:**

**Resolved,** upon the recommendation of Superintendent Stamm and Principal Warg that Ms. Aubry Steele be transferred from a Part-time Custodian to a Part-time Supervisory Aide at Ashkar Elementary. Ms. Steele will be paid \$13.29 per hour, 4 hours per day, per the East Lycoming Educational Support Professional Contract.

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

**Resolved,** upon the recommendation of Superintendent Stamm and Principal Coburn that Ms. Amy Barto be hired as a part-time Supervisory Aide at the High School. Ms. Barto will be paid \$13.29 per hour, 5.25 hours per day, beginning at 3-5 days per week until December 19, 2023 and then transition to 5 days per week, per the East Lycoming Educational Support Professional Contract.

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

**Resolved,** upon the recommendation of Superintendent Stamm that Ms. Mary Wayman be hired as a part-time Food Service Worker at Renn Elementary. Ms. Wayman will be paid \$13.29 per hour, 1.50 hours per day, per the East Lycoming Educational Support Professional Contract

4. **2023/2024 Daily Substitute Teacher/Support Staff/Guest Teacher Listing:**

**Resolved,** to approve the following addition to the Elementary and Secondary 2023/2024 Daily Substitute Teacher Staff and Support Personnel:

- Brittany Daugherty (ELSD Guest Teacher)
- Loretta Day (BLaST Guest Teacher)
- Sheila DuMont (BLaST Guest Teacher)
- Hallel Harmon (PK-4)
- Christie Mann (ELSD Guest Teacher)
- Piper Schwenk (BLaST Guest Teacher)
- Amanda Shoemaker (Food Service, Custodian, Aide)
- Kaylee Wade (BLaST Guest Teacher)

5. **Approval of Bus & Van Drivers and Bus Aide:**

**Resolved,** upon the recommendation of Superintendent Stamm that the following be approved for the 2023/2024 school year. All the necessary paperwork is in the business office.

- Greg Hendrickson (Bus Driver)
- Cheryl Charles (Van Driver)
- Denise Taylor (Van Driver & Aide)

6. **2023/2024 Volunteer List:**

**Resolved,** upon the recommendation of Superintendent Stamm that the 2023/2024 Volunteer List be approved.

7. **8<sup>th</sup> Grade Boys Basketball Coach:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Wyland that Mr. Kristopher Shaner be approved as the 8<sup>th</sup> Grade Boys Basketball Coach for the 2023/2024 season. Mr. Shaner will be paid \$1,526.00, which represents level 1 of the extracurricular salary agreement.

8. **Coaching Re-appointment Adjustment:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Wyland that the following coaching re-appointment adjustment be approved for the 2023/2024 season:

<u>Sport</u>	<u>Coach</u>	<u>Level</u>	<u>Salary</u>
9 <sup>th</sup> Grade Boys Basketball	Ben Hess	4 to 5	\$3,004.00 to \$3,401.00

9. **Event Staff & Game Worker:**

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Wyland that the following Event Staff and Game Worker be approved:

- Robert Perry - Event Staff and Game Worker
- Trey Smith - Event Staff

10. **Athletic Volunteers:**

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

- Erik Barlett (Swimming 2023/2024 season)
- Marshal Hinkal (Girls Wrestling 2023/2024 season)
- Haillee King (7-12 Girls Basketball 2023/2024 season)

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

**Resolved**, upon the recommendation of Superintendent Stamm and Athletic Director Wyland that the following Athletic Volunteer re-appointments be approved:

- Scott Farley (Swimming 2023/2024 season)
- Scott Ritter (Girls Wrestling 2023/2024 season)

- |                            |                                     |
|----------------------------|-------------------------------------|
| Mr. Richard Michael – yes  | Mrs. Tara Buebendorf – yes          |
| Mr. Michael Mamrak – yes   | Mrs. Rebecca Yerg - yes             |
| Mrs. Donna Gavitt – yes    | Mrs. Shannon McConnell-Barlett– yes |
| Mrs. Lisa McClintock – yes | Mrs. Rose Trevouledes – yes         |

**Motion Carried**

**Resignations received and accepted by Superintendent Stamm:**

- Chasity Schomburg, Food Service Worker at Ashkar Elementary, effective October 25, 2023.

