



EAST LYCOMING
SCHOOL DISTRICT

SCHOOL BOARD AGENDA



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

**EAST LYCOMING SCHOOL DISTRICT
BOARD OF EDUCATION GENDA
Tuesday, August 13, 2024
Ferrell Elementary - 7:00 p.m.**

Finance Committee will be meeting at 6:00PM

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

- I. **AUDIENCE PARTICIPATION:** Comments from residents of the district regarding voted items on the agenda.

- II. **REPORTS:**
 - Superintendent Reports:**
 - Superintendent Stamm

 - Administrator Updates (as applicable):**
 - Return to School Highlights

 - Board Member Updates (as applicable):**
 - Intermediate Unit #17 – Mrs. McClintock
 - Legislative Representation – Mr. Dudek
 - LycoCTC – Mr. Mamrak

 - Board Committee Meeting:**
 - Finance Committee - Mr. Mamrak

- III. **BOARD POLICIES:** (BOE)
 1. **Board Policy (Second and Final Reading):**
Resolved, to approve the Second and Final Reading of Board Policy 335 (Family and Medical Leaves) as recommended by PSBA.
--resolution required

- IV. **EDUCATIONAL:** (E-1)
 1. **Health and Safety Plan:**
Resolved, upon the recommendation of Superintendent Stamm to approve the attached Health and Safety Plan with no changes. **--resolution required**

 2. **2024/2025 Student Handbooks:**
Resolved, upon the recommendation of Superintendent Stamm to approve the 2024/2025 Elementary, High School Student Handbooks, and eSpartan Student Handbooks. **--resolution required**

 3. **Field Trips:**
Resolved, upon the recommendation of Superintendent Stamm to approve the following field trips:

-August 13, 2024	Grand Slam Parade	Marching Band Students
Number of Students: 29	Cost to Students: \$60.00	Cost to District: \$60.00
-August 23, 2024	Ashkar Elementary	Renn & Ferrell Students

Number of Students: 328 Cost to Students: \$0.00
Cost to District: \$0.00 (PBIS Funded):

--resolution required

V. **PERSONNEL:**

(P-1)

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

Resolved, upon the recommendation of Superintendent Stamm and Principal Barondeau that Ms. Ashley Detrick be approved as a Part-time Supervisory Aide at Renn Elementary. Ms. Detrick will be paid \$13.69 per hour, 5 hours per day.

--resolution required

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

Resolved, upon the recommendation of Superintendent Stamm and Principal Barondeau that Ms. Sarah Gilmore be approved as a Part-time Supervisory Aide at Renn Elementary. Ms. Gilmore will be paid \$13.69 per hour, 5 hours per day.

--resolution required

3. **Full-time Maintenance Worker:**

Resolved, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Mr. Alejandro Gomez be approved as a Full-time Maintenance Worker. Mr. Gomez will be paid \$17.53 per hour, with benefits.

--resolution required

4. **Full-time Custodian:**

Resolved, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Ms. Cassandra Younkens be approved as a Full-time Custodian at the High School. Ms. Younkens will be paid \$14.76 per hour, with benefits, pending receipt of required documents.

--resolution required

5. **Part-time Custodian:**

Resolved, upon the recommendation of Superintendent Stamm and Mr. McCaffery that Mr. John Harris be approved as a Part-time Custodian at Renn Elementary. Mr. Harris will be paid \$14.76 per hour, 4 hours per day, pending receipt of required documents..

--resolution required

6. **Transfer from Part-time Custodian to Part-time Food Service Worker:**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Miranda Houser be approved to transfer from a Part-time Custodian to a Part-time Food Service Worker at the High School. Ms. Houser will be paid \$13.69 per hour, 4.75 hours per day at the High School effective August 7, 2024.

--resolution required

7. **Job Descriptions:**

Resolved, upon the recommendation of Dr. Stamm to approve the enclosed job descriptions:

- Classroom Teacher (Elementary and Secondary)
- Gifted Support Instruction
- School Counselor
- School Psychologist
- Teacher - Special Education (Pre-k to 8)
- Teacher - Special Education (7-12)
- Title I Teacher

--resolution required

8. **Athletic Director Supplemental Compensation:**

Resolved, upon the recommendation of Superintendent Stamm that the following Athletic Director Supplement Compensation be approved:

- Mr. Coburn \$9,817.00
- Mr. Reichner \$9,817.00
- Mrs. Daugherty \$750.00
- Mrs. Sullivan \$750.00
- Mrs. Bennett \$750.00
- Mrs. Higley \$750.00

--resolution required

9. **2024/2025 Daily Substitute Teacher/Support Staff/Guest Teacher Listing:**

Resolved, to approve the following addition to the Elementary and Secondary 2024/2025 Daily Substitute Teacher Staff and Support Personnel.

--resolution required

10. **Approval of Bus Drivers 2024/2025 School Year:**

Resolved, to approve the following bus/van drivers and bus aides for the 2024/2025 school year. All the necessary paperwork is filed in the business office:

Don Baylor (Van)	Mellissa Hunter	Athena Snyder
Doreen Berger	Robin Kaiser	Dave Snyder
Susan Boyer	Susan Kessler (Van)	Richard Snyder (Van)
Cheryl Charles (Van)	Christine Kitzmiller	Roschele Snyder
Julie Connerton	Edwin Kitzmiller	Timothy Snyder
JoAnn Dieffenbach	Sherry Maneval	Brittany Springman
Annette Fielder	Doralee Mead	Greg Stroup
Dan Frycklund	Amber Miller (Van/Aide)	Jaret Stroup
Kent Gordner (Van)	Flora Nyman	Jason Stroup
Betty Hartman (Van)	Lonnie Ohnmeiss	Jeanette Stroup
Todd Hearn	Raine Ohnmeiss	Denise Taylor (Van)
Greg Hendrickson	Dave Rakestraw	Don Temple
Denise Hess (Van)	Paul Ritter	Kim Whitmoyer
Nichole Hopkins	Tammy Rovenolt (Van)	Lynnwood Whitmoyer (Van)
McKenna Hunter	Leona Seaman (Aide)	George Wolfe
Donna Sherwood (Van/Aide)		Jamie Young

--resolution required

11. **Approval of Bus Driver:**

Resolved, upon the recommendation of Superintendent that Mr. John Grove Jr. be approved as a Bus Driver for the 2024/2025 school year, pending receipt of required documents.

--resolution required

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

Resolved, upon the recommendation of Superintendent Stamm that Ms. Beth Bitler be re-appointed for AM Bus Duty (.50 Hours Per Day) at Renn Elementary. Ms. Bitler will be paid \$2,061.00, which represents level 5+ of the extracurricular salary agreement.

--resolution required

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

Resolved, upon the recommendation of Superintendent Stamm that Ms. Susan Seube be re-appointed for AM Bus Duty (.50 Hours Per Day) at Renn Elementary. Ms. Seube will be paid \$1,753.00, which represents level 3 of the extracurricular salary agreement. **--resolution required**

14. **AM Bus Duty (1 Hour Per Day):**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Jodi Tavoni be approved for AM Bus Duty (1 Hour Per Day) at Ferrell Elementary. Ms. Tavoni will be paid \$2,947.00, which represents level 1 of the extracurricular salary agreement. **--resolution required**

15. **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 \$2,061.00, which represents level 5+ of the extracurricular salary agreement. **--resolution required**

16. **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 5 \$1,257.00

-Jae Mitstifer - Step 1 \$1,119.50

-Evan Statts - Step 1 \$1,119.50

--resolution required

17. **Assistant Band Director:**

Resolved, upon the recommendation of Superintendent Stamm that Ms. Rachel Booth be appointed Assistant Band Director for the 2024/2025 school year. Ms. Booth will be paid \$1,468.00, which represents level 1 of the extracurricular salary agreement. **--resolution required**

18. **Game Worker:**

Resolved, upon the recommendation of Superintendent Stamm and Acting Athletic Director to approve Christopher Fuller as a Game Worker.

--resolution required

19. **Athletic Volunteers:**

Resolved, upon the recommendation of Superintendent Stamm and Acting Athletic Director Coburn to approve the following Athletic Volunteers:

- Brent Bergey (24/25 Junior High Softball season)

- Derek Earnest (24/25 Football season)

- Jed Lamper (24/25 Football season)

--resolution required

20. **Nurse Induction/Orientation Program:**

Resolved, upon the recommendation of Superintendent Stamm and Curriculum Director Cotner within coordination with the district nurses to approve the Nurse Induction/Orientation Program. **--resolution required**

VI. **MINUTES:**

Resolved, to accept the minutes from the Board and Athletic Committee meetings of July 9, 2024 as submitted.

(1)

--resolution required

VII. **BUSINESS/FINANCIAL MATTERS:**

1. **Treasurer's Report:** (F-1)
Resolved, to accept the June 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. **Keystone Communications Proposal:** (F-4)
Resolved, upon the recommendation of Superintendent Stamm that the
Keystone Communications Proposal be approved. **--resolution required**
5. **Lackawanna College Proposal:** (F-5)
Resolved, upon the recommendation of Superintendent Stamm that the
Lackawanna College Proposal for Pre-College Agreement be approved.
--resolution required
6. **Awarding of Request for Proposal Auditing Services:** (F-6)
Resolved, upon the recommendation of Superintendent Stamm and Business
Manager Burke that the district contract with Richard Snodgrass & Co for
two years of auditing services at \$20,00 a year, starting with the 2023-2024 audit.
--resolution required
7. **eQUIP Online Learning Services Agreement:** (F-7)
Resolved, upon the recommendation of Superintendent Stamm and Curriculum
Director Cotner to approve the eQUIP Online Learning Services Agreement.
--resolution required
8. **Special Education Agreement - Warrior Run:** (F-8)
Resolved, upon the recommendation of Superintendent Stamm and Special
Education Director Paulhamus that the attached 2024/25 Agreement with Warrior
Run be approved. **--resolution required**
9. **High School Gymnasium Sound System Renovation:** (F-9)
Resolved, upon the recommendation of Superintendent Stamm and the Athletic
Committee that the Illuminated Integration High School Gymnasium Audio
Proposal be approved. **--resolution required**
10. **Auditorium Theatrical and Performance Renovations:** (F-10)
Resolved, upon the recommendation of Superintendent Stamm that the
Illuminated Integration High School Auditorium Theatrical and Performance
Renovation Proposal be approved. **--resolution required**
11. **Ronan Athletic Consulting Contract:** (F-11)
Resolved, upon the recommendation of the Interview Committee, Dr. Stamm is
requesting board approval for a three year contract with Ronan Athletic

Consulting to provide Athletic Director services through Mr. Scott Hill for \$70,000 annually beginning Wednesday, August 14, 2024. **--resolution required**

VIII. **INFORMATION:**

1. Resignations received and accepted by Superintendent Stamm:
 - Jordana Wagner, Fitness Center Worker, effective July 26, 2024.
2. Change Orders Approved by the Superintendent:
 - Renn Drainage Improvements totalling \$2,900.00.
 - High School Interior Changes totalling \$4,893.72.

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. **ADJOURNMENT:**

**NEXT BOARD MEETING:
TUESDAY, SEPTEMBER 17, 2024
7:00 PM**



Superintendent's Report

August 13, 2024

General Information:

Capital Projects:

Progress Update - General

Ashkar

Renovations to Ashkar were substantially completed this week. Rooms have been turned back over to the facility staff for cleaning and final preparations for the beginning of the new school year. Either over Winter break or next summer, McClure will return to change out the main switch gear for the building. This was included in the project and it was known that the piece would not arrive until this Winter or early Spring.

HHS / District Office

Like Ashkar, this project was substantially completed this week. Rooms have been turned back over to the facility staff for clearing and final preparations for the beginning of the new school year. In mid September, TROSS will be back to install the library classroom doors and the district office security window. The library's main furniture will arrive in early October.

Renn Water Mitigation

Renn Water mitigation is complete and working as designed.

Arch Masonry

Arch is completing the through wall flashing at Ashkar and HHS this weekend. They will have work on repointing and caulking of new expansion joints to complete through mid-September. This will all be outside work and not interrupt with the school day.

Elementary Classroom Furniture

New elementary classroom furniture is arriving this week with installation scheduled to be completed throughout next week. Student chairs are the only item that has been delayed. They will likely arrive the Monday or Tuesday before students. However we are holding the old chairs just in case they are needed for a few days.

Roofing Ashkar and HHS

Roofing work on Ashkar and HHS will resume later this week with the completion of the through wall flashing and other above roof brick repairs. Roofing work will extend into the school year, but this is typical. The work began last school year while classes were in session without issue.



Superintendent Approved Change Orders

As authorized by the board to approve necessary change orders to ensure projects were finished on time, I approved \$2,900 for Renn Elementary School and \$4,893.72 for HHS. Total value of change orders to the project cost is under 3%. Details of the change orders approved are listed in the information section of the agenda. I appreciate the Board's discretion to allow these projects to be finished.

Policies:

The Family Medical Leave Act (FMLA) is a federal law that covers certain employees with protected leave for themselves or family in emergencies. The policy only memorializes what is current practice in the district. It was reviewed by Mr. Kenyon, PSEA, and local association presidents to ensure we were in agreement. As a new policy, this is on the agenda for Second and final reading.

Education:

As annually required, both the Elementary and Secondary Student Handbooks are on the agenda for your approval. Building principles will briefly discuss the handbooks at the beginning of the meeting and can answer any specific questions you may have.

Note that the proposed change to graduation requirements for Spartan Academy (eSpartan) students participating in the Workforce Preparation Pathway is included in the handbook along with other graduation requirements. This is the program proposal presented to the Board in July.

Personnel:

Support Personnel

There are several personnel recommended for appointment on the agenda for custodial, paraprofessional, and maintenance positions. These are all current vacant and budgeted positions.

Job Descriptions

This is a continuation of creating new job descriptions for all employment positions in the district that I have been working on since last summer. These do not represent any changes, but formalizes what is currently done in the district. Minor adjustments were made after consulting with the Education Association and PSEA.

Athletic Director Supplemental Compensation

I am requesting approval to provide supplemental pay for Mr. Coburn, Mr. Reichner, and 4 support staff for the additional work they performed in managing district athletics since Mrs. Wyland's departure. Funds for this recommendation are from the budgeted salary for Mrs. Wyland since her last day of employment through August 13. I am appreciative of everyone's effort in ensuring that our athletic programs continued to operate smoothly during this period of transition.

Business and Financial:

Ronan Athletic Consulting - Athletic Director



It is recommended that the board approve the three year service contract with Ronan Athletic Consulting for Athletic Director services. Ronan Athletic Consulting is an LLC that will provide Mr. Scott Hill as a full-time athletic director to the East Lycoming School District for the 2024-25, 2025-26, and 2026-27 school years at an annual cost of \$70,000.00. This contract will save the district \$50,762 annually.

Similar to how the district contracts with Nutrition Inc LLC for food service management, through Ronan Athletic Consulting, Mr. Hill will be responsible for all aspects of the ELSD Athletic program as outlined in the Attachment A - Job Description.

Mr. Hill was selected by the athletic director search committee in February 2024, but unavoidable delays prevented his appointment sooner. Mr. Hill brings with him an extensive resume of coaching, school administration, and athletic administration experience. He is eager to begin this new position and bring the full focus of his enthusiasm and experience exclusively to ELSD, if approved, on August 14.

Keystone Communications

It is recommended that the board approve the replacement of the existing district analog radio communications system with a digital system to expand coverage and align with the Lycoming County EMS digital transition initiative. The infrastructure cost is \$50,383.60 which will be paid for through technology reserve funds. This proposal includes only 1 handheld radio. Once Officer Boyer and I are able to have a more detailed discussion about the exact number of handheld units needed, an additional order will be provided to the board for those units which will be funded through the same account.

Auditorium Audio / Lighting / Performance Renovation Proposal

I am requesting approval of the proposal from Illuminated Integrations to renovate the electrical, audio, lighting, and performance features of the existing HHS auditorium as a Tier II capital project. This proposal was developed after months of discussions with ELSD performing arts instructors, Illuminated Integrations, and support from an independent consultant.

Gymnasium Audio Replacement

As recommended by the Athletic Committee, board approval is requested for the replacement of the HHS gymnasium audio system. Although the current system is "functional" its quality is extremely poor due to worn out speaker components and not designed to handle the acoustics of this space. This proposal uses speakers designed for gymnasium acoustics and includes a one touch control system allowing ease of use. The new system will also be integrated with the auditorium system allowing simultaneous use of both spaces for special events if necessary. This project will be funded through 24-25 General Fund capital projects.

Respectfully submitted,

Dr. Mark Stamm
Superintendent of Schools



Finance Committee Agenda
August 13, 2024
6:00PM - George A. Ferrell Elementary School

1. State Budget Funding (Handout)
2. Board Financial Reports
3. Lycoming County Reassessment
4. Food Service/CEP/Lunch (Handout)
5. Capital Projects Update
6. Audit RFP
7. Vacant Nurse Position



Book	Policy Manual
Section	300 Employees
Title	Family and Medical Leaves
Code	335
Status	Second Reading
Legal	1. 29 U.S.C. 2601 et seq 2. 29 CFR Part 825 3. 29 U.S.C. 2619 4. 29 U.S.C. 2611 5. 29 U.S.C. 2612 6. 29 CFR 825.200 Pol. 813
Last Revised	August 13, 2024

Authority

The Board shall provide eligible administrative, professional and support employees with unpaid leaves of absence in accordance with the Family And Medical Leave Act, hereinafter referred to as FMLA.[\[1\]](#)[\[2\]](#)

Employee requests for FMLA leave shall be processed in accordance with law, Board policy and administrative regulations. Nothing in this policy shall supersede any provision of collective bargaining agreements.

Delegation of Responsibility

The Superintendent shall develop and disseminate administrative regulations to implement FMLA leave for eligible employees.

The district shall post, in conspicuous places in the district customarily used for notices to employees and applicants, a notice regarding the provisions of the FMLA and the procedure for filing a complaint.[\[3\]](#)

Employee requests for leave, both FMLA and non-FMLA, shall be submitted in writing on a district form to the Business Manager or designee.

Guidelines

Employees' eligibility for FMLA leave shall be based on the criteria established by law.[\[4\]](#)[\[5\]](#)

Eligible employees shall be provided up to twelve (12) workweeks of unpaid leave in a twelve-month period for the employee's own serious health condition; for the birth, adoption, foster placement or first-year care of a child; to care for a seriously ill spouse, child or parent; or to address specific qualifying exigencies pertaining to a member of the Armed Forces alerted for foreign deployment or during foreign deployment.[\[5\]](#)

Eligible employees shall be provided up to twenty-six (26) workweeks of unpaid leave in a single twelve-month period to care for an ill or injured covered servicemember.[\[5\]](#)

The district shall utilize a rolling twelve-month period measured backwards from the date leave is used to determine if an employee has exhausted his/her FMLA leave in any twelve-month period.[\[6\]](#)

When an employee requests an FMLA leave and qualifies for and is entitled to any accrued paid sick, vacation, personal or family leave, the employee is required to utilize such paid leave concurrent with the FMLA leave.[\[5\]](#)

PSBA Revision 5/19 © 2019 PSBA



ARP ESSER Health and Safety Plan Guidance & Template

Section 2001(i)(1) of the American Rescue Plan (ARP) Act requires each local education agency (LEA) that receives funding under the ARP Elementary and Secondary School Emergency Relief (ESSER) Fund to develop and make publicly available on the LEA's website a *Safe Return to In-Person Instruction and Continuity of Services Plan*, hereinafter referred to as a *Health and Safety Plan*.

Each LEA must create a Health and Safety Plan that addresses how it will maintain the health and safety of students, educators, and other staff, and which will serve as local guidelines for all instructional and non-instructional school activities during the period of the LEA's ARP ESSER grant. The Health and Safety Plan should be tailored to the unique needs of each LEA and its schools and must take into account public comment related to the development of, and subsequent revisions to, the Health and Safety Plan.

The LEA's Health and Safety Plan must be approved by its governing body and posted on the LEA's publicly available website by July 30, 2021.* The ARP Act requires LEAs to post their Health and Safety Plans online in a language that parents/caregivers can understand, or, if it is not practicable to provide written translations to an individual with limited English proficiency, be orally translated. The plan also must be provided in an alternative format accessible, upon request, by a parent who is an individual with a disability as defined by the Americans with Disabilities Act.

Each LEA will upload in the eGrants system its updated Health and Safety Plan and webpage URL where the plan is located on the LEA's publicly available website.

The ARP Act requires LEAs to review their Health and Safety Plans at least every six months during the period of the LEA's ARP ESSER grant. LEAs also must review and update their plans whenever there are significant changes to the CDC recommendations for K-12 schools. Like the development of the plan, all revisions must be informed by community input and reviewed and approved by the governing body prior to posting on the LEA's publicly available website.

Health and Safety Plan Summary: East Lycoming School District

Initial Effective Date: July, 2021

Date of Last Review: August 13, 2024

Date of Last Revision: December, 2022

1. How will the LEA, to the greatest extent practicable, support prevention and mitigation policies in line with the most up-to-date guidance from the CDC for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning?

The East Lycoming School District is committed to safely providing in-person instruction for all students every day. The district will continue to monitor and consider, to the greatest extent possible, information provided by the Center for Disease Control and the PA Department of Health to mitigate and prevent the transition of infectious diseases and other illnesses that could interrupt in-person learning.

2. How will the LEA ensure continuity of services, including but not limited to services to address the students’ academic needs, and students’ and staff members’ social, emotional, mental health, and other needs, which may include student health and food services?

The East Lycoming School District will use all available resources to ensure students maintain access to equitable school based services.

3. Use the table below to explain how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC.

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of masks;	Face masks, for the prevention of illness, are optional.
b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);	Based on CDC guidance, this is no longer applicable.
c. Handwashing and respiratory etiquette;	As part of daily operations, the district will always encourage healthy hygiene practices.
d. Cleaning and maintaining healthy facilities, including improving ventilation;	As part of daily operations, the district practices mitigation of illness through regular cleaning and controlled ventilation strategies.

ARP ESSER Requirement	Strategies, Policies, and Procedures
<p>e. <u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u>, in collaboration with the State and local health departments;</p>	<p>Based on CDC guidance, this is no longer applicable.</p>
<p>f. <u>Diagnostic</u> and screening testing;</p>	<p>The district does not use diagnostic or screening testing for COVID19.</p>
<p>g. Efforts to provide <u>vaccinations to school communities</u>;</p>	<p>The district encourages families to follow their doctor's advice for preventative vaccines.</p>
<p>h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and</p>	<p>The district's health and safety guidelines and strategies are intended to ensure FAPE for all students.</p>
<p>i. Coordination with state and local health officials.</p>	<p>The district maintains communications with all appropriate government agencies at the local, state, and federal level.</p>

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors for the East Lycoming School District reviewed and approved the Health and Safety Plan on August 13, 2024.

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: August 13, 2024

By:

(Signature of Board President)*

Michael Mamrak

(Print Name of Board President)

**Ashkar - Ferrell - Renn
Elementary Handbook
2024-2025**



Joseph C. Ashkar 340 Broad Street, Hughesville, 17737 570-584-5121

George A. Ferrell 34 Court Street, Picture Rocks, 17762 570-584-3341

Carl G. Renn 183 School Lane, Lairdsville, 17742 570-584-3070

Handbook & forms available at <http://www.elsd.org>

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Mission Statement

The East Lycoming School District, in partnership with its community, is committed to excellence. Our mission is to inspire and empower all students to reach academic success and live with integrity.

Vision

Every student, inspired, engaged, and learning today, for tomorrow.

Core Values

Core Values articulate in five direct statements, how as a school community, we approach each day with students.

Wellness Before Academics and Community Before Consequences

Learning of Every Student is My Responsibility

Effectiveness is Determined by Character, Relationships, and Competence.

Positive Transparent Communication Builds Trust and Determines the Outcome

Passion Drives Learning. Find Yours. Share It.

We believe in:

- Maintaining positive collaboration with parents, students, business leaders, staff, and community members in order to build healthy relationships.
- Preparing all students to maximize 21st century skills with relevant experiences.
- Providing educational programs that respect individual differences and diversity.
- Teaching students to become responsible, productive citizens in a global society.
- Achieving excellence through rigorous and relevant educational opportunities.
- Holding each individual accountable for his or her own decisions
- Helping each student identify his or her own strengths to reach full potential.
- Promoting passion for learning.
- Communicating high expectations to promote high achievement.
- Creating lifelong learners.

EAST LYCOMING SCHOOL / 2024-2025 CALENDAR

	<p style="text-align: center;">July 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p style="text-align: center;">January 2025</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>Jan 1-3: Schools Closed Jan 17: MP2 Jan 20: Professional Day 7 Student 19/99 Teacher 20/106</p>							
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<p>Oct 14: Professional Day 4 Oct 24: MP1 Student 22/50 Teacher 23/54</p>	<p style="text-align: center;">October 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			<p style="text-align: center;">April 2025</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td></tr> <tr><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30				<p>Apr 17: Weather Day (5) Apr 18-21: Schools Closed Apr 22: Weather Day (4) Student 18/155 Teacher 18/163</p>							
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<p>Nov 25: Professional Day 5 (11:45AM - 7:15PM) Nov 26: Professional Day 6 (7:45AM - 3:15PM) Nov 27-29: Schools Closed Student 16/66 Teacher 18/72</p>	<p style="text-align: center;">November 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> </tbody> </table>	S	M	T	W	T	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	<p style="text-align: center;">May 2025</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td></tr> <tr><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td></tr> <tr><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td></tr> <tr><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td></tr> <tr><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td></tr> </tbody> </table>	S	M	T	W	T	F	S					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	<p>May 23: Weather Day (1) May 26: Schools Closed Student 20/175 Teacher 20/184</p>							
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<p>Dec 2: Schools Closed Dec 20: Student Half Day Dec 23-31: Schools Closed Student 14/80 Teacher 14/86</p>	<p style="text-align: center;">December 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					<p style="text-align: center;">June 2025</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td></td><td></td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30						<p>Jun 6: Student Half Day Jun 6: MP4 Jun 6: Commencement Class of 2025 (Rain Date - June 7) Jun 9: Professional Day 9 (Remote) Student 5/180 Teacher 6/189</p>							
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<p style="text-align: center;">Student Day Professional Day - No Students Student Half-Day - 11 AM Weather Day Schools Closed</p>	<p>Board Approval: 1st Reading January 16, 2024</p>	<p>Board Approval: 2nd Reading February 20, 2024</p>	<p style="text-align: center;">Total Days 180 Student Days 189 Teacher Days 9 Professional Days 5 Weather Days</p> <p style="text-align: right; font-size: small;">Instructional Hours: (E) 960 (HS) 1065 Rev: 2/5/24</p>																																																																																											

STUDENT RESPONSIBILITIES

Student responsibilities are determined by the rules and regulations shared by the Pennsylvania State Board of Education. These responsibilities are:

- Regular school attendance, conscientious effort in classroom work, and compliance with the school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
- Not to interfere with the education of his or her fellow students.
- It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.
- To express their ideas and opinions in a respectful manner.

To conform with the following:

- Attend school daily and be on time.
- Be aware of all rules and regulations for student behavior and conduct themselves in accordance with them.
- Volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
- Dress and groom to meet fair standards of safety and health, and not to cause substantial disruption to their education process.
- Assist the school staff in operating a safe school for all students who are enrolled.
- Comply with Commonwealth and local laws.
- Exercise proper care when using public facilities and equipment.
- Make up work for legal or excused absences.
- Pursue and attempt to complete satisfactorily the course of study prescribed by the Commonwealth and the local school authorities.
- Report accurately and not use indecent or obscene language.

ADMISSION GUIDELINES /IMMUNIZATIONS

All students are eligible to enter kindergarten if they have reached the age of five by September 1st and have the following immunizations:

- Four doses of tetanus, diphtheria, and acellular pertussis (One dose on or after the fourth birthday)*
- Four doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- Two doses of measles, mumps, rubella ***
- Three doses of hepatitis B
- Two doses of varicella (chicken pox) vaccine or evidence of immunity.

**Usually given as DTP or DTaP or if medically advisable, DT or Td*

***A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose.*

****Usually given as MMR*

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization).

ARRIVAL TIME & LEAVING SCHOOL WITHOUT PERMISSION

Students are expected to arrive at the elementary school by 8:15 A.M. If a child arrives after 8:15 a.m., he/she and the parent/guardian must check in at the office and will be marked tardy. All students should report directly to the assigned areas in each building as soon as they arrive. No one is to leave the school property without permission from the office. Doing so will necessitate disciplinary action. **Only school students are permitted to enter the building without prior approval.**

School opens at the following times:	Ashkar Elementary	7:30 AM
	Ferrell Elementary	7:15 AM
	Renn Elementary	7:15 AM

LEAVING SCHOOL EARLY OR GOING HOME

Students may leave school early (prior to regular dismissal) for circumstances such as a doctor's appointment or a family emergency. **Leaving early for other reasons is strongly discouraged.**

If parents/guardians know that their child will need to leave early, they should send a note to the teacher/office that morning stating the time and reason. When picking up a student, parents/guardians are to report to the main office first. **The parent/guardian must sign-out any student who is leaving early at the office.** The secretary will then call the student to the office. The principal may conference with the parents of a student, if a child frequently leaves early.

For the protection of all students, a parent/guardian should send a note anytime a child is to ride a different bus or be picked up by an adult, other than the parent (including relatives). Please provide the school with a current copy of any court order, which lists special arrangements the school is expected to follow.

COMPULSORY ATTENDANCE AND TRUANCY ELIMINATION PLAN

ATTENDANCE

A. Compulsory Attendance Requirements

Compulsory school age refers to the period of a child's life from the time the child's parents elect to have the child enter school and which shall be no later than 6 years of age until the child reaches 18 years of age. It is mandatory for all children of compulsory school age to attend school in which the subjects and activities prescribed by the Standards of the State Board of Education are taught.

The Pennsylvania Supreme Court has ruled that "once a parent/guardian elects to enroll a child in a public kindergarten program offered by a school district ... the child has 'entered school' and it is the duty of the parent or guardian to comply with Pennsylvania's compulsory school attendance laws".

B. Attendance Excuses

There will be days that children may not be able to attend school due to illness. If a parent wishes to pick up homework assignments at the end of the school day, he/she must call the office preferably in the morning before 10:00. For the convenience of our parents, answering machines, voice mail and e-mail have been installed in each of the elementary building offices. Parents/guardians may contact in the evening or before school opens to report an absence and/or request work. (Refer to Board Policy # 204 for complete policy)

Upon returning, the student must bring in a written excuse within three days, or the absence will be considered as “illegal”. The excuse should be given to their homeroom teacher or office and must include:

- The students’ name
- The dates of absence
- The reason for absence
- The signature of the parent

C. Categorizing Absences: What Is Unlawful Absence From School?

All absences should be treated as unlawful until the school district receives a written excuse explaining the reason(s) for an absence. Parents/guardians and students should submit the written explanation within **three calendar days of the absence**, and should be informed that if they fail to provide a written excuse within three days of the absence, they will be considered illegal.

D. Lawful Absence From School

Pennsylvania law broadly defines absences as excused when a student is prevented from attendance for mental, physical, or other urgent reasons. **ELSD considers illness, family emergency, death of a family member, medical or dental appointments, authorized school activities, and educational travel with prior approval as the only lawful absences.**

E. Family Excursions

Parents/guardians may apply to the elementary principal for an “excused absence” when taking a child from school for a trip or family vacation. The trip (vacation) may not exceed ten consecutive school days or twelve cumulative days per year for two or more trips. The student must make up missed assignments within one week after the last day of absence.

The parents/guardians are expected to complete the Family Vacation Request Form, which is available in each school office or on the ELSD web page, at least one week before the scheduled absence and make arrangements with the classroom teacher to get the assignments, which is expected to be completed.

F. Cumulative Lawful Absences

A maximum of ten days of cumulative lawful absences, verified by parental or doctor notification, may be permitted during a school year. All absences beyond ten cumulative days should require an excuse from a physician.

Under Section 11.24, students who miss ten consecutive school days shall be dropped from the active membership roll unless the school is provided with evidence the excuse is legal or the school is pursuing compulsory attendance prosecution.

G. Illegal Absences – Habitual Truancy

Habitual truancy negatively impacts a child's school performance and increases the likelihood of juvenile delinquency. The School Code defines habitually **truant** as absence for more than three (3) school days or their equivalent following the first notice of truancy given after a child's third unlawful absence. **Therefore, only three (3) unexcused or illegal absences are permitted per year.** The parents will be notified of the illegal absences by mail, email or phone. **Student(s) need a doctor's excuse after 10 days of legal or illegal absences. If a child of any age continues to be truant after the above actions have been taken, then citations will be filed with the local magisterial district judge citing the child's continued truancy.** Every parent/guardian is subject to penalties, if requirements are not met. *According to the truancy law, the penalties for parents and their child is (1) up to \$300.00/day illegally absent, and (2) loss of license for 90 days for the child.*

Special Note: According to Pennsylvania School Code, students/parents have three (3) days following an absence to submit to the school in writing the reason for the absence. Any excuse forms not turned in within the 3-day requirement, automatically is an unexcused absence.

H. Parental Notification Concerning Absences

1. After a student has accumulated three unexcused absences.
2. After a student has accumulated their fourth unexcused absence.
3. After a student has accumulated their fifth unexcused absence requesting a meeting with the administration/Truancy Advisory Panel.
4. After a student has accumulated their tenth absence, excused or unexcused, the student may be required to have a doctor's excuse for future absences to be excused.

TARDY

- Any student who arrives after 8:15 A.M. will be considered tardy. A student will be excused for doctor appointments and dental appointments.
- If your child accumulates **five** tardies during the school year, their teacher will contact you to see if they can assist with this problem.
- If your child accumulates **ten** tardies during the school year, the principal will contact you. A conference may be requested at that time.
- If this behavior continues your child may be assigned an after school "work session" to make up time missed. This does not apply to students who were late due to doctor, and/or dental appointments. You will be required to provide us with an excuse from your doctor for verification.

HOMEWORK

All homework assignments should be defined as an independent project and/or activity involving practice and/or review of a previously instructed concept or skill. Assignments are to be completed by the student at home and should be able to be without assistance. Homework assignments should never last more than one hour. **Assignments are not meant to frustrate or overwhelm a child. If either of these things occurs, please contact your child's teacher.**

Student Expectations

- Be responsible for taking and returning all necessary materials to and from school (books, papers, Chromebooks, etc.).
- To complete assignments and return on the due date.
- To complete assignments neatly and legibly.
- Will put forth best effort to complete daily assignments accurately.

Teacher Expectations

- All homework assignments will be posted in the classroom
- Check for understanding with their students at when assignments are given
- Will give 3 days prior notice for most major tests
- All assignments will be checked and reviewed by the teacher
- Will notify parents after 3 missed assignments

Parent Expectations

- Will provide an established time every night for homework and/or studying
- Will provide a structured place with necessary materials
- Will check for completeness and neatness
- When requested, will sign assignment book and/or assignment sheet
- Will ask child nightly about assignments
- Will send a note to school when circumstances do not allow a child to finish homework

COMPLETION OF CLASSWORK/HOMEWORK ON TIME

It is each student's responsibility to fully complete classroom work and homework, and return it to the teacher on the date and at the time designated. Students who have been absent due to illness, will generally be given additional time to complete essential assignments.

Students are expected to make up all incomplete work as soon as possible. If a student has incomplete or missing assignments in a particular class, the teacher of that class will notify the parents/guardians.

LIBRARY BOOKS/TEXTBOOKS RESPONSIBILITY

Students are expected to keep their textbooks and library books in good condition. Parents, as legal guardians, are responsible for the school materials given to their child. Report cards will be held in June until all materials are returned or paid for in full.

SPECIALIZED SUBJECTS/SUPPLEMENTAL COMPUTER INSTRUCTION

Elementary students receive weekly instruction from certified specialists in the following subjects:

ART	Gr. K - 6	30 minutes/week
MUSIC	Gr. K - 6	30 minutes/week
PHYSICAL EDUCATION	Gr. K - 6	60 minutes/week
LIBRARY	Gr. K - 6	30 minutes/week
BAND (optional) Instrumental	Gr. 5 & 6	1 time/week
CHORUS* (optional)	Gr. 5 & 6	30 minutes, 1 time/week

*Participation in chorus requires the student's participation in two annual concerts and the rehearsals prior to the performances.

Parents must sign the Hughesville Band Registration Form to admit their child into the program. Band students are required to attend all performances during the school year. Students must attend all band classes/rehearsals (1 per week). Students must also attend all weekly band lessons (1 per week) to prepare for band class. The elementary band program is also a training program providing the prerequisite skills that are needed to participate in the Hughesville High School Spartan Band. Band students receive a band grade on their report card along with a detailed evaluation record for each nine-week period.

COMPUTER

Each student receives, when appropriate, technology enhanced and guided instruction and practice. Students Grades Pre-K through Fifth, will not be one to one.

INTERNET

The Internet is used to support education by providing access to unique resources and the opportunity for collaborative work. In order for a child to use this resource, a contract signed by the student, parents, and teacher must be on file. Internet use is under the direct supervision of a teacher. **Inappropriate use will result in disciplinary consequences and loss of privileges.**

NUTRITION GUIDELINES

The East Lycoming School District Board of Education approved a Wellness Policy on Physical Activity and Nutrition. The nutrition guidelines for schools in regards to: Lunches, Fundraisers, Classroom Parties/Holiday Celebrations, and Rewards in the classroom are addressed in the policy. Nutrition, Inc., the district's contracted food service, is taking the necessary steps to ensure that school lunches and snacks sold meet the requirements. The PTA, PTAC, PTO, and school staff have been apprised of the acceptable standards of items for sale for fundraisers and rewards **during** school hours. We are looking for cooperation and assistance from families with the implementation of the section of Classroom Parties/Holiday Celebrations.