**Minutes:** It was moved by Mrs. McConnell-Barlett, seconded by Mrs. McClintock to approve the minutes from the meetings of October 17, 2023 and October 24, 2023 as submitted.

- |                           |                                     |
|---------------------------|-------------------------------------|
| Mr. Richard Michael – yes | Mrs. Tara Buebendorf – yes          |
| Mr. Michael Mamrak – yes  | Mrs. Rebecca Yerg - yes             |
| Mrs. Donna Gavitt – yes   | Mrs. Shannon McConnell-Barlett– yes |

Mrs. Lisa McClintock – yes

Mrs. Rose Trevouledes – yes

**Motion Carried**

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

1. **Treasurer's Report:**

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

2. **Bills for Payment:**

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

3. **Business Office Reports:**

(Act 24 Reform, Capital Projects and Student Activities)

4. **McClure Energy Performance Contract:**

**Resolved,** upon the recommendation of Superintendent Stamm that the McClure Energy Performance Contract be approved.

5. **Modified Fidevia Service Agreement:**

**Resolved,** upon the recommendation of Superintendent Stamm that the modified Fidevia Construction Management and Consulting Service Agreement be approved.

6. **Timber Services Contract:**

**Resolved,** upon the recommendation of Superintendent Stamm and Mr. McCaffery that the contract with Joseph Carey as a timber consultant be approved.

7. **Larson Design Drainage Improvement Design Change:**

**Resolved,** upon the recommendation of Superintendent Stamm to continue with the preliminary civil engineering work completed by Larson Design, that the Design Change Order for completion of the project design and bidding be approved.

8. **WTI Roof Replacement/Restoration through Keystone Purchasing Network:**

**Resolved,** upon the recommendation of Superintendent Stamm and Mr. McCaffery that the WTI Roof Replacement/Restoration through Keystone Purchasing Network be approved.

9. **Business Manager MOU:**

**Resolved,** upon the recommendation of Superintendent Stamm, that the MOU with Mrs. Burke for change in vacation time allocation annually rather than bi-weekly be approved.

Mr. Richard Michael – yes

Mr. Michael Mamrak – yes

Mrs. Donna Gavitt – yes

Mrs. Lisa McClintock – yes

Mrs. Tara Buebendorf – yes

Mrs. Rebecca Yerg – yes

Mrs. Shannon McConnell-Barlett – yes

Mrs. Rose Trevouledes – yes

**Motion Carried**

**Public Comments:**

-Amy Burgett (Wolf Twp)- Raised concerns about current use of Chromebooks and curriculum at the elementary level.

-Jesse Stryker (Wolf Twp)- Inquired about upgrades for the auditorium funding for arts, music and

theater.

-Lora MacKenzie (Wolf Twp)- Concerns with Amplify curriculum.

**Adjourn:** It was moved by Mr. Mamrak, seconded by Mrs. Buebendorf to adjourn the meeting at 8:11 P.M.

Mr. Richard Michael – yes  
Mr. Michael Mamrak – yes  
Mrs. Donna Gavitt – yes  
Mrs. Lisa McClintock – yes

Mrs. Tara Buebendorf – yes  
Mrs. Rebecca Yerg - yes  
Mrs. Shannon McConnell-Barlett- yes  
Mrs. Rose Trevouledes – yes

**Motion Carried**

Respectfully submitted,



Heather N. Burke  
Business Manager/Board Secretary

DRAFT

**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 2024-25 fiscal year is 7.3%;

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 2024-25 fiscal year by more than its index.

AND NOW, on this 5<sup>th</sup> day of December, 2023, 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 2024-25 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 2024-25 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 2024-25 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



December 1, 2023

Re: Vassallo Engineering Contract for Services

Members of the Board,

I am recommending board approval of the contract for services with Vassallo Engineering. This agreement is for past services not for any future work. Vassallo was the civil engineer for land development for the Ashkar Elementary School project and previous investigation into storm water management on the Hughesville campus. There was no board approved agreement for these services and Mr. Vassallo was informed that invoices for his services will not be reviewed or paid until an agreement was approved.