This section reads:

Classroom parties will offer minimal amounts of food (maximum 2-3 items) that contain added sugar as the first ingredient (see added sugar*) and provide the following:

- Fresh fruits and vegetables
- Water, 100% fruit juice or milk

*(*Added sugar includes: brown sugar, corn sweetener, corn syrup, dextrose, fructose, fruit juice concentrate, glucose, high fructose corn syrup, honey, invert sugar, lactose, maltose, malt syrup, molasses, raw sugar, sucrose, sugar, syrup).*

Birthday treats do not fall under party guidelines, but we strongly encourage parents to seek healthy choices.

NUTRITIONAL SNACK/MORNING BREAK

A snack time may be provided each day. Students are allowed to eat a nutritional snack at that time. Suggestions for healthy snacks include: fruit, raw vegetables, beef sticks, trail mix, seeds, nuts, crackers with peanut butter or cheese, pretzels, popcorn, granola bars, pudding, or applesauce. **No candy, gum, or soda is allowed for snacks.**

ELSD NUTRITION CHARGE POLICY

All students are expected to have lunch every day. If a student comes to school without a lunch and does not have a note from their parent excusing him/her from lunch, it is expected that the child will charge the cost of the lunch so he/she will be able to eat that day.

It is strongly recommended that students have a lunch which is low in sugar and fat. Further, bringing soda to school is strongly discouraged.

Menus can be viewed at <http://eastlycoming.nutrislice.com>.

In order to establish a uniform practice concerning student charges for meals:

1. No a la carte items can be purchased by any student:
 - a. When there is a negative balance in the account.
 - b. If there are insufficient funds to cover the items being purchased.
2. Cafeteria accounts can be managed online at schoolcafe.com. Online, parent(s)/guardian(s) can view balances, receive email notifications and/or make deposits to their children's accounts.

SchoolCafe provides parents with the ability to prepay for meals, monitor student cafeteria purchases, receive email notifications for low account balances, set up automatic payments and place spending limits on purchases.

How do I enroll?

1. Go to www.schoolcafe.com.
2. Create an account and add your student(s).
3. Make payments to student accounts and set up for automatic payments (optional).

If you have further questions, please go to www.schoolcafe.com and select the FAQ link. If you need assistance with the enrollment process, please call Michele Hicklin at (570) 584-0194.

3. At the end of the school year, all balances, both positive and negative, will be carried into the next school year.

Notifications for Low and Negative Balances

Low Balance

The district will not notify parents of low account balances. *SchoolCafe* has the capability to provide these notifications to parents at a threshold level set by families. At this time, this is a more convenient system for families and ensures the district is not sending unnecessary notices.

Negative Balances

During the school term, parents/guardians will be notified when a student's account balance is below \$0.00. These notifications will be sent weekly on Thursday at 5:00PM. The notice will include the students name, a negative balance notification, and directions for registering for meal benefits or other assistance.

Through <https://www.schoolcafe.com/> you can monitor meal purchases, add money, schedule low balance notifications, and apply for free/reduced meal benefits.

Negative Balances > \$45.00

During the school term, parents/guardians will be notified by postal mail when their balances exceed a negative \$45.00. The notification will state they have 10 calendar days to satisfy the outstanding debt or the balance will be submitted to an agency for collection of funds. Payment of funds must be through the Food Service department.

After June 1, the district will notify parents/guardians of all negative balances. Negative accounts of \$25.00 or more will be submitted to a collection agency on June 30. Negative balances less than \$25.00 will be rolled forward to the next school term.

Collection of Non-Sufficient Funds (NSF Checks)

A written notice will be sent to the parent(s)/guardian(s) explaining a deduction from the student's account in the amount of the non-sufficient funds, plus additional fees. The notice will also include the parent(s)/guardian(s) responsibilities regarding non-sufficient funds and request that funds be deposited within 15 days. The notice will provide that if non-sufficient funds are not paid in full within 15 days of the written notice, then the school district will forward the debt to the Magisterial District Court for payment, plus filing fees. Your cooperation in this matter is greatly appreciated.

FREE AND REDUCED MEALS

Applications for free and reduced meals are completed online through *SchoolCafe* on the school website. Applications must be submitted before the end of September for review of qualification in the new school year. Students without free or reduced applications completed by October 1, 2024 will be placed on full paid status. Charges incurred on full paid status are

the responsibility of the parent/guardian. Please contact the District Office at 570-584-2131 with questions regarding applications.

IMPORTANT CLARIFICATION:

The East Lycoming School District does participate in the National School Lunch Program for free and reduced priced meals. However, the **District does NOT provide free or reduced-priced snacks.** If your student wishes to have a snack you would need to provide funds in the student's account to allow them to make that purchase. If parents/guardians do not wish to give their children this option, please contact the cafeteria.

ELEMENTARY MEAL PRICES

Breakfast: *Free* for all students

Lunch: \$2.05 for Paid status students, *Free* for Free and Reduced status students

Funding and Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a [Form AD-3027](#), USDA Program Discrimination Complaint Form which can be obtained online at:

<https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) fax: (833) 256-1665 or (202) 690-7442; 3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

HEALTH ROOM INFORMATION

RECOMMENDATION FROM THE SCHOOL NURSE ON ATTENDANCE

*BASED ON GUIDELINES FROM THE AMERICAN ACADEMY OF PEDIATRICS AND
PENNSYLVANIA DEPARTMENT OF HEALTH*

(Please refer to Board Policy 210 on www.elsd.org for the entire policy)

Keep your child home from school when:

- Their temperature is 100 degrees or more prior to school in the morning, or higher temperature associated with cold-like symptoms. They should be fever-free for at least 24 hours (without the use of fever reducing medication like Tylenol or Ibuprofen) before returning to school.
- They vomited the morning before school.
- They have persistent diarrhea or diarrhea not contained.
- They have red eye(s) accompanied with drainage or matting.
- They have been diagnosed with an infection (such as “pink eye”, strep throat, MRSA, impetigo). They should be on an antibiotic for at least 24 hours before returning to school.

MEDICATION POLICY

In accordance with the recommendation of the PA Department of Health, the student will be given medication only if there is a **DIRECT WRITTEN ORDER BY A PHYSICIAN**.

The student, a parent, a guardian, or responsible adult, who is acting on behalf of the student, should bring the medication and the properly completed form(s) to the nurse’s office. The school nurse or an individual designated by the building principal will give the medication to the student. All medication will be kept in a locked area (i.e. drawer, security box, or cabinet). At the end of the designated time period, which shall be set by the physician, all unused medication will be returned or destroyed.

The “Request To Administer Medication” form must be completed by the parent/guardian and **PHYSICIAN BEFORE** any prescription or non-prescription medication will be administered, this includes all asthma inhalers. The form is available at the nurse’s office and on the school website. It must contain the following information:

1. Name of student
2. Name of medication
3. Purpose of medication
4. Amount and time medication is to be given
5. Signature of parent/guardian and physician

Acetaminophen (Tylenol) and Caladryl Clear/Aveeno will only be given in accordance with the non-prescription medication protocol established by the school's health care provider and written consent from the parent/guardian obtained from the student's emergency card. Nurse discretion will be used to determine the need versus the risk of administering Acetaminophen.

The request to carry an inhaler must be specifically written on the prescription order form by the licensed prescriber and the self-administration of medication protocol must be completed.

All medication must be in the original pharmaceutically dispensed and properly labeled container (may not be written on by the parent/guardian). Medications sent in Tupperware/plastic containers, envelopes, or plastic bags will not be administered to the student.

Medication can only be given during school when failure to take such medication would jeopardize the health of the student. The **first dose** of any medication **must** be given at home. The parent/guardian will be responsible for the cutting of tablets.

Unused/Expired Medication:

1. Parent/guardian will be requested to pick up unused/expired medication
2. If the parent/guardian does not pick up the medication by the last day of the school year, the school nurse will need to destroy/discard the medication. A school district employee will witness this act if the medication to be discarded is a controlled substance.

A new order must be obtained each school year as a written order expires at the end of the school year in which the order was written.

IMMUNIZATIONS Commonwealth of Pennsylvania

FOR ATTENDANCE IN ALL GRADES:

- Four doses of tetanus, diphtheria, and acellular pertussis (One dose on or after the fourth birthday)*
- Four doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)**
- Two doses of measles, mumps, rubella ***
- Three doses of hepatitis B
- Two doses of varicella (chicken pox) vaccine or evidence of immunity

**Usually given as DTP or DTaP or if medically advisable, DT or Td*

***A fourth dose is not necessary if the third dose was administered at age four years or older and at least six months after the previous dose.*

****Usually given as MMR*

Children ATTENDING 7th grade need the following:

- One dose of tetanus, diphtheria, acellular pertussis (Tdap)
(If five years has elapsed since last tetanus immunization)
- One dose of meningococcal conjugate vaccine (MCV)

These requirements allow for the following exemptions: medical reason, religious belief, or philosophical/strong moral conviction. Even if your child is exempt from immunizations, he or she may be excluded from school during an outbreak of vaccine preventable disease. Pennsylvania's school immunization requirements can be found in 28 PA.CODE CH.23 (School Immunization).

PEDICULOSIS (HEAD LICE AND/OR NITS)

Head lice are tiny wingless parasitic insects that can live on the head and scalp of people, especially children. They are about the same size as a sesame seed. The nits or eggs are very tiny; half the size of a pinhead and very difficult to see. The nits vary in color from yellowish-brown to pearly white and are teardrop shaped. Head lice are usually transmitted through close, personal contact. Lice respect no one and no one is immune from them; no matter how clean.

1. Any student suspected of head lice or nits will have his/her head inspected by the school nurse. The parent/guardian or authorized party will be contacted, if the student needs to be taken home. An exclusion letter and instruction for the treatment will be given to the parent/guardian at the time of exclusion. The exclusion letter must be completed prior to the child returning to school.

2. After the student's hair is properly treated and every nit removed from the hair, the parent/guardian will notify the nurse and return to the school with the student. The nurse will inspect the hair in the presence of the parent/guardian and determine if the child may be permitted to resume school activity. If the child is not able to return, the procedure for re-entry will be repeated. Please note that absences more than 48 hours after the exclusion will require a doctor excuse.
3. There **will not** be a general notification when lice are found within a classroom.

ALCOHOL, TOBACCO, OTHER DRUGS, DANGEROUS INSTRUMENTS, AND LOOK-ALIKES

Uses of tobacco, alcohol, drugs (without a doctor's prescription), weapons, and dangerous/potentially dangerous instruments, in any form, are prohibited on school property by School Board Policy. Look-alikes are also prohibited. These are not to be brought into school by students under any circumstances. **If a student is found possessing any of the above items, he/she may be suspended and will possibly have to face other consequences, which may include but are not limited to consequences listed under the Severe Misbehavior Section of the handbook.**

SEARCHES AND SURVEILLANCE ON SCHOOL PROPERTY

Desks, books, school issued Chromebooks and lockers are the property of the school and the school has the obligation to insure that they are used properly. A search may be conducted, with reasonable cause, at any time to protect the health, welfare, and safety of the children and the educational process. The principal or his/her designee will conduct searches.

A search of a student's personal property (i.e. book bag, articles of clothing, etc.) may be conducted, with reasonable cause, to protect the health, welfare, and safety of the children and the educational process. The principal or his/her designee, in the presence of another professional employee, will conduct these. Students may be subject to recorded surveillance throughout the day. Tape recorders, cameras, and video/audio recorders may be used to monitor activities on buses, in classrooms, hallways, the cafeteria, and in other locations on school property, with administrative approval. Students may be subject to disciplinary action, based on the recorded information, after a thorough investigation and conference.

FIRE DRILLS/SAFETY DRILLS

For the safety of all students, fire drills are conducted monthly, minimum of two yearly intruder drills, and weather drills annually. During all such drills, students are to follow directions and move from the classroom quickly and in an orderly manner.

FIELD TRIPS

The East Lycoming School District is excited to offer many opportunities for its students to participate in field trips throughout the school year. Educational opportunities outside the classroom walls are viewed as a crucial component of all students' education.

With the safety of students being a paramount concern for any school district, we reserve the right to cancel trips based on reasonable information that may cause undue harm to students. With every trip there is a certain element of risk. However, no matter what the situation, every effort will be made to ensure the safety of our students.

Parents can opt their child out of participating in an out-of-school trip. We completely understand and respect the decision of any parent/guardian when it comes to the safety of children. For those students who do not participate in field trips, an appropriate educational activity will be provided by school personnel. The building principal has the final decision on children participating in any out-of-school trip.

***Parents accompanying students on school-sponsored trips are required to obtain correct clearances. See page 23 for details.**

FIELD TRIP EXPECTATIONS

1. Follow bus rules.
2. Listen and show respect to presenters, tour guides, chaperones, or other adults.
3. Stay with chaperones at all times.
4. Report any suspicious/inappropriate behaviors to adults

ASSEMBLIES

Students are expected to always be on their best behavior, especially when attending assembly programs and field trips outside the regular classroom. There are often many people at the event and it is important that everyone follow the directions being given so everyone can safely enjoy the program.

Students should:

1. Enter and leave quietly in order to hear directions.
2. Pay attention to where they are going as they move along.
3. Follow all directions given by any adult in charge.
4. Demonstrate appropriate audience participation such as clapping and cheering.
5. Not participate in any form of disorderly behavior such as foot stomping, whistling, booing, pushing, or shoving.

ITEMS PROHIBITED IN SCHOOL

Our goal is for the school to remain a safe and effective learning environment. Unless there is special permission from a teacher or school personnel, the following items are **NOT** to be brought in by students:

- cameras, toys, and electronic games
- squirt guns and any water-holding device
- glass containers (use plastic)
- items for sale
- skateboards, roller blades, scooters, or look a likes
- collector cards (baseball, Pokemon, etc.)
- knives, sharp objects, weapons, or look-alikes
- any item which interferes with instruction or causes a distraction

All cell phones must remain out of sight and turned off during school hours. Violation of this rule will result in the cell phone being confiscated and held in the office. Students are not permitted to use cell phones for the purpose of taking or showing pictures. If a student is found taking or showing pictures in the school, he/she will be referred to the principal. The cell phone will only be returned to the parent/guardian.

Students who violate this policy may receive a disciplinary consequence. If a student repeatedly violates this section, the items in question may be confiscated, sent to the principal's office, and redeemed only after a parent-student-principal conference. The school district is not responsible for personal items brought in by students.

DRESS CODE

(Refer to Board Policy 221 at www.elsd.org for complete policy)

Students are expected to keep themselves well-groomed and neatly dressed. Any clothing, which might be distracting to the learning process or offensive to other students or teachers, will not be permitted. **CLOTHING WHICH PROMOTES ACTIVITIES THAT OUR YOUNG STUDENTS SHOULD NOT BE ENGAGING IN IS ALSO NOT ALLOWED**, (i.e. T-shirts which advertise various types of alcohol, cigarette products, drugs, violence, weapons, disrespect, or inappropriate use of language).

Students wearing such clothing will be asked to cover it up, turn their shirt inside out, change into other emergency clothing available at school, or call their parents for different clothing. Students unable or refusing to do one of the above will spend the day in the office.

- Clothing or face covering that states profanities or advertised drugs or alcohol is prohibited. Students may be required to wear certain types of clothing while participating in physical education class. Students may not wear items posing harm to the health and/or safety of student(s).
- Under garments should not be seen.
- No exposed stomach or midriff.
- Shorts, dresses, and skirts need to be appropriate length for school.
- No hats or sunglasses may be worn in the buildings.
- No shoes with cleats may be worn in the buildings.
- Under normal conditions, coats should not be worn in class.

For the safety of your child please be sure their footwear is appropriate for school. The administration will have the final interpretation and enforcement of the dress code. It may establish specific rules as needed.

PHYSICAL EDUCATION CLASS: Students participate in gym two times per week. Students should come to school prepared for gym class.

EAST LYCOMING SCHOOL DISTRICT SCHOOL BUS CONDUCT POLICY

Bus riding is a privilege and should not be abused. It is suggested students arrive at the bus stop 5–10 minutes prior to the designated time of pick-up. All students are expected to follow the general school rules when riding a bus:

1. Follow all directions.
2. Stay in your seat.
3. Keep hands, feet, and objects to yourself.
4. Be respectful. No fighting, teasing, talking back, or inappropriate language.

The East Lycoming School District will exercise the option to remove a student from riding a school bus to and from school for any of the following reasons:

1. Constantly distracting the driver's attention.
2. Fighting or annoying another student.
3. Refusing to remain seated.
4. Throwing any object while on the bus.
5. Willfully destroying any part of the bus.
6. Using tobacco products on the bus.
7. Eating or drinking on the bus.
8. Persistent littering on the bus.
9. Using obscene language.
10. Damaging emergency equipment.
11. Arms and hands extended from the bus.
12. Failure to respect the driver's authority.
13. Other just causes. (Description)

The offenses for which a student is denied bus privileges will be handled as follows*:

1. First offense: Warning letter
2. Second offense: One-day suspension
3. Third offense: Three-day suspension
4. Fourth offense: Five-Day suspension
5. Fifth offense: Ten-day suspension
6. Sixth offense: Suspension for the remainder of the school year

***Students may jump steps depending on the severity of the offense. Building Principals have the final decision as to the progression of discipline.**

EAST LYCOMING SCHOOL DISTRICT BUS POLICY ADDENDUM

A written request is required from a parent or guardian giving permission for a student to get off the bus at any location other than their assigned bus stop. The written request should be given to the school secretary in the morning. School administrators may grant exceptions only.

Students may only leave the bus to ride with a parent or family member if permission to do so is granted by a school administrator. If the bus is in route, the driver may grant permission. (Refer to Board Policy 810.2 Transportation Video/Audio Recording for complete policy).

DISTRICT/STATE OF PENNSYLVANIA DISCIPLINE GUIDELINE

The East Lycoming School District Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school, as provided by section 1317 of the School Code of the Commonwealth of Pennsylvania. In accordance with the statute, every teacher, vice principal, and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending his school, during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians or persons in parental relation to such pupils may exercise over them.

PBIS & SPARTAN STRONG

Positive Behavior Intervention and Support (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate. The core character traits that will guide our character education, called **SPARTAN STRONG are: Empower, Responsible and Integrity.**

- Empower yourself & others
- Responsible behavior in and around school
- Integrity involves choosing to do the right thing, even when no one is looking

OUR GOALS

1. Provide a safe learning environment conducive to learning.
2. Establish a uniform program - K-6, which emphasizes reinforcement of POSITIVE behavior and the re-teaching of expected behaviors, when necessary.
3. Have Expected Student Positive Behaviors posted in every room.
4. Make students aware of the Expected Behaviors.
5. Develop a plan for communicating effectively and positively with parents.
6. Require student involvement in the disciplinary process.

EXPECTED STUDENT BEHAVIORS

1. Follow ALL directions.
2. Stay in assigned areas.
3. Keep hands, feet, and objects to yourself.
4. Use equipment and materials appropriately.
5. Be respectful. (No fighting, bullying, teasing, talking back, or use of inappropriate language.)
6. Be present, on time, and prepared for ALL classes each day.

BULLYING/CYBER BULLYING

A. PURPOSE

The Board recognizes that the bullying of students has a negative effect on the educational environment of its schools. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by the school district. Bullying can also escalate into more serious violence. Therefore, the school district strives to offer all students an educational environment free from bullying.

B. DEFINITIONS

Bullying means an intentional electronic, written, verbal or physical act or series of acts directed at another student or students, which occurs in a school setting and/or outside a school setting, that is severe, persistent or pervasive and has the effect of doing any of the following

1. Substantial interference with a student's education.
2. Creation of a threatening environment.
3. Substantial disruption of the orderly operation of the school.

Bullying, as defined in this policy, includes cyber bullying.

Unlawful Harassment will not be tolerated. Students shall be responsible to respect the rights of their fellow students and ensure an environment free from harassment.
(Refer to Board Policy 249 at www.elsd.org for complete policy)

School Setting means in the school, on school grounds, in school vehicles, at a designated bus stop or at any activity sponsored, supervised or sanctioned by the school.

C. AUTHORITY

The Board prohibits all forms of bullying by district students.

The Board encourages students who have been bullied to promptly report such incidents to the building principal or designee.

The Board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified. Confidentiality of all parties shall be maintained, consistent with the district's legal and investigative obligations. No reprisals or retaliation shall occur as a result of good faith reports of bullying.

D. DELEGATION OF RESPONSIBILITY

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall ensure that this policy and administrative regulations are reviewed annually with students.

The Superintendent or designee, in cooperation with other appropriate administrators, shall review this policy every three (3) years and recommend necessary revisions to the Board.

District administration shall annually provide the following information with the Safe School Report.

1. Board's Bullying Policy.
2. Report of bullying incidents.
3. Information on the development and implementation of any bullying prevention, intervention, or education programs.

E. GUIDELINES

The Code of Student Conduct, which shall contain this policy, shall be disseminated annually to students.

This policy shall be accessible in every classroom. The policy shall be posted in a prominent location within each school building and on the district website, if available.

F. EDUCATION

The district may develop and implement bullying prevention and intervention programs. Such programs shall provide district staff and students with appropriate training for effectively responding to, intervening in and reporting incidents of bullying.

G. CONSEQUENCES FOR VIOLATION

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the Code of Student Conduct, which may include:

- 1. Counseling within the school**
- 2. Parental conference**
- 3. Loss of school privileges**
- 4. Transfer to another school building, classroom or school bus**
- 5. Exclusion from school-sponsored activities**
- 6. Detention**
- 7. Suspension**
- 8. Expulsion**
- 9. Counseling/Therapy outside of school**
- 10. Referral to law enforcement officials**

SEVERE MISBEHAVIOR

There are several instances of severe misbehavior that the principal will be contacted immediately. Some of the cases are listed below. If a child is involved in any serious misbehavior, the principal may confer with the teacher, student, and parent/guardian. Consequences may include, but not be limited to, the use of detention, loss of special activities or field trips, in-school suspension, or out-of-school suspension, from 1-10 days. **The Building Principal has the final decision regarding disciplinary action for severe misbehavior.**

EXAMPLES OF SEVERE MISBEHAVIORS

1. Verbal or physical abuse of a peer or staff member.
2. Fighting/Physical Aggression
3. Bullying/Cyberbullying (verbal, physical, written)
4. Cheating, stealing, trespassing, vandalism, or extortion (including computer hacking)
5. Use or possession of tobacco products or tobacco look-a-like products, matches, lighter for tobacco (automatic suspension 1-10 days and referral to SAP)

6. Sexually inappropriate comments, gestures, or materials including deliberate profanity, vulgarity, obscene language.
7. Disrespectful, insubordinate, and/or defiant behaviors towards a staff member.
8. Possession/use/selling/furnishing of a controlled substance, or a look-alike, including alcohol, or paraphernalia (automatic suspension 1-10 days and SAP referral.*
9. Possession of a weapon or look-alike weapon as currently defined by PA Code and/or Federal law (automatic suspension 1-10 days).

*Will be recommended to the Board of Education for expulsion and referred to a law enforcement agency or other appropriate authorities.

CLASSROOM VISITATIONS

Parents/guardians and community members are encouraged to visit our schools. All visitors report to the office prior to signing into the building. Please contact or call in advance. The secretary or other assistant will direct you to a classroom, teacher or use the intercom system to locate someone.

VOLUNTEERS/FIELD TRIP CHAPERONES

We welcome and appreciate all volunteers. To volunteer, you may use East Lycoming website Volunteer Tab to access a volunteer application or contact the building principal. Please be certain to sign-in at the office and log your hours when volunteering. Volunteers are required to obtain Act 151, Act 34, Act 24, and FBI Waiver.

Parents are required to obtain current clearances to be considered as a chaperone on school sponsored trips.

Details for obtaining clearances can be found: <https://www.elsd.org/volunteers/>

REPORT CARDS

Report cards are issued to all students four times a year. Report cards will go home this year on the following dates: November 1st, January 24, April 4th, and June 6th. Parent/Teacher conferences are scheduled for November 25th and November 26th.

The district's elementary report card as well as specialist report cards (P.E. (1-6), Library (3-6), Art (1-6), Music (1-6)), reflects the district's commitment to a standards based instructional system. Subject headings will be assessed using a four- point rubric scale.

4 = Advanced

3 = Proficient

2 = Basic

1 = Below Basic

Work Habits on the elementary report card will also be assessed in each area to provide more detailed information with the following grading scale used:

√ = Consistently meets grade level expectations

- = Below grade level expectations

Specialist report cards for grades 1-6 use the following grading scale.

+ = Consistently exceeds grade level expectations

√ = Consistently meets grade level expectations

- = Below grade level expectations

Math checklists come home each quarter showing skills that should be mastered.

M= Meeting Expectations

N = Not Meeting Expectations

N/A = Not Assessed

STUDENT RECOGNITION

Students will be recognized for outstanding academic achievement and citizenship during the school year. Each month a "Spartan Strong" assembly will highlight these achievements and recognize students demonstrating strong academic abilities and positive character traits.

MEDIA CONSENT

Photographs and video images of students in the East Lycoming School District are routinely taken for the purpose of celebrating student achievement and sharing educational programs with the community. They are submitted to area newspapers, used in district publications and/or posted on websites associated with the district.

A media consent form is sent home for your child's photo/video image to be shared with the community by the school district. Please make sure this form is on file at the school with your wishes indicated.

We ask that parents respect the wishes of other parents and do not electronically post or publish photos of children without their parent's permission.

COMPUTER NETWORK SYSTEM/ INTERNET ACCEPTABLE USE POLICY

The East Lycoming School District ("District") has established the East Lycoming School District Technology Network ("System"). The System provides opportunities for communication: (1) within the school district; (2) outside the school district among educational and non-educational entities; and (3) through worldwide resources such as the internet.

The System includes but is not limited to any District-owned, leased or licensed or user-owned personal hardware, software, or other technology used on school district premises or at school district events, or connected to the school district network, containing school district programs or school district student data (including images, files, and other information) attached or connected to, installed in, or otherwise used in connection with a computer.

Parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using any media and information sources. With this educational opportunity also comes responsibility. It is important that you and your child read and discuss this Acceptable Use Policy. Failure to follow the rules may result in the loss of the privilege to use the System. Additional disciplinary actions ranging from censure to revocation of access privileges to suspension, expulsion, restitution, fines, and payment for damages may also result from rules violations. We believe that the benefits for students from access to the Internet in the form of information resources and opportunities for collaboration exceed the disadvantages.

***The East Lycoming School District Acceptable Use Policy is located at
<http://www.elsd.org>.***

ELEMENTARY SCHOOL COUNSELING SERVICES

The elementary School Counselors, Mrs. Jessica Schuster and Mrs. Marisa Sponhouse, can help you with a number of concerns. They are responsible for many activities including:

- Proactive whole class lessons.
- Working with small groups building social skills.
- Counseling of individual students on a short-term basis.
- Referring students to outside agencies.
- Crisis Management.

School-Based Mental Health and Emotional Wellness

To support mental health and emotional wellness, students in Grades PreK through 8th will begin participating in Second Step; a weekly program that teaches goal setting, peer relationship skills, bullying prevention, and other topics around emotional wellness and mental health. In addition, students will participate in assessments that help School Counselors monitor their unique needs and implement specific programs to support individuals and groups. Funding for these programs is provided through state and federal grants.

PENNSYLVANIA STATE TESTING

Several different and varied tests are utilized each year to determine how effectively students are learning. Parents (guardians) may review the assessment by making arrangements with the school assessment coordinator once the assessment arrives at the school. No copies of the assessment or notes about assessment items will be permitted to leave the school and confidentiality agreements must be signed. Parents may review the results with the school guidance counselor by calling the office to set up an appointment for a conference.

PENNSYLVANIA SYSTEM OF SCHOOL ASSESSMENT (PSSA)

April 21 - 25, 2025	English Language Arts	Grades 3-6
April 28 - May 2, 2025	Math, Science	Grades 3-6 (Math) Grade 5 Only (Science)

SCHOOL RECORDS

Parents should keep all student emergency cards and health record information up to date. They should notify the office as soon as there is any change in phone numbers, addresses, the emergency contact person, child's medical status, or e-mail address.

Parents and/or legal guardians have the right to see their child's permanent record. This record contains grades and achievement test scores. To make arrangements to see this record, please contact the elementary principal.

SPECIAL SERVICES

Some parents/guardians and teachers may feel that their child/student needs more assistance or enrichment activities than can be provided within the regular classroom. The parent or teacher may request further evaluation of the students' learning needs. This is called a multidisciplinary evaluation, or MDE. The school psychologist will request further information and work with the student and parents to assess the student's strengths, weaknesses, and learning strategies. Academic, intellectual, or behavioral testing may be used (only with written parent permission) to further determine student needs once written parent consent is received. A meeting will be scheduled within 60 school days to discuss the testing results and if the services are needed.

East Lycoming School District has several Intervention Programs. They include:

- Title I Reading
- Intervention Tutorials
- Parent/Guardian Training Workshops

The goals of the programs are to provide assistance to students, Pre-K-6 grades, in small groups or individual settings so that they can meet grade level standards and show adequate progress in reading and math, to assist students by teaching strategies for meeting success with testing required by the state, and to provide parents/guardians with a number of resources to be used at home. For a student to be eligible for these services, several factors are considered: state and local assessments, individualized achievement testing, report cards, teacher and parent input, and previous participation in intervention programs.

A copy of the Gifted Education Policy can be found on the district web page. If you do not have Internet access, please contact the school office for a copy.

For additional information or to request assistance for your child/student, contact either your child's Elementary Principal, Mrs. Jessica Schuster; School Counselor, Mrs. Marisa Sponhouse; School Counselor, Mrs. April Paulhamus, Director of Special Education 570-584-5841, or Mrs. Cori Cotner, Director of Curriculum, 570-584-2131.

STUDENT WELFARE ISSUES

If a teacher or a member of the support staff suspects a child has been abused (either from physical evidence or a verbal report from the child), that person is mandated by law to report this suspicion to Child Line. The initial report may be verbal, but it will be documented in writing. A team decision, involving the principal, counselor and/or the nurse, will be reached with regard to reporting the information to our school-out-reach coordinator, Children and Youth Services, parents/guardians, and/or other agencies.

PARENT QUESTIONS AND CONCERNS

In order to provide information regarding personnel, programs, or the operations of the district in a speedy and efficient manner, parents should follow Public Complaint Policy 906 which states:

Level 1

A matter specifically directed towards or with a teacher, aide, or bus driver shall be addressed, initially, to the concerned staff member.

Level 2

If the matter is not satisfactorily resolved at the first level, it shall be discussed with the building Principal. A conference with the person making the complaint and the staff member may follow.

Level 3

If a satisfactory solution is not achieved by discussion with the building Principal, a conference with the Superintendent may follow.

Level 4

Should the matter still not be resolved at the Superintendent level, it may require board action.

CLASSROOM ASSIGNMENTS

The development of classroom assignments is a multi-tiered process that is very involved. We strive to maintain a balance between gender, ability, personalities and the needs of all students. Please know that we value your involvement but parent requests will not be honored due to the complexity of classroom assignments.

NON-DISCRIMINATION POLICY

The East Lycoming School District does not discriminate on the basis of age, sex, handicap, race, religion, creed, national origin, veteran status or political affiliation. Inquiries concerning Title VI, IX, Section 504, and the American Disabilities Act should be directed to the District Office, 349 Cemetery Street, Hughesville, PA 17737-1099, phone: (570-584-2131).

PARENT TIPS FOR CONSIDERATION

How can you have a positive effect on your child's schoolwork?

- Come to school and meet your child's teacher. You are welcome. Parents'/guardian's support and frequent communication help children learn.
- Ask your child what happened in school each day. If your child says "nothing", don't give up. Ask questions about specific activities.
- Become familiar with school practices so that you will know what's expected of your child. If you have questions or concerns, discuss them with his/her teacher.
- Help your child see the importance of good school attendance.
- Consider giving your child an "allowance" of TV/technology time, and watch quality shows with them. Then discuss these programs.
- If your child announces that he or she "hates" a certain subject or anything about his/her school experience, find out why. After discussion with your child, talk to the teacher or guidance counselor.

How can you have a positive effect on your child's schoolwork?

- Make sure that your child has a good place in which to study. It should offer plenty of room and be comfortable.
- When your child is doing homework, make sure he/she is not disturbed unnecessarily.
- Set aside the same time each day for homework. This helps develop the discipline most children need.
- Review spelling words and other memory work with your child, perhaps once before going to bed and again in the morning.
- When your child is writing a school report, help your child get acquainted with the wide range of available sources.
- Go over your child's homework, expressing both your expectations and support. Make suggestions, but don't do the homework for the child.

INCLEMENT WEATHER PREPARATION

Most days the students will go outside on the playground for a period of time. It is important that parents dress their children appropriately each day. On a very cold day, a warm coat, hat, and gloves are necessary. Other winter provisions, such as boots, a scarf, leggings, leg warmers, or sweat pants (especially for girls wearing a dress), should be considered.

EMERGENCY SCHOOL CLOSING

At the beginning of the school year, please give your child's "early dismissal" information. This should be where to go if dismissed early, and how to reach you after they get to their destination.

On days when the schools must be closed due to inclement weather or an emergency situation, announcements will be made through text message, by local television and radio stations, and on the school web page. In most cases, the announcements will start shortly after 6:00 am.

Notification System:

Parents/Guardians of children in the East Lycoming School District are automatically enrolled into both the district emergency/informational phone messaging system and texting system. Phone numbers are automatically uploaded every evening through the district student information system. Parents/Guardians can verify the contact numbers listed for your child/ren by logging into the Sapphire Parent Portal and viewing your demographic information. Please contact the office of your child's building to make any changes.

EAST LYCOMING PARENT INVOLVEMENT

School district staff shall use family-school-community partnerships to strengthen schools and improve student achievement by increasing opportunities for families to be involved in their children's learning at school and at home.

We support these efforts:

1. Strengthening family-school partnerships through good communication and mutual responsibility for children's learning.
2. Providing before and after school learning activities for children.
3. Giving parents the resources, training and information they need to help children learn and provide teachers and principals the tools they need to engage families.

HIGHLY QUALIFIED STATEMENT

On January 8, 2002, President Bush signed into law the "No Child Left Behind Act" (NCLB). NCLB is designed to improve student achievement by increasing federal involvement in public education both at the state and local level. NCLB will require significant changes to schools that receive Title I funding. Your child's school receives Title I funding and is covered under NCLB.

NCLB requires:

- Increased accountability for states, school districts, and individual schools.
- Greater choice for parents, especially those in low performing schools.
- Greater flexibility for states and local education agencies in the use of federal dollars.

Under NCLB, parents have a right to know the professional qualifications of their children's teacher(s). This letter is to inform you of your right to know for the following information about each of your child's classroom teachers:

- Whether the State of Pennsylvania has licensed or qualified the teachers for the grades and subjects he or she teaches.
- Whether the teacher is teaching under an emergency permit or other provisional status through which state licensing criteria have been waived.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any instructional aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive specific information about your child's teacher or paraprofessional, please contact your school's principal. For general information about NCLB, please contact Dr. Mark Stamm at 570-584-2131.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write to the school Principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA are:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920*

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

· *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

* *Receive notice and an opportunity to opt a student out of-*

- a. Any other protected information survey, regardless of funding;
- b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- c. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

- 1) Protected information surveys of students;
- 2) Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- 3) Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. The East Lycoming School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Lycoming School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The East Lycoming School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the

specific activity or survey. The East Lycoming School District will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

*Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920*

INTEGRATED PEST MANAGEMENT NOTIFICATION

The East Lycoming School District uses an Integrated Pest Management (IPM) approach for managing insects, rodents and weeds. Our goal is to protect every student from pesticide exposure by using an IPM approach to pest management. Our IPM approach focuses on making the school building and grounds an unfavorable habitat for these pests by removing food and water sources and eliminating their hiding and breeding places. We accomplish this through routine cleaning and maintenance. We routinely monitor the school building and grounds to detect any pests that are present. The pest monitoring team consists of our building maintenance, office and teaching staff and includes our students. Pest sightings are reported to our IPM coordinator who evaluates the “pest problem” and determines the appropriate pest management techniques to address the problem. The techniques can include increased sanitation, modifying storage practices, sealing entry points, physically removing the pests, etc.

From time to time, it may be necessary to use chemicals to manage a pest problem. Chemicals will only be used when necessary, and will not be routinely applied. When chemicals are used, the school will try to use the least toxic product when possible.

(Applications will be made only after normal school hours.) Notices will be posted in these areas 72 hours prior to application and for two days following the application.

Parents or guardians of students enrolled in the school may request prior notification of specific pesticide applications made at the school. To receive notification you must be placed on the school notification registry. If you would like to be placed on the registry, please notify the district in writing to the individual and address listed below.

If a chemical application must be made to control an emergency pest problem (ex. Stinging insects), notice will be provided by telephone to any parent or guardian who has requested such notification in writing. Exemptions to this notification include disinfectants and anti-microbial products; self-containerized baits placed in areas not accessible to students, and gel type baits placed in cracks, crevices or voids; and swimming pool maintenance chemicals.

Each year the district will prepare a new notification registry.

If you have any questions, please contact Bryan McCaffery, Director of Buildings and Grounds at (570) 312-0513, 349 Cemetery Street, Hughesville, PA 17737.