Mr. Vassallo is no longer performing work for the district.

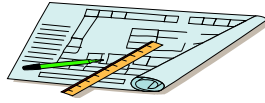
Respectfully,  
Dr. Mark Stamm  
Superintendent



1918 WEST THIRD STREET  
WILLIAMSPORT, PA 17701  
PHONE: (570) 322-6266

# VASSALLO

ENGINEERING & SURVEYING, INC.



CIVIL ENGINEERING  
LOT SURVEYS  
SUB-DIVISIONS

**March 25, 2022**  
**Amended November 17, 2023**

East Lycoming School District  
Attn: Mark Stamm, Superintendent  
349 Cemetery Street  
Hughesville, PA 17737  
Phone: 570-584-2131  
E-mail: mstamm@elsd.edu

Re: ELSD, Land Development, Stormwater and Erosion & Sedimentation Plan, Proposal for a Proposed Demolition & Addition to Ashkar Elementary School Area, including Stormwater Design & NPDES Permit.

Dear Mark:

Per your request, please find below our Proposal for Surveying & Engineering Services, pertaining to a Proposed Land Development Plan, Stormwater Design, Erosion & Sedimentation Plan, and NPDES Permit, Proposal for a Proposed Demolition & Addition to Ashkar Elementary School Area, situated at 350 South Broad Street, Wolf Township, known as Tax Parcel No. 59-354-188.A. The Ashkar Elementary School is located in both the Borough of Hughesville & Wolf Township.

- I. I have listed below the Original Services we expect to perform for Land Development (03/25/2022).
  - A. Land Development:
  - B. Control Site with GPS to import Features from PASDA Aerial Photo & Contours:
  - C. Site Topographic Survey (1 foot contours within Project Area only):
  - D. Land Development Plans (expected):
    - 1. Cover Sheet
    - 2. Existing / Conditions Demo Plan
    - 3. Land Development Plan
    - 4. Stormwater Plans & Details
    - 5. Stormwater Calculations & Details
    - 6. Grading Plan
    - 7. Utility Plan
    - 8. E&S Plans
    - 9. E&S Details Plans
    - 10. Land Development Detail
  - E. Stormwater Design & Narrative per Hughesville Borough, Wolf Township & NPDES requirements (One (1) Revision per Hughesville Borough & Wolf Township Engineer Review)



- F. Erosion & Sedimentation Design & Narrative (associated with the NPDES permit)
- G. Attend Site Meetings for Planning & Design parameter purposes (max. of 3 Total).
- H. Opinion of Probable Cost (OPC) – to be reviewed by County Planning & Engineer, and a Bond for 110% of that value is required for Final approval of Plans.
- I. Generate a NPDES Permit and associated documents are required for approval from Lycoming County Conservation District (LLCD) & DEP. Fees to be paid for by the District.
- J. Obtain Will Serve Letters from Hughesville Water Authority (HWA) & Hughesville Wolf Authority.
- K. Schedule: After notice to proceed, we can begin our Field Survey work, within 10 to 14 working days, after notice to proceed.

Not included in the Scope of Services listed above and in our Fee Proposal:

- 1. Utility Plans
- 2. Lighting Plans
- 3. Sub-surface investigation (Geo-Technical) or Infiltration Testing
- 4. Environmental Assessment
- 5. Wetlands Delineation (it appears none is required)
- 6. Any DEP / Conservation District Permits and Fees
- 7. DEP Sewage Modules or Exemption
- 8. Municipal or County Permits or Fees for Land Development Approval
- 9. Stakeout Services for construction
- 10. Project Inspections & review of Shop Drawings