STUDENT ASSISTANCE PROGRAM

The East Lycoming School District has established a Student Assistance Program to provide appropriate counseling and support services for the students experiencing problems with drugs, alcohol, and other dangerous substances, as well as issues relating to student mental health. The Student Assistance Program is designed to identify issues, including alcohol and other drugs, which pose a barrier to students' learning and school achievement. Student Assistance is not a treatment program but rather a systematic process whereby effective professional techniques are used to mobilize school resources in order to eliminate barriers to students' learning and school achievement.

When the problem is beyond the scope of the school, the student and the family will be provided with information so they may access services within the community. The Student Assistance team members do not diagnose, treat, or determine appropriate services. The District encourages involvement of parents in all phases of the Student Assistance Program so as to underscore the parent's role and responsibility in the decision-making process affecting their children's education and in the successful resolution of student problems.

Student Assistance Emergency Phone Numbers – To Get Help Call:

- Any Emergency: 911
- Helpline: 1-800-326-9577
- Lycoming County Children Human Services: (570) 326-7895
- Crisis Intervention & Emergency: (570) 326-7895
- Mental Health & Mental Retardation: 1-800-525-7938
- YWCA Wise Options (Abuse & Sexual Assaults): (570) 323-8167
- Alcohol & Drug 24-hour Helpline: 1-800-562-1240
- Alcoholics' Anonymous (570) 327-2860 (Alateen):1-800-356-9996
- Narcotics Anonymous: (570) 327-2678
- Shepherd of the Streets: (570) 322-6538
- Diakon Family Life Services: (570) 322-7873
- Behavioral Health Center: (570) 320-7525
- Childline (Abuse): 1-800-932-0313
- West Branch Drug & Alcohol: (570) 323-8543

MCKINNEY-VENTO HOMELESS

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act).

The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public preschool education, as other children and youths. Homeless children and youths must have access to the educational and related services that they need to enable them to meet the same challenging State 38 academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725 (2); 42 U.S.C. 11435 (2)): CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHTTIME RESIDENCE:

- “Doubled up” – Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.
- Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.
- Living in emergency or transitional shelters.
- Living in a public or private place not designed for humans to live.
- Migratory children living in above circumstances.
- Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.
- Unaccompanied Youth – Children or youth who meet the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment; Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

- Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)
- Provide school supplies and other school related materials as needed.

- Advocate for and support students and families through school and home visits.
- Set clear expectations for student behavior, attendance and academic performance.
- Assist students/families access with community services.
- Assist students/families with access to tutoring, special education and English language learner resources.
- Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison at 570-584-2131.

BOARD POLICIES

Policy Manual

Section

200 Pupils

Title

Tobacco and Vaping Products

Code

222

Status

Active

Legal

[1. 18 Pa. C.S.A. 6305](#)

[2. 18 Pa. C.S.A. 6306.1](#)

3. Pol. 210

4. Pol. 227

[5. 20 U.S.C. 7973](#)

[6. 22 PA Code 10.2](#)

[7. 22 PA Code 10.25](#)

8. Pol. 805.1

[9. 24 P.S. 1303-A](#)

[10. 22 PA Code 10.22](#)

[11. 24 P.S. 1302.1-A](#)

12. Pol. 218

[13. 20 U.S.C. 1400 et seq](#)

[14. 22 PA Code 10.23](#)

15. Pol. 103.1

16. Pol. 113.1

17. Pol. 113.2

[24 P.S. 510](#)

[20 U.S.C. 7114](#)

[20 U.S.C. 7118](#)

[20 U.S.C. 7971 et seq](#)

[34 CFR Part 300](#)

[Pennsylvania Department of Health Medical Marijuana Guidance for Schools and School Districts](#)

Adopted

April 28, 2020

Last Revised

March 10, 2020

Tobacco Use

(Please refer to Board Policy 222 at www.elsd.org for full policy.)

Purpose

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

Definition

State law defines the term tobacco product to broadly encompass not only tobacco but also vaping products including Juuls and other electronic cigarettes (e-cigarettes). Tobacco products, for purposes of this policy and in accordance with state law, shall be defined to include the following:

1. Any product containing, made or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed or ingested by any other means, including, but not limited to, a cigarette, cigar, little cigar, chewing tobacco, pipe tobacco, snuff and snus.
2. Any electronic device that delivers nicotine or another substance to a person inhaling from the device, including, but not limited to, electronic nicotine delivery systems, an electronic cigarette, a cigar, a pipe and a hookah.

3. Any product containing, made or derived from either:
 1. Tobacco, whether in its natural or synthetic form; or
 2. Nicotine, whether in its natural or synthetic form, which is regulated by the United States Food and Drug Administration as a deemed tobacco product.
4. Any component, part or accessory of the product or electronic device listed in this definition, whether or not sold separately.

The term tobacco product does not include the following:

1. A product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product or for other therapeutic purposes where the product is marketed and sold solely for such approved purpose, as long as the product is not inhaled. NOTE: *This exception shall be governed by Board policy relating to Medications.*[3]
2. A device, included under the definition of tobacco product above, if sold by a dispensary licensed in compliance with the Medical Marijuana Act. NOTE: *Guidance issued by the PA Department of Health directs schools to prohibit possession of any form of medical marijuana by students at any time on school property or during any school activities on school property. This exception shall be governed by Board policy relating to Controlled Substances/Paraphernalia.*[4]

Authority

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

Delegation of Responsibility

The Superintendent or designee shall develop administrative regulations to implement this policy.

The Superintendent or designee shall notify students, parents/guardians and staff about the Board's tobacco and vaping products policy by publishing information in student handbooks, parental newsletters, posters, and by other efficient methods, such as posted notices, signs and on the district website.

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use, purchase or sale of a tobacco or vaping product, including a Juul or other e-cigarette, immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.

Office for Safe Schools Report -

The Superintendent shall annually, by July 31, report all incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students to the Office for Safe Schools on the required form.

Law Enforcement Incident Report –

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school’s property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Tampering with devices installed to detect use of tobacco or vaping products shall be deemed a violation of this policy and subject to disciplinary action.

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

ELSD DISTRICT CONTACTS

Dr. Mark Stamm, Superintendent of Schools	570-584-2131
Mrs. Cori Cotner, Director of Curriculum	570-584-2131
Mrs. Heather Burke, Business Manager & Transportation Director	570-584-2131
Mrs. Valerie Ochs, Assistant Business Manager	570-584-2131
Ms. Brittany Hipple, Principal, Ashkar	570-584-5121
Mrs. Laura Barondeau Principal, Ferrell	570-584-3341
Renn	570-584-3070
Mr. Rick Reichner, Principal, Junior High Principal	570-584-5111
Mr. Tom Coburn, Principal, Senior High Principal	570-584-5111
Ms. Jessica Schuster, Ashkar School Counselor	570-584-5121
Mrs. Marisa Sponhouse, School Counselor, Renn	570-584-3070
Ferrell	570-584-3341
Mrs. April Paulhamus, Director of Special Education	570-584-5841
Mrs. Denise Gorini, School-Outreach Coordinator	570-584-5111
Mrs. Paula Green, School Nurse - Ashkar	570-584-6447
Mrs. Valerie Arthur, School Nurse - Ferrell	570-584-3341
School Nurse – Renn	570-584-3070
Mrs. Michele Hicklin, Cafeteria Director	570-584-0194
Mrs. Nichole Brown, PTA President, Ashkar	570-584-0207
Mrs. Mandy Kitzmiller, PTO President, Renn	570-584-6542
Mrs. Erin Shellinski, PTAC President, Ferrell	570-584-3341

SECRETARIES

Ms. Kay Barkley, Ashkar	570-584-5121
Mrs. Devan Messner, Ashkar	570-584-5121
Mrs. Sharon Remsnyder, Ashkar	570-584-5121
Mrs. Beth Ritter, Renn	570-584-3070
Mrs. Valerie Arthur, Ferrell	570-584-3341

FAX NUMBERS

Ashkar Elementary	570-584-6391
Ferrell Elementary	570-584-5467
Renn Elementary	570-584-5393

Dear Parents/Guardians,

Welcome to the 2024-2025 school year in the East Lycoming School District. We are looking forward to providing a very positive experience for your children with the best education opportunities available. With parents and teachers working together, we feel our children can maximize their potential and accomplish great things.

Our student handbook outlines our policies and procedures. Please review this information with your child(ren). At any point during the year, please do not hesitate to contact our offices should you have questions or concerns regarding our elementary program.

Effective communication between families and school is extremely important, and we encourage you to maintain an open dialogue with your child's teacher. Please contact staff whenever you need information, or if you have information that is helpful to us. Working together as partners will ensure a successful school year.

We look forward to an exciting school year.

Sincerely,

Ms. Brittany Hipple

Mrs. Laura Barondeau

Ashkar Elementary Principal

Renn and Ferrell Elementary Principal

Changes - Modifications 24-25 HHS Handbook

General Changes

- Changed Spartan PRIDE to Spartan Strong to reflect the new PBIS program
- Updated school calendar to 24-25
- High School Progressions/Graduation Requirements:
- Added statement : The building principal shall be assigned the final responsibility for determining the promotion or retention of each student. This is taken verbatim from policy #215
- Revised number of class periods from 7 to 8 in the schedule change section to reflect the addition of flex period
- Revised ELSD Lunch policy to reflect current policy

Spartan Academy (eSpartan)

Academic Pathway

Students enrolled in the Academic Pathway of Spartan Academy must fulfill the same graduation requirements as a student physically attending HHS.

Workforce Preparation Pathway

The online Workforce Preparation Pathway is a streamlined educational program focused on acquiring the essential skills for success in work and life. Students who enroll in this pathway before the first day of the second semester of their junior year, are required to complete at least the minimum state graduation credits requirements as listed below (21 Total Credits). All other applicable state requirements for graduation also apply.

- 4 English
- 3 Science, 3 Math, and 3 Social Studies
- 2 Arts / Humanities
- 1 Physical Education
- 5 Elective Courses / CTE



Hughesville Junior-Senior High School
Student/Parent Handbook

2024-25

Revised 07/29/24

East Lycoming School District

Core Values

We believe...

Wellness & Community: **Wellness** before academics and **Community** before consequences.

Learning: Every students' **Learning** is my responsibility.

Effectiveness: **Effectiveness** is determined by my character, relationships and competence.

Communication Positive transparent **Communication** builds trust and determines the outcome.

Passion: **Passion** drives learning; find yours and share it.

Spartan STRONG

Spartan STRONG is our school wide PBIS program. Character education is the process of helping students develop and practice core ethical values that our diverse society shares and holds important. We show integrity. We are responsible. We empower. We are Spartan Strong!

Hughesville High School Alma Mater

We all love the Hughesville High School

It's the best we agree And to our dear Alma Mater Pledge our loyalty.

Loyal e'er we'll be to Hughesville

Keep her memory bright

For our dear old Alma Mater

And the Green and White

School-Based Mental Health and Emotional Wellness

To support mental health and emotional wellness, students in Grades 7 & 8 will begin participating in Second Step; a weekly program that teaches goal setting, peer relationship skills, bullying prevention, and other topics around emotional wellness and mental health. In addition, students will participate in assessments that help school counselors monitor their unique needs and implement specific programs to support individuals and groups. Funding for these programs is provided through state and federal grants.

The Student Handbook is divided into seven main categories:

- A. General Information
- B. School Related Information
- C. Academic Related Information
- D. Extra-curricular Related Information
- E. Attendance Related Information
- F. Discipline
- G. Policies

Most subjects are arranged in alphabetical order under these eight main categories. This should aid in your convenience when looking for information concerning a subject. If during the school year a question should arise that you feel is not answered in this Student Handbook, you should contact the high school administration.

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GENERAL INFORMATION

BELL SCHEDULES

NORMAL SCHEDULE

Homerooms Open 7:50

Students in Homeroom 8:07

Late to School Bell 8:10

AM Announcements

1 8:10 to 8:59

2 9:02 to 9:46

3 9:49 to 10:33

A Lunch

Lunch 10:36 to 11:06

4B 11:09 to 11:53

5C 11:56 to 12:40

B Lunch

A4 10:36 to 11:20

Lunch 11:23 to 11:53

5C 11:56 to 12:40

C Lunch

A4 10:36 to 11:20

B5 11:23 to 12:07

Lunch 12:10 to 12:40

6 12:43 to 1:27

7 1:30 to 2:14

8 2:16 to 2:56

PM Announcements

Dismissal

TWO-HOUR DELAY SCHEDULE

Homerooms Open 9:50

Students in Homeroom 10:07

Late to School Bell 10:10

AM Announcements

1 10:10 to 10:43

2 10:46 to 11:15

3 11:18 to 11:47

A Lunch

Lunch 11:50 to 12:20

4B 12:23 to 12:52

5C 12:55 to 1:24

B Lunch

A4 11:50 to 12:19

Lunch 12:22 to 12:52

5C 12:55 to 1:24

C Lunch

A4 11:50 to 12:19

B5 12:23 to 12:52

Lunch 12:54 to 1:24

6 1:27 to 1:56

7 1:59 to 2:28

8 2:30 to 2:56

PM Announcements

Dismissal

EAST LYCOMING SCHOOL / 2024-2025 CALENDAR

	<p align="center">July 2024</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<p align="center">January 2025</p> <table border="1"> <thead> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>T</th><th>F</th><th>S</th></tr> </thead> <tbody> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </tbody> </table>	S	M	T	W	T	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<p>Jan 1-3: Schools Closed Jan 17: MP2 Jan 20: Professional Day 7 Student 19/99 Teacher 20/106</p>							
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<p align="center">Student Day Professional Day - No Students Student Half-Day - 11 AM Weather Day Schools Closed</p>	<p>Board Approval: 1st Reading January 16, 2024</p>	<p>Board Approval: 2nd Reading February 20, 2024</p>	<p align="center">Total Days 180 Student Days 189 Teacher Days 9 Professional Days 5 Weather Days</p> <p align="right">Instructional Hours: (E) 940 (HS) 1068 Rev. 2/5/24</p>																																																																																											

Student Attendance Information

Attendance Policy

When a student has been absent for 3 days without an excuse, the student is considered **truant**. At this point, the district will do two things: 1. notify the parent/guardian (in writing), with whom the child resides, within 10 school days of the unlawful absences and 2. Notify the school district's caseworker of the unlawful absence notification. This notification may include an offer of a Student Attendance Improvement Conference. The purpose of the Student Attendance Improvement Conference is to identify the reason(s) for a student's truancy and to develop the plans necessary to improve the student's future attendance. The plan is known as the Students Attendance Improvement Plan (SAIP). After development, the SAIP will be retained in the students file and copies shall be given to the parent/guardian, the student and to appropriate school personnel. Please see information below for additional information regarding unexcused absences.

Illegal Absences- Important Numbers

* It is important to note that a student is permitted **ONLY 3 unexcused** days throughout the entire school year. All other absences need to be accompanied by an excuse from a parent/guardian or a medical professional. The excuses must be submitted to the school within 3 days of the absence otherwise the absence will be unexcused.

* **Parental excuses may not exceed 10 days.** After 10 days of parental excuses, ALL additional absences will require an excuse from a medical professional.

*Parents will be notified in writing after **3 unexcused absences**

* Parents will be notified in writing after **4 unexcused absences** and be contacted via phone by the school district's caseworker.

*After a student has accumulated their **10th total absence** (excused or unexcused) the parent/guardian will be notified in writing and the student will be required to submit an excuse from a medical professional for all additional absences.

*After the SAIP meeting is complete and additional absences occur, the district may file charges with the district magistrate. The parent and or student are then subject to fines and penalties at the judge's discretion. Please see below for additional information regarding possible court actions.

Habitually Truant

1. Habitually truancy is defined as a student who accumulates 6 or more unexcused absences. When a student is **UNDER 15 YEARS OF AGE** and is habitually truant the following MAY occur:

- A. The student shall be referred to a school or community based attendance improvement program.
- B. The student may be referred to the local children and youth agency.
- C. The district may file a citation with the local district magistrate against the parent/ guardians only.

2. When a student is habitually truant and is **15 YEARS OF AGE AND OLDER** the following MAY occur:

- A. The student shall be referred to a school or community based attendance improvement program.
- B. The district may file a citation with the local district magistrate against the parent/guardian AND THE STUDENT.
- C. The district may also refer a student in this age group to the local children and youth and youth agency if additional absences occur or if a student or parent refuses to participate in the SAIP.

Absences and Excuses

The high school office will provide absentee excuse blanks for all students. These forms will be used whenever you are absent. Students who have been absent from school must present a written excuse signed by a parent or guardian to the high school office on the day of return to school or within three (3) school days after returning to school. The reason for the absence should be clearly stated on the excuse. Any excuse forms not turned in within the 3-day requirement, is automatically an unexcused/unlawful absence. If a student is going to be absent for an extended period of time, a call to the school with this information would be appreciated. Random phone calls will be made to homes for students that are absent.(Refer to Board policy #204 for complete policy)

Part-Day Absences

Students will not be excused to leave during school hours unless:

You present an excuse properly signed by your parent or legal guardian. This excuse must include date, time to be excused and reason, must be presented before Period 1 on the day the student wishes to be excused early. Parents who call the school for an early dismissal during the day will be required to pick their child up in the office. Excuses that conform to the legal reasons stated in the PA School Code, will be honored. The student must sign out at the high school office before leaving and must sign back in upon returning. Early Dismissal forms must have an authorized signature (doctor, lawyer) before the excuse can be determined legal.

***Students involved in extracurricular activities must follow the attendance requirements in the Extra-Curricular Handbook for Students and Parents.

Tardy

Students arriving at school late but arriving before 9:00 AM are tardy. After 9:00 AM, the absence will be a half-day absence.

College Visitations

Students visiting colleges during school time should make every effort to make the arrangement through the guidance office. While visiting the school, a note from the school on their letterhead needs to be returned to the attendance office upon arrival back to our school. If this is not done, the parents will be required to fill out a Family Excursion Form.

Family Excursions

The school district shall consider an extended family excursion or vacation, which requires the absence of children from school, as a lawful absence if the trip meets the criteria set forth in the Family Excursion or Vacation Request Form. Parents should plan extended vacations in advance in order for their child to obtain all homework assignments covered during the absence. The child is responsible for obtaining assignments prior to the absence and turning in all class work missed within three-(3) days of returning to school.

Arrival Procedures

Homerooms are open at 7:50AM. Students arriving prior to 7:50AM must report to the cafeteria. The cafeteria is open for breakfast starting at 7:30AM. If not eating breakfast, it is recommended that students arrive no earlier than 7:45AM. Upon arrival, students need to report to the cafeteria or directly to their homerooms. Students are not permitted to walk the halls. All students arriving after 8:10AM must sign in at the office before attending homeroom or classes and will be considered late.

Student/Academic Related Information**Academic Integrity / Cheating**

Any students found to be in violation of the school's academic integrity policy will: (1) be informed about the seriousness of the violation, (2) parent informed by letter, (3) a copy of the parent letter will be placed in the student's disciplinary file, (4) the student will receive a zero for the assignment, (5) the National Honor Society advisor will be notified if applicable.

Class Make-Up Work

All teachers will ensure that students absent from class will have the opportunity to make up any work that was missed. Any student missing class because he/she cut the class or skipped school will be required to do any make-up work, but not at full credit. When a student is absent for any excused reason, he or she will be given one school day for each excused day absent, up to 4 days, in order to make up assignments.

Class Rank

Class rank will be reported for grade 9 at the end of the year, grade 10 at the end of each semester and grade 11 and 12 at the end of each quarter in accordance with the current procedures for grades 9-12. Numerical grades will be used in determining the averages. The school will attempt to acquire numerical grades for transfer students, but the ultimate responsibility for obtaining these grades will be that of the student, his/her parents or guardian. When letter grades for the transfer student are obtained, the school will use these grades converted to numerical grades. If the transcript bears the key to the letter grades, the school will use the midpoint grade from the transcript. If no key is given, the school will use the midpoint of our scale. Satisfactory, Unsatisfactory, Pass and Fail grades will not be used in class standing computations. In order to be valedictorian or salutatorian of the class, the student must have completed three academic years at Hughesville High School.

Dual Enrollment Courses

Dual enrollment courses are offered through several Colleges and Universities. We will provide the information needed to enroll in a dual enrollment course, but it is up to the parent/student to make sure the college's procedures are followed, courses are transferable to the college of choice, and are responsible for all financial obligations associated with taking the course. Refer to the Program of Studies for further information.

High School Progressions/Graduation Requirements

Grade 8 - To be considered an 8th grader, a student may not fail 2 or more core courses for the year (English, Math, Social Studies, Science).

Grade 9 - To be considered a 9th grader, a student must not fail 2 or more core courses for the year (English, Math, Social Studies, Science) or the same course in 7th and 8th grade.

Grade 10 – To be considered a 10th grader, a student at the end of 9th grade must have earned at least six credits, not be deficient more than 1/2 (one-half) credit in any major subject required for graduation.

Grade 11 - To be considered an 11th grader, a student at the end of 10th grade must have earned at least 12 credits, not be deficient in more than one credit in any major subject required for graduation.

Grade 12 - To be considered a senior, a student by the end of the 11th grade must have earned at least

18 credits, must not be two or more credits deficient in a major subject required for graduation.

The building principal shall be assigned the final responsibility for determining the promotion or retention of each student.

To be **eligible for graduation**, by the end of the senior year, a student must have successfully completed a minimum of **25 credits** consisting of:

English: 4 credits, at least 1 each year grades 9-12

Mathematics: 4 credits, at least 1 each year grades 9-12

Science: 4 credits, at least 1 each year grades 9-12

Social Studies: 4 credits, at least 1 each year grades 9-12

Health and Physical Education: 1.5 credits (requirement modified for CTE students, must have at least .5 credits)

Elective Courses

Every Senior must schedule at least one of each of the core courses during their senior year

Spartan Academy - Academic Pathway

Students enrolled in the Academic Pathway of Spartan Academy must fulfill the same graduation requirements as a student physically attending HHS.

Spartan Academy - Workforce Preparation Pathway

The online Workforce Preparation Pathway is a streamlined educational program focused on acquiring the essential skills for success in work and life. Students who enroll in this pathway before the first day of the second semester of their junior year, are required to complete at least the minimum state graduation credits requirements as listed below (21 Total Credits). All other applicable state requirements for graduation also apply.

- 4 English
- 3 Science, 3 Math, and 3 Social Studies
- 2 Arts / Humanities
- 1 Physical Education
- 5 Elective Courses / CTE

Honor Roll

Hughesville High School has an Honor Roll, which is reported at the end of each grading period.

Criteria for the Honor Roll is as follows:

- (1) No subject marks lower than 80%.
- (2) An overall average of 90% (un-weighted) in all subjects graded by percent.
- (3) A P(Pass) in all classes using a P(Pass) or F(Fail) grading.

Pennsylvania System of School Assessment (PSSA Tests) / Keystone Exams

The PSSA tests and the new Keystone Exams are designed to provide information about the quality of schools to parents, school districts, and the general public. Students in the Junior- Senior High may participate in the test throughout the year. The results are important to all students because the scores are tied in with graduation requirements.

Report Cards

In all instances, it is the intention of the teacher to have any grade given to be a true reflection of the student's academic effort and not a reflection of her/his behavior, etc. Interpretation of the numerical grades is as follows:

100-95	Excellent
94-85	Above Average
84-75	Average
74-70	Below Average
69-0	Failing

Physical Education / Junior High “Specials” marks are:

P (Pass)

F (Fail)

Report cards will be posted on the Parent/Student Portal every nine (9) weeks, four (4) times a year. The final grade on the report card will reflect the average of the semester grades (2), or the quarterly grades (4), and the final exam averages.

Report cards will be posted on the following dates:

- October 30, 2024
- January 22, 2025
- April 2, 2025
- June 10, 2025

If a parent and/or student would like a paper copy of the report card you are to contact the high school office with your request and a copy will be given to the student.

Schedule Changes

Schedules mailed during the summer should be considered final and binding upon the student. However, in limited situations, students may request a course change or drop within the first week of school. Not all requests will necessarily be granted. Any student requests after the first six days of school, which result in a course being dropped, could be noted on the student’s report card and final transcript as a W (Withdrew). Specific procedures for course changes are outlined within the Program of Studies, grade 9 -12 Booklet. There will be no dropping of courses between the end of the fourth marking period and finals. All course changes, regardless of the time when they take place, are subject to review by the counselor, faculty member, parent and administration. No high school student will be permitted more than seven (8) class periods per day.

Senior End-of-School Term

The East Lycoming School Board has adopted the following policy statements for the 'end-of-the-year' procedures for senior students: Any senior student with an estimated 75% or lower will be sent a progress report by the teacher during the middle of the fourth marking period. Phone calls by teachers will also be made to the parents of these students. Upon completion of the year those senior students who are failing will immediately be notified by a phone call to the parents and by a registered letter sent to the home. The School Board further stipulates that all members of the current graduating class who are enrolled and regularly attending may participate if eligible in Baccalaureate and Commencement services and other events that might be considered a part of the end of the year or graduation activities. Graduation requirements must be attempted in order to participate in the graduation ceremony. (Refer to Board Policy 217 for complete policy)

Special Note: Commencement Dress Code - No Jeans, No Sneakers, No Flip-flops. Girls - Dress Pants or Skirt and Blouse, or a Dress, Shoes, or Dress Sandals. Boys – Dress Pants, Shirt, and Shoes. Students who violate this dress code may be prohibited from participating in the graduation ceremony.

Student Evaluations / Progress Reports

It is the intention of the high school staff and administration to keep students and parents informed of academic performance. Grades can be accessed using the on-line grading system. Parents may contact the guidance office for additional progress reports.

Withdrawal from School

1. No student of compulsory school age will be permitted to withdraw without the written consent of a

parent/guardian and supporting justification

2. Transferring to another school.

All student obligations will be taken care of before signing out. In the case of transfer to another school district, your records will be forwarded upon the request from the new school.

Extra-Curricular Activities Related Information

Academic Requirements

A student athlete must meet the following academic requirements:

- A student athlete must pursue a curriculum defined and approved by the principal as a full-time curriculum.
- Every student athlete is required to do satisfactory school work. The following regulations govern academic eligibility: Grades are available to the athletic director weekly during the season.
- Grade averages are based on the student's cumulative average to date during the marking period. Coaches are notified weekly about ineligible students who are averaging a 70% or lower and students who are averaging a 75% or lower in any course.
- Failing two (2) or more courses or one course with a credit value of 2.0 or greater will eliminate a student athlete from participation in games for the following week from (Sunday through Saturday). The purpose of the weekly ineligible period is to give students time to improve their grades. A student remains ineligible for the entire week.
- Students who have an average of a 75% or lower may be subject to athletic discipline from the coaching staff.
- Students in academic difficulty are encouraged to seek help by contacting their teachers and guidance counselors. Students on the Academic Attention list may receive athletic discipline from their coaches.
- Any student athlete failing two (2) or more courses at the end of a marking period is ineligible for twenty (20) school days starting the day report cards are distributed. The same rule applies for students failing one course with a credit value of 2.0 or greater at the end of a school year. In that case, the ineligibility starts on the first day of school. Students passing summer school courses may become eligible at the start of the new school year.

Sports Programs

Senior High School: Varsity programs in football, girls/boys soccer, girls/boys basketball, girls/boys wrestling, girls/boys track, girls/boys tennis, baseball, softball, volleyball and cheerleading are available to all students in grades 9, 10, 11 and 12. Junior High programs are offered for softball, cheerleading, football, basketball, and wrestling. In order for any student to participate in a sporting event or to practice, s/he must be in school the entire day. Student-Athlete Attendance: If a student misses a portion of a day, he/she may participate in games or practice the same day only if a doctor's excuse is presented the day of the absence. Parents may submit for consideration an exception to be granted to the Athletic Director and/or Principal for their approval.

***Students involved in athletics must follow all the requirements/policies in the Extra- Curricular Handbook for Students and Parents.

Band and Chorus Lessons

Students being pulled out of classes for band and/or chorus lessons must have at least a 75% average in that class to be allowed to go to the lesson/practice.

***Students involved in band must follow all the attendance requirements in the Extra- Curricular Handbook for Students and Parents.

Athletic Spirit Groups

The ideals of good sportsmanship, ethical behavior and integrity permeate in our culture. The values of good citizenship and high behavioral standards apply equally to all activities. In perception and

practice, good sportsmanship shall be defined as those qualities of behavior, which are characterized by generosity and genuine concern for others. Our Student Body at athletic events shall:

- Lead desired crowd response using only positive cheers, signs and praise without demeaning or antagonizing opponents or opposing team's fans.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know the rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.
- Realizing a ticket is a privilege to observe a contest and support high school activities, not a license to verbally assault others.
- Respect decisions made by officials.
- Respect other fans, coaches, and participants.

Attendance at Athletic Events

Student game tickets are available prior to the event for each sport, other than track, at the senior high level. Prices of these tickets will be announced prior to the start of each sport. The success of our sports program depends largely upon the conduct of the spectators. Unsportsmanlike conduct, therefore, cannot be tolerated from the players or the spectators. We are continually judged by our behavior at these events. Students directed to leave an athletic event will be disciplined under the discipline code.

Student Discipline Information

The East Lycoming School District Board of Education has the authority to make reasonable and necessary rules governing the conduct of students in school, as provided by section 1317 of the School Code of the Commonwealth of Pennsylvania. Every teacher, and principal in the public schools shall have the right to exercise the same authority as to the conduct and behavior over the pupils attending his school during the time they are in attendance, including the time required in going to and from their homes, as the parents, guardians, or persons in parental relation to such pupils may exercise over them. This authority is the responsibility of the total school community and this authority should be used to develop an atmosphere throughout the school community that is conducive to teaching, learning, and living. Everyone in the educational process has the right to expect that the environment be safe, pleasant and well organized. The climate should be one of security and consistency through the establishment of reasonable rules and guidelines. These rules and guidelines should emphasize that the student conform to reasonable standards of socially acceptable behavior, respect the rights and person and property of others, preserve the degree of order necessary to the educational program in which they are engaged, and obey constituted authority and respond to those who hold that authority.

Expected Faculty Behaviors

- Clearly communicate class rules and expectations.
- Expect and reinforce appropriate behavior.
- Enforce the rules and expectations consistently and fairly.
- Communicate with parents about inappropriate behaviors on an as needed basis.

Notification – Video & Audio Monitoring / Student Discipline Records

Students may be subject to video/audio monitoring in classrooms, cafeteria, on school property and on school buses.

A discipline record will be maintained from grade 7 through graduation in compliance with Act 26. Section 1304-A.

A. Prior to admission to any school entity, the parent, guardian, or other person having control or charge of a student shall, upon registration, provide a sworn statement or affirmation stating whether the pupil was previously suspended or expelled from any public or private school of this Commonwealth or any other state for an act or offense involving weapons, alcohol or drugs, or for the willful infliction of injury to another person or for any act of violence committed on school property. The registration shall be maintained as part of the student's disciplinary record.

B. Any willful false statement made under this Section shall be a misdemeanor of the third degree. Section 1305-B - Whenever a pupil transfers to another school entity, a certified copy of the student's disciplinary record shall be transmitted to the school entity to which the pupil has transferred.

Purpose of Discipline

Discipline is not in and itself punishment. It is utilized to educate in the matter of self-control and interaction with others to reduce disruption and thereby increase the child's learning time.

Time Out Room

Anytime a student's behavior is disruptive to the learning environment that the teacher is unable to continue, the student may be sent to a TIME-OUT room for the remainder of the period. A time out room may be the office or a neighboring classroom. Students would then be dealt with through the discipline code.

Discipline Code

The East Lycoming School Board has the authority to make reasonable and necessary rules to govern the conduct of students in its schools. This authority is granted by Section 1317 of the School Code of the Commonwealth of Pennsylvania. Discipline should, as a minimum, have three objectives in mind:

- To provide the optimum environment in which to deliver instructional services.
- To respond to disruptive students with corrective measures in a firm and consistent manner while attempting to provide a continuing education for all students.
- To remove, as a last resort, the disruptive student from the school in order that the majority may pursue their educational goals in a peaceful environment.

The administration and faculty have the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well-being of students and staff.

A. Offenses

The administration and faculty have the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well-being of students and staff. The following are possible examples for the categorization of offenses into levels.

Level I

- Late to school
- Late to class
- Horseplay or disruptive behavior in class (minor)
- Loud, boisterous noise
- Running/misbehavior in classrooms, hall, cafeteria, locker rooms, etc.
- Throwing objects (pencils, erasers, etc.)
- Public display of affection
- Violation of classroom procedures/policies established by the teacher
- Violation of school-wide procedures/policies
- Disrespectful language or gesture (minor)
- Wearing/Carrying hats in the school building
- In an unassigned area of the building

Level I offenses shall be handled in the following order:

- The teacher conferences privately with the student, or
- The teacher contacts the parent by phone or email, or

- The teacher sets up a conference with the principal, student, and parents.
- Assigning detention(s) or out-of-school suspension(s)

Level II

- Repeated Level I infractions
- Cheating or lying
- Cutting class
- Truancy / Skipping School (minor)
- Gambling
- Minor defacing of school property (writing on desks, walls, lockers, books, etc.)
- Acting in an insubordinate manner
- Aggressive behavior towards a student
- Failure to complete assigned detention
- Falsification of records, excuses, passes, etc.
- Leaving school grounds without permission
- Obscene language or gestures
- Littering

Level II offenses shall be handled in the following manner:

- Notification of parents or guardian by staff member, or
- Long term time-out assigned by administration, or
- Assigned detention(s) or out-of-school suspension(s).

Level III

- Repeated Level I and/or Level II Infractions
- Possession of tobacco or vaping products
- Possession of alcohol
- Fighting
- Disrespect and/or defiance of a member of the staff / visitor to our school
- Assault and/or battery on another student or school personnel
- Profanities / aggressive behavior / defiance towards a staff member
- Extortion
- Indecent exposure
- Intimidation: threat to student(s) and/or school personnel
- Threatening the safety and well-being of the members of this school
- Theft/possession/sale of another's property
- Vandalism (consequences include restrictions)
- Violation of the vehicle code
- Arson or false alarms
- Bomb threats
- Possession and/or use of firecrackers or explosives
- Possessing deadly or offensive weapons
- Controlled substance/illegal substance possession and/or use(drugs, look alike drugs, and alcohol)
- Harassment
- Possession or distribution of pornographic materials
- Forgery (major)
- Truancy (major)
- Commission of any other act punishable under the Pennsylvania Crimes Code

Level III offenses will be handled the following manner, depending in the offense and the severity of the offense:

- Notification of parents or guardian by administration
- Referral to SAP team for alcohol/controlled substance abuse offense
- Notification of law enforcement officials
- Out-of-school suspension
- Referral to SRO for possession of tobacco
- Expulsion hearing

B. Detention

Detention is maintained for certain infractions of the rules. Bus students and students holding jobs are not excused from detention. The parents or guardian must assume the responsibility of transportation to their home on the specified date(s). Failure of the parents or guardian to assume this responsibility will necessitate the suspension of the student.

The following regulations apply:

- Detention begins at 3:00 and will end no later than 4:00.
- Students will not be permitted to eat during detention.
- Students will not be permitted to use their phone during detention.
- Students in detention are not permitted to talk or study together.
- All students will be given a minimum of one-day advance notice of detention assignment.
- Any student, who does not report for detention on the night assigned or is not permitted in detention because of any of the above stated regulations, may be called to the office the following morning for additional action and possible suspension.
- Any student who, during the school year, serves a total of ten or more nights in detention will be called to the office for additional action and possible suspension.

C. Suspension from School

A student may be suspended from school for any conduct not approved by the faculty and administration. Any student who has been suspended from school must correct their inappropriate behaviors when they re-enter the school. If corrective behaviors are not made, the case may be given to the School Board. In this event, the Board may permanently expel the student. Students may make up work missed as a result of suspension from school by the administration for disciplinary reasons. Students suspended from school may not be on school property during the suspension period. Automatic Out-of-School Suspensions (OSS) are listed as follows:

****Note:** The Principal has the discretion to assign up to 10 days of suspension for the first offense.

See Section “D. Suspension from School”

****Students who have obtained multiple suspensions may be presented to the Board of Education for an expulsion hearing.**

****Students who have obtained multiple suspensions may be denied the privilege of participating in any extracurricular activity, interscholastic or school sponsored events. This penalty applies to school trips and grade level activities including dances, class celebrations and the commencement.**

The following infractions may result in the student receiving one (1) to ten (10) days OSS based on the severity of the infraction:

- Possession of tobacco or vaping products as per the board policy
- Misuse of the internet (loss of internet privileges)
- Profanity stated towards a staff member
- Aggressive behavior towards a staff member
- Aggressive Physical Behavior
- Fighting
- Substantiated threats
- Assault
- Extortion
- Any behavior that becomes chronic, threatens the safety and well-being of the members of the school, or disrupts the educational process.
- Theft, Possession, or Sale of stolen property
- Sexual Harassment/Harrasment
- Indecent exposure

The following infractions may result in the student receiving ten (10) days OSS and possible expulsion:

- Assault on school personnel
- School Vandalism

- Possession of alcohol, drugs or look alike drugs
- Possession of a weapon/look-alike weapon as currently defined in PA Code, PA and Federal Law. Arson
- Bomb Threat
- Setting off a false fire alarm

Alternate Method of Serving Out of School Suspension:

Any student that has been suspended out of school may serve that suspension in the regular classroom setting if his/her parent accompanies that student. Parent requests may be denied by the administration.

D. Bus Misbehavior

Due to the serious safety issues involved with misconduct on the buses, referrals made by the bus drivers may lead to a suspension from school transportation. The administration has the authority to make modifications to bus discipline due to circumstances that maintain the safety, welfare, and well being of students and staff. Videotapes may be requested for review by administration.

E. Extracurricular Activity Misbehavior

Student fans attending athletic events will be held to the same high standards as our athletes. Students who are asked to leave an athletic event due to misbehavior or swearing will be suspended from attending athletic events for a minimum of one event and are subject to the school's discipline policy. Students asked to leave an athletic event for the second time will be suspended from athletic events for the rest of that season. The third offense will result in suspension from all athletic events for 180 school days.

Administrative Authority:

The administration has the authority to make modifications to the discipline policy due to circumstances that maintain the safety, welfare, and well being of students and staff. The administration has the responsibility to maintain an educational environment.

Exclusion from School

Exclusion from school may take the form of suspension or expulsion.

- Suspension is exclusion from school for a period of from 1 to 10 consecutive school days.
- Suspensions may be given by the principal or person in charge of the public school.
- No student shall be suspended until the student has been informed of the reasons for the suspension and given an opportunity to respond. Prior notice of the intended suspension need not be given when it is clear that the health, safety or welfare of the school community is threatened.
- The parents and the superintendent of the district shall be notified immediately in writing when the student is suspended. When the suspension exceeds three (3) school days, the student and parent shall be given the opportunity for an informal hearing consistent with the requirements set forth in 12.8 (c) relating to hearings.
- Suspensions may not be made to run consecutively beyond the ten-(10) school day period.
- Students shall have the responsibility to make up exams and work missed while being disciplined by suspension and shall be permitted to complete these assignments within guidelines established by the board of school directors.
- Expulsion is exclusion from school by the board of education for a period exceeding ten (10) school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8, relating to hearings.
- During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his assigned class except as set forth in subsection(d).
- If it is determined after an informal hearing that a student's presence in her/his assigned class would constitute a threat to the health, safety, morals or welfare of others, or be disruptive to the educational process, and/or it is not possible to hold a formal hearing within the period of

a suspension, the student may be excluded from school for more than ten (10) days if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

- Students who are less than seventeen (17) years of age are still subject to the compulsory school attendance law even though expelled, and they must be provided with an education.
- The initial responsibility for providing the required education rests with the student's parents or guardian, through placement in another school, through tutorial or correspondence study or through another educational program approved by the district's superintendent.
- If the parents or guardian are unable to provide for the required education, within thirty (30) days they must submit to the school district written evidence so stating. The district then has the responsibility to make some provision for the student's education. If thirty (30) days pass without the district's receiving satisfactory evidence that the required education is being provided to the student, it must re-contact the parent and, pending the parents' or guardian's provision of such education, the district must make some provision for the student's education or proceed under paragraph three (3) or do both.
- If the approved educational program is not in compliance with the district policy, the school district may take action in accordance with Chapter 63 of the Juvenile Act (42 PA. C. S.6301-6308), to ensure that the child will receive a proper education, see 12.1 (b), relating to free education and attendance.

Exclusion from classes - S12.8

Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.

A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a duly authorized committee of the board, or a qualified hearing examiner appointed by the board. When a committee of the board or a hearing examiner conducts the hearing, a majority vote of the entire school board is required to expel a student. The following due process requirements are to be observed with regard to the formal hearing:

(1) Notification of the charges shall be sent to the student's parent or guardian by certified mail.

(2) Sufficient notice of the time and place of the hearing must be given.

- The hearing shall be held in private unless the student requests a public hearing.
- The student has the right to be represented by counsel.
- The student has the right to be presented with the names of witnesses against the student, and copies of any written statements and affidavits of those witnesses.
- The student has the right to request that any such witnesses appear in person and answer questions or are cross-examined.
- The student has the right to testify and present witnesses on her/his own behalf.
- A record must be kept of the hearing, either by a stenographer or by tape recorder.
- The student is entitled, at the student's expense, to a copy of the transcript.
- The proceeding must be held with all reasonable speed. Where the student disagrees with the results of the hearing, recourse is available in the appropriate Court of the Commonwealth. If it is alleged that a constitutional issue is involved, the student may file a claim for relief of the appropriate Federal District Court.
- The purpose of the informal hearing is to enable the student to meet with the
- appropriate school official to explain the circumstances surrounding the event for which the student is being suspended or to show why the student should not be suspended.
- The informal hearing is meant to encourage the student's parent or guardian to meet with the principal to discuss ways by which future offenses can be avoided.
- The following due process requirements are to be observed in regard to the informal hearing: Notification of the reasons for the suspension shall be given in writing to the parents or guardian and to the student.
- Sufficient notice of the time and place of the informal hearing shall be given.
- A student has the right to question any witnesses present at a hearing.
- A student has the right to speak and produce witnesses on his own behalf

- The district shall offer to hold the informal hearing within the first five (5) days of the suspension.

School Related Information

Assemblies

All teachers should escort their students to the auditorium or the gymnasium in a quiet and orderly fashion. Each teacher should make sure his/her students are seated in the proper area and remain with their students. No bags, food, or drinks should be taken to any assembly. Attending assemblies is a privilege and any disruptive behavior by any student will not be tolerated. Any behavior that is not acceptable in a classroom will not be acceptable during an assembly. Any student removed from an assembly for improper behavior will be detained in the office for the remainder of the assembly. Removal a second time from an assembly will result in the student's privilege of attending assemblies being revoked. That student will spend the time for all future assemblies in a Time Out Room. A detention or suspension for each offense could be assigned.

Backpacks / Book Bags

Students are permitted to bring backpacks to school and store them in the homeroom. The use of backpacks/book bags during the school day may be restricted by the administration. Bags larger than the typical backpack size, or pull bags, are not to be used during the school day.

Breakfast

The cafeteria serves breakfast from 7:30 to 8:05am daily. Breakfast is a service provided by the District to ensure students have a healthy start to their day. Free and reduced service is available.

Bus Transportation

Bus riding is a privilege and should not be abused. Students may be refused transportation on any school bus for any of the following reasons:

- Constantly distracting the driver's attention.
- Fighting or annoying another student.
- Refusing to remain seated.
- Throwing any object while on the bus.
- Willfully destroying any part of the bus.
- Using tobacco or vaping products on the bus.
- Persistent littering of a bus.
- Eating or drinking on the bus.
- Using obscene language.
- Damaging emergency equipment.
- Arms and hands extended from the bus.
- Failure to respect the driver's authority.
- Other just causes (Description).

When a student has been refused bus transportation, it is the parent's responsibility to arrange for transportation to and from the high school. It was also determined that a student at all times must return home on the bus which brought her/him to school.

Transportation-Video/Audio recording (refer to Board policy 810.2 for complete policy)

BUS POLICY - ADDENDUM

Permission for a student to get off her/his assigned bus at any stop other than her/his assigned stop shall require a written request from a parent or guardian. This written request must be given to the office in advance of dismissal and must be presented in person. **EXCEPTIONS MAY BE GRANTED BY SCHOOL ADMINISTRATORS ONLY.**

No student may leave a bus to ride with another driver. Students may leave the bus to ride with a parent or family member if permission is granted by a school administrator, or if the bus is in route, by the bus driver. Exceptions may be granted by school administrators. Requests to ride with parent(s) should be submitted twenty-four (24) hours in advance, when possible, and presented in person.

Building Usage

All activities in the school are to be approved by the grade level Principal and must be under the direct supervision of a faculty member. This rule applies to clubs, athletic teams, play rehearsal, and any other events of this nature. Activities should be scheduled well in advance. Teachers will be responsible for this scheduling, not the student. At no time are students allowed in the building without supervision.

Cafeteria

A breakfast and luncheon service is provided for students at Hughesville High School. The cost of this service is contingent upon current food and preparation costs, so it may vary from year to year. One should not expect to charge a breakfast or a lunch payment. Assigned periods for you to go to lunch are scheduled. You will report to the cafeteria during the time indicated and under the supervision of your current teacher unless properly excused. You will be expected to remain for the duration of the lunch period. The supervisor or the bell could dismiss you from lunch. When reporting, you will be directed to a serving line or, if not buying lunch, to a seating area. There will be no cutting-in line during this time. Violators will be held responsible by the supervisors. You are responsible for the cleanliness of the cafeteria. Failure to meet this responsibility may mean that you will serve on cleanup details at the close of the school day. Supervisory staff will direct this responsibility when necessary. Though this is recognized as a time of relaxation and let down from the more formal time of day, it is not a time for extremes in noise or behavior. Continued disruption will mean loss of cafeteria privileges. Students may play non-gambling card games.

Basic Cafeteria Rules:

1. Show respect at all Times
2. Walk
3. Clean Up After Yourself
4. All Food and Beverage must stay in the cafeteria unless cleared by a staff Member for a special event

ELSD Lunch Charge Policy

East Lycoming School District
 Administrative Regulations
 Policy 808 Food Service
Low / Negative Meal Accounts

The following guidelines will be used for the notification and disposition of low and negative meal accounts for students and employees.

Notifications for Low and Negative Balances*Low Balance*

The district will not notify parents of low account balances. *SchoolCafe* has the capability to provide these notifications to parents at a threshold level set by families. At this time, this is a more convenient system for families and ensures the district is not sending unnecessary notices.

Negative Balances

During the school term, parents/guardians will be notified when a student's account balance is below \$0.00. These notifications will be sent weekly on Thursday at 5:00PM. The notice will include the students name, a negative balance notification, and directions for registering for meal benefits or other assistance.

The message will state:

This message is to inform you that your student, <name> has a negative lunch account balance. Please add money to their school meal account.

Through <https://www.schoolcafe.com/> you can monitor meal purchases, add money, schedule low balance notifications, and apply for free/reduced meal benefits.

Please be aware that negative balances greater than \$45.00 will be submitted to a collection agency after 10 calendar days. If necessary, contact the ELSD Food Service Provider at 570-584-0194 for more information.

Negative Balances > \$45.00

During the school term, parents/guardians will be notified by postal mail when their balances exceed a negative \$45.00. The notification will state they have 10 calendar days to satisfy the outstanding debt or the balance will be submitted to an agency for collection of funds. Payment of funds must be through the Food Service department.

After June 1, the district will notify parents/guardians of all negative balances. Negative accounts of \$25.00 or more will be submitted to a collection agency on June 30. Negative balances less than \$25.00 will be rolled forward to the next school term. Revised 08292023

Graduating Students:

All graduating students' funds will be transferred to a sibling account/account within their household, if applicable. Refund requests above ten dollars (\$10.00) will be processed and made via check to the household.

FREE AND REDUCED MEALS

Applications for free and reduced meals will be distributed to all students. Contact your school office for additional applications. As a reminder, if your children received free or reduced meals last year, their eligibility status will be honored for 30 days. All applications must be submitted before the end of September. Students without free or reduced applications completed by October 1, 2024 will be placed on full paid status. Charges incurred on full paid status are the responsibility of the parent/guardian. Please contact the District Office at 570-584-2131 with questions regarding applications.

IMPORTANT CLARIFICATION: The East Lycoming School District does participate in the National School Lunch Program for free and reduced priced meals. However, the **District does not provide free or reduced-price snacks** for students. If your student wishes to have a snack you would need to provide funds in the student's account to allow them to make that purchase.

MEAL PRICES

High School Breakfast: Free for all students

High School Lunch: \$2.15 for paid status students, Free for reduced and free status students

Funding and Non-discrimination Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color,

national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity. Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a Complainant should complete a [Form AD-3027](#), USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by: 1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; 2) fax: (833) 256-1665 or (202) 690-7442; 3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Care of Property

You are responsible at all times for your chrome book, books and other instructional materials issued to you. All books are to be covered and identified with the student's and the teacher's name in the book. Lost items should be reported to your teachers immediately. You will pay for items not recovered before the close of the school year. Should you fail to return lost materials or pay for them, your final report card may be withheld until you do so. You are likewise responsible for the abuse to the desks and/or lockers, which you occupy from class period to class period as well as in the homeroom.

Car Registration / Parking Regulations / Car Visits

Juniors and Seniors are permitted to drive to school and park on school property. Students must park in the designated student parking areas after they have acquired a parking permit. Students are required to register their cars and will be issued a permit that must be displayed on their vehicle. Students may not visit their cars during the school day without direct permission from the high school office. Parking privileges may be revoked in instances of poor behaviors. Any car that is parked on school property may be searched if the administration deems it necessary.

Cellular Phones, Personal Laptop Computers, Personal Listening Devices, I-Pods and I-Pads, and other Electronic Devices.

Although cell phones and the other devices listed above have become an important part of our society, they have potential to become a disruption to the educational process and can interfere with the academic integrity of classes. Therefore, cell phones, headphones, earbuds and other personal electronic devices may not be used during class or academic time. Any unapproved use of a cell phone (including texting), headphones, earbuds and other personal electronic devices during academic time may result in disciplinary action.

- Teachers with administrative approval may permit these items during academic time for very specific school projects.
- Students are not permitted to use cell phones for the purpose of taking pictures. If a student is found taking pictures in school, whether appropriate or inappropriate, he/she will be referred to the proper administrator. The content of the picture(s) taken will determine the severity of the punishment, which may include out-of-school suspension, expulsion, and legal action

against the student.

**The administration has the authority to make modifications to this policy. Please Refer to Board Policy #237 on the District's website, www.elsd.org, for the entire policy.

Classes and Clubs

Your advisor or sponsor is responsible for club or activity funds. Each club or class will have a treasurer who, under advisor's guidance, will take care of all monies. Money should be turned over to the high school secretary as soon as possible for safekeeping. Money should not be left in the homeroom overnight. All money-raising activities REQUIRE PRIOR APPROVAL by the administration using a REQUEST TO CONDUCT FUNDRAISING ACTIVITY form. This includes dances and sales.

Computer Usage

Please refer to the ELSD's Acceptable Use Policy #238 found under policies at www.elsd.org for the entire policy.

Dances

School policy is in effect and discipline will be carried out.

- Dances are to be open to students of Hughesville High School and pre-approved guests when permitted.
- Any person, once admitted, is expected to remain at the dance. Should s/he choose to leave, s/he may not re-enter.
- Security Police will be assisting the sponsors of the dance in keeping the parking lot free of occupied cars and loitering, as well as assisting in the building
- Students and/or others thought to have been drinking will be denied admission. No alcoholic beverages will be permitted in the Hughesville High School campus. Any violation will be reported to the police.
- The use of tobacco at a school sponsored dance, on or off school property, is prohibited.
- Adequate parent/teacher chaperones will be provided for each dance.
- VIOLATORS OF ANY OF THE ABOVE REGULATIONS WILL BE ASKED TO LEAVE THE DANCE. Students misbehaving will be referred to the HHS Discipline Policies.

Dismissal from Classes / Hallway procedures

Dismissal from classes is the responsibility of the teacher in charge and should be an orderly process. During hall passage, you should keep to the right, move at a normal pace, keep the noise level at a minimum and exercise consideration for fellow students. Three minutes, which is ample time, is provided for movement from one class to another. If a teacher keeps you late from a class, you must obtain a class admission slip from the teacher before going to the next class. Students must have a hall pass whenever out of a classroom unless it is between classes or if the student is with a teacher.

Distribution of Literature

No pamphlets, posters, flyers or literature of any kind may be distributed or posted in Hughesville High School without the direct approval of the administration.

Dress and Appearance

(Refer to Board Policy 221 at www.elsd.org for complete policy)

Students are expected to keep themselves well-groomed and neatly dressed. Any clothing or face covering, which might be distracting to the learning process or offensive to other students or teachers, will not be permitted. Students wearing such clothing or face covering will be asked to cover it up, turn their shirt inside out, change into other emergency clothing or face covering available at school, or call their parents for different clothing/face covering. Students unable or refusing to do one of the above will be suspended from attending classes.

- Undergarments should not be seen.
- No exposed stomach.
- No hats, bandanas, other such head coverings, or sunglasses may be worn in the building

during the normal school day. (Hats must be placed in the student's locker or backpack and may not be carried throughout the day)

- No shoes with cleats may be worn in the building.
- Under normal conditions, coats should not be worn in the building.
- Shorts, dresses, and skirts are to be an appropriate length for school.
- Halter-tops, muscle shirts, tank-tops, spaghetti strap shirts, or other such items are not permitted. Shirts/Tops/Dresses may be sleeveless providing 3 inches of material is across the top of the shoulder. The top of the shoulder must be covered.
- Gang-related clothing or face covering and/or accessories, and excessive jewelry, chains or accessories are prohibited.
- Clothing, costumes or accessories that are a disruption to the educational process or pose a safety issue are prohibited.
- Clothing or face covering that states profanities or advertises drugs or alcohol is prohibited. Students may be required to wear certain types of clothing while participating in physical education classes, shop classes, extracurricular activities, or other situations where special attire may be required to ensure the health and/or safety of the student(s). The administration will have the final interpretation and enforcement of the dress code. It may establish specific rules as needed.

Eating / Drinking in the School Building

Hughesville High School is an exceptional facility. Students are encouraged to assist in maintaining the character of our building. All litter must be placed in the appropriate collection containers. Throughout the day, students may carry drinks in plastic bottles with caps. Teachers determine if students are permitted to drink in the classroom. Food may be in the classrooms with teacher permission.

** The administration has the authority to make modifications to this policy. ***

Emergency School Closings

On days when school must be closed due to inclement weather or other unexpected emergencies, announcements will be made from the following radio stations: OLDIEZ 93, VARIETY .97-WZXR, KISS FM-WRAK, WMYL, WILQ, WHLM-WJMW; and the following T.V. stations; WNEP, WBRE, WYOU. Closings will also be communicated through automated phone / text messages and will be posted on the district's social media page. To assist families in making necessary childcare arrangements, these announcements will be communicated beginning at 5:30 AM or as soon as possible after.

Field Trips

Field trips may be a very important adjunct to classroom instruction. Permission for all trips will be received from the office. You are required to present a permission slip signed by parent or guardian to the teacher prior to any trip. Field trips are an extension of the classroom and our school; therefore, all students are governed by the discipline code while on the trip. Students may be denied a field trip as per the discipline policy.

Fire Drills

The State of Pennsylvania has charged us with the responsibility of implementing those procedures necessary to provide maximum protection for all people in our school community. One of these procedures is a quiet, orderly and rapid evacuation should there be a fire or other disaster. We appeal to your good judgment and hope to receive your support during our practice fire drills. The following directions should become a part of every fire drill:

- Upon hearing the fire bell, quiet should prevail so that any directions necessary can be given immediately.
- All classroom windows and doors should be closed.
- Students are to know the posted fire drill directions and are to follow those at all times.
- Should the stated exit be blocked, the next closest exit should be used.

- The teacher of each room, being the last person out of the room, should close the room door securely.
- The first student to reach the main exit doors should hold them open for ALL groups to pass. When the last person has exited, the doors are to be closed and the student(s) are to rejoin their group.
- Students should evacuate to a distance whereby they do not interfere with fire equipment or firemen, but not less than one hundred (100) feet.
- Horseplay, talking, and running are not part of a good evacuation or re-entrance to the school.
- Groups or classes will stay together at all times, and teachers will maintain the integrity of their group.
- Each teacher will take roll and report any missing student to the office at the completion of the drill.
- The return to the building is considered a continuation of the drill and should be carried out accordingly.

Guidance (Counseling Services)

The guidance staff at Hughesville High School provides basic guidance services to students within the junior and senior high school.

- The personal counseling service is provided in which the Counselor uses his or her psychological training to help a student cope with their individual, personal, social, and educational concerns. Parents, teachers, administrators, and students are consulted in individual cases. Strict confidentiality is held between students and counselors at all times.
- A referral service is provided in which the counselor seeks the help of other professionals in the field such as psychologists, psychiatrists, social workers, and juvenile probation officials to aid with particularly difficult problems.
- An assessment service is provided in which the guidance personnel collect student data through testing and interpret this data to teachers, parents, and students so as to aid students in making educational and career decisions.
- A record's maintenance service is provided in which a cumulative folder is kept on a student from the time s/he begins school in kindergarten until graduation.
- Guidance personnel handle requests for transmission of student records. The records are maintained in the high school vault.
- A placement service is provided for students. It is divided into two categories: educational and occupational. Educational placement pertains to assisting students in moving from high school to higher education. Occupational placement involves helping students with job availability.
- An information service is provided. The counselor attempts to provide students with current educational, personal-social, and occupational information, which may be of help to them. A Career Resource Center is maintained to assist students.
- Time has been allotted for parents to meet with guidance counselors and teachers at either an individual or group meeting.

You should feel free to encourage your parents to call for conferences at all times (584-5113), not just when problems occur. Parents may, likewise, be called for a conference when a particular problem does arise or when the planning of the student's future is involved. Any parent may meet with all of the student's teachers by arranging a meeting through the guidance counselors.

Harassment

(Please Refer to Board Policy 249 at www.elsd.org for complete policy) Unlawful harassment will not be tolerated because of its impact on students and the learning environment. Students shall be responsible to respect the rights of their fellow students and ensure an environment free from all forms of harassment. Students may report harassment concerns to teachers, counselors, or administrators.

ID Cards

Student ID cards will be issued to each student early in the school year. ID cards may be required for admission to school sponsored activities.

In the Building Before/After School Hours

Students who are unassigned to a staff member, club, or team must be in the following areas before and after regular school time:

- Students arriving before 7:50am must report to the cafeteria. Students may not be in the halls.
- After School Hours – Any student not under the direct supervision of a teacher or coach must leave the building at the end of the day.

Locker Keys/Locks and Gym Lockers

No locker keys/locks are issued for homeroom/gym lockers (exception is grade 7 and 8 homerooms are assigned combination locks). The school does not assume responsibility for items of clothing or anything else lost or stolen but will try to assist in recovering them when and where possible. Proper use of a lock will provide reasonable assurance that your basic possessions are protected. However, items of value such as money, keys, jewelry, etc. should be given to the teacher in charge.

Locker Search

(Please Refer to ELSD Policy 226 on the District's website, www.elsd.org , for the entire policy; copies are available in the HS office)

All lockers are and shall remain the property of the school district. As such, students sharing lockers have no expectation of privacy in their locker. Students are encouraged to keep their assigned locker locked against incursion of other students, but no student may use a locker as a depository for a substance or object which is prohibited or which constitutes a threat to the safety or welfare of the occupants of the school building or to the building itself. The administration reserves the right to inspect a student's locker when such administrator has reason to believe that the locker is improperly used for the storage of contraband, a substance or object, the possession of which is illegal, or any material which poses a hazard to the safety and good order of the school.

Money/Student Debts

All indebtedness in the form of library fines, lost or damaged books, cafeteria charges, or other materials, etc. must be paid before final grades are given to you at the close of the school year. Cafeteria charges may be paid via an on-line system.

Missing Classes

Anytime a student misses a class without the assigned teacher/supervisor knowing about it ahead of time and approving it, the missed class will be considered an unexcused absence from the class and will be handled through the discipline code. Staff members are responsible for contacting the parent when students have an unexcused absence from their classes.

National Anthem and Pledge of Allegiance

The Hughesville High School begins each school day with the United States National Anthem and Pledge of Allegiance to the flag of the United States of America by every student and staff member. Students may decline to stand during the Salute to the Flag on the basis of personal belief or religious conviction. Students who choose to refrain from such participation shall respect the rights/interest of classmates who do participate. This respect shall include remaining silent and refraining from any activity that may be distracting to another.

Nursing Services

(Please Refer to ELSD Policy #210 on the District's website, www.elsd.org , for the entire policy.)

The East Lycoming School Health Program has, as its primary goal, the protection, maintenance, and improvement of the health status of the school age child. Its intention is to assist the student and his/her family to obtain maximum good health primarily through preventive service (first aid, emergency care, counseling, early identification, referral, education, problem management and follow-up). The School Health Program is not a medical care service. The School Nurse assists the teacher and other school employees with the management of students with physical limitations and

establishes a positive approach to good health practices.

The East Lycoming School District Board of Education recognizes that parents/guardians have the primary responsibility for the healthcare of their children. The district strongly recommends that medication be given in the home; although, it realizes that the health of some students requires that they receive medication while in school. Parents/guardians should confer with the child's primary care provider to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures need to be followed. Unless guidelines are followed, your child will not receive the prescribed medication. In accordance with the recommendation of the Pennsylvania Department of Health, the student will be given medication only on the **DIRECT WRITTEN ORDER OF A LICENSED PRESCRIBER** (physician, physician assistant, nurse practitioner, dentist, etc.). These guidelines include all students K-12. A new order must be obtained each school year as a written order expires at the end of the school year in which the order was written.

The parent, guardian, or responsible adult who is acting on behalf of the student should bring the medication and the properly completed form(s) to the nurse's office or the high school office. The school nurse or substitute will administer the medication to the student. All medication will be kept in a locked area (i.e. drawer, security box, or cabinet). At the end of the designated time period, which shall be set by the licensed prescriber, all unused medication will be returned or destroyed. A form must be completed by the health care provider and the parent/guardian **BEFORE ANY** prescription or non-prescription medicine will be administered. The form(s) are available from the nurse's office, high school office, and/or on the web @elsd.org, high school/health office (click on forms & documents). The completed form must contain the following information:

1. Name of student
2. Name of medication
3. Purpose of medication
4. Amount and the time the medication is to be given
5. Signature of parent/guardian
6. The prescription number and date must be on the bottle label, along with student's name (The label on the outside of the bottle is NOT an order from a licensed prescriber)

The medication must be in the original pharmaceutically dispensed and properly labeled container (may not be written on by parent/guardian). Medication sent in Tupperware containers, envelopes or plastic bags will not be given.

1. Medication that is ordered three times a day may be given before school, after school and at bedtime unless the licensed prescriber indicates on the prescription order form that it must be given at lunch time.
2. Narcotic pain relievers are inappropriate for administration during the school day and, therefore, will not be administered.
3. In the absence of the school nurse, the substitute will oversee the administration of medication.
4. Prescription medication will be kept locked in the nurse's office.
5. A log will be kept for any child receiving prescription medication during school hours.
6. Medication may be given either 30 min. before or 30 min. after the time ordered.
7. Students in grades 7-12 will be responsible for reporting to the nurse's office at the time that the medication is to be given.
8. The first dose of any prescription medication must be given at home to guard against allergic reaction.
9. If tablets must be cut, the parent/guardian is responsible for cutting tablets and bringing the correct dosage to school.

NON-PRESCRIPTION MEDICATION:

1. Due to rulings by the State Board of Nursing, the East Lycoming School District is no longer able to administer over-the-counter non-prescription medication at the parent's/guardian's request unless accompanied by a licensed prescriber's order.
2. Acetaminophen (Tylenol), and Caladryl Clear/Aveeno will only be given in accordance with the non-prescription medication protocol established by the school's health care provider and written consent from the parent/guardian obtained from the student's emergency card. Nursing discretion will

be used to determine the need versus risk of administering Acetaminophen.

a. FOR INHALERS:

3. Students requiring inhalers during school hours must follow all guidelines for prescription medications.

4. Only students at the secondary (7-12) level will be permitted to personally carry an inhaler. The request to carry an inhaler must be specifically written on the prescription order form by the licensed prescriber and the self-administration of medication protocol must be completed.

a. UNUSED/EXPIRED MEDICATION:

5. Parents/guardians will be requested to pick up unused/expired medication.

6. If the parent/guardian does not pick up unused/expired medication by the last day of school, the school nurse will destroy/discard any unused/expired medication. A school district employee will witness this act if the medication to be discarded is a controlled substance.

Any student, who needs to be excused from any school activity, including Physical Education, will be required to have an excuse written by a licensed prescriber, which must be presented to the nurse.

Unless the student has been absent or has a written licensed transcriber's excuse, he/she must take Phys. Ed. Alternative activities; walking could be done in many of these cases.

The nurse may excuse a student to go home only if a parent or guardian can be contacted by phone to come to pick up the student or can give permission or consent for a student to drive/walk home. If a parent/guardian cannot be reached, only authorized persons designated by the parent/guardian on the Emergency Card will be called. In emergency situations, the student will be transferred to the hospital and the parent/guardian will be notified.

IMMUNIZATIONS and SCREENINGS

Required Immunizations for attendance in all grades:

- 4 doses of tetanus, diphtheria, and acellular pertussis (1 dose on or after the 4th birthday)
- 4 doses of polio (4th dose on or after 4th birthday and at least 6 months after previous dose given)
- 2 doses of measles, mumps, rubella
- 3 doses of hepatitis B
- 2 doses of varicella or evidence of immunity
- 7th grade requirement: 1 dose of tetanus, diphtheria, acellular pertussis (Tdap) and 1 dose of meningococcal conjugate vaccine (MCV) given at age 11 or after but prior to the first day of school.
- 12th grade requirement: 1 dose of MCV given at 16 years of age or older prior to the first day of school.
- Vaccines required for entrance, 7th and 12th grade continue to be required in each succeeding school year.

As of the spring of 2017, all students are required to have at least one dose of the above immunizations on the first day of school, unless the child has a medical or religious/philosophical exemption.

If the child does not have all of the doses listed above, needs additional doses, and the next dose is medically appropriate, the child must receive the dose within the first five days of school. If the next dose is not the final dose of the series, the child must also provide a medical plan for obtaining the required immunizations (on proper paperwork obtained from the school nurse) within the first five days of school. The medical plan will be reviewed every 30 days to ensure compliance; failure to comply with the medical plan will result in exclusion.

Failure to comply with the above policy will result in exclusion from school.

Screenings and Tests given and required by the Commonwealth of Pennsylvania:

1. 7th Grade Students—The School District conducts a screening program to identify children with a possible lateral curvature of the spine (scoliosis).

Dental exams and hearing tests are also required for 7th Grade Students.

2. 11th Grade Students—The School Health Law requires medical examinations for 11th Grade

Students. We recommend your family health care provider do this examination since he/she can best evaluate your child's health and assist you in obtaining necessary treatments and/or corrections. Private physicals done by your family health care provider cannot be administered any earlier than 1 year prior to the first day of school of the required grade.

Hearing Tests are also required for 11th Grade Students.

3. All students in grade 7 through 12 will have a vision, height, and weight screening. Height and weight will be used to calculate a student's Body Mass Index (BMI). BMI is a measurement that helps determine whether your child is within a normal growth pattern, overweight, at risk of becoming overweight or underweight. A letter informing you of your child's BMI will be sent home after the completion of his/her height/weight screening.

The School offers private physicals and dental exams.

NOTE: The school physical examinations will be done in a private exam room in the school nurse's office. Each physical performed by a qualified licensed prescriber will include a review of previous medical records and a review of the current health history. A physical examination will monitor each student's growth and development, auditory, and skeletal areas. No genital evaluation will be performed. Each student and/or parent/guardian has the right to assume responsibility for this physical to be completed by his/her own private health care provider. Any parent/guardian may participate in his/her child's evaluation. The school dental examination consists of a visual inspection of the teeth and gums. Each dental exam will be performed by a licensed dentist.

Physical exams and dental exams done at the school require the parent/guardian to sign a consent form that will be sent home prior to these exams being administered. If the form is not signed and not returned to the school, no exam will be administered.

The school nurse is on duty from 7:50 AM until student dismissal. Please feel free to call 584-5901 or email the nurse if you have any questions or concerns about your child's health.

PEDICULOSIS (HEAD LICE AND/OR NITS)

Head lice are tiny wingless parasitic insects that can live on the head and scalp of people, especially children. They are about the same size as a sesame seed. The nits or eggs are very tiny, half the size of a pin head and very difficult to see. The nits vary in color from yellowish brown to pearly white and are tear drop shaped. Head lice are usually transmitted through close, personal contact.

Lice respect no one and no one is immune from them, no matter how clean.

1. Any student suspected of head lice or nits will have his/her head inspected by the school nurse. The parent/guardian or authorized party will be contacted if the student needs to be taken home. An exclusion letter and instruction for treatment will be given to the parent/guardian at the time of exclusion. The exclusion letter must be completed prior to the child returning to school.
2. After the student's hair is properly treated and every nit removed from the hair, the parent/guardian will notify the nurse and return to the school with the student. The nurse will inspect the hair in the presence of the parent/guardian and determine if the child may be permitted to resume school activity. If the child is not able to return, the procedure for re-entry will be repeated. Please note that absences more than 48 hours after the exclusion will require a doctor excuse.
3. There will not be a general notification when lice are found within a classroom.
4. For more information on head lice, visit our website at www.eastlycoming.net.

RECOMMENDATIONS FROM THE SCHOOL NURSE ON ATTENDANCE

BASED ON GUIDELINES FROM THE AMERICAN ACADEMY OF PEDIATRICS AND THE PENNSYLVANIA DEPARTMENT OF HEALTH

Keep your child home from school when:

*Their temperature is 100 degrees or more prior to school in the morning, or higher temperature associated with cold-like symptoms. They should be fever-free for at least 24 hours (without the use of fever reducing medication like Tylenol or Ibuprofen) before returning to school.

*They vomited the evening/morning before school.

- *They have persistent diarrhea or diarrhea not contained.
- *They have red eye(s) accompanied with drainage or matting.
- *They have been diagnosed with an infection (such as "pink eye", strep throat, MRSA, impetigo). They should be on an antibiotic for at least 24 hours before returning to school.

Please feel free to call us for any questions or concerns. Always contact your child's health care provider if your child's illness is prolonged or if you are uncertain about sending them to school or keeping them home.

Passes

Every time you leave the classroom it can have a disrupting effect on the classrooms' learning atmosphere. Therefore, passes should be requested only when necessary with one person at a time being absent from the room. Passes to the nurse, to the library, or to the office should also be requested only when a real need arises. When a pass is requested to visit the nurse and she is not in the Clinic, the student must report to the high school office or return to her/his class at once. Whenever a pass is requested, the student must sign out before leaving the room.

Physical Education Requirements

All students scheduled for Physical Education are required to participate in physical education classes. Only a written excuse from a physician or the school nurse will be recognized as a legitimate reason for not participating in Physical Education classes. Participation requires being properly dressed for each class. Students are reminded to supply their own lock for their locker. Valuables should not be stored in an unlocked gym locker and any valuables placed in an unsecured locker are placed at the student's own risk. Valuables may be given to the Physical Education teacher to hold until the end of the class period.

Possession of Tobacco and Vaping products

(Refer to Board Policy 222 for complete policy on the District's website, elsd.org.)

The Board recognizes that tobacco and vaping products, including the product marketed as Juul and other electronic cigarettes, present a health and safety hazard that can have serious consequences for users, nonusers and the school environment. The purpose of this policy is to prohibit student possession, use, purchase and sale of tobacco and vaping products, including Juuls and other electronic cigarettes.

The Board prohibits possession, use, purchase or sale of tobacco and vaping products, including the product marketed as Juul and other e-cigarettes, regardless of whether such products contain tobacco or nicotine, by or to students at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board prohibits student possession or use of products marketed and sold as tobacco cessation products or for other therapeutic purposes, except as authorized in the Board's Medication policy.

The Board prohibits student possession of any form of medical marijuana at any time in a school building; on school buses or other vehicles that are owned, leased or controlled by the school district; on property owned, leased or controlled by the school district; or at school-sponsored activities that are held off school property.

The Board authorizes the confiscation and disposal of products prohibited by this policy.

The Superintendent or designee may report incidents of possession, use or sale of tobacco and vaping products, including Juuls or other e-cigarettes, by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the school police, School Resource Officer (SRO) or to the local police department that has jurisdiction over the school's property, in accordance with state law and

regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Guidelines

A student who violates this policy shall be subject to prosecution initiated by the district and, if convicted, shall be required to pay a fine for the benefit of the district, plus court costs. In lieu of the imposition of a fine, the court may admit the student to an adjudication alternative.

Students with Disabilities

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.

Possession of Weapons

(Refer to Board Policy 218.1 for complete policy on the District's website, elsd.org.) The use or possession of any weapon, or look alike weapon, as defined in PA Code and/or Federal law, is prohibited. The term weapon shall be defined to include, but not limited to, any knife, cutting instrument, cutting tool, nunchaku stick, brass or metal knuckles, firearm (operative or not), shotgun, rifle, BB or pellet gun, look-alike gun, chemical agent, explosive device, and/or any other tools, instrument or implement capable of inflicting serious bodily injury. Any student who provides or aids in providing a weapon to another student violates this regulation. Exceptions: Any student who has prior approval three (3) days before use in the classroom, administrative approval, may possess a weapon as part of a duly authorized classroom demonstration. Any weapon for classroom demonstration and for which the student has secured administration approval shall be left in the office except when part of the demonstration; Any student who possesses a weapon briefly as a consequence of having found it or taken it from an aggressor.

Act 26 of 1995: A school district shall expel, for a period of not less than one year, any student who is determined to have brought onto or is in possession of a weapon on any school property, during any school event, or on any school transportation. The superintendent may recommend modifications of such expulsion requirements for a student on a case-by-case basis.

Security Cameras

The East Lycoming School District Campus and transportation is under 24-hour video surveillance.

Special Services/Special Education

The East Lycoming School District focuses on increasing levels of progress and achievement for all students. To meet this goal, a wide spectrum of services is provided to students with special needs. If you have any questions or need assistance, please contact Mrs. April Paulhamus, Director of Special Education Services at 584-5111.

At the Hughesville Junior/Senior High School, there are two supplemental learning support classrooms, one class in the junior high and one class in the senior high. There are also two life skills classrooms, one class in the junior high and one class in the senior high. There are three other itinerant junior/senior high school learning support teachers. In addition to learning support services, the Junior/Senior High School offers itinerant gifted support services to students meeting the district criteria.