II. Additional Services performed beyond the Original Scope of Work listed in Item I above.

- A. Attend Zoom Meetings (every 2 weeks) with Architect & Client during design and approval process.
- B. Infiltration Testing by CMT Labs for Stormwater Basins (\$2,000.00) – Paid by Vassallo
- C. Revisions for an Alternate Parking Lot (50 Spaces), resulting in an addition Stormwater Basin.
- D. Revisions for Secondary Access to Site, requiring modifications to Site Parking Lot & Stormwater Design, resulting in Three (3) Stormwater Basins.
- E. Logistics coordination for Construction, requiring a Phasing Plan to be added to the Land Development Plans.
- F. Camera of Sanitary Sewer Lines by WBRA to verify active lines within the project (some lines have been abandoned).
- G. Request Letter to Township to extend Land Development at Township.
- H. Revisions to plans to accommodate Utility relocations due to second Building Design.
- I. Revision to Plans to accommodate Roof Downspout revisions per second Building Design.
- J. Coordination with Building Architects & other Design Personnel (Electrical, Structural, HVAC, etc.).

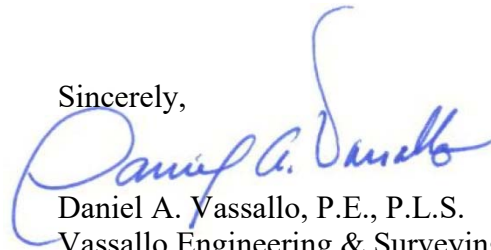
- K. Coordinate Utility (Gas, Water & Sanitary Sewer) with PPL, UGI, Hughesville Water Authority and Hughesville Wolf Sewer Authority.
  - L. Boundary & Sub-division Lot Consolidation of the Three (3) Deed Parcels to combine all parcels into One, to avoid a variance for placing the Proposed Addition over Deed Property Lines. Record Final Plan at Lycoming County Courthouse (DB 9303, Pages 2559-2568 & MB 65, Page 219), on 03-17-2023.
  - M. Second Set of Land Development Plans, revising Plans to address Building Redesign & attending additional County Planning Commission Meeting.
  - N. Address new Stormwater Issues with the Lycoming County Review Engineer, as a result of the County taking precedent over Wolf Township for Land Development.
  - O. Revising Opinion of Probable Cost (OPC) to coincide with Second Set of Land Development Plans.
  - P. Bid Documents (04/06, 04/18 & 04/21/2023, Addendum #6) for Marotta Main pertaining to the Land Development Project.
  - Q. Bid Documents (Second Design - October 09/25/2023) for Marotta Main pertaining to the Land Development Project.
  - R. Fees Paid for by Vassallo: Total = \$2,550.00
    - 1. CMT Labs – Infiltration Testing – \$1,997.50
    - 2. Additional Expense – Second Land Development Plan Sets - \$444.50
    - 3. Gas Expense to various Meetings (Township & ELSD) - \$108.00
  - L. Township & County Fees Paid by Vassallo: Total = \$493.50
    - 1. \$40.00 PNDI Search for NPDES Permit on 04/25/2022
    - 2. \$200.00 (Ck #13386) to Township on 01/31/2023
    - 3. \$70.00 (Ck #13387) to Lycoming County on 01/31/2023
    - 4. \$50.00 \*(Ck #13456) to Lycoming County (Act 247 Review) on 03/01/2023
    - 5. \$48.50 (Ck #13504) to Lyc. Co. Recorder (Sub-div Lot Add-on) on 03/17/2023
    - 6. \$85.00 PA One Call Fee
- III. Stream Analysis to address Flooding within ELSD Campus (Begin 01/19/2022 to 11/16/2023).
- A. Set up Meeting with Eric Houser of Joe Hamm’s Office for 02/04/2022
  - B. Set up Meeting with DEP – James Cassidy & Curtis Barrick for 02/4/2022
  - C. Meeting changed to 02/14/2022
  - D. Meet with DEP, Joe Hamm, Marotta-Main & ELSD at School – 02/14/2022
  - E. Work on Proposals with Eads Group & Nor East for Aerial Survey – March 2022.
  - F. Project placed on hold while working on Ashkar Land Development – 04/06/2022
  - G. Mark Stamm requests for Meeting to discuss Stream Flooding – 08/15/2023
  - H. Create Stream Stats (7 Locations) & Stream Cross-section options for Zoom Meeting – 08/16/2023
  - I. Zoom Meeting with Mark Stamm & others concerning Stream Flooding – 08/21/2023
  - J. Contact James Cassidy at DEP about Meeting on 08/31/2023
  - K. Email from Mark Stamm not to attend Meeting at Site
  - L. Mark Stamm email request all information of Stream Project to be sent to LDG – 11/09/2023
  - M. Gather Stream Information & emailed to Jenn Rodgers at LDG – 11/16/2023