The East Lycoming School District provides a wide variety of services to support specific individual student needs. These include increased planning to provide opportunities for students which include inclusion experiences to increase socialization and supported vocational exploration before graduation. Other services for students with physical disabilities are provided such as

speech/language, physical and occupational therapy, if required for the student to be successful in school. The district has also provided adaptive physical education, computer equipment, specialized transportation, and flexible scheduling. To assist students at the high school level, extra counseling services are provided through the Hughesville Jr/Sr High School Guidance Office or students are supported by his/her case manager.

The district also utilizes agency support through a Student Assistance Program (SAP) team referral. Agency assistance is also valuable in planning for students with special needs. East Lycoming utilizes CBHNP as the referral agency for services such as Behavioral Support. We also call on Lycoming/Clinton County Mental Health/Intellectual Disability Agency to discuss extra special needs and services options for students. High School Transition meetings are held four times per year, with various community agencies present. Also involved is the Office of Vocational Rehabilitation (OVR) in facilitating Transition to Work planning for students after high school graduation. Several district students have also attended the Lycoming County Employability Day.

IF YOU HAVE A CONCERN ABOUT YOUR CHILD'S EDUCATION:

Parents, students or teachers may request help at any time for a variety of school related issues.

1. First, parents are requested to call their child's classroom teachers at the earliest sign of any adjustment that would be helpful, or at the earliest sign of difficulty. Your communication is the most valuable resource for your child.
2. Second, contact the Principal of your building. For concerns at the Hughesville High School contact the Principals at 584-5111; Guidance Counselors at 584-5113; School Nurse at 584-5901.
3. Further evaluation: If additional information is needed about a child's educational levels or if a parent feels that the student needs more intensive services, the student may be referred for Multidisciplinary Evaluation (MDE) by contacting Mrs. April Paulhamus, Direction of Special Education Services. A Permission to Evaluate (PTE) will be generated and sent home for your signature and input for the multidisciplinary evaluation to proceed. A "Parents Rights" packet will accompany the evaluation permission form. The parent must receive this packet and be given informed consent to the multidisciplinary evaluation. A school psychologist completes any evaluation and academic testing. This evaluation and a written report must be completed within 60 days of receiving the parent signature on the PTE.
4. Written Evaluation Report: After information in the MDE, or school psychological evaluation is gathered, the MDE process provides for an exchange of information and suggested outcomes for the child. This is in the form of a report (Evaluation Report- ER or Gifted Written Report-GWR) that is shared with the parents, teachers, and Principal. The team may revise the report recommendations, but the final report must be completed within 60 school days of receiving the parent signature.
5. Meeting and NOREP/NORA: An IEP or GIEP meeting will follow this report to make a decision about your child's educational program. The IEP/GIEP meeting must occur within 30 days following the ER/GWR report date. A decision about a student's educational program is a team decision with the parents being the most important component of the team. When this decision is made, the parent will sign a Notice of Recommended Educational Program (NOREP) or Notice of Recommended Assignment (NORA), which notes if the student is or is not in need of special education services.
6. Confidentiality: Results of student testing and evaluation are confidential and are not shared unless the district has permission in writing to do so. Parents have the right to all of their students' records. Each school building office has copies of the Pennsylvania Department of Education regulations for special education programs, which are followed by our district. Copies are available to any parent upon request.

Student Assistance Program

The East Lycoming School District has established a Student Assistance Program to provide appropriate counseling and support services for the students experiencing problems with drugs, alcohol, and other dangerous substances, as well as issues relating to student mental health. The Student Assistance Program is designed to identify issues, including alcohol and other drugs, which pose a barrier to students' learning and school achievement. Student Assistance is not a treatment program but rather a systematic process whereby effective professional techniques are used to mobilize school resources in order to eliminate barriers to students' learning and school achievement. When the problem is beyond the scope of the school, the student and the family will be provided with information so they may access services within the community. The Student Assistance team members do not diagnose, treat, or determine appropriate services. The District encourages involvement of parents in all phases of the Student Assistance Program so as to underscore the parent's role and responsibility in the decision-making process affecting their children's education and in the successful resolution of student problems.

Student Assistance Emergency Phone Numbers – To Get Help Call: Any Emergency 911
Helpline 1-800-326-9577

CENTER FOR COMMUNITY RESOURCES (CCR) **Phone: 1-(844) - 707 - 3224 Text: #63288**
Chat: www.ccrinfo.org

Lycoming County Children Human Services Crisis Intervention & Emergency 570-326-7895
Mental Health & Mental Retardation 1-800-525-7938
YWCA Wise Options (Abuse & Sexual Assaults) 323-8167
Alcohol & Drug 24-hour Helpline 1-800-562-1240
Alcoholics' Anonymous 327-2860 (Alateen) 1-800-356-9996
Narcotics Anonymous 327-2678
Shepherd of the Streets 322-6538
Diakon Family Life Services 322-7873
Behavioral Health Center 320-7525
Childline (Abuse) 1-800-932-0313
West Branch Drug & Alcohol 323-8543
Safe-2-Say 1-844-SAF2SAY

Visitors

All visitors must report to the office. Visitors will wear visitor tags. The administration has the right to not allow visitors a specified number of days before a vacation and at the end of school, or during special occasions.

Telephone Messages

The main office receives many telephone calls from parents, friends, employers, etc. requesting that a student be given a personal message. Only in the case of an emergency will a student be called out of class to receive a message. All calls due to a student being ill must go through the nurse.

Textbooks

In most instances, your textbook represents the basic tool of your trade. We urge you to guard it carefully and keep it covered at all times and to use it daily. If you are receiving a new book, ask your teacher how to "break it in". The student to whom the book was issued must pay for damaged, or lost books. If you lose your book, you will be expected to pay for it. Write your name and the teacher's name on the inside cover of the book.

Working Papers

The Pennsylvania Department of Labor and Industry requires all employed minors (under age 18) to be covered by an employment certificate. These certificates are issued at the high school office. A parent must apply for the application and present proof of the student's birth date. It is

illegal to work before receiving the employment certificate from the school.

Policies

Athletic Complaint Policy

The East Lycoming School District provides a comprehensive interscholastic athletic program for its students. Personnel, supplies, and equipment are provided to ensure the implementation of school district and PIAA policies related to athletics. The Student, parent, or other individual who has an issue is encouraged to discuss the issue with the coach directly to resolve the issue at that level. Anyone still having an issue/complaint regarding an area dealing with the district's athletic program shall utilize the appropriate procedures and forms for registering the complaint. Complaints shall be filed in a timely manner (within 15 days if related to a specific incident), thus, allowing a thorough comprehensive investigation of the complaint. All complaints shall be in writing, signed, and dated. Board Members may initiate an issue/complaint in writing on behalf of a constituent. An appropriate degree of confidentiality will be maintained throughout the complaint process. The following are the levels to be utilized for resolution of complaints. The completed issue/complaint forms shall be submitted to the grade level Principal.

Level 1 Athletic Director

Level 2 Senior High Principal

Level 3 Superintendent

Level 4 Board of Education

If a complaint is appealed to Level 4 the Board shall decide, after reviewing the written responses from levels 1, 2, 3 and written complaint, whether to hold a hearing regarding the complaint.

The administration reserves the right to intervene immediately into a situation that, in their judgment, impacts on the health or safety of children. The complaint form shall be used for all complaints.

Additional documentation may be attached to the form. Copies of the policy shall be in the school district Board Policy Manual, district athletic manual, the individual team coach's manual, and the high school student handbook.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
- (2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the School to amend a record should write the School principal [or appropriate school official], clearly identify the part of the record they want changed and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's

education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202-5920

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)–

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

☛ Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

☛ Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum. These rights transfer to from the parents to a student who is 18 years old or an emancipated minor under State law. The East Lycoming School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The East Lycoming School District will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. The East Lycoming School District will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an

opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The East Lycoming School District will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education
400 Maryland Avenue, SW Washington, D.C. 20202-5920

NON-DISCRIMINATION POLICY

The East Lycoming School District does not discriminate on the basis age, sex, handicap, race, religion, creed, national origin, veteran status or political affiliation. Inquiries concerning Title VI, IX Section 504, or American Disabilities Act compliance should be directed to Mrs. Heather Burke, Business Manager, 349 Cemetery Street, Hughesville, PA 17737-1099. (570) 584-2131

TITLE IX SEX DISCRIMINATION

All institutions which receive Federal funds are required to comply with Title IX. This law sets up procedures to be followed by, in this case, public schools in order to avoid sex discrimination in the many facets of their operation (i.e. athletics, health, and physical education, subject selections, and hiring and firing of employees of the institution.) It likewise sets up a grievance procedure should a member feel aggrieved. Full information about this act and how to file a grievance can be found in the high school library and in the libraries of the several elementary schools. The business manager of the East Lycoming School District is the source person in the event more direct information is required.

Phone Numbers

District Office: 584-2131

High School Office: 584-5111

Attendance Hot Line: 584-2161

Senior High Principal: 584-5111

Junior High Principal: 584-5111

Counseling Office: 584-5113

Business Manager: 584-2131

Athletic Director: 584-6384

School Nurse: 584-5901

East Lycoming School District Website www.elsd.org

McKinney-Vento Homeless Education Program

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT:

The Education for Homeless Children and Youth (EHCY) program is authorized under Title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq.) (McKinney-Vento Act). The McKinney-Vento Act was originally authorized in 1987 and most recently reauthorized in December 2015 by the Every Student Succeeds Act (ESSA).¹ The McKinney-Vento Act is designed to address the challenges that homeless children and youths have faced in enrolling, attending, and succeeding in school.

Under the McKinney-Vento Act, educational agencies must ensure that each homeless child and youth has equal access to the same free, appropriate public education, including a public pre-school education, as other children and youths. Homeless children and youths must have access to the

educational and related services that they need to enable them to meet the same challenging State academic standards to which all students are held. In addition, homeless students may not be separated from the mainstream school environment. Local Educational Agencies are required to review and undertake steps to revise laws, regulations, practices, or policies that may act as barriers to the identification, enrollment, attendance, or success in school of homeless children and youths.

The law indicates that the LEA liaison shall ensure that all homeless children, youth and families are identified through coordinated activities with other entities.

DEFINITION OF HOMELESS (MCKINNEY-VENTO ACT SEC. 725 (2); 42 U.S.C. 11435 (2)):
CHILDREN WHO LACK A FIXED, REGULAR, AND ADEQUATE NIGHT TIME RESIDENCE:

“Doubled up” – Sharing the housing of others due to the loss of housing, economic hardship, or similar reasons.

Living in motels, hotels, trailer parks, camping grounds, due to lack of adequate alternative accommodations.

Living in emergency or transitional shelters.

Living in a public or private place not designed for humans to live.

Migratory children living in above circumstances.

Living in cars, parks, abandoned buildings, substandard housing, bus or train stations, or similar settings.

Unaccompanied Youth – Children or youth who meets the definition of homeless and not in the physical custody of a parent or guardian.

Residency and Educational Rights:

Students who are in temporary, inadequate and homeless living situations have the following rights:

Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;

Access to free meals and textbooks, Title I and other educational programs and other comparable services including transportation;

Attendance in the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

When a student is identified as being McKinney-Vento eligible, staff will:

Assist with enrollment, monitor school attendance and arrange transportation (preK-8 students)

Provide school supplies and other school related materials as needed.

Advocate for and support students and families through school and home visits.

Set clear expectations for student behavior, attendance and academic performance.

Assist students/families access with community services.

Assist students/families with access to tutoring, special education and English language learner resources.

Assist students so they can participate in sports, field trips, and school activities regardless of their ability to pay or to provide their own transportation.

For additional information, contact LEA Homeless Liaison at 570-584-2131.

School Board Policies with web link

Additional required notifications can be viewed at the link below:

go.elsd.org/additional

The following policies are available via the web link listed above. Go to the web link to view the policies.

- 105.1 - Review of Instructional Materials by Parents/Guardians and Students
- 113 - Special Education
- 114 - Gifted Education
- 123 - Interscholastic Athletics
- 138 - Language Instruction Educational Program for English Learners
- 142 - Migrant Students
- 200 - Enrollment of Students
- 203 - Immunizations and Communicable Diseases
- 204 - Attendance
- 209 - Health Examinations/Screenings
- 210 - Medications
- 210.1 - Possession/Administration of Asthma Inhalers/Epinephrine Auto-Injectors
- 216 - Student Records
- 217 Graduation
- 218 - Student Discipline
- 218.1 - Weapons
- 221 Dress and Grooming
- 222 - Tobacco and Vaping Products
- 226 - Searches
- 227 - Controlled substances/paraphernalia
- 235 - Student Rights and Responsibilities
- 235.1 - Surveys
- 237 - Electronic Devices
- 238 - Student Acceptable Use of Computer Network System/Internet
- 247 - Hazing
- 249 - Bullying/Cyberbullying
- 250 - Student Recruitment
- 251 - Homeless Students
- 707 - Use of School Facilities
- 716 - Integrated Pest Management Notification
- 806 - Child Abuse
- 808 - Food Services
- 810.2 - Transportation - Video/Audio Recording
- 824 - Maintaining Professional Adult/Student Boundaries
- 904 - Public Attendance at School Events
- 906 - Public Complaint Procedures
- 918 - Title 1 Parent and Family Engagement



Laura Barondeau
Elementary Principal

July 29, 2024

Re: Recommendation to Hire

Dear Members of the Board:

It is my pleasure to recommend Ms. Ashley Detrick to fill the position of Supervisory Aide at Renn Elementary. Ashley has the warm and caring personality that will be an asset to our Renn family. Ms. Detrick will be paid \$13.69 per hour, 5 hours a day. We look forward to working with Ashley.

On behalf of the committee,

*Laura Barondeau
Principal, Renn & Ferrell Elementary*



Laura Barondeau
Elementary Principal

August 2, 2024

Re: Recommendation to Hire

Dear Members of the Board:

It is my pleasure to recommend Mrs. Sarah Gilmore to fill the position of Supervisory Aide at Renn Elementary. Sarah comes back to Renn with experience and knowledge of our students and staff. Mrs. Gilmore will be paid \$13.69 per hour, 5 hours a day. We are very excited to have Sarah back with us for the 2024-2025 school year.

On behalf of the committee,

*Laura Barondeau
Principal, Renn & Ferrell Elementary*



August 8, 2024

Re: Full Time Maintenance Worker

Members of the Board:

It is my recommendation that the Board approve Alejandro Gomez as a full-time maintenance worker. His starting rate will be \$17.53/hour.

Sincerely,

Bryan McCaffery
Director of Buildings & Grounds



August 8, 2024

Re: Full Time Custodian – High School

Members of the Board:

It is my recommendation that the Board approve Cassandra Younkens as a full-time custodian at the high school. Her starting rate will be \$14.76/hour. She will start once all required paperwork is submitted.

Sincerely,

Bryan McCaffery
Director of Buildings & Grounds

August 8, 2024

Re: Part Time Custodian – Renn

Members of the Board:

It is my recommendation that the Board approve John Harris as a part-time custodian at Renn Elementary. His starting rate will be \$14.76/hour for 4 hours per day. He will start once all required paperwork is submitted.

Sincerely,

Bryan McCaffery
Director of Buildings & Grounds

August 7, 2024

Food Services Department

To Whom It May Concern,

This letter is to recommend transfer for Miranda Houser from a custodial position to a general cafeteria position in the food service department at the High School, 4.75 hours per day, at a rate of \$13.69 per hour effective August 7, 2024.

Sincerely,

Jesse Golla
Director of Food and Nutrition Services, East Lycoming School District
The Nutrition Group
570.584.0194



Classroom Teacher – Elementary

East Lycoming S D

Job Description

JOB INFORMATION

<i>Title:</i>	Classroom Teacher - Elementary - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	Professional Employment Agreement
<i>Employee Group:</i>	Professional
<i>Location</i>	Building
<i>Last Edited On:</i>	8/2/2024 2:18:41 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Elementary Administration
<i>Reports To:</i>	Elementary Principal
<i>Supervises:</i>	Students

JOB GOAL

To create a flexible elementary instructional program in regular class environment or virtual environment when necessary, adapting best practices from favorable to student learning and personal growth; to establish appropriate effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further education, in accordance with each student's ability; and to establish appropriate, effective relationships with parents and with other staff members through by effective use of different modes of communication and interaction as is appropriate, such as online, phone or face-to-face conferencing and email or other written communication.

ESSENTIAL FUNCTIONS

1. Teaches reading, language arts, social studies, mathematics, health, and/or science and other subjects within area permitted by specific Pennsylvania certification to students in a classroom, using the curriculum adopted by the Board of Education and other appropriate learning activities. Where applicable, adapts and teaches curriculum in virtual classroom setting.
2. Instructs students in citizenship and basic subject matter specified in state law, district approved programs and curriculum, and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials; provides individualized and small group instruction in order to adapt the curriculum to the needs of each student and to meet the requirements; and translates lesson plans into learning experiences so as to best use the available time for instruction.
4. Uses technology and research based instructional methods to deliver or facilitate instruction. Prior to use of new technologies, uses and tests hardware and applications to ensure it works as smoothly as possible for intended uses.
5. Demonstrates understanding of and abides by federal, state, and local school laws and regulations; mandated programs; District policies and administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
6. Establishes and maintains standards of student behavior needed to achieve a safe and inspiring learning atmosphere in the virtual or the regular classroom.
7. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
8. Communicates with parents through conferences and other means to discuss student's progress and interpret the school program, ensuring they are consistently made aware of all means of contacting the teacher for this purpose.
9. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve social, emotional, behavioral, and academic issues.
10. Creates an effective environment for learning through functional and attractive displays, bulletin boards, interest centers in a regular classroom, and use of available tools to enhance the virtual environment for online classrooms. t the virtual or regular school environment. Leads and participates actively in class discussions, and ensures students are appropriately participating and interacting with one another.
11. Assists students and parents with technical support requests by either securing necessary IT support or, where possible, directly providing basic technical support for issues relating to use of school provided technology or equipment, such as virtual school set-up, basic computer set-up, navigation, and troubleshooting.
12. Maintains professional competence through professional development education activities provided by the district or through self-selected activities.
13. Supervises students in out-of-classroom activities during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.
14. Administers group standardized assessments in accordance with district assessment program.
15. Participates in curriculum development programs as required, faculty committees, regularly scheduled meetings, assigned day and evening activities, and sponsorship of student activities, as required.

Performs other duties as assigned.

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

QUALIFICATIONS

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

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
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Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Elementary Teacher Certification		X		

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Minimal travel may be required

SCOPE

Analytical Demands

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

Supervision

- No supervisory duties.

Sensory Abilities

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

Temperament

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

Temperament

- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

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

Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to follow directions and give direction to others.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

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

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

Physical Demands

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

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing				X	
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):	X				
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			15 lbs.

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

Working Environment

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



Classroom Teacher – Secondary

East Lycoming S D

Job Description

JOB INFORMATION

<i>Title:</i>	Classroom Teacher - Secondary - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	Professional Employment Agreement
<i>Employee Group:</i>	Professional
<i>Location</i>	Building
<i>Last Edited On:</i>	8/2/2024 2:14:31 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Secondary Administration
<i>Reports To:</i>	Secondary Principal
<i>Supervises:</i>	Students

JOB GOAL

To create a flexible secondary elementary instructional program in a regular class environment or virtual when necessary, adapting best practices from favorable to student learning and personal growth; to establish appropriate effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further education, in accordance with each student's ability; and to establish appropriate, effective relationships with parents and with other staff members by effective use of different modes of communication and interaction as is appropriate, such as online, phone or face-to-face conferencing and email or other written communication.

ESSENTIAL FUNCTIONS

1. Teaches specified curriculum to students in a classroom using the curriculum adopted by the Board of School Directors and other appropriate learning activities. Where applicable, adapts and teaches curriculum in virtual classroom setting. Provides individualized and small group instruction in order to adapt the curriculum to the needs of each student.
2. Instructs students in citizenship and basic subject matter specified in state law, district approved curriculum, and administrative regulations and procedures of the school district.
3. Develops lesson plans and instructional materials, and uses utilizes technology to enhance or deliver instruction. Translates lesson plans into learning experiences so as to best use the available time for instruction. Prior to use of new technologies, uses and tests hardware and applications to ensure it works as smoothly as possible for intended uses.
4. Uses technology and research based instructional methods to deliver or facilitate instruction. Prior to use of new technologies, uses and tests hardware and applications to ensure it works as smoothly as possible for intended uses.
5. Demonstrates understanding of and abides by federal, state, and local school laws and regulations, mandated programs, District policies and administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
6. Establishes and maintains standards of student behavior needed to achieve a safe and inspiring learning atmosphere in the virtual or regular classroom.
7. Evaluates students' academic and social growth, keeps appropriate records, and prepares progress reports.
8. Communicates with parents through conferences and other means to discuss student's progress and interpret the school program. ensuring they are consistently made aware of all means of contacting the teacher for this purpose.
9. Identifies student needs and cooperates with other professional staff members in assessing and helping students solve social, emotional, behavioral, and academic issues.
10. Assists students and parents with technical support requests by either securing necessary IT support or, where possible, directly providing basic technical support for issues relating to use of school provided technology or equipment, such as virtual school set-up, basic computer set-up, navigation, and troubleshooting.
11. Creates an effective setting environment for learning, through a functional and an attractive regular or virtual classroom environment.
12. Maintains professional competence through professional development activities provided by the district or through self-selected activities.
13. Supervises students in out-of-classroom activities during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.
14. Administers group standardized assessments in accordance with district assessment program.
15. Participates in curriculum development programs as required, faculty committees, regularly scheduled meetings, assigned day and evening activities, and sponsorship of student activities, as required.

Performs other duties as assigned.

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

QUALIFICATIONS

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

Education

<i>Education Level</i>	<i>Education Details</i>	<i>Req</i>	<i>Pref</i>	
Bachelors Degree	Education	X		Or
Bachelors Degree	Discipline Specific (Math, History, etc.)		X	

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
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Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Secondary Teacher Certification		X		

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Minimal travel may be required.

SCOPE

Analytical Demands

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

Supervision

- No supervisory duties.

Sensory Abilities

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

Temperament

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, and service oriented.
- Able to make judgments and work in situations that may be stressful.
- Ability to work as a coordinator and a member of a team.
- Must be courteous and able to effectively manage job responsibilities.

Temperament

- Must be cooperative, congenial, service oriented, and promote these qualities.
- Ability to work in an environment with frequent interruptions.
- Ability to be respectful and empathetic.

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

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

Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to follow directions and give direction to others.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

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

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

Physical Demands

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

	Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing				X	
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):	X				
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			15 lbs.

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

Working Environment

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



Gifted Support Instruction East Lycoming S D

J O B D E S C R I P T I O N

JOB INFORMATION

Title:	Gifted Support Instruction - East Lycoming S D
FLSA:	Exempt
Terms of Employment:	Professional Employment Agreement
Employee Group:	Professional
Location	Multiple Locations
Last Edited On:	8/2/2024 2:11:00 PM

ORGANIZATION

County:	Lycoming
Entity:	East Lycoming S D
Department:	Special Education
Reports To:	Director of Special Education
Supervises:	Students

JOB GOAL

To provide instruction and services to students who are eligible for gifted support in accordance with law and their Gifted Individual Education Plans (GIEP).

ESSENTIAL FUNCTIONS

1. Coordinates and executes, in collaboration with other district personnel, appropriate educational opportunities and offerings in compliance with applicable state law, regulations, guidelines and District policy and administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
2. Participates in the GIEP process, at the pre-conference level and conference levels, and shares responsibility with district staff for information gathering and the writing the GIEP.
3. Directs and supervises independent area of interest projects as appropriate for each secondary student, provides enrichment of content areas and activities for elementary and secondary students as appropriate, serves as the teacher of classes provided to clusters of gifted students in order to offer acceleration or compacted learning opportunities as needed and indicated by the GIEP.
4. Facilitates and coordinates the implementation and completion of annual goals for each gifted student in order to provide qualitatively different opportunities (accelerated and/or compacted) through: classroom teaching, interdisciplinary planning, seminars, approved trips, competitions, and group activities focusing on higher level thinking and communication.
5. Creates, monitors progress on goals, and evaluates the GIEP as part of the GIEP team for each student receiving gifted support.
6. Evaluates and makes recommendations concerning suitable learning materials.
7. Cooperates with other gifted support teachers in this and other districts, institutions, and agencies so as to arrange for the use and sharing of appropriate resources.
8. Keeps current with research in gifted education.
9. Maintains records and completes reports as required.
10. Maintains communications with parents including orientations, phone conferencing, and publicity releases. Interacts with parents and staff who act as members of the GIEP team in preparation for annual GIEP conferences and implementation of the student's annual goals.
11. Arranges logistical components related to gifted support services including possible transportation considerations, announcements, and permission forms as needed.
12. Seeks input for the gifted support community resource database from parents and other community members so that the database is updated with volunteers who may be able to bring their expertise to share with gifted support students.
13. Supervises independent study as required by a student's annual goals.

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		X		

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2-3 years	Experience teaching at the grade or age levels of the students supported by this position.	X		

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
	Pennsylvania Teaching Certification in age / grade range of assigned students	X		

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Dependent on building(s) assigned

SCOPE

Analytical Demands

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

Supervision

- No supervisory duties.

Sensory Abilities

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

Temperament

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

Temperament

- Ability to be respectful and empathetic.

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

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

Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to follow directions and give direction to others.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

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

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

Physical Demands

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

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing				X	
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			15 lbs.

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

Working Environment

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



School Counselor East Lycoming S D

Job Description

JOB INFORMATION

<i>Title:</i>	School Counselor - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	Professional Employment Agreement
<i>Employee Group:</i>	Professional
<i>Location</i>	Various Buildings
<i>Last Edited On:</i>	8/2/2024 2:06:37 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Student Services
<i>Reports To:</i>	Principal
<i>Supervises:</i>	Students / Secretarial Staff

JOB GOAL

School counselors support students' academic, career, and personal development. They provide individualized guidance to help students create academic plans, navigate career choices, and address personal challenges. Additionally, school counselors will engage in broader initiatives to raise awareness about important issues such as drug abuse, bullying, and other significant challenges faced by students in school.

ESSENTIAL FUNCTIONS

1. Develops and coordinates a school counseling program in conjunction with the Advisory Team that includes individualized education, career planning, and other activities necessary for a successful program. Focuses attention on every student's academic, career, and personal-social development needs and collaborates with others within and outside the school to meet them. Implements a guidance curriculum and responds to teacher invitations to provide classroom guidance lessons on topics such as character education, career and work issues, development of life skills, etc. Seeks input from and revises program to better meet the needs of the school as necessary.
2. Abides by federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations.
3. Provides individual or small group counseling toward social and emotional growth, new student orientation, at-risk assessment and crisis intervention to include students who are failing classes, exhibit absentee patterns, and in consultation with student's therapist. Provides goal-oriented counseling in systematic response to identified needs.
4. Maintains and updates the website and forms as required.
5. Plans, schedules, and delivers crisis education and response management; provides evening parent programs and post-secondary programming to high school students.
6. Coordinates services and makes referrals to community agencies.
7. Assists students in evaluating their aptitudes and abilities through the interpretation of individual standardized test scores and other pertinent data in order to discover and develop their special abilities. Provides information and access to additional resources on potential jobs/careers that align with student's abilities and interests.
8. Provides in-service training in guidance for teachers.
9. Enters and tracks all data and scheduling related to cyber students.
10. Oversees course scheduling for all traditional, nontraditional, and learning support students and confers with parents and teachers to provide support whenever necessary.
11. Communicates with teachers and staff members to familiarize them with the general range of services offered by the department in order to improve the educational prospects of individual students being counseled.
12. Coordinates opportunity for students to take assessments related to post-secondary education such as the PSAT, SAT, ACT or AP examinations. Assists with District preparation for state-mandated testing. Participates in IEP, GIEP meetings or Section 504 service agreement meetings, as requested. Participates in, coordinates, and maintains records on the Child Study process. Participates in Student Assistance Program.
13. In conjunction with the principal, periodically monitors data on student progress relating to implementation of individualized instructional or behavioral interventions and assists with modifications when indicated. Works in collaboration with others to resolve students' educational needs, including those related to IEPs and GIEPs.
14. Monitors student progress toward meeting all graduation requirements and works with those who face problems with sufficient credits toward graduation. Supports student's post-graduation process by building transcripts and maintaining graduation credit counts per student, counseling and advising students on the college application process, and writing letters of recommendation.

15. Interprets and communicates information regarding school counseling to the community as well as potential stakeholders outside of the classroom.
16. Participates in student referrals to homebound instruction, alternative education, and similar out of school placements.
17. Maintains the confidentiality of student records and information as part of exercising professional duties and discretion in sharing such information.

Additional Responsibilities

- Serves as a the Building Suicide Prevention Coordinator working in conjunction with the administration to implement the district Suicide Awareness, Prevention, and Response Policy 819.

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>	
Masters Degree	Counseling, School Counseling, or other applicable field	X		

Work Experience

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

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Elementary School Counselor		X		Or
Secondary School Counselor		X		

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
10%	Dependent on Building Assignment(s)

SCOPE

Analytical Demands

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

Supervision

- No supervisory duties.

Sensory Abilities

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

Temperament

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

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

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

Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to follow directions and give direction to others.
- Ability to work independently and make work-related decisions.

Workplace Expectations

- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

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

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

Physical Demands

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

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			15 lbs.

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

Working Environment

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



JOB INFORMATION

<i>Title:</i>	Psychologist - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	Professional Employment Agreement
<i>Employee Group:</i>	Administrative
<i>Location</i>	Multiple Locations
<i>Last Edited On:</i>	8/2/2024 2:21:58 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Special Education
<i>Reports To:</i>	Director of Special Education
<i>Supervises:</i>	Students

JOB GOAL

The School Psychologist provides consultation, support, and direct assessment of academic achievement and behavioral health within the school environment. The school psychologist is responsible for conducting psychological, academic, and behavioral assessments in the diagnosis and identification of diverse learners and their needs according to Pennsylvania School Code. The school psychologist serves as a member of the school team to support a safe and supportive learning environment for all students; promotes and provides behavioral and mental health services; and coordinates care with community and private agencies.

ESSENTIAL FUNCTIONS

1. Abides by federal, state and local school laws and regulations, mandated programs, District policies and administrative regulations.
2. Conducts diagnostic study and/or psychological evaluations of the individual child to include: consults with parents to gain background information for evaluation purposes, an evaluation of current academic and intellectual functioning of the child (private schools included), identification of strengths and needs in learning potential, and assessment (including gifted) of personality and social factors that affect the child's learning and personal and school adjustment. Tracks and meets all legally required timelines for completion of individual evaluations.
3. Interprets diagnostic findings and consults with the individual, appropriate school personnel, parents, and agencies and makes recommendations relevant to these findings; recommends appropriate referrals for further diagnostic evaluations, e.g., to speech therapists, reading specialists, psychiatrists, and neurologists; and assists parents and teachers to understand typical and atypical behavior in children. Participates in IEP, GIEP meetings or Section 504 service agreement meetings, as requested.
4. Keeps appropriate records concerning psychological evaluations and recommendations; prepares Evaluation reports for distribution to referring teacher, principal, parent, and outside agencies when appropriate; and interprets psychological and education reports received from other agencies on students.
5. Assesses school readiness for children whose parents request early entrance to kindergarten or first grade and assists with coordination and planning for transition of Early Intervention students to school age programming.
6. Recommends placement of children in special education programs; facilitates the placement and systematic re-evaluation of exceptional children in special education programs; and assists professional staff to provide appropriate modifications for exceptional students in the general education environment.
7. Researches and applies current developments in psychological testing and evaluation; provides periodic updates of legal issues in delivery of psychological services as appropriate; and assures the maintenance of an ethical approach in psychological activities in the schools, protecting the rights of individuals involved, to the adherence to N.A.S.P. ethical standards.
8. Consults with school principals and department members to develop, implement, and evaluate programs for students in special education and general education programs as well as the administrative staff concerning matters relating to the delivery of psychological services.
9. Consults with appropriate administrators to revise and formulate procedures and programs pertaining to activities such as screening, placement, education, and training of exceptional children.
10. Consults with other staff members about individuals with learning or behavioral needs; provides relevant information; prepares and implements, in cooperation with local school personnel, systematic positive behavioral support programs; helps develop appropriate remedial procedures; and promotes the establishment of programs designed to prevent the development of psychological problems in school students.
11. Provides short-term adjustment counseling or crisis intervention counseling to the individual child.
12. Serves as a member of the district-wide Crisis Response Team, Threat Assessment Team, and SAP Teams

13. Assists school personnel with in-service training on issues related to psychological services, improving their skills and identifying students who need referral to internal student support services or outside agencies and, participates in and contributes to District-level curricular and administrative meetings as needed.
14. Develops or assists in development of interpretive and informational materials, handbooks and manuals, regarding psychological services and related pupil needs as they are used by pupil services staff, the Superintendent, other members of the school, the school board, and the public.
15. Serves as the District representative at professional meetings on national, state, and local levels in the areas related to psychological services; participates in professional conferences, conventions, and workshops so as to keep abreast of professional changes and developments; and establishes good working relationships with the various agencies and offices within the community that offer special help to pupils and their parents.
16. Provides supervision and support to special education paraprofessionals (scheduling, provides clarification regarding duties, and provides professional development).

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>	
Masters Degree	School Psychologist	X		

Work Experience

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

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
School Psychologist		X		

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
50%	Travel between schools for assessments and meetings

SCOPE

Analytical Demands

- A high level of analytical demands involve gathering and interpreting complex data and finding solutions to unusual and difficult problems.

Mental/Visual/Stress

- Work which frequently produces a high level of mental, visual and stress fatigue. For example, work which is frequently performed under pressure, and/or which requires intense mental application or attention to details 21%-50% 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 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 articulate a valid philosophy of education that recognizes the need for appropriate programs to serve a wide range of student abilities, needs, and interests.
- 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

- Ability to operate various office equipment.
- Must possess active listening skills and conflict mediation skills
- Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.
- Maintains a good attitude toward administration, fellow employees and the public.
- Maintains productive working relationship with immediate supervisor.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- 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.

Workplace Expectations

- 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.
- Maintains an excellent driving record.

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

Physical Demands

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

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting			X		
<input checked="" type="checkbox"/>	Standing		X			
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):			X		
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone			X		
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			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
- Subject to inside environmental conditions



Teacher - Special Education Pre K-8 East Lycoming S D

Job Description

JOB INFORMATION

<i>Title:</i>	Teacher - Special Education Pre K-8 - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	Professional Employee Agreement
<i>Employee Group:</i>	Professional
<i>Location</i>	Various Buildings
<i>Last Edited On:</i>	8/2/2024 1:59:59 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Special Education
<i>Reports To:</i>	Director of Special Education / Principal
<i>Supervises:</i>	Students

JOB GOAL

To render diagnostic, prescriptive and educational services and assistance in a variety of instructional settings to the professional team and to students with one or more disabilities who require specially designed instruction pursuant to an Individualized Education Program (IEP) (exceptional students); to create or assist in creating a flexible, age and grade-appropriate instructional program in regular, or if necessary virtual, class environment, favorable to student learning and personal growth; to establish appropriate effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further education, in accordance with each student's ability; and to establish appropriate, effective relationships with parents and with other staff members.

ESSENTIAL FUNCTIONS

1. Attends Evaluation Report and Re-evaluation Report (ER) and IEP meetings, writes or assists with the development of ERs and IEPs for exceptional students. Facilitates securing information needed for such meetings or as a result of such meetings.
2. Continually monitors and assesses the progress of each student to evaluate the student's progress toward achieving the educational goals and objectives set forth in the student's IEP and progress in the general curriculum.
3. Uses appropriate diagnostic and evaluative methods to ascertain the effectiveness of an exceptional student's IEP. Identifies when modifications may be required to the IEP, additional evaluation may be warranted or further modifications to curriculum and teaching strategies could be used to address concerns about a student's progress. Promptly addresses or initiates contact with the individuals required to address such concerns and monitors progress and results.
4. Assists with or provides appropriate modification to the general curriculum pursuant to each student's IEP.
5. Assists with developing or develops lesson plans, instructional materials; assists with or provides individualized and small group instruction in order to adapt the general curriculum to the needs of each student and to meet the requirements of the student's IEP. Researches and develops adaptations needed to deliver special education in a virtual setting to meet each student's needs. Prior to use of new technologies, uses and tests hardware and applications to ensure it works as smoothly as possible for intended uses.
6. Assists with ways to use and uses technology, research based instructional methods, effective strategies techniques and learning materials to enhance each student's progress toward meeting the goals and objectives of the IEP and to progress in the general curriculum.
7. Provides support to regular education teachers and instructional and non-instructional assistants working with exceptional students. Identifies student needs and cooperates with other professional staff members in assessing and helping exceptional students solve social, emotional, behavioral, and academic issues.
8. Participates in case conferences about exceptional students. Communicates with parents through conferences and other means to discuss their child's progress and to interpret the school program and the student's IEP, ensuring they are consistently made aware of all means of contacting the teacher for this purpose.
9. Assists students and parents with technical support requests by either securing necessary IT support or, where possible, directly providing basic technical support for issues relating to use of school provided technology or equipment, such as virtual school set-up, basic computer set-up, navigation, and troubleshooting.
10. Demonstrates understanding of and abides by federal, state, and local school laws and regulations; mandated programs; District policies and administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
11. Ensures all documentation related to a student's special education is complete, up to date and properly filed in accordance with District policies and practices.

12. Maintains professional competence and keeps abreast of new developments in the field through professional development education activities provided by the district or through self-selected activities.
13. Selects and requisitions books and instructional aides; maintains required inventory records.
14. Supervises students in out-of-classroom activities during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.
15. Administers group standardized assessments in accordance with district assessment program and as modified for particular exceptional students in their IEPs.
16. Participates in curriculum development programs as required, faculty committees, and the sponsorship of student activities

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		X		

Work Experience

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

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Special Ed, teaching certificate in Pre K - 8		X		Or
Special Ed, Resource PreK-12		X		

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Determined by building(s) assigned

SCOPE

Analytical Demands

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

Supervision

- No supervisory duties.

Sensory Abilities

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

Temperament

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

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

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

Other Specific Skills

- Meets all requirements appropriate to grade and age level assignment and the disabilities of the students served by this position.

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.

Workplace Expectations

- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

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

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

Physical Demands

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

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing				X	
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):	X				
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			15 lbs.

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

Working Environment

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



Teacher - Special Education 7-12

East Lycoming S D

Job Description

JOB INFORMATION

<i>Title:</i>	Teacher - Special Education 7-12 - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	Professional Employment Agreement
<i>Employee Group:</i>	Professional
<i>Location</i>	Various Buildings
<i>Last Edited On:</i>	8/2/2024 2:03:34 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Special Education
<i>Reports To:</i>	Director of Special Education / Principal
<i>Supervises:</i>	Students

JOB GOAL

To render diagnostic, prescriptive and educational services and assistance in a variety of instructional settings to the professional team and to students with one or more disabilities who require specially designed instruction pursuant to an Individualized Education Program (IEP) (exceptional students); to create or assist in creating a flexible, age and grade-appropriate instructional program in a regular, or if necessary, virtual class environment favorable to student learning and , personal growth; to establish appropriate effective rapport with students; to motivate students to develop skills, attitudes, and knowledge needed to provide a good foundation for further education, in accordance with each student's ability; and to establish appropriate, effective relationships with parents and with other staff members.

ESSENTIAL FUNCTIONS

1. Attends Evaluation Report and Re-evaluation Report (ER) and IEP meetings, writes or assists with the development of ERs and IEPs for exceptional students. Facilitates securing information needed for such meetings or as a result of such meetings.
2. Continually monitors and assesses the progress of each student to evaluate the student's progress toward achieving the educational goals and objectives set forth in the student's IEP and progress in the general curriculum.
3. Uses appropriate diagnostic and evaluative methods to ascertain the effectiveness of an exceptional student's IEP. Identifies when modifications may be required to the IEP, additional evaluation may be warranted or further modifications to curriculum and teaching strategies could be used to address concerns about a student's progress. Promptly addresses or initiates contact with the individuals required to address such concerns and monitors progress and results.
4. Assists with or provides appropriate modification to the general curriculum pursuant to each student's IEP.
5. Assists with developing or develops lesson plans, instructional materials; assists with or provides individualized and small group instruction in order to adapt the general curriculum to the needs of each student and to meet the requirements of the student's IEP. Researches and develops adaptations needed to deliver special education in a virtual setting to meet each student's needs. Prior to use of new technologies, uses and tests hardware and applications to ensure it works as smoothly as possible for intended uses.
6. Assists with ways to use and uses technology, research based instructional methods, effective strategies techniques and learning materials to enhance each student's progress toward meeting the goals and objectives of the IEP and to progress in the general curriculum.
7. Provides support to regular education teachers and instructional and non-instructional assistants working with exceptional students. Identifies student needs and cooperates with other professional staff members in assessing and helping exceptional students solve social, emotional, behavioral, and academic issues.
8. Participates in case conferences about exceptional students. Communicates with parents through conferences and other means to discuss their child's progress and to interpret the school program and the student's IEP, ensuring they are consistently made aware of all means of contacting the teacher for this purpose.
9. Assists students and parents with technical support requests by either securing necessary IT support or, where possible, directly providing basic technical support for issues relating to use of school provided technology or equipment, such as virtual school set-up, basic computer set-up, navigation, and troubleshooting.
10. Demonstrates understanding of and abides by federal, state, and local school laws and regulations; mandated programs; District policies and administrative regulations. Reviews and abides by Pennsylvania Code of Professional Practice and Conduct for Educators.
11. Ensures all documentation related to a student's special education is complete, up to date and properly filed in accordance with District policies and practices.

12. Maintains professional competence and keeps abreast of new developments in the field through professional development education activities provided by the district or through self-selected activities.
13. Provides vocational and pre-vocational services and assessments in connection with transition planning and students' transition programs.
14. Selects and requisitions books and instructional aides; maintains required inventory records.
15. Supervises students in out-of-classroom activities during the assigned working day or beyond the working day when involved in an extended field trip or learning activity.
16. Administers group standardized assessments in accordance with district assessment program and as modified for particular exceptional students in their IEPs.
17. Participates in curriculum development programs as required, faculty committees, and the sponsorship of student activities.

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		X		

Work Experience

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

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Special Ed, teaching certificate in 7-12		X		Or
Special Ed, Resource PreK-12		X		

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
5%	Dependent on building(s) assigned

SCOPE

Analytical Demands

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.
- 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

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

Other Specific Skills

- Meets all requirements appropriate to grade and age level assignment and the disabilities of the students served by this position

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.

Workplace Expectations

- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

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

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

Physical Demands

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

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing				X	
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups				X	
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color				X	
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):	X				
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			15 lbs.

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

Working Environment

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



Title I Teacher East Lycoming S D

Job Description

JOB INFORMATION

<i>Title:</i>	Title I Teacher - East Lycoming S D
<i>FLSA:</i>	Exempt
<i>Terms of Employment:</i>	Professional Employment Agreement
<i>Employee Group:</i>	Professional
<i>Location</i>	Various Buildings
<i>Last Edited On:</i>	8/2/2024 1:55:37 PM

ORGANIZATION

<i>County:</i>	Lycoming
<i>Entity:</i>	East Lycoming S D
<i>Department:</i>	Curriculum
<i>Reports To:</i>	Director of Curriculum and Instruction
<i>Supervises:</i>	Students

JOB GOAL

Supports the implementation of Title I, Part A and ESEA Federal mandates among identified school sites and for students identified for services under Title I. Ensures compliance with federal and state regulations related to Title I. Supports professional staff and para-educators assigned to provide Title I related services and provides support for classroom instruction through coaching and modeling.

ESSENTIAL FUNCTIONS

1. Provides direct instruction to eligible students to support their instructional needs through the Title I program.
2. Serves as an instructional coach to support and train classroom teachers and paraeducators.
3. Submits requests to purchase of materials, supplies, and equipment for the Title I schools. Provides professional development opportunities for professional staff and para-educators.
4. Works with district office staff, principals, teachers and parents to facilitate the program. Organizes in-service and staff development required for Title I Program.
5. Attends professional development such as conferences and meetings to keep current on Title I laws, regulations, and guidance requirements. Provides consultation between public school LEA officials and private school officials regarding Title I program services to meet the education needs of eligible private school children.
6. Monitors the effectiveness of the Title I program in eligible schools ensuring adherence to federal, state, and local policies. Responds to calls/inquires/emails about the Title I Program.
7. Communicate, collaborate and coordinate with Title I and Pre-K teachers, administrators, families, or community agencies and groups, regarding program questions, suggestions, concerns and compliance issues. Assists in the preparation of drafting contracts, memos, proposals, handbooks, website information, advertisements, brochures, forms, and other official documents.
8. Coordinates services among health services, social services, family engagement, transportation and food services programs.
9. Responsible for reporting on the Title I program, conducting program evaluation, and engaging in the coordination of the procedures necessary to comprehensively monitor student progress
10. Monitors expenditures of Title I funds to include planning, organizing, administering, directing, and accounting for the operation of the Title I Program. Plans and facilitates meetings for Title I teachers and parents, as appropriate.
11. Maintains records of Title I program; creates summary reports for the program; prepares and submits required local, state and federal reports. Conducts personnel administration duties for staff, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports.
12. Submits requests to purchase of materials, supplies, and equipment for the Title I schools. Provides professional development opportunities for professional staff and para-educators.
13. Works with district office staff, principals, teachers and parents to facilitate the program. Organizes in-service and staff development required for Title I Program.
14. Oversees the development of comprehensive program plans, implementation of planned programs, and monitoring of budgets in accordance with established federal, state, and local policies.
15. Develop and oversee procedures for determining instructional materials, supplies and equipment to be procured for Title I Program. Maintains accurate inventories of items purchased with federal, state and local funds.
16. Serves as School District liaison for state, federal and other Title I meetings. Attends professional development such as conferences and meetings to keep current on Title I laws, regulations, and guidance requirements. Provides consultation between public school LEA officials and private school officials regarding Title I program services to meet the education needs of eligible private school children.

17. Monitors expenditures of Title I funds to include planning, organizing, administering, directing, and accounting for the operation of the Title I Program. Plans and facilitates meetings for Title I teachers and parents, as appropriate.
18. Maintains records of Title I program; creates summary reports for the program; prepares and submits required local, state and federal reports. Conducts personnel administration duties for staff, including hiring, evaluating, assigning special duties, monitoring attendance and travel reports.
19. Submits requests to purchase of materials, supplies, and equipment for the Title I schools. Provides professional development opportunities for professional staff and para-educators.
20. Works with district office staff, principals, teachers and parents to facilitate the program. Organizes in-service and staff development required for Title I Program.
21. Oversees the development of comprehensive program plans, implementation of planned programs, and monitoring of budgets in accordance with established federal, state, and local policies.
22. Develop and oversee procedures for determining instructional materials, supplies and equipment to be procured for Title I Program. Maintains accurate inventories of items purchased with federal, state and local funds.
23. Serves as School District liaison for state, federal and other Title I meetings. Attends professional development such as conferences and meetings to keep current on Title I laws, regulations, and guidance requirements. Provides consultation between public school LEA officials and private school officials regarding Title I program services to meet the education needs of eligible private school children.
24. Monitors the effectiveness of the Title I program in eligible schools ensuring adherence to federal, state, and local policies. Reviews school plans and budgets and visits schools to review documentation. Responds to calls/inquires/emails about the Title I Program. Develops and implements instructional procedures, interprets educational policies in conjunction with Superintendent or his/her designee.
25. Prepares grant applications to receive Federal funds to implement the Title I Program; monitors grant expenditures, ensures programs are implemented according to Federal guidelines. Monitors and keeps records of Title I funds allocated to the Local Educational Agency (LEA).
26. Communicate, collaborate and coordinate with Title I and Pre-K teachers, administrators, families, or community agencies and groups, regarding program questions, suggestions, concerns and compliance issues. Assists in the preparation of drafting contracts, memos, proposals, handbooks, website information, advertisements, brochures, forms, and other official documents.
27. Coordinates services among health services, social services, family engagement, transportation and food services programs.
28. Responsible for reporting on the Title I program, conducting program evaluation, and engaging in the coordination of the procedures necessary to comprehensively monitor student progress

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	Elementary Education	X		And
Masters Degree	Reading Specialist		X	

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2-3 years	Elementary classroom teacher		X	

Licenses and Certifications

<i>Enter Licenses/Certifications</i>	<i>Lic/Certification Details</i>	<i>Req</i>	<i>Pref</i>	
Diagnostic/Prescriptive Reading, Elementary, PreK-6	Reading Specialist	X		

Travel Requirements

<i>Est. Amount</i>	<i>Brief Description</i>
20%	Travel between buildings to meet program needs

SCOPE

Analytical Demands

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

Supervision

- No supervisory duties.

Sensory Abilities

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

Temperament

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

Cognitive Ability

- Ability to communicate effectively.
- Ability to organize tasks.
- Ability to exercise good judgment.
- Ability to follow written and verbal directions, to read and write, to communicate effectively, to organize tasks, to handle multiple tasks, and to exercise good judgment.
- Ability to establish and maintain rapport with students, parents, athletic staff, alumni, Board members, booster groups, staff, co-workers, and general community.
- Ability to work on multiple tasks and prioritize appropriately.
- Ability to recognize areas of concern and propose or recommend appropriate solutions to problems.
- Maintains productive working relationship with immediate supervisor.

Specific Skills

- Demonstrates effective classroom management skills.
- Must possess active listening skills.
- Must possess conflict mediation skills.
- Plans and prioritizes assignments effectively. Able to handle several ongoing tasks and projects at once.
- Able to adjust to changes in the work environment.
- Reports to work on time, gives a full day's work and makes effective use of time while on the job.

Specific Skills

- Maintains a good attitude toward administration, fellow employees and the public.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.
- Proofreads work for grammar and spelling accuracy.
- Ability to compose clear, concise sentences and paragraphs.

Workplace Expectations

- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Promotes a positive team environment through active cooperation with others.
- Maintains awareness of the School District's policies and procedures. Follows the chain of command.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to follow directions and give direction to others.
- Ability to work independently and make work-related decisions.
- Ability to exercise good judgment in prioritizing tasks.
- Ability to communicate effectively at all organizational levels.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.

Standard ADA Settings

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

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

This factor measures the strength and stamina required in areas such as lifting, standing, and the frequency of doing these as necessary to perform the particular duties of the job.

Physical Demands

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

	<i>Physical Demand</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
<input checked="" type="checkbox"/>	Sitting		X			
<input checked="" type="checkbox"/>	Standing			X		
<input checked="" type="checkbox"/>	Walking			X		
<input checked="" type="checkbox"/>	Talking: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Hearing: On the phone; person-to-person, and in groups			X		
<input checked="" type="checkbox"/>	Vision: Near, midrange, far, peripheral, depth and color			X		
<input checked="" type="checkbox"/>	Driving Requirements (personal vehicle, and/or company vehicle):		X			
<input checked="" type="checkbox"/>	Machines or tools used: Computer:			X		
<input checked="" type="checkbox"/>	Machines or tools used: Telephone		X			
<input checked="" type="checkbox"/>	Pushing/Pulling/Lifting(Enter Weight)		X			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

Working Condition

- Typical classroom environment
- Subject to inside environmental conditions

August 13, 2024

Re: Recommendation for Athletic Director Supplemental Compensation

Members of the Board,

Upon the resignation of the Athletic Director in March 2024, HHS principals, Mr. Tom Coburn and Mr. Rick Reichner, assumed the responsibilities of district athletics. In addition, HHS office secretaries and District Office payroll assumed additional responsibilities as well. It is recommended that they are fairly compensated for these additional responsibilities as outlined below from the remaining salary of the former athletic director.

Athletic Director Kati Wyland / Annual Salary \$55,000

Work Days 260
Per Diem 211.54

Athletic Director Duties Completed by Mr. Coburn / Mr. Reichner

March 13, April 21, May 22, June 20, July 22, August (through August 13) 9
Total Days 107

Compensation Recommendation Calculation

Work Days 107
Per Diem 211.54
Total 22,634.78

Less HS Secretaries -\$2,250.00 (3 secretaries)
Less Business Office -\$750.00 (1 administrative assistant)
Total Remaining \$19,634.00

Compensation Recommendations

Stipend per acting AD \$9,817.00
- Mr. Tom Coburn / Mr. Rick Reichner
Stipend per Secretarial and Admin Support Staffs (4) \$750
- Mrs. Wendy Daugherty / Mrs. Deb Sullivan / Mrs. Erica Bennett / Mrs. Lori Higley

Respectfully submitted,
Dr. Mark Stamm
Superintendent

24/25 SUBSTITUTE LIST

<u>Certified Teacher</u>	<u>Last Name</u>	<u>First Name</u>
	AMSPACHER	DEBORAH
*	BRAGALONE	JAIMIE
*	BROSIUS	KRISTIN
	BUNCE	REBECCA
*	BURGETT	LAKEISHA
*	BYERS	HOLLY
*	CASE	AMY
*	COHICK	S. JEAN
*	CURRINDER	DEBORAH
*	DAUGHERTY	BRITTANY
*	DELKER	JONATHON
	FORSYTHE	LUCY
*	FRY	WOODY
*	GARDNER	ASHLEY
*	GREINER	ALENA
*	HENNINGER	LISA
*	HIBSCHMAN	BECKY
	HILL	RENEE
	HOLMES	AMANDA
	LONDON	DEBRA
*	MANN	CHRISTIE
	MCALEER	KELLEY
*	PERRY	LINDSEY
*	REYNOLDS	JANE
	SHANER	ROBIN
*	STRICKLAND	BRIANNA
	TROUTMAN	PATRICIA
	VOGELSONG	JANET
	WHIPPLE	KATHYANN
*	WOLFE	SARA



August 2, 2024

Re: Nursing Induction Plan

Members of the Board:

In the summer of 2023, the East Lycoming School District's Induction Plan was updated and presented to the board. In coordination with the existing plan, the school nurses (Carolyn Easton and Paula Green) have created an Induction Plan specific to school nurses. The induction plan for school nurses is specific to that role which differs greatly from teacher induction.

With your approval, the School Nurse Induction Plan will be adopted for the 2024-2025 school year and beyond.

Sincerely,

Cori A. Cotner
Director of Curriculum and Instruction

Goals of the East Lycoming School District Nurse Induction/Orientation Program

The following are the goals of the nurse induction/orientation program. The goal of the program is to introduce the new nurse with the ELSD policies and procedures, including but not limited to:

- The Board of Education Policy Manual
- The District Safety and Emergency Plans
- The Pennsylvania Department of Health (DOH) Mandated School Health Services
- School Nursing Scope of Practice/ PA Nurse practice Act
- Documentation and health record keeping
- Public School Code as it relates to school nursing services
- Laws/Regulations related to School Health
- Mandated Reporting Requirements
- FERPA/ HIPPA guidelines
- DOH Immunization regulations
- Student assistance referrals
- 504/ IEP with a medical component/ IHP
- Communicable Diseases (School Exclusion/ DOH reporting)
- Standing orders/ School Physician role
- State mandated reporting requirements (SHARRS/ Immunization report/ Chronic Health Condition Report)
- Role of various school personnel including: Guidance Counselor, School Social Worker, Principal, etc.
- Health Education topics including: Growth and development, Blood and bodily fluids.
- Role as it relates to class field trips
- Resources such as School Health Consultant, local health department
- Communication with parents/ guardians related to school health requirements

Roles and Responsibilities of Induction Team Members

The Building Principal shall be the direct link to their respective building level team member and shall meet regularly with the mentor nurse to ensure things are going according to the Induction Plan. The building principal shall communicate any concerns to the Superintendent.

The Mentor Nurse shall meet on a regular basis with the inductee nurse and those meetings will be documented by the mentor. Meetings will be held in person or by phone at least once weekly during the first three months, then biweekly thereafter.

The Inductee Nurse shall participate in the ELSD induction plan and maintain open and direct communication with their Mentor Nurse, and Building Principal.

Successful completion of the Induction Process

Mentor

Meetings with Inductee

- Discuss topics on the timeline/checklist
- Document meeting topics and dates on monthly report
- Discuss Inductee reflections from monthly meetings

Observe Inductee 2 times throughout the school year (once per semester)

- Discuss observations, document areas for growth and areas of strength
- Discuss inductees reflection of their observation

Review all documents from the Nurse Induction Program before the Inductee submits at the end of the school year.

Inductee

Meetings with Mentor

- Discuss topics on the timeline/checklist
- Document meeting topics and dates on monthly report
- Discuss reflections of their observation and monthly meeting topics with your mentor

Observe the mentor throughout the school year and write a reflection about what you observed.

Turn in all completed forms for the Nurse Induction Program at the end of the school year to your building principal.

TOPICS FOR INDUCTION

New Nurse Orientation Topics

Mentor will guide the Inductee through topics as appropriate throughout the school year.

- Tour of Facilities
- Technology (Sapphire log in, email)
- Accessing 504/ IEP with a medical component/ IHP's
- Guidance Staff
- SAP Coordinator/ Pupil Support Services
- School Procedures
- Handbooks
- Health Room Directives
- Medication Protocols
- Accident Reports
- Lice Protocol
- Early Dismissal from the nurse
- Communicable Diseases (School Exclusion/ DOH reporting)
- Responsibility regarding AEDs
- Role and Responsibility Relating to Child Abuse and Neglect
- Immunization Guidelines and Resources
- PA DOH Mandated Screenings
- State mandated reporting requirements (SHARRS/ Immunization report/ Chronic Health Condition Report)

Pre-Induction Survey. Please rate your current level of concern for the following topics:

	No Concern	Somewhat Concerned	Very Concerned
Expectations			
1. District Policies/Procedures	_____	_____	_____
2. DOH regulations	_____	_____	_____
3. PA Scope of Nursing Practice	_____	_____	_____
4. Standing orders	_____	_____	_____
5. Evaluation Process	_____	_____	_____
Nursing Care			
7. Common reasons for office visits	_____	_____	_____
8. IHP/ 504/ IEP	_____	_____	_____
9. Chronic Conditions	_____	_____	_____
10. Documentation	_____	_____	_____
Office Management			
11. School Discipline Policies	_____	_____	_____
12. Organization of health office	_____	_____	_____
13. Record keeping/ tracking	_____	_____	_____
14. Budgeting	_____	_____	_____
15. Accessing materials/ resources	_____	_____	_____
Relationships & Professionalism			
16. Establishing & building a rapport w/students _____	_____	_____	_____
17. Parent Communication	_____	_____	_____
18. Colleagues	_____	_____	_____
19. District Employees	_____	_____	_____
20. Principals, Administrators, BOE	_____	_____	_____
21. Community	_____	_____	_____
22. Code of Conduct	_____	_____	_____
Other:			
23. Years of nursing experience _____			
24. List any other concerns here:			

Checklist of induction discussions

The components of the Framework for a Non-Teaching Professional: School Health Services is listed below and should be addressed during the school year. Initial and date each topic as they are reviewed and discussed. These domains are used for Certified School Nurses however Health Room Technician/Nurse Aide/ LPN/RN positions should be made aware of these domains as they apply to the daily operations of the health office.

Domain 1: Planning and Preparation Initials _____ Date _____

- 1a. Demonstrates medical knowledge and skill in nursing technique
- 1b. Demonstrates knowledge of child and adolescent development
- 1c. Establishes goals for the nursing program appropriate to the setting and the students served
- 1d. Demonstrates knowledge of government, community, and district regulations and resources
- 1e. Plans the nursing program for both individual and groups of students
- 1f. Develops a plan to evaluate the nursing program

Domain 2: The Environment Initials _____ Date _____

- 2a. Creates an environment of respect and rapport
- 2b. Establishes a culture of health and wellness
- 2c. Follows health protocols and procedures
- 2d. Supervises health associates
- 2e. Organizes physical space

Domain 3: Delivery of Service Initials _____ Date _____

- 3a. Assesses student needs
- 3b. Administers medications to students
- 3c. Promotes wellness through classes or classroom presentations
- 3d. Manages emergency situations
- 3e. Demonstrates flexibility and responsiveness
- 3f. Collaborates with teachers to develop specialized educational programs and services for students with diverse medical needs.

Domain 4: Professional Responsibilities Initials _____ Date _____

- 4a. Reflects on practice
- 4b. Maintains health records in accordance with policy and submitting reports in a timely fashion
- 4c. Communicates with families
- 4d. Participated in a professional community
- 4e. Engages in professional development
- 4f. Shows professionalism

Monthly Reports

January Nurse Induction Report

Mentor _____

Inductee _____

Building _____

Topic(s) Discussed

Action(s) Planned

Mentor Signature _____

Date _____

Comments

Post-Induction Survey. Please rate your current level of concern for the following topics:

	No Concern	Somewhat Concerned	Very Concerned
Expectations			
1. District Policies/Procedures	_____	_____	_____
2. DOH regulations	_____	_____	_____
3. PA Scope of Nursing Practice	_____	_____	_____
4. Standing orders	_____	_____	_____
5. Evaluation Process	_____	_____	_____
Nursing Care			
7. Common reasons for office visits	_____	_____	_____
8. IHP/ 504/ IEP	_____	_____	_____
9. Chronic Conditions	_____	_____	_____
10. Documentation	_____	_____	_____
Office Management			
11. School Discipline Policies	_____	_____	_____
12. Organization of health office	_____	_____	_____
13. Record keeping/ tracking	_____	_____	_____
14. Budgeting	_____	_____	_____
15. Accessing materials/ resources	_____	_____	_____
Relationships & Professionalism			
16. Establishing & building a rapport w/students _____	_____	_____	_____
17. Parent Communication	_____	_____	_____
18. Colleagues	_____	_____	_____
19. District Employees	_____	_____	_____
20. Principals, Administrators, BOE	_____	_____	_____
21. Community	_____	_____	_____
22. Code of Conduct	_____	_____	_____
Other:			
23. Years of nursing experience _____			
24. List any other concerns here:			

To be filled out by **Inductee**

1. Did this program provide the support that you needed to make the transition to the District?
Explain:

Explain:

2. What topics/workshops would you suggest be added to aid an incoming nurse?

3. What changes in the program would you recommend?

4. To what extent were the following objectives met by the program?

	Excellent	Good	Fair
Improvement in school health nursing			
Adjustment to the district and building standards/method of operation			
Adjustment to the district and building standards/method of operation			
Professional development			

Comments:

Inductee Signature _____ Date _____

End-of-Year Review with Building Principal

Inductee End-of-the-Year Review with Building Principal: To be completed by Inductee and Principal-Mentor may attend this meeting as well

At the conclusion of this meeting, the building principal will forward this completed packet along with a letter to the employee and the superintendent that the new nurse has successfully completed their mentor program. Letter of completion will be placed in the employees personnel file.

Nurse Reflection on the school year:

Principal's Comments:

Nurse Signature: _____ Date _____

Principal Signature: _____ Date _____

July 9, 2024

Executive Session: An Executive Session was held at 6:30PM regarding the Annual School Safety Report, no action items.

Call the Meeting to Order: Mr. Mamrak, President, called the East Lycoming School District Board of Education's July 9, 2024 Board meeting to order in the Ferrell Elementary Cafeteria 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. Rebecca Yerg - present
Mrs. Lisa McClintock - present	Mr. Floyd Swales - present
Mrs. Rikki Riegner - absent	

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 Hipple - 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 and Grounds Director

General Public: Chris Kenyon (Sun-Gazette), Pat Crossley (Sun-Gazette), Jennifer Vermeire, Lora MacKenzie, Rose Trevouled, Charlotte Dudek, Ashton Hackenberg, Kate McClintock, Jane Reynolds, Leigh Houseknecht and Stephen Vermeire.

Board Policies: It was moved by Mrs. Buebendorf, seconded by Mrs. Yerg to approve the following Board Policies:

1. **Board Policy Revisions:**

Resolved, to approve the revisions of the following board policies as recommended by PSBA:

- Policy 218 (Student Discipline)*
- Policy 218.1 (Weapons)*
- Policy 218.2 (Terroristic Threats)*
- Policy 801 (Public Records)*
- Policy 803 (School Calendar)*
- Policy 805 (Emergency Preparedness and Response)*
- Policy 805.1 (Relations with Law Enforcement Agencies)*
- Policy 805.2 (School Security Personnel)*
- Policy 806 (Child Abuse)*

2. **Board Policy {First Reading}:**

Resolved, to approve the First Reading of Board Policy 335 (Family and Medical Leaves) as recommended by PSBA.

Mr. Michael Mamrak - yes	Mrs. Tara Buebendorf - yes
Mr. Scott Ritter- yes	Mrs. Rebecca Yerg - yes
Mrs. Rikki Riegner - absent	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mr. Floyd Swales - yes
Mr. Craig Dudek - no	<u>Motion Carried</u>

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

1. **Superintendent Annual Salary Increase:**

Resolved, on June 18th the Board of Directors completed their annual review of Dr. Mark Stamm, Superintendent. The board determined that the superintendent satisfactorily met his performance objectives and recommended a salary increase of 2.75%. Results of the evaluation will be posted to the district website as required by law.

Mr. Michael Mamrak-yes	Mrs. Tara Buebendorf-yes
Mr. Scott Ritter- no	Mrs. Rebecca Yerg - yes
Mrs. Rikki Riegner - absent	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mr. Floyd Swales - no
Mr. Craig Dudek - no	<u>Motion Carried</u>

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

1. **Part-time Custodian:**

Resolved, upon the recommendation of Dr. Stamm and Mr. Mccaffery that Ms. Miranda Houser be approved as a part-time Custodian at Ashkar Elementary. Ms. Houser will be paid \$14.76, 4 hours per day.

2. **Part-time Custodian:**

Resolved, upon the recommendation of Dr. Stamm and Mr. Mccaffery that Ms. Mary Collins be approved as a Part-time Custodian at the High School. Ms. Collins will be paid \$14.76, 4 hours per day, pending receipt of required documents.

3. **Athletic Volunteers:**

Resolved, upon the recommendation of Dr. Stamm and acting Athletic Director Mr. Coburn to approve the following Athlete Volunteers:

- Ashlynn Shrawder (24/25 Girls Soccer season)
- Luke Kaiser (24/25 Football season)

4. **Appointment of Middle School Math Teacher:**

Resolved, upon the recommendation of the interview committee, Dr Stamm is requesting approval of Miss Allyse Marchioni to fill the vacant position in Middle School Math. Starting

salary as defined in the CBA will be B-1 \$56,900.00

Mr. Michael Mamrak- yes	Mrs. Tara Buebendorf -yes
Mr. Scott Ritter-yes	Mrs. Rebecca Yerg - yes
Mrs. Rikki Riegner - absent	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mr. Floyd Swales - yes
Mr. Craig Dudek - yes	<u>Motion Carried</u>

Resignations received and accepted by Superintendent Stamm:

- Randy Sones, Maintenance Worker, retirement resignation effective January 10, 2025.
- Julie Connerton, Food Service Worker and Summer Worker, effective June 24, 2024.

Minutes: It was moved by Mrs. Yerg, seconded by Mr. Ritter to approve the minutes from the Board and Facility Committee meetings of June 18, 2024 as submitted.

Mr. Michael Mamrak- yes	Mrs. Tara Buebendorf -yes
Mr. Scott Ritter- yes	Mrs. Rebecca Yerg - yes
Mrs. Rikki Riegner - absent	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mr. Floyd Swales - yes
Mr. Craig Dudek- yes	<u>Motion Carried</u>

Business/Financial Matters: It was moved by Mr. Ritter seconded by Mrs. McClintock to approve the following Business/Financial Matters:

1. **Memorandum of Understanding:**

Resolved, upon the recommendation of Superintendent Stamm and the East Lycoming Education Association to approve the Memorandum of Understanding to use an outside party for the School Psychologist during the 2024/2025 school year.

2. **Contracted School Psychologist:**

Resolved, upon the recommendation of Dr. Stamm and Special Education Director, Mrs. Paulhamus that the contract with Dr. Bryan Miller as a School Psychologist through December 2024 be approved.

3. **Dual Enrollment Agreement:**

Resolved, upon the recommendation of Dr. Stamm and Curriculum Director, Mrs. Cotner to approve the enclosed Dual Enrollment Agreement with Keystone College.

4. **Singer Proposal-Spartan Sips Equipment:**

Resolved, upon the recommendation of Dr. Stamm that the attached proposal from Singer Equipment totaling \$15,469.02 for the Spartan Sips project be approved. First Community Foundation EITC Grant funds of \$10,400 will be allocated toward these items with the remaining be funded through the bond proceeds.

5. **Excavation and Playground Equipment Removal at Renn Elementary:**

Resolved, upon the recommendation of Superintendent Stamm and Buildings and Grounds Supervisor Mccaffery that the attached quote from Woods Excavating totaling \$14,200 for the removal of the playground equipment at Renn Elementary School be

accepted and funded through the bond proceeds.

6. **2024-25 School Lunch & Breakfast Prices:**

Resolved, upon the recommendation of Dr. Stamm and Business Manager Mrs. Burke that the following 2024-25 Student Lunch & Breakfast Prices be approved:

	Breakfast	Lunch
Elementary	\$1.00	\$2.05
Secondary	\$1.10	\$2.15

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

7. **Request for Change (RFC):**

Resolved, upon the recommendation of Dr. Stamm that the 7 Requests for Change totaling \$17,880.40, be approved.

8. **Revised Construction and Renovation Project Proposal:**

Resolved, upon the recommendation of Dr. Stamm and the Facility Committee, to approve the revised list of construction and renovation projects allocated towards the bond funds.

9. **High School Library Classroom Furniture Quote:**

Resolved, upon the recommendation of Dr. Stamm that the enclosed High School Library Classroom Furniture Quote be approved.

10. **Amended Agreement Proposal with Larsen Design:**

Resolved, As required by DEP, it is recommended Superintendent Stamm to approve the amended agreement with Larsen Design to complete HEC-RAS Water Specific Hydraulic Calculations for 2800 feet of CNT from Cemetery St. to Muncy Creek for \$62,000.00.

- Mr. Michael Mamrak - yes
- Mr. Scott Ritter - yes
- Mrs. Rikki Riegner - absent
- Mrs. Lisa McClintock - yes
- Mr. Craig ... - yes
- Tara Buebendorf - yes
- Mrs. Rebecca Yerg - yes
- Mrs. Shannon McConnell-Barlett- yes
- Mr. Floyd Swales - yes

Motion Carried

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

1. **Request for Change (RFC):**

Resolved, to grant the superintendent authority to approve necessary change orders up to \$20,000 to ensure the construction projects can continue to move forward and completed on schedule. All RFCs approved by the superintendent will be reviewed by the board at the next meeting.

- Mr. Michael Mamrak - yes
- Mr. Scott Ritter- yes
- Mrs. Rikki Riegner - absent
- Mrs. Lisa McClintock - yes
- Mrs. Tara Buebendorf - yes
- Mrs. Rebecca Yerg - yes
- Mrs. Shannon McConnell-Barlett- yes
- Mr. Floyd Swales - yes

Mr. Craig Dudek - no **Motion Carried**

Public Comments:

- Rose Trevouledes (Wolf Twp) - Commented on the Goals committee.
- Charlotte Dudek (Moreland Twp) - Discussed adding new business heading to the agenda and inquired about Spartan Academy.
- Ashton Hackenberg (Wolf Twp) - Inquired about drop off times of the elementary schools.
- Jennifer Vermeire (Picture Rocks) - Concern about Athletic Director position and timeline.
- Lora MacKenzie (Wolf Twp) - Inquired about Spartan Academy.

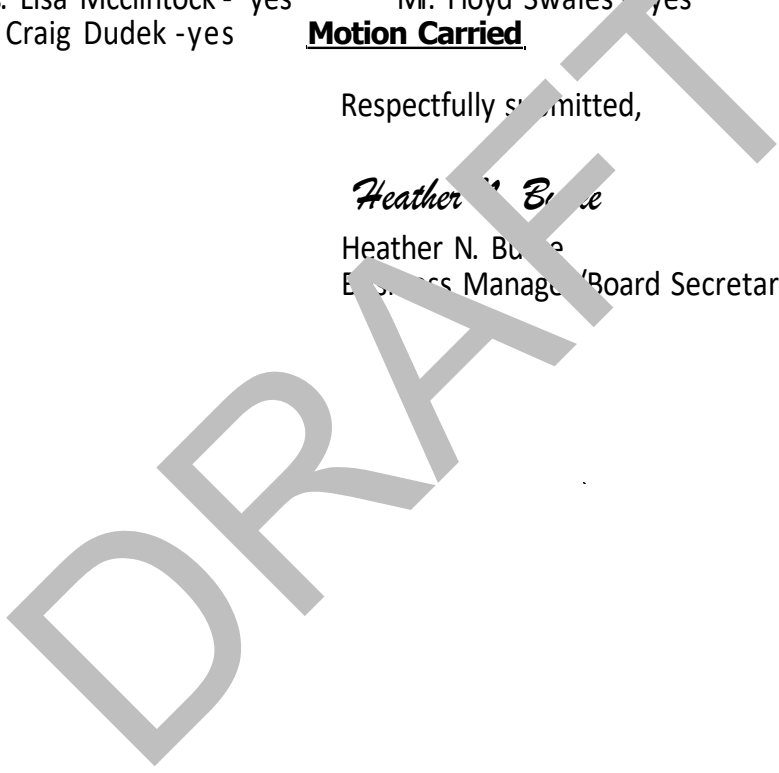
Adjourn: It was moved by Mr. Ritter, seconded by Mr. Swales to adjourn the meeting at 8:46 P.M.

Mr. Michael Mamrak - yes	Mrs. Tara Buebendorf - yes
Mr. Scott Ritter-yes	Mrs. Rebecca Yerg - yes
Mrs. Rikki Riegner -absent	Mrs. Shannon McConnell-Barlett- yes
Mrs. Lisa McClintock - yes	Mr. Floyd Swales - yes
Mr. Craig Dudek -yes	<u>Motion Carried</u>

Respectfully submitted,

Heather N. Buege

Heather N. Buege
Business Manager / Board Secretary



EAST LYCOMING SCHOOL DISTRICT DEPARTMENT OF ATHLETICS



Athletic Committee Minutes 07/09/2024 Cafeteria - Ferrell Elementary School

Facility Updates

Superintendent updated the committee on the installation schedule for the HHS volleyball nets.

Superintendent reviewed the revised capital projects list recommended by the Facility Committee and scheduled to be approved by the Board on 7-9-2024. Specific updates provided on the core drilling completed for the tennis courts.

Mrs. McClintock requested consideration of expanding the track from 6 to 8 lanes and exploring the possibility of adding an outside basketball court.

Superintendent provided a quote from Illuminated Integration to replace the audio system in the high school gymnasium. Committee supported the idea of moving this forward for Board approval on 8-13-2024.

Spring / Finter Sports Update:

Mr. Coburn and Mr. Reichner provided an update on Spring sports and the coming Fall season.

Coaches Valuation Process:

At the request of Mrs. Barlett, the committee discussed the current process for evaluating coaches.