Our Estimate to complete the above Land Development Plan with NPDES Permit and associated documents, including all Items I, II & III listed above is \$99,780.00 to \$105,780.00.

After notice to proceed, Site Design work will begin within the next 2 weeks upon receipt of the authorization to proceed based on the Architects Site Plan. We should be able to produce a Preliminary Land Development Plat in approximately 4 to 6 Weeks after that. After Client Review, revisions required (request in writing) will be completed within 3 to 5 days if no further field work is required. This includes up to One (1) Preliminary revision only, and One (1) Final Plan.

This Proposal reflects all Field Surveying being done by the conventional methods of Surveying, such as using a Total Station to collect Data, and GPS to Control the Site. Also, our work is available in Electronic form (PDF File), and AutoCad Format at no cost. The AutoCad File will be available without proprietary information.

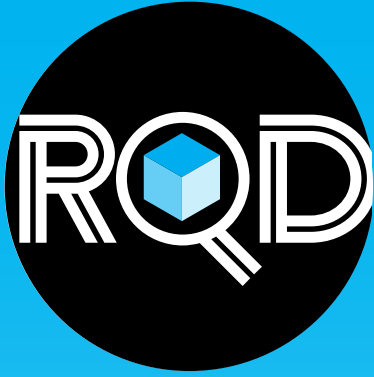
Sincerely,



Daniel A. Vassallo, P.E., P.L.S.  
Vassallo Engineering & Surveying, Inc.

Please review this Proposal, sign below, and return. Thank You.

Clients Signature \_\_\_\_\_ Date \_\_\_\_\_



# REQUIRED SCHOOL DIRECTOR TRAINING



The Pennsylvania Department of Education has named PSBA an approved provider of required school director training. Your association has more than 125 years of statewide expertise in school law, policy, finance, trauma-informed approaches and ethical governance, so you can be sure you're receiving the highest quality learning, relevant to your role.

## TRAINING REQUIREMENTS SPECIFIC TO YOU:

Newly elected and appointed school board directors –  
successful completion of five training hours

Reelected school board directors –  
successful completion of three training hours

## HOW TO ACHIEVE:

We know that each of you have unique scheduling and district learning styles. Therefore, we have created two pathways for meeting your training requirements.

### *Online learning*

- Accessible 24/7 via [myPSBA.org](http://myPSBA.org).
- Offers a series of five courses for newly elected and three for reelected board directors that meet requirements.

### *Live learning*

- Live sessions will be offered across the commonwealth, December through April.
- Provides an opportunity to network and learn with other directors in an interactive, engaging and collaborative format.

### **The training covers:**

- The latest updates to state law, federal guidance documents and recent court decisions affecting public education. Both live and online training options are aligned with the topical areas outlined in the law supporting school director training.
- Beyond complying with training requirements, PSBA courses are aligned to the Principles for Governance and Leadership, which identify the standards for school boards and school directors to advocate earnestly, lead responsibly, govern effectively, plan thoughtfully, evaluate continuously, communicate clearly, and act ethically, conveying your commitment to the highest standard of board service.

## WHAT'S MY NEXT STEP?

Log onto [myPSBA.org](http://myPSBA.org) to access online courses or to register for the live sessions of required school director training.

**Successful completion:** PSBA will issue a certificate of completion to each participant, stating that school director training requirements have been met.