General Public Comments:

James Dennis requested that the committee support the construction of a storm shelter for the soccer program close to the soccer fields. He also provided comments on not using athlete input on the evaluation process.

Meeting Adjourned.

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	REGULAR PROGRAMS ELEM SEC	0.00	0.00	0.00	0.00	0.00	0.00
1110	REG PROG - ELEM SECNDRY	11,665,546.24	2,348,966.95	12,094,532.06	0.00	(428,985.82)	103.68
1190	OTHER INSTRUCTIONAL PRO	487,280.40	79,328.15	589,418.09	0.00	(102,137.69)	120.96
1196	PCCD CARES	0.00	0.00	0.00	0.00	0.00	0.00
1200	SPECIAL PROGRAMS ELEM SEC	0.00	0.00	0.00	0.00	0.00	0.00
1211	LIFE SKILLS	114,839.00	24,165.54	122,258.03	0.00	(7,419.03)	106.46
1221	DEAF/HEARING IMPAIRED	49,760.00	3,485.20	3,754.73	0.00	46,005.27	7.55
1225	SPEECH & LANG IMPAIRED	139,930.00	28,194.43	139,192.48	0.00	737.52	99.47
1231	EMOTIONAL SUPPORT	297,641.30	102.11	21,351.06	0.00	276,290.24	7.17
1233	AUTISTIC SUPPORT	145,105.00	2,560.82	72,609.16	0.00	72,495.84	50.04
1241	LEARNING DISABLE	1,726,902.00	337,292.71	1,751,645.14	0.00	(24,743.14)	101.43
1243	GIFTED	76,269.00	3,876.96	17,945.60	0.00	58,323.40	23.53
1270	MULTI-HANDICAPPED SUPP	31,000.00	0.00	18,346.00	0.00	12,654.00	59.18
1281	EARLY INTERVENTION	0.00	0.00	2,328.62	0.00	(2,328.62)	0.00
1290	SPECIAL PROGRAMS-OTHER	750,112.00	10,788.88	409,189.44	0.00	340,922.56	54.55
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	8.70	0.00	1,555.30	0.56
1360	BUSINESS EDUCATION	472,565.00	104,050.81	520,809.88	0.00	(48,244.88)	110.21
1390	OTHER VOC ED PROGRAMS	482,800.00	19,558.18	450,699.52	0.00	32,100.48	93.35
1400	OTHER INSTRUCTIONAL PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
1410	DRIVERS EDUCATION	24,046.00	1,962.51	10,434.61	0.00	13,611.39	43.39
1420	SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00	0.00
1430	HOMEBOUND INSTRUCTION	9,218.00	1,282.68	4,288.89	0.00	4,929.11	46.53
1441	ADJUDICATED ALT ED	20,000.00	344.30	573.68	0.00	19,426.32	2.87

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	46,061.80	0.00	(6,061.80)	115.15
1450	AFTER SCHOOL PROGRAMS	10,372.00	0.00	53.02	0.00	10,318.98	0.51
1490	ADDITNL OTH INST PROG	6,556.00	0.00	254.21	0.00	6,301.79	3.88
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	48,962.18	291,610.48	0.00	(4,829.48)	101.68
1802	PRE K ADMIN SUPPORT	1,500.00	4,131.45	45,365.22	0.00	(43,865.22)	3,024.35
1803	PRE K MAINTENANCE	0.00	0.00	8,854.65	0.00	(8,854.65)	0.00
1804	PRE K TRANSPORTATION	0.00	0.00	12,801.59	0.00	(12,801.59)	0.00
1805	PRE K SNACK/MEALS	5,000.00	4,625.41	9,955.60	0.00	(4,955.60)	199.11
1806	PRE K STAFF DEV	0.00	0.00	234.79	0.00	(234.79)	0.00
Total		16,844,786.94	3,023,679.27	16,644,577.05	0.00	200,209.89	98.81
 MAJOR FUNCTION 1000 TOTALS							
	Total Expenditure	16,844,786.94	3,023,679.27	16,644,577.05	0.00	200,209.89	98.81
	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	3,023,679.27	16,644,577.05	0.00	200,209.89	

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	100,453.22	545,571.59	0.00	41,187.41	92.98
2140	PSYCHOLOGICAL SERVICES	155,528.00	29,261.91	153,153.85	0.00	2,374.15	98.47
2142	PSYCHOLOGICAL TESTING	0.00	0.00	0.00	0.00	0.00	0.00
2160	SOCIAL WORK SERVICES	15,000.00	0.00	15,000.00	0.00	0.00	100.00
2190	OTHER PUPIL SERVICES	230,946.00	21,253.79	272,654.50	0.00	(41,708.50)	118.06
2200	SUPPORT SVCS - INST STAFF	0.00	0.00	0.00	0.00	0.00	0.00
2220	TECHNOLOGY SUPPORT SVCS	0.00	0.00	3,570.00	0.00	(3,570.00)	0.00
2250	SCHOOL LIBRARY SERVICES	106,006.00	19,934.46	88,030.00	0.00	17,976.00	83.04
2260	INST&CURRIC DVLOP SVCS	393,285.98	29,924.13	400,468.16	0.00	(7,182.18)	101.83
2270	INST STAFF DEVELOP CERT	4,664.00	9,853.89	11,111.85	0.00	(6,447.85)	238.25
2271	STAFF DEV INSTRUCTIONAL	66,630.00	927.01	44,364.84	0.00	22,265.16	66.58
2290	OTHER INSTRUCTIONAL STAFF SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
2300	SUPPORT SVCS - ADMIN	42,651.00	0.00	234.76	0.00	42,416.24	0.55
2310	BOARD SERVICES	24,700.00	0.00	25,434.15	0.00	(734.15)	102.97
2320	BOARD TREASURER SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2330	TX ASSESSMENT & COLL	85,560.00	6,664.74	90,207.20	0.00	(4,647.20)	105.43
2350	LEGAL SERVICES	25,000.00	3,093.24	26,521.24	0.00	(1,521.24)	106.08
2360	OFFICE SUPERINTDNT SVCS	330,757.00	25,449.82	352,909.46	0.00	(22,152.46)	106.70
2380	OFFICE PRINCIPAL SVCS	1,103,117.99	88,191.93	1,084,105.09	0.00	19,012.90	98.28
2390	OTHER ADMIN SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2400	SUPPORT SVCS – PUPIL HEALTH	0.00	0.00	0.00	0.00	0.00	0.00
2420	MEDICAL SERVICES	7,500.00	8,050.33	35,318.68	0.00	(27,818.68)	470.92
2440	NURSING SERVICES	325,887.00	58,290.67	319,040.61	0.00	6,846.39	97.90
2490	OTHER HEALTH SERV. (AEDS)	5,000.00	1,250.81	11,069.85	0.00	(6,069.85)	221.40
2500	SUPPORT SVCS - BUSINESS	0.00	0.00	0.00	0.00	0.00	0.00
2511	SUPERVISION FISCAL SVCS	231,905.98	17,831.17	227,864.95	0.00	4,041.03	98.26

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	7,668.44	101,521.41	0.00	(405.41)	100.40
2515	ACCOUNTING SERVICES	108,717.99	8,700.05	110,394.06	0.00	(1,676.07)	101.54
2519	OTHER FISCAL SERVICES	86,800.00	19,808.31	109,763.07	0.00	(22,963.07)	126.46
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	10,559.82	137,711.41	0.00	4,766.59	96.65
2620	OPER BUILDING SVCS	2,038,572.00	256,013.48	2,256,727.91	0.00	(218,155.91)	110.70
2660	SECURITY SERVICES	70,246.00	69,274.53	178,560.27	0.00	(108,314.27)	254.19
2700	VEHICLE SVCS	0.00	0.00	0.00	0.00	0.00	0.00
2720	VEHICLE OPERATION SVCS	1,745,975.99	211,666.97	1,814,403.83	0.00	(68,427.84)	103.92
2730	MONITORING SERVICES	11,860.00	0.00	60.87	0.00	11,799.13	0.51
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	85,149.38	646,850.01	0.00	(30,009.01)	104.86
2832	RECRUITMENT & PLACEMENT	0.00	0.00	95.00	0.00	(95.00)	0.00
2834	STAFF DEV CERT NONINSTR	13,258.00	432.96	20,399.94	0.00	(7,141.94)	153.87
2836	STAFF DEV NONINS NONCER	2,900.00	75.00	3,105.84	0.00	(205.84)	107.10
2900	OTHER SUPPORT SERVICES	0.00	0.00	0.00	0.00	0.00	0.00
Total		8,694,662.93	1,089,780.06	9,086,224.40	0.00	(391,561.47)	104.50
MAJOR FUNCTION 2000 TOTALS							
	Total Expenditure	8,694,662.93	1,089,780.06	9,086,224.40	0.00	(391,561.47)	104.50
	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	1,089,780.06	9,086,224.40	0.00	(391,561.47)	

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	17,672.45	77,965.90	0.00	(499.90)	100.65
3250	ATHLETICS	703,884.06	100,328.38	694,937.93	0.00	8,946.13	98.73
3300	COMMUNITY SERVICES	43,605.00	2,308.09	22,677.15	0.00	20,927.85	52.01
3390	OTHER COMMUNITY SVCS	0.00	0.00	0.00	0.00	0.00	0.00
	Total	824,955.06	120,308.92	795,580.98	0.00	29,374.08	96.44
MAJOR FUNCTION 3000 TOTALS							
	Total Expenditure	824,955.06	120,308.92	795,580.98	0.00	29,374.08	96.44
	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	120,308.92	795,580.98	0.00	29,374.08	

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	29,077.50	0.00	(29,077.50)	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	30,311.71	966,788.96	0.00	(966,788.96)	0.00
Total		0.00	30,311.71	995,866.46	0.00	(995,866.46)	0.00
 MAJOR FUNCTION 4000 TOTALS							
Total Expenditure		0.00	30,311.71	995,866.46	0.00	(995,866.46)	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	30,311.71	995,866.46	0.00	(995,866.46)	

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	1,452,782.86	0.00	247,217.14	85.46
5251	FOOD SVC FUND TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00
5800	SUSPENSE ACCOUNT	0.00	76,738.05	75,123.52	0.00	(75,123.52)	0.00
5900	BUDGETARY RESERVE	375,000.00	0.00	0.00	0.00	375,000.00	0.00
Total		2,075,000.00	76,738.05	1,527,906.38	0.00	547,093.62	73.63
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	76,738.05	1,527,906.38	0.00	547,093.62	73.63
	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	76,738.05	1,527,906.38	0.00	547,093.62	

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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)	0.00	(8,110,139.92)	0.00	98,806.92	101.23
6112	INTERIM REAL ESTATE TX	(30,000.00)	(437.49)	(16,440.14)	0.00	(13,559.86)	54.80
6113	PUBLIC UTIL REALTY TX	(10,000.00)	0.00	(10,055.30)	0.00	55.30	100.55
6114	PAYMENTS LU OF CURR TX	(1,000.00)	0.00	(906.00)	0.00	(94.00)	90.60
6151	CUR 511 EARN INCOME TX	(2,950,000.00)	(359,980.37)	(2,669,226.91)	0.00	(280,773.09)	90.48
6153	CUR 511 RL EST TRANS TX	(115,000.00)	(20,709.50)	(150,631.75)	0.00	35,631.75	130.98
6411	DELINQ REAL ESTATE TAX	(440,000.00)	(50,265.35)	(350,836.33)	0.00	(89,163.67)	79.74
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)	(38,900.54)	(482,129.65)	0.00	432,129.65	964.26
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	(46,497.00)	0.00	6,497.00	116.24
6740	PARKING PERMITS	0.00	0.00	0.00	0.00	0.00	0.00
6810	REV LOCAL GOV UNITS	0.00	0.00	(128,061.40)	0.00	128,061.40	0.00
6821	LCCC VOC ED SUBSIDY	0.00	0.00	(128,655.93)	0.00	128,655.93	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	155,726.72	0.00	(155,726.72)	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	(296,944.00)	0.00	7,373.00	102.55

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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)	(840.00)	(10,360.00)	0.00	2,860.00	138.13
6920	CONT&DONAT PRIV SRCS	(10,000.00)	0.00	(26,138.64)	0.00	16,138.64	261.39
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	(3,530.00)	0.00	530.00	117.67
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)	(1,435.55)	(20,006.70)	0.00	(38,493.30)	34.20
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	0.00	0.00	0.00	0.00	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	(10,325.00)	0.00	10,325.00	0.00
6999	MISCELLANEOUS	0.00	(7,566.07)	(12,127.14)	0.00	12,127.14	0.00
Total		(12,315,904.00)	(480,134.87)	(12,317,285.09)	0.00	1,381.09	100.01

MAJOR FUNCTION 6000 TOTALS

Total Expenditure	0.00	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	0.00
Total Revenue	(12,315,904.00)	(480,134.87)	(12,317,285.09)	0.00	1,381.09	100.01	100.01
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		(12,315,904.00)	(480,134.87)	(12,317,285.09)	0.00	1,381.09	

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	(9,280,584.07)	0.00	(36,245.93)	99.61
7112	BASIC EDUCATION SS REV	(535,049.00)	0.00	(54,573.88)	0.00	(480,475.12)	10.20
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)	(54,111.19)	(54,111.19)	0.00	14,111.19	135.28
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	(1,281,127.90)	0.00	93,649.90	107.89
7292	PRE K COUNTS	(275,000.00)	(33,333.33)	(351,270.63)	0.00	76,270.63	127.73
7310	TRANS (REGULAR&ADDIT)	(893,836.00)	0.00	0.00	0.00	(893,836.00)	0.00
7311	S D TRANSPORTATION	0.00	(143,790.15)	(951,841.15)	0.00	951,841.15	0.00
7312	N P TRANSPORTATION	0.00	(1,732.00)	(3,465.00)	0.00	3,465.00	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	(672,314.37)	0.00	0.37	100.00
7360	SAFE SCHOOLS	0.00	0.00	0.00	0.00	0.00	0.00
7361	SCHOOL SAFETY & SECUR	0.00	0.00	0.00	0.00	0.00	0.00
7362	SCHOOL MENTAL HEALTH & SAFETY AND SECURITY GRANTS	0.00	0.00	(102,695.64)	0.00	102,695.64	0.00
7369	OTHR SAFE SCHOOLS GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7501	PA ACCOUNTABILITY GRANT	0.00	0.00	0.00	0.00	0.00	0.00
7502	DUAL ENROLLMENT	0.00	0.00	0.00	0.00	0.00	0.00
7505	READY TO LEARN BLOCK GT	(267,638.00)	0.00	(267,638.00)	0.00	0.00	100.00

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

Summarization Level: MAJOR FUNCTION/FULL FUNCTION

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
7506	PASMART GRANTS	0.00	0.00	0.00	0.00	0.00	0.00
7510	YSYM	0.00	0.00	0.00	0.00	0.00	0.00
7520	OTHER STATE PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
7599	OTHER STATE PROGRAMS	0.00	0.00	0.00	0.00	0.00	0.00
7810	SOCIAL SECURITY	0.00	0.00	(261,299.61)	0.00	261,299.61	0.00
7820	REV-RETIREMENT PAYMENTS	(2,331,460.00)	(561,934.62)	(1,504,542.01)	0.00	(826,917.99)	64.53
Total		(15,549,605.00)	(794,901.29)	(14,785,463.45)	0.00	(764,141.55)	95.09
 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)	(794,901.29)	(14,785,463.45)	0.00	(764,141.55)	95.09
	Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
		(15,549,605.00)	(794,901.29)	(14,785,463.45)	0.00	(764,141.55)	

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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)	(20,438.17)	(245,262.00)	0.00	(61,316.00)	80.00
8515	NCLB Title II Tch Trn	(39,879.00)	0.00	(40,171.00)	0.00	292.00	100.73
8517	TITLE IV	(24,339.00)	0.00	(24,339.00)	0.00	0.00	100.00
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	(235,162.00)	0.00	235,162.00	0.00
8744	ARP ESSER III	0.00	0.00	(494,602.92)	0.00	494,602.92	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	(9,152.80)	0.00	9,152.80	0.00
8752	ARP ESSER Summer Programs	0.00	0.00	(1,830.54)	0.00	1,830.54	0.00
8753	ARP ESSER After School Programs	0.00	0.00	(1,830.58)	0.00	1,830.58	0.00
8810	ACCESS-MEDICAL ASSIST	(75,000.00)	0.00	(302.49)	0.00	(74,697.51)	0.40
8820	MA ADMIN FEES	0.00	0.00	302.49	0.00	(302.49)	0.00
Total		(445,796.00)	(20,438.17)	(1,052,350.84)	0.00	606,554.84	236.06
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)	(20,438.17)	(1,052,350.84)	0.00	606,554.84	236.06
	Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
		(445,796.00)	(20,438.17)	(1,052,350.84)	0.00	606,554.84	

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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 ASSETS	0.00	(33.20)	(21,881.49)	0.00	21,881.49	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	(33.20)	(21,881.49)	0.00	21,881.49	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	(33.20)	(21,881.49)	0.00	21,881.49	0.00
		0.00	(33.20)	(21,881.49)	0.00	21,881.49	0.00

Condensed Board Summary Report

From 06/01/2024 To 06/30/2024

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	4,264,079.96	27,522,248.89	0.00	(1,157,843.96)	104.39
Total Other Expenditure	2,075,000.00	76,738.05	1,527,906.38	0.00	547,093.62	73.63
Total Revenue	(28,311,305.00)	(1,295,474.33)	(28,155,099.38)	0.00	(156,205.62)	99.45
Total Other Revenue	0.00	(33.20)	(21,881.49)	0.00	21,881.49	0.00
	128,099.93	3,045,310.48	873,174.40	0.00	(745,074.47)	

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND **Payment Dates:** 06/14/2024 - 06/30/2024

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
0000051734	06/18/2024	D.R. SNYDER INC.	CONTRACTED CARRIERS		38,913.10
0000051735	06/18/2024	T M SNYDER INC	CONTRACTED CARRIERS		44,260.44
0000051736	06/30/2024	AAA STATE OF PLAY	ASHKAR BASKETBALL BACKBOARDS		1,364.00
0000051737	06/30/2024	AIR FILTER MAINTENANCE, INC.	HS AIR FILTERS		2,927.92
0000051738	06/30/2024	AMERIGAS	BOTTLED GAS		3,935.69
0000051739	06/30/2024	BEACH LAKE SPRINKLER	INSPECTION - FIRE SPRINKLER SYSTEM		280.00
0000051740	06/30/2024	BERGER SEPTIC (2019) INC	PORTABLE TOILETS - MAY 2024		665.00
0000051741	06/30/2024	HERMAN H BRAIM JR INC	REPAIR - FREEZER AT FERRELL		200.00
0000051742	06/30/2024	CBIZ PAYROLL	H.S.A. FEES		7.00
0000051743	06/30/2024	CDW GOVERNMENT	TECH SUPPLIES - CAMERAS		1,040.84
0000051744	06/30/2024	CENTRAL SUSQUEHANNA IU	STUDENT TUITON (1)		3,485.20
0000051745	06/30/2024	COOPER ELECTRIC	ELECTRICAL PARTS		1,837.99
0000051746	06/30/2024	WENDY L DAUGHERTY	TRAVEL - 01/01-06/13/24		37.52
0000051747	06/30/2024	D.R. SNYDER INC.	CONTRACTED CARRIERS		14,585.08
0000051748	06/30/2024	ENVIRONMENTAL ABATEMENT ASSOCIATES INC	ENVIRONMENTAL TESTING:ASHKAR 6/19/24		1,660.00
0000051749	06/30/2024	ELSD CAFETERIA	UNPAID CHARGES		807.65
0000051750	06/30/2024	ENVIRONMENTAL SERVICE LABORATORIES INC.	WATER TESTING:RENN, FERRELL		115.99
0000051751	06/30/2024	FLINN SCIENTIFIC INC	PHYSICS MATERIALS		403.70
0000051752	06/30/2024	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES		107.15
0000051753	06/30/2024	HILL WELL DRILLING, INC.	WELL DRILLING - SOCCER FIELD		285.00
0000051754	06/30/2024	HILLYARD/MID-ATLANTIC	CLEANING SUPPLIES		6,137.67
0000051755	06/30/2024	CHRISTINE KITZMILLER	CONTRACTED CARRIERS		4,171.00
0000051756	06/30/2024	MCCLURE COMPANY	AIR HANDLER & COOLING REPAIRS - FERRELL		1,234.38
0000051757	06/30/2024	MCCORMICK LAW FIRM	LEGAL SERVICES		2,589.12
0000051758	06/30/2024	MACMILLAN HOLDINGS LLC	ECONOMICS TEXTBOOKS		19,877.63
0000051759	06/30/2024	LONNIE F OHNMEISS	CONTRACTED CARRIERS		110.00
0000051760	06/30/2024	PACE ANALYTICAL SERVICES LLC	WATER TESTING - FERRELL & RENN		78.00
0000051761	06/30/2024	PASBO	AFR WEBINAR - OCHS		75.00
0000051762	06/30/2024	POSI-TRACK INC	ATHLETIC TRAINING EQUIPMENT		4,940.00
0000051763	06/30/2024	PPL ELECTRIC UTILITIES	ELECTRICITY		10,237.65
0000051764	06/30/2024	ROSE WOOD FLOWERS	FLOWERS FOR GRADUATION		250.00
0000051765	06/30/2024	SERVICEMASTER	TURF CLEANING		1,854.75
0000051766	06/30/2024	RICHARD B SNODGRASS & COMPANY	AUDIT FISCAL YEAR JUNE 30 2023		14,000.00
0000051767	06/30/2024	STATE INDUSTRIAL PRODUCTS CORPORATION	WASTEWATER PROGRAM		1,086.60
0000051768	06/30/2024	WEX BANK	GASOLINE - DISTRICT & DRIV. ED. VEHICLES		269.85
0000051769	06/30/2024	SUGAR VALLEY RURAL CHARTER SCHOOLS	STUDENT TUITION (1)		153.41
0000051770	06/30/2024	UGI UTILITIES INC	NATURAL GAS		68.65
0000051771	06/30/2024	UGI CENTRAL PENN GAS	NATURAL GAS		1,047.05
0000051772	06/30/2024	VARSITY SPIRIT FASHIONS & SUPPLIES, LLC	CHEERLEADING SUPPLIES		629.50

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND **Payment Dates:** 06/14/2024 - 06/30/2024

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

Sort: Payment Number

0000051773	06/30/2024	VERNIER SOFTWARE	PHYSICS MATERIALS	508.00
0000051774	06/30/2024	WEBB WEEKLY	ADVERTISING	114.00
0000051775	06/30/2024	WF WELLIVER & SON INC	MAINTENANCE REPAIR - GRASSHOPPER	559.03
0000051776	06/30/2024	WILLIAMSPORT ELECTRIC	DEMO LABOR & SOLAR PANELS	2,788.47
0000051777	06/30/2024	COALCRACKER WRESTLING TOURNAMENT	GIRLS WRESTLING - JH & JV	225.00
* 00WIRE1461	06/21/2024	PSERS	EMPLOYER SHARE RETIREMENT	930,090.43
* 00WIRE1462	06/25/2024	ELSD PAYROLL ACCOUNT	PAYROLL 06/28/24	438,331.11
* 00WIRE1463	06/27/2024	DELTA DENTAL	DENTAL INSURANCE 06/21/2024	3,140.72
* 00WIRE1464	06/27/2024	RELIANCE STANDARD LIFE	DISABILITY INSURANCE 06/2024	480.72
* 00WIRE1466	06/18/2024	CBIZ PAYROLL	CBIZ FEES	76.93
* 00WIRE1467	06/28/2024	PSERS	EMPLOYEE SHARE RETIREMENT	76,080.84
10 - GENERAL FUND				1,638,124.78
Grand Total All Funds				1,638,124.78
Grand Total Credit Cards				0.00
Grand Total Direct Deposits				0.00
Grand Total Manual Checks				0.00
Grand Total Other Disbursement Non-negotiables				1,448,200.75
Grand Total Procurement Card Other Disbursement Non-negotiables				0.00
Grand Total Regular Checks				189,924.03
Grand Total Virtual Payments				0.00
Grand Total All Payments				1,638,124.78

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND Payment Dates: 07/01/2024 - 08/08/2024

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
0000051778	07/03/2024	AT&T MOBILITY	COMMUNICATION		282.21 #
0000051779	07/03/2024	DIRECT ENERGY BUSINESS	ELECTRICITY		134.21 #
0000051780	07/03/2024	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES		227.23 #
0000051781	07/03/2024	T-MOBILE	COMMUNICATION		141.86 #
0000051782	07/03/2024	UGI ENERGY SERVICES LLC	ELECTRICITY		152.39 #
0000051783	07/17/2024	AIR FILTER MAINTENANCE, INC.	AIR FILTERS		2,191.96 #
0000051784	07/17/2024	ACE TA LOCK AND SAFE CO	LOCKING BAR/INSTALLATION		180.98 #
0000051785	07/17/2024	AMAZON CAPITAL SERVICES	OFFICE / CLASS SUPPLIES		5,824.07 #
0000051786	07/17/2024	AMERICHEM INTERNATIONAL, INC.	MAINTENANCE SUPPLIES		2,547.91
0000051787	07/17/2024	APPTGY	THRILLSHARE MEDIA SUBSCRIPTION		3,500.00
0000051788	07/17/2024	BALFOUR - GRADGEAR COMPANY	CAPS AND GOWNS		996.00 #
0000051789	07/17/2024	BEST LINE EQUIPMENT	EQUIPMENT RENTAL		542.70
0000051790	07/17/2024	BLAST INTERMEDIATE UNIT 17	PHONE SYSTEM PYMT - PCCD GRANT		45,009.10 #
0000051791	07/17/2024	BUCK LUMBER COMPANY	MAINTENANCE SUPPLIES		612.11 #
0000051792	07/17/2024	CAROLINA BIOLOGICAL SUPPLY	SCIENCE SUPPLIES		227.61
0000051793	07/17/2024	CARDIO PARTNERS	AED MACHINE & CABINET		2,267.25
0000051794	07/17/2024	CDW GOVERNMENT	TECH SUPPLIES		21,955.84 #
0000051795	07/17/2024	CLARION STREET CONSULTING	TECH CONSULTING - PHONE SYSTEM		300.00 #
0000051796	07/17/2024	CM REGENT LLC	LIFE INSURANCE - JULY 2024		1,525.58
0000051797	07/17/2024	COLE'S HARDWARE INC	MAINTENANCE / TECH SUPPLIES		188.90 #
0000051798	07/17/2024	CONNELLSVILLE AREA SCHOOL DISTRICT	STUDENT TUITION (1)		344.30 #
0000051799	07/17/2024	COOPER ELECTRIC	DISTRICT WIDE PHONE SYSTEM		1,875.50 #
0000051800	07/17/2024	COUNTY LINE PROPERTY WORX LLC	REMOVAL OF TREES/STORM DAMAGE		22,700.00 #
0000051801	07/17/2024	DAY'S DISPOSAL SERVICE INC.	DUMPSTERS - DISTRICT		2,408.30 #
0000051802	07/17/2024	DBB FINANCE LLC	COPY CHARGES		254.80 #
0000051803	07/17/2024	DAVID DIMOFF	SOFTBALL BANQUET		225.00 #
0000051804	07/17/2024	DOING BETTER BUSINESS, INC.	COPY CHARGES		1,447.94 #
0000051805	07/17/2024	D.R. SNYDER INC.	CONTRACTED CARRIERS		13,651.44 #
0000051806	07/17/2024	EAST LYCOMING SHOPPER	GRAD DISPLAY		30.00 #
0000051807	07/17/2024	FAXON CLEANERS	DRY CLEANING - BAND UNIFORMS		2,632.00 #
0000051808	07/17/2024	FITNESS HEADQUARTERS	CONTRACTED MAINTENANCE		325.00 #
0000051809	07/17/2024	FLINN SCIENTIFIC INC	SCIENCE SUPPLIES		342.00 #
0000051810	07/17/2024	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES		9.52
0000051811	07/17/2024	FRONTLINE TECHNOLOGIES GROUP LLC	TIME SYSTEM ANNUAL RENEWAL		17,934.69
0000051812	07/17/2024	FULMER'S STORAGE TRAILERS, INC	STORAGE CONTAINERS		1,800.00 #
0000051813	07/17/2024	GOPHER SPORT	PHYS ED SUPPLIES		164.16
0000051814	07/17/2024	HELLERS GAS INC	PROPANE DELIVERY TO ASHKAR		63.93
0000051815	07/17/2024	LORI A HIGLEY	TRAVEL 1/5-6/28/24		32.16 #
0000051816	07/17/2024	HILLYARD/MID-ATLANTIC	MAINTENANCE SUPPLIES		3,311.65
0000051817	07/17/2024	HILSHER DESIGNS	DESIGN/LAYOUT SPARTAN ACADEMY LOGO		187.50
0000051818	07/17/2024	HUGHESVILLE BOROUGH WATER	QUARTERLY WATER - HS		500.00 #

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 01 - GENERAL FUND Payment Dates: 07/01/2024 - 08/08/2024

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

Sort: Payment Number

0000051819	07/17/2024	HSLC	LIBRARY SOFTWARE ANNUAL RENEWAL	750.00
0000051820	07/17/2024	SAPPHIREK12, INC	STUDENT INFORMATION SYSTEM ANNUAL RENEWAL	45,161.00
0000051821	07/17/2024	KEYSTONE ADVERTISING SPECIALTIES	SOFTBALL AWARDS	180.00 #
0000051822	07/17/2024	CHRISTOPHER KISH	BASEBALL BANQUET	288.00 #
0000051823	07/17/2024	LYCO CAREER & TECH CENTER	CAPITAL RESERVE, STUDENT TUITION	1,638.71
0000051824	07/17/2024	LEZZER LUMBER CO	MAINTENANCE SUPPLIES	284.00 #
0000051825	07/17/2024	LINKIT	2024 DATA FORWARD SUMMER INSTITUTE	2,100.00
0000051826	07/17/2024	LOCKARD INSURANCE AGENCY	INSURANCE ANNUAL RENEWALS	160,165.75
0000051827	07/17/2024	LOGISOFT COMPUTER PRODUCTS	AZURE SOFTWARE CHARGES	281.60 #
0000051828	07/17/2024	LOWES	MAINTENANCE SUPPLIES	44.94 #
0000051829	07/17/2024	LUMINARY	GRADUATION PAGE	20.00 #
0000051830	07/17/2024	JENNIFER MAUSTELLER, TAX COLLECTOR	TAXES 2024	1,552.72
0000051831	07/17/2024	MCCLURE COMPANY	MAINTENANCE REPAIR	240.75 #
0000051832	07/17/2024	THE MCGRAW HILL COMPANIES	CURRICULUM - MATH CONSUMABLES	25,391.41 #
0000051833	07/17/2024	MDI CLEANING	***VOID***	0.00 #
0000051834	07/17/2024	MOBYMAX	SUBSCRIPTION RENEWAL	2,492.00
0000051835	07/17/2024	MYERS ENVIRONMENTAL SERVICES LLC	ROUTINE OPERATIONS & MANAGEMENT	2,645.00 #
0000051836	07/17/2024	NASCO	PHYS ED SUPPLIES	464.86
0000051837	07/17/2024	NASSP/NHS	HONOR SOCIETY MEMBERSHIP RENEWALS	770.00
0000051838	07/17/2024	NAVIGATEHCR	ACA FILING	2,490.00
0000051839	07/17/2024	NEW STORY LLC	ESY SUMMER PROGRAM STUDENT TUITION (1)	2,835.00 #
0000051840	07/17/2024	OTIS ELEVATOR COMPANY	MAINTENANCE SERVICE 7/1/24-6/30/25	2,340.00
0000051841	07/17/2024	PENNSYLVANIA PAPER & SUPPLY COMPANY	MAINTENANCE SUPPLIES	71.30 #
0000051842	07/17/2024	PASBO	MEMBERSHIP RENEWAL - BURKE & OCHS	400.00
0000051843	07/17/2024	RESERVE ACCOUNT	POSTAGE REFILL	500.00
0000051844	07/17/2024	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	POSTAGE MACHINE LEASE	408.99
0000051845	07/17/2024	PPL ELECTRIC UTILITIES	ELECTRICITY	945.65 #
0000051846	07/17/2024	PSBA	2024-2025 ALL ACCESS PACKAGE	12,700.36
0000051847	07/17/2024	PSBA INSURANCE TRUST	ANNUAL UNEMPLOYMENT	8,955.13
0000051848	07/17/2024	PENNSYLVANIA SCHOOL SAFETY INSTITUTE	TRAINING	159.96 #
0000051849	07/17/2024	QBS INC	QBS RECERTIFICATIONS	700.00 #
0000051850	07/17/2024	QUILL CORPORATION	OFFICE SUPPLIES	1,374.69
0000051851	07/17/2024	RESILITE SPORTS PRODUCTS INC	WRESTLING MAT	6,944.07
0000051852	07/17/2024	RIDDELL ALL AMERICAN SPORTS CORP	FOOTBALL SUPPLIES	655.95
0000051853	07/17/2024	RIO GRANDE	CLASSROOM SUPPLIES	105.99
0000051854	07/17/2024	SAGE TECHNOLOGY SOLUTIONS	MAINTENANCE/TECH REPAIR	226.50
0000051855	07/17/2024	SCHAEDLER/YESCO DIST	BALLASTS	679.60 #
0000051856	07/17/2024	SCHOOL SPECIALTY LLC	CLASSROOM SUPPLIES	39.76
0000051857	07/17/2024	SECURLY INC	ANNUAL SOFTWARE RENEWAL	8,999.40
0000051858	07/17/2024	SMARTSIGN	PARKING STICKERS	178.50
0000051859	07/17/2024	T M SNYDER INC	CONTRACTED CARRIERS	11,498.64 #
0000051860	07/17/2024	SPORTSMANS	FOOTBALL HELMETS, SUPPLIES	7,907.90

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EAS

FUND ACCOUNTING PAYMENT SUMMARY

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Sort: Payment Number

0000051861	07/17/2024	RANDY E SONES	BUILDING CHECKS 4/6-6/30/24	281.40 #
0000051862	07/17/2024	MARK STAMM	MEALS - LEADERSHIP RETREAT	426.34
0000051863	07/17/2024	US POSTAL SERVICE	STAMPED ENVELOPES - MULT BLDGS	3,747.30
0000051864	07/17/2024	STEVE SHANNON TIRE AUTO	MAINTENANCE SUPPLIES	19.05 #
0000051865	07/17/2024	STROUP BUS COMPANY LLC	CONTRACTED CARRIERS	11,882.26 #
0000051866	07/17/2024	SUN-GAZETTE	ADVERTISING, SUBSCRIPTION RENEWALS	781.69 #
0000051867	07/17/2024	TJ'S MARKET	SPARTAN SIPS SUPPLIES - TO BE REIMB.	226.64 #
0000051868	07/17/2024	TYPING.COM	TYPING SUBSCRIPTION	599.40
0000051869	07/17/2024	UNIVERSITY OF OREGON - CTL	CURRICULUM - CKLA	17,230.00 #
0000051870	07/17/2024	UPMC	ATHLETIC TRAINING & OT/PT SERVICES	14,662.33 #
0000051871	07/17/2024	UNITED STATES TREASURY	IRS FORM 720 FILING	888.00 #
0000051872	07/17/2024	VERITIV OPERATING COMPANY	COPY PAPER	11,600.00
0000051873	07/17/2024	VERIZON WIRELESS	COMMUNICATION	1,005.36 #
0000051874	07/17/2024	WASTE MANAGEMENT OF PA INC	DISPOSAL SERVICE	3,094.32 #
0000051875	07/17/2024	WEBB WEEKLY	ADVERTISING	285.00
0000051876	07/18/2024	CENTRAL PA MOBILE SHREDDING	SHREDDING SERVICES	105.00 #
0000051877	07/18/2024	COMCAST	COMMUNICATION	2,465.43
0000051878	07/18/2024	SMART FUTURES	SOFTWARE LICENSE	5,250.00
0000051879	07/18/2024	WEX BANK	GASOLINE - DISTRICT & DRIV ED	374.20 #
0000051880	07/18/2024	UGI CENTRAL PENN GAS	NATURAL GAS	168.22 #
0000051881	07/18/2024	WINDSTREAM	COMMUNICATION	500.00 #
0000051882	07/29/2024	C.H. REED INC.	DRAIN/DRYER REPAIR	587.35 #
0000051883	07/29/2024	HIGHMARK BLUE SHIELD	VISION INSURANCE 08/2024	379.56
0000051884	07/29/2024	HUGHESVILLE BOROUGH WATER	QUARTERLY WATER - ASHKAR	500.00 #
0000051885	07/29/2024	MDI CLEANING	CONTRACTED JANITORIAL SERVICES	3,529.50 #
0000051886	07/29/2024	PPL ELECTRIC UTILITIES	ELECTRICITY	8,058.27
0000051887	07/29/2024	UGI CENTRAL PENN GAS	NATURAL GAS	3,396.94
0000051888	08/08/2024	A/CAPA	ACAPA MEMBERSHIP	240.00
0000051889	08/08/2024	AMAZON CAPITAL SERVICES	OFFICE / CLASS SUPPLIES	9,616.50
0000051890	08/08/2024	AMERICHEM INTERNATIONAL, INC.	WET/DRY VAC	1,145.66
0000051891	08/08/2024	AMPLIFY EDUCATION, INC.	CURRICULUM - CKLA, AMPLIFY	51,496.43
0000051892	08/08/2024	APPLE	HHS PRINCIPAL REPLACEMENT IPADS	796.00
0000051893	08/08/2024	AT&T MOBILITY	COMMUNICATION	282.26
0000051894	08/08/2024	B. J. BUS CO.	CONTRACTED CARRIERS	8,364.56 #
0000051895	08/08/2024	BAXTER PLUMBING & HEATING INC	MAINTENANCE SUPPLIES	32.95
0000051896	08/08/2024	BEST LINE EQUIPMENT	EQUIPMENT RENTAL	542.70
0000051897	08/08/2024	B&H PHOTO-VIDEO	IT LAPTOP	3,581.00
0000051898	08/08/2024	BIG FOOT CROSSING ENVIRONMENTALLY FRIENDLY	24-25 LAWNCARE	1,530.00
0000051899	08/08/2024	BLAST INTERMEDIATE UNIT 17	EQUIP BILLING, PHONE SYSTEM PYMT - PCCD GRANT	60,876.57 #
0000051900	08/08/2024	BLICK ART MATERIALS	CLASSROOM SUPPLIES	1,260.94
0000051901	08/08/2024	BSN SPORTS	TENNIS BALLS, FOOTBALL JERSEYS	2,937.80
0000051902	08/08/2024	BUCK LUMBER COMPANY	MAINTENANCE SUPPLIES	1,059.45

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0000051903	08/08/2024	HEATHER N BURKE	BUS MGR MEETING - TRAVEL & MEAL	25.41
0000051904	08/08/2024	CAROLINA BIOLOGICAL SUPPLY	CLASSROOM SUPPLIES	757.00
0000051905	08/08/2024	CBIZ PAYROLL	H.S.A. FEES	7.00
0000051906	08/08/2024	CDW GOVERNMENT	BUSINESS OFFICE LAPTOPS	3,676.96
0000051907	08/08/2024	CENTRAL SUSQUEHANNA IU	E-RATE SERVICES FOR 2024-2025	5,000.00
0000051908	08/08/2024	CENTRAL PA MOBILE SHREDDING	SHREDDING SERVICES	297.50 #
0000051909	08/08/2024	CLARION STREET CONSULTING	TECH CONSULTING - PHONE SYSTEM	5,975.00
0000051910	08/08/2024	PASSHE COMMUNITY UNIVERSITY OF PENNSYLVANIA	TUITION - WALK, GARDNER	3,096.00
0000051911	08/08/2024	COLE'S HARDWARE INC	MAINTENANCE / TECH SUPPLIES	960.07
0000051912	08/08/2024	COLUMN SOFTWARE PBC	CUSTOM NOTICES	149.49 #
0000051913	08/08/2024	COMMONWEALTH OF PENNSYLVANIA	CHAPTER 302 ANNUAL FEES	130.00
0000051914	08/08/2024	COMMONWEALTH OF PENNSYLVANIA	CHAPTER 109 ANNUAL FEE	500.00
0000051915	08/08/2024	DBB FINANCE LLC	COPY FINANCING CHARGES	1,274.01
0000051916	08/08/2024	TARYN DEANTONIO	FALL 2024 SPORTS PHYSICALS	500.00 #
0000051917	08/08/2024	ASHLEY DERR	FALL 2024 SPORTS PHYSICALS	200.00 #
0000051918	08/08/2024	DIRECT ENERGY BUSINESS	ELECTRICITY	191.19
0000051919	08/08/2024	DOING BETTER BUSINESS, INC.	COPY CHARGES	1,447.94
0000051920	08/08/2024	D.R. SNYDER INC.	CONTRACTED CARRIERS	13,651.44 #
0000051921	08/08/2024	JC EHRLICH	VEGETATION MGMT BASEBALL FIELD	116.00
0000051922	08/08/2024	ENVIRONMENTAL SERVICE LABORATORIES INC.	WATER TESTING - RENN	60.67
0000051923	08/08/2024	KYLE ERDLY	TRAVEL 5/9-6/27/24, 7/2-7/3/24	164.15 #
0000051924	08/08/2024	FLINN SCIENTIFIC INC	CLASSROOM SUPPLIES	1,176.41
0000051925	08/08/2024	FREEZER'S AUTO PARTS	MAINTENANCE SUPPLIES	43.63
0000051926	08/08/2024	FRY'S GAS & OIL CO	OFF ROAD DIESEL	713.62
0000051927	08/08/2024	FULMER'S STORAGE TRAILERS, INC	STORAGE CONTAINERS - JULY 2024	2,150.00
0000051928	08/08/2024	GREAT LAKES SPORTS	PHYS ED SUPPLIES	1,062.64
0000051929	08/08/2024	CARL GREEN	CLOTHING ALLOWANCE	75.00
0000051930	08/08/2024	GUYETTE COMMUNICATIONS	TECH REPAIR	50.00
0000051931	08/08/2024	ROBERT HESS	CLOTHING ALLOWANCE	75.00
0000051932	08/08/2024	HILLYARD/MID-ATLANTIC	MAINTENANCE SUPPLIES	1,649.10
0000051933	08/08/2024	HUGHESVILLE BOROUGH	SRO SERVICES	7,117.00
0000051934	08/08/2024	INSTITUTE FOR MULTI-SENSORY EDUCATION	ORTON-GILLINGHAM RENEWAL	125.00
0000051935	08/08/2024	INFOCON CORPORATION	TAX PROCESSING	6,168.87
0000051936	08/08/2024	INSIGHT PA CYBER CHARTER SCHOOL	STUDENT TUITION (3)	4,090.97
0000051937	08/08/2024	INTEGRITEC INC	ANNUAL BILLING - WATER TREATMENT	2,475.00
0000051938	08/08/2024	SAPPHIREK12, INC	SOFTWARE TRAININGS	4,500.00 #
0000051939	08/08/2024	KBF PRINT TECHNOLOGY	PBIS SHIRTS	1,377.00
0000051940	08/08/2024	KEYSTONE ADVERTISING SPECIALTIES	7TH GRADE ORIENTATION SHIRTS, POLE BANNERS	2,361.50 #
0000051941	08/08/2024	KURTZ BROTHERS	KINDERGARTEN WRITING JOURNALS	331.62
0000051942	08/08/2024	LAKESHORE LEARNING MATERIALS	CLASSROOM SUPPLIES - PREK GRANT FUNDED	4,321.38
0000051943	08/08/2024	LYCO CAREER & TECH CENTER	CAPITAL RESERVE, STUDENT TUITION	49,883.68
0000051944	08/08/2024	CHERRI RAE LORIMER	FALL 2024 SPORTS PHYSICALS	125.00 #

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0000051945	08/08/2024	WILLIAM V MACGILL & CO	NURSE SUPPLIES	1,061.67
0000051946	08/08/2024	MCCLURE COMPANY	MAINTENANCE REPAIRS	2,941.53
0000051947	08/08/2024	MCCORMICK LAW FIRM	LEGAL SERVICES	375.00 #
0000051948	08/08/2024	MDI CLEANING	CONTRACTED JANITORIAL SERVICES	3,086.75
0000051949	08/08/2024	RONALD B MEZICK	FALL 2024 SPORTS PHYSICALS	975.00 #
0000051950	08/08/2024	CORINN C MOWREY	TEACHER'S MANUALS REIMB.	69.62
0000051951	08/08/2024	DALE I MYERS	CLOTHING ALLOWANCE	75.00
0000051952	08/08/2024	ELERY W NAU INC	MAINTENANCE SUPPLIES	155.07
0000051953	08/08/2024	NASCO	PHYS ED SUPPLIES	49.21
0000051954	08/08/2024	NCS PEARSON INC	PSCHOLOGY DEPT TESTS	340.92
0000051955	08/08/2024	NEW STORY LLC	STUDENT TUITION (1)	7,290.00
0000051956	08/08/2024	NEXTERA RENEWABLE FUELS, LLC	ELECTRICITY	4,424.90 #
0000051957	08/08/2024	PENNSYLVANIA PAPER & SUPPLY COMPANY	WIDE AREA VACUUM	3,573.00
0000051958	08/08/2024	PAULHAMUS LITHO INC.	OFFICE SUPPLIES	98.00
0000051959	08/08/2024	PALCON L L C	MULCH	156.00 #
0000051960	08/08/2024	PENNSYLVANIA LEADERSHIP CHARTER SCHOOL	STUDENT TUITION (3)	6,248.76
0000051961	08/08/2024	PA PRINCIPALS ASSOCIATION	MEMBERSHIP RENEWALS	1,815.00
0000051962	08/08/2024	PA DEPT OF EDUCATION	TITLE II FUNDS RETURN 23/24	530.00 #
0000051963	08/08/2024	PENN MANOR SCHOOL DISTRICT	23/24 STUDENT TUITION (1)	3,745.16 #
0000051964	08/08/2024	PHAC	PHAC DUES	3,150.00
0000051965	08/08/2024	PPL ELECTRIC UTILITIES	ELECTRICITY	978.09
0000051966	08/08/2024	PSBA INSURANCE TRUST	UNEMPLOYMENT CLAIMS 4TH QTR 23/24	1,135.37 #
0000051967	08/08/2024	QUILL CORPORATION	OFFICE SUPPLIES	808.11
0000051968	08/08/2024	RENAISSANCE LEARNING INC	SOFTWARE RENEWAL	1,831.60
0000051969	08/08/2024	RYNHART MUSIC ENTERPRISES LLC	BAND SUPPLIES	56.00
0000051970	08/08/2024	SCHOLASTIC INC	SCHOLASTIC CHOICES SUBSCRIPTION	104.39
0000051971	08/08/2024	SAVVAS LEARNING COMPANY LLC	CURRICULUM - AP BIO BOOKS	3,537.10
0000051972	08/08/2024	SCHOOL SPECIALTY LLC	CLASSROOM SUPPLIES	14,586.22
0000051973	08/08/2024	THE SHERWIN-WILLIAMS COMPANY	PAINT/SUPPLIES	40.48
0000051974	08/08/2024	T M SNYDER INC	CONTRACTED CARRIERS	25,046.92 #
0000051975	08/08/2024	SPORTSMANS	FOOTBALL SUPPLIES	2,750.75
0000051976	08/08/2024	RANDY E SONES	CLOTHING ALLOWANCE	75.00
0000051977	08/08/2024	STROUP BUS COMPANY LLC	CONTRACTED CARRIERS	11,717.26 #
0000051978	08/08/2024	SURVEILLANCE-247 LLC	SERVICE CONTRACT	3,680.00
0000051979	08/08/2024	TEACHER'S DISCOVERY	CLASSROOM SUPPLIES	136.94
0000051980	08/08/2024	TECH SERVICES INC	SCOREBOARD MOVE	1,650.00
0000051981	08/08/2024	T-MOBILE	COMMUNICATION	141.87
0000051982	08/08/2024	UGI ENERGY SERVICES LLC	ELECTRICITY	5.09
0000051983	08/08/2024	VERIZON WIRELESS	COMMUNICATION	971.45
0000051984	08/08/2024	BARRY WALDMAN	BUILDING CHECKS 5/25-6/23/24, 7/6-7/28	300.12 #
0000051985	08/08/2024	WEBB WEEKLY	ADVERTISING	200.00
0000051986	08/08/2024	WF WELLIVER & SON INC	GRASSHOPPER & MOWER SERVICE	1,052.53 #

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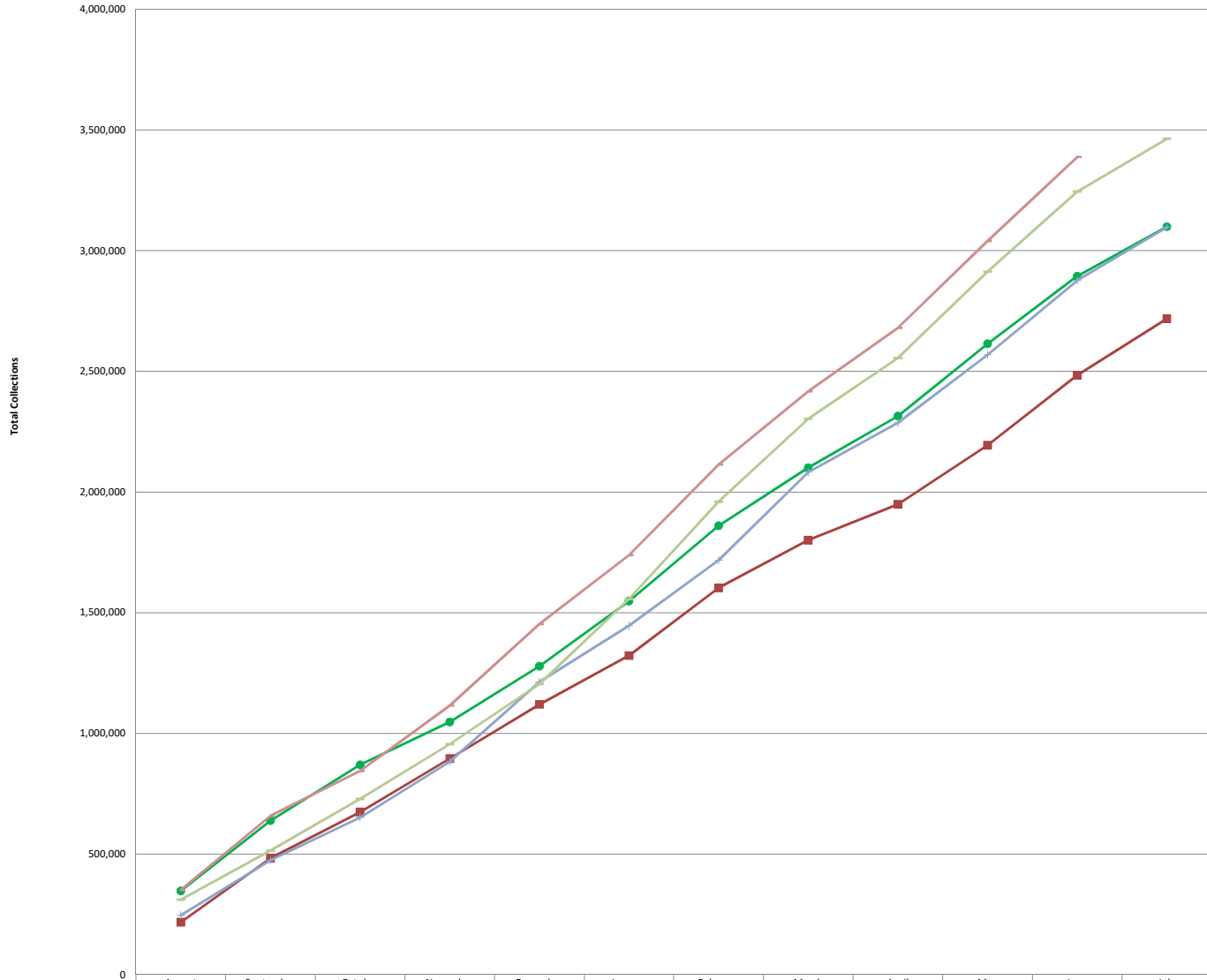
0000051987	08/08/2024	GARRETT WENTZ	CLOTHING ALLOWANCE	75.00
0000051988	08/08/2024	WESTERN PA SCHOOL FOR THE DEAF	ESY - STUDENT TUITION (1)	1,800.00
0000051989	08/08/2024	HOLLY WHITMOYER	CLOTHING ALLOWANCE	75.00
0000051990	08/08/2024	WINDSTREAM	COMMUNICATION	508.08
0000051991	08/08/2024	WNUK MEDICAL	CALIBRATION OF MEDICAL EQUIPMENT	729.00
* 00WIRE1468	07/03/2024	ELSD PAYROLL ACCOUNT	SALARIES & BENEFITS 07/12/2024	336,068.62
* 00WIRE1469	07/03/2024	CARDMEMBER SERVICE	CREDIT CARD STATEMENT 06/2024	1,030.06 #
* 00WIRE1471	07/10/2024	PSERS	EMPLOYER SHARE	76,080.84
* 00WIRE1472	07/11/2024	DELTA EDUCATION	DENTAL INSURANCE 06/30/2024	3,166.87 #
* 00WIRE1473	07/15/2024	CBIZ PAYROLL	FLEX FEES 07/12/2024	142.31
* 00WIRE1474	07/11/2024	DELTA EDUCATION	DENTAL INSURANCE 07/05/2024	1,055.63
* 00WIRE1475	07/23/2024	ELSD PAYROLL ACCOUNT	SALARIES & BENEFITS 07/26/2024	429,210.95
* 00WIRE1476	07/25/2024	DELTA DENTAL	DENTAL INSURANCE 07/31/2024	4,946.12
* 00WIRE1477	07/25/2024	RELIANCE STANDARD LIFE	DISABILITY INSURANCE 08/2024	480.72
* 00WIRE1478	08/01/2024	LYCOMING COUNTY INS CONSORTIUM	MEDICAL INSURANCE 08/2024	268,821.01
* 00WIRE1479	08/07/2024	ELSD PAYROLL ACCOUNT	SALARIES & BENEFITS 08/09/2024	411,422.26
				10 - GENERAL FUND
				2,485,072.91
				Grand Total All Funds
				2,485,072.91
				Grand Total Credit Cards
				0.00
				Grand Total Direct Deposits
				0.00
				Grand Total Manual Checks
				(14,568.32)
				Grand Total Other Disbursement Non-negotiables
				1,532,425.39
				Grand Total Procurement Card Other Disbursement Non-negotiables
				0.00
				Grand Total Regular Checks
				967,215.84
				Grand Total Virtual Payments
				0.00
				Grand Total All Payments
				2,485,072.91

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**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	1,767,789.48	336,157.00	2,103,946.48	351,436.33	2,455,382.81	3,451,920.86
Sep-23	4,122,977.13	0.00	4,122,977.13	307,001.60	4,429,978.73	7,881,899.59
Oct-23	285,459.66	336,157.37	621,617.03	185,835.31	807,452.34	8,689,351.93
Nov-23	565,154.08	0.00	565,154.08	270,838.94	835,993.02	9,525,344.95
Dec-23	223,727.11	0.00	223,727.11	337,481.97	561,209.08	10,086,554.03
Jan-24	367,404.05	0.00	367,404.05	286,078.55	653,482.60	10,740,036.63
Feb-24	0.00	0.00	0.00	374,588.03	374,588.03	11,114,624.66
Mar-24	0.00	0.00	0.00	303,576.97	303,576.97	11,418,201.63
Apr-24	0.00	0.00	0.00	263,085.29	263,085.29	11,681,286.92
May-24	0.00	0.00	0.00	359,980.37	359,980.37	12,041,267.29
Jun-24	0.00	0.00	0.00	347,968.85	347,968.85	12,389,236.14
Totals	8,110,139.92	672,314.37	8,782,454.29	3,606,781.85	12,389,236.14	
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	7,610,749.19	672,000.66	8,282,749.85	3,465,123.04	11,747,872.89	
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	7,290,570.32	536,206.81	7,826,777.13	3,080,437.43	10,907,214.56	

Earned Income Tax Collection History



	August	September	October	November	December	January	February	March	April	May	June	July
2019-20	218,287	482,523	674,142	895,637	1,119,922	1,322,214	1,603,283	1,800,881	1,949,344	2,194,146	2,483,572	2,717,693
2020-21	347,598	638,483	869,728	1,046,878	1,278,396	1,547,723	1,860,446	2,100,777	2,314,558	2,614,423	2,894,837	3,098,968
2021-22	246,444	474,513	652,200	882,642	1,213,376	1,446,361	1,717,532	2,082,067	2,287,081	2,568,866	2,876,300	3,097,034
2022-23	311,285	514,303	728,710	955,434	1,204,408	1,556,170	1,959,931	2,303,374	2,555,124	2,913,279	3,244,383	3,463,292
2023-24	351,436	658,437	844,272	1,115,110	1,452,591	1,738,669	2,113,257	2,416,833	2,679,918	3,039,898	3,387,866	

ELSD

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

Month	2021-22 End of Month Cash Balance	2022-23 End of Month Cash Balance	2023-24 End of Month Cash Balance
July	\$3,847,078	\$5,219,565	\$1,652,596
August	3,927,989	5,525,752	2,183,750
Sept	5,704,511	6,229,278	580,893
Oct	5,056,094	6,219,736	1,202,388
Nov	3,693,701	4,815,068	1,562,401
Dec	1,674,311	4,668,785	1,807,321
Jan	4,638,199	3,761,298	2,855,235
Feb	5,944,326	2,495,018	1,140,806
March	3,404,881	2,188,972	1,784,183
Apr	4,227,876	2,800,194	1,014,561
May	4,861,734	1,941,436	1,708,087
June	2,006,101	2,326,536	2,099,690

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

DATE	BEGINNING BALANCE	DEPOSITS	INTEREST	FEES/ CHARGES	EXPENSES	ENDING BALANCE
9/30/2023*	-	24,673,244.32	8,399.61	3,000.00	13,360.00	24,665,283.93
10/31/2023	24,665,283.93	0.00	67,456.11	0.00	5,385.00	24,727,355.04
11/30/2023	24,727,355.04	0.00	103,866.12	0.00	16,435.00	24,814,786.16
12/31/2023	24,814,786.16	54.81	0.00	0.00	0.00	24,814,840.97
1/31/2024	24,814,840.97	0.00	175,649.40	0.00	2,022,313.49	22,968,176.88
2/29/2024	22,968,176.88	0.00	13,638.75	0.00	13,638.75	22,968,176.88
3/31/2024	22,968,176.88	0.00	151,279.13	0.00	98,417.86	23,021,038.15
4/30/2024	23,021,038.15	0.00	72,026.33	0.00	94,529.66	22,998,534.82
5/31/2024	22,998,534.82	0.00	87,329.71	0.00	799,733.70	22,286,130.83
6/30/2024	22,286,130.83	0.00	66,657.91	0.00	442,516.00	21,910,272.74
		24,673,299.13	746,303.07	3,000.00	3,506,329.46	

*Funds moved from PLGIT to Wilmington Trust

**EAST LYCOMING SCHOOL DISTRICT
LOAN-JOURNEY BANK
JULY 1, 2023 - JUNE 30, 2024
BALANCE AS OF JUNE 30, 2024**

DATE	BEGINNING BALANCE	DEPOSITS	INTEREST	FEES/ CHARGES	EXPENSES	ENDING BALANCE
7/1/2023	\$ 4,894,365.69					-
7/31/2023	4,894,365.69	0.00	0.00	0.00	0.00	4,894,365.69
8/31/2023	4,894,365.69	0.00	0.00	0.00	0.00	4,894,365.69
9/30/2023	4,894,365.69	0.00	0.00	0.00	0.00	4,894,365.69
10/31/2023	4,894,365.69	0.00	0.00	0.00	21,291.00	4,873,074.69
11/30/2023	4,873,074.69	0.00	0.00	0.00	0.00	4,873,074.69
12/31/2023	4,873,074.69	0.00	0.00	0.00	0.00	4,873,074.69
1/31/2024	4,873,074.69	0.00	0.00	0.00	0.00	4,873,074.69
2/29/2024	4,873,074.69	0.00	0.00	0.00	0.00	4,873,074.69
3/31/2024	4,873,074.69	0.00	0.00	0.00	0.00	4,873,074.69
4/30/2024	4,873,074.69	0.00	0.00	0.00	0.00	4,873,074.69
5/31/2024	4,873,074.69	0.00	0.00	0.00	0.00	4,873,074.69
6/30/2024	4,873,074.69	0.00	0.00	0.00	0.00	4,873,074.69
		-	-	-	21,291.00	

**CONSTRUCTION FUND SUMMARY-WILMINGTON TRUST
JULY 1, 2023 - JUNE 30, 2024
AS OF JUNE 30, 2024**

<u>VENDOR</u>	<u>COMMENTS</u>	<u>DATE</u>	<u>CHECK NO.</u>	<u>\$ AMT</u>
Fidevia	Construction Management Services	9/21/2023	229485472	13,360.00
Wilmington Trust	Bank Services annual fee	9/21/2023		3,000.00
Fidevia	Construction Management Services	10/16/2023	229490556	5,385.00
Fidevia	Construction Management Services	11/22/2023	229497894	16,435.00
Vassallo Engineering	Engineering Services	1/10/2024	229509673	103,808.00
Vassallo Engineering	Engineering Services	1/10/2024	229509674	1,709.00
Fidevia	Construction Management Services	1/19/2024	229511626	7,201.25
Fidevia	Construction Management Services	1/19/2024	229511626	3,293.75
Larson Design Group, Inc.	Engineering Services	1/19/2024	229511627	4,251.09
McClure Company	HVAC project 30% downpayment	1/24/2024	229512380	1,902,050.40
MM Architects	Architect Services	2/9/2024	229514980	13,638.75
Fidevia	Construction Management Services	3/20/2024	229521671	6,440.00
Code Inspections, Inc.	Permits/inspections	3/20/2024	229521674	1,108.50
East Lycoming School District	Reimburse General Fund-Architect Services	3/28/2024	229523630	90,869.36
Fidevia	Architect Services	4/5/2024	229525368	4,191.25
MM Architects	Architect Services	4/5/2024	229525369	36,838.75
MM Architects	Architect Services	4/25/2024	229530755	33,786.60
Fidevia	Construction Management Services	4/25/2024	229530756	10,493.75
Raymond James & Assoc., Inc.	Financial & Investment Advisement Services	4/25/2024	229530757	9,219.31
Raymond James & Assoc., Inc.	Financial & Investment Advisement Services	5/9/2024	229533198	10,545.28
MM Architects	Architect Services	5/9/2024	229533199	15,714.07
Tanner of PA	Furniture Replacement	5/24/2024	229535878	297,305.37
Larson Design Group, Inc.	Engineering Services	5/24/2024	229535879	36,409.23
Fidevia	Construction Management Services	5/24/2024	229535881	9,422.50
McClure Company	HVAC project Application#2	5/24/2024	229535882	430,177.75
Code Inspections, Inc.	Permits/inspections	5/29/2024	229536502	159.50
George Ely Assoc.	Playground Equip Ashkar, Renn 50% down pmt	6/7/2024	229538450	435,598.50
Fidevia	Construction Management Services	6/25/2024	229542031	6,917.50
				<u>3,509,329.46</u>

**LOAN-JOURNEY BANK
JULY 1, 2023 - JUNE 30, 2024
AS OF JUNE 30, 2024**

<u>VENDOR</u>	<u>COMMENTS</u>	<u>DATE</u>	<u>CHECK NO.</u>	<u>\$AMT</u>
MM Architects	Vassallo Invoice-Engineering Baseball Field	10/13/2023	207867	21,291.00
				<u>21,291.00</u>

JUNE 2024 STUDENT ACTIVITIES FUND CHECKING						
DATE	ITEM	DEPOSIT	CHECK	BALANCE	FUND	DEPOSIT #
6/1/2024	BALANCE			\$142,141.78		
6/3/2024	CHECK 0151 - MAISIE BITLER		\$500.00	\$141,641.78	COMM	
6/3/2024	CHECK 0152 - MELANIE BROWN		\$50.00	\$141,591.78	COMM	
6/3/2024	CHECK 0153 - CAMERYN WILLIAMS		\$50.00	\$141,541.78	COMM	
6/3/2024	CHECK 0154 - JEZAVENE ARBOGAST		\$100.00	\$141,441.78	COMM	
6/3/2024	CHECK 0155 - QUINN MODISPAW		\$100.00	\$141,341.78	MUSI	
6/3/2024	CHECK 0156 - ALEXIS GRIFFITH		\$100.00	\$141,241.78	COMM	
6/3/2024	CHECK 0157 - LIAM TURNBOW		\$1,000.00	\$140,241.78	COMM	
6/3/2024	CHECK 0158 - JEZAVENE ARBOGAST		\$75.00	\$140,166.78	SADD	
6/3/2024	CHECK 0159 - LIAM TURNBOW		\$75.00	\$140,091.78	SADD	
6/3/2024	CHECK 0160 - CAMERYN WILLIAMS		\$75.00	\$140,016.78	SADD	
6/3/2024	CHECK 0161 - LIAM TURNBOW		\$50.00	\$139,966.78	SHSC	
6/3/2024	CHECK 0162 - CAMERYN WILLIAMS		\$50.00	\$139,916.78	CHOR	
6/3/2024	CHECK 0163 - ABIGAIL MICHAEL		\$500.00	\$139,416.78	COMM	
6/3/2024	CHECK 0164 - QUINN DRAPER		\$1,000.00	\$138,416.78	COMM	
6/3/2024	CHECK 0165 - ALEXIS GRIFFITH		\$300.00	\$138,116.78	COMM	
6/3/2024	CHECK 0167 - LIAM TURNBOW		\$500.00	\$137,616.78	COMM	
6/10/2024	DEPOSIT	\$429.00		\$138,045.78	YRBK	162
6/10/2024	DEPOSIT	\$404.00		\$138,449.78	SHSC	170
6/10/2024	DEPOSIT	\$12.00		\$138,461.78	BIO	171
6/10/2024	DEPOSIT	\$210.00		\$138,671.78	YRBK	172
6/10/2024	DEPOSIT	\$1,690.00		\$140,361.78	TRCK	165
6/10/2024	DEPOSIT	\$277.55		\$140,639.33	SIPS	166
6/10/2024	DEPOSIT	\$27.50		\$140,666.83	SIPS	167
6/10/2024	DEPOSIT	\$375.00		\$141,041.83	COMM	168
6/10/2024	DEPOSIT	\$176.25		\$141,218.08	SIPS	169
6/13/2024	DEPOSIT	\$686.53		\$141,904.61	FBLA	173
6/20/2024	CHECK 0168 - CHRISTI BABB		\$106.96	\$141,797.65	SADD	
6/20/2024	CHECK 0169 - DAVID DIMOFF (250.00)			\$141,797.65	FBLA	***VOID***
6/20/2024	CHECK 0170 - EAST LYCOMING LITTLE LEAGUE CONCESSIONS		\$70.00	\$141,727.65	SADD	
6/20/2024	CHECK 0171 - HHS FBLA		\$500.00	\$141,227.65	CL25	
6/20/2024	CHECK 0172 - DENISE GORINI		\$180.85	\$141,046.80	TRCK	

6/20/2024	CHECK 0173 - KBF PRINT TECHNOLOGY		\$442.25	\$140,604.55	TRCK	
6/20/2024	CHECK 0174 - PA FBLA		\$245.67	\$140,358.88	FBLA	
6/20/2024	CHECK 0175 - PA FBLA		\$363.51	\$139,995.37	FBLA	
6/20/2024	CHECK 0176 - WENZEL STUDIOS		\$59.00	\$139,936.37	MUSI	
6/20/2024	CHECK 0177 - DANA WILLIAMS		\$257.99	\$139,678.38	CL25	
6/20/2024	CHECK 0178 - HALLIE SHULER-CLARK		\$33.98	\$139,644.40	BIO	
6/25/2024	CHECK 0179 - PAUL DIPIPPA		\$762.00	\$138,882.40	CHOR	
6/25/2024	CHECK 0180 - KARLEY SMITH		\$33.00	\$138,849.40	FBLA	
6/25/2024	CHECK 0181 - MAYA SNYDER		\$75.00	\$138,774.40	FBLA	
6/25/2024	CHECK 0182 - QUINN DRAPER		\$75.00	\$138,699.40	FBLA	
6/25/2024	CHECK 0183 - TAMMY BITLER DRAPER		\$75.00	\$138,624.40	FBLA	
6/25/2024	CHECK 0184 - APRIL PAULHAMUS		\$75.00	\$138,549.40	FBLA	
6/25/2024	CHECK 0185 - SHERRY MANEVAL		\$150.00	\$138,399.40	FBLA	
6/25/2024	CHECK 0186 - NATASHA KLEMICK		\$75.00	\$138,324.40	FBLA	
6/25/2024	CHECK 0187 - SOPHIA CLARK		\$75.00	\$138,249.40	FBLA	
6/25/2024	CHECK 0188 - TIFFANY LIEBERSOHN		\$75.00	\$138,174.40	FBLA	
6/25/2024	CHECK 0189 - TANYA STRAUSSER		\$75.00	\$138,099.40	FBLA	
6/25/2024	CHECK 0190 - RENEE MORGAN		\$75.00	\$138,024.40	FBLA	
6/25/2024	CHECK 0191 - JEZAVENE ARBOGAST		\$75.00	\$137,949.40	FBLA	
6/25/2024	CHECK 0192 - ELIZABETH WOLFE		\$75.00	\$137,874.40	FBLA	
6/25/2024	CHECK 0193 - TINA MILLER		\$75.00	\$137,799.40	FBLA	
6/25/2024	CHECK 0194 - MELINDA TRIPOLI		\$75.00	\$137,724.40	FBLA	
6/25/2024	CHECK 0195 - HEATHER TORELLI		\$100.00	\$137,624.40	FBLA	
				\$137,624.40		
				\$137,624.40		
6/28/2024	INTEREST	\$353.93		\$137,978.33	INT	
6/30/2024	ENDING BALANCE			\$137,978.33		



JULY 2024 STUDENT ACTIVITIES FUND CHECKING						
DATE	ITEM	DEPOSIT	CHECK	BALANCE	FUND	DEPOSIT #
7/1/2024	BALANCE			\$137,978.33		
7/9/2024	CHECK 0196 - DAVID DIMOFF		\$250.00	\$137,728.33	FBLA	
7/9/2024	CHECK 0197 - CHRIS SMITH		\$33.00	\$137,695.33	FBLA	
7/9/2024	CHECK 0198 - CHRIS SNYDER		\$75.00	\$137,620.33	FBLA	
7/9/2024	CHECK 0199 - ALISSA WOLFE		\$75.00	\$137,545.33	FBLA	
7/1/2024	CHECK 0200 - MICHAEL TORELLI		\$100.00	\$137,445.33	FBLA	
7/3/2024	***VOID CHECK 0180***	\$33.00		\$137,478.33	FBLA	
7/3/2024	***VOID CHECK 0181***	\$75.00		\$137,553.33	FBLA	
7/3/2024	***VOID CHECK 0192***	\$75.00		\$137,628.33	FBLA	
7/3/2024	***VOID CHECK 0195***	\$100.00		\$137,728.33	FBLA	

August 13, 2024

Re: Recommendation for Radio Communication Equipment Replacement

Members of the Board,

It is recommended that the board approve the replacement of the existing district analog radio communications system with a digital system to expand coverage and align with the Lycoming County EMS digital transition initiative. The infrastructure cost is \$50,383.60 which will be paid for through technology reserve funds.

Digital radio signal allows for a greater coverage area and more control of signal communications than the existing system. Once installed, this new radio system will allow for district wide radio communications, which is currently not possible, enhancing the operational and safety communications between EMS and all district schools. Communications that, in the event of loss of internet or telephone connectivity, will still allow for communication between EMS, police, and school administration.

The proposal is for all the necessary infrastructure but does not include the individual digital handheld units. A request of purchase for those pieces will come to the board in September once Officer Boyer and I are able to develop a revised plan for deployment of new units.

Respectfully submitted
Dr. Mark Stamm
Superintendent



463 DUKE STREET
 NORTHUMBERLAND, PA 17857
 PHONE: 800-782-6315 FAX: 570-473-3130

EQUIPMENT PROPOSAL

NAME: East Lycoming School District
STREET: 349 Cemetery St.
CITY: Hughesville
STATE: PA, 17737
PHONE: 570-584-2131

DATE: July 16, 2024
PROPOSAL # 071624JLH

CONTACT: Dr. Mak Stamm

EMAIL: mstamm@elsd.org

LINE	QTY	MODEL	DESCRIPTION	PRICE	TOTAL
1	1	SCHOOL REPEATER	MOTOROLA SLR5700 45 W VHF REPEATER, LINKED CAP PLUS, LOCATED AT RENN	\$ 11,493.80	\$ 11,493.80
2	1	TOWER REPEATER	MOTOROLA SLR5700 45 W VHF REPEATER, LINKED CAP PLUS, LOCATED AT CNTY TOWER	\$ 12,443.80	\$ 12,443.80
3	4	BASE RADIO	BASE RADIO SYSTEM LOCATED AT EACH SCHOOL WITH OUTSIDE ANTENNA	\$ 2,978.20	\$ 11,912.80
4	1	XPR3500E	MOTOROLA XPR3500E VHF PORTABLE RADIO WITH DISPLAY, LINKED CAP PLUS	\$ 838.20	\$ 838.20
5	1	FCC	FCC LICENSING TO ADD REPEATER, DIGITAL, MOVE LOCATION TO CALLSIGN WQTJ824	\$ 2,500.00	\$ 2,500.00
6	1	MISC	MISC	\$ 2,500.00	\$ 2,500.00
7	1	INSTALL	REPEATER SYSTEM INSTALL	\$ 8,695.00	\$ 8,695.00
			ALL RADIOS QUOTED WILL HAVE LINKED CAPACITY PLUS SOFTWARE NOTE: FOR BUDGETARY PURPOSES. WILL NEED TO CONFIRM QTY'S AND KEYSTONE WILL PROVIDE FINAL PRICING AND CONTRACT PRICING PER PA COSTARS CONTRACT#012-E23-336		

PROPOSAL VALID FOR 30 DAYS
SHIPPING CHARGES MAY APPLY

SINCERELY,

JAMIE L. HOSTERMAN
 KEYSTONE COMMUNICATIONS

TOTAL EQUIP COST:	\$ 50,383.60
TAX:	
TOTAL COST :	\$ 50,383.60



Lackawanna College Proposal for Pre-College Agreement with the East Lycoming School District

The following proposed agreement outlines the terms and conditions of a Pre-College program offered by Lackawanna College to East Lycoming School District.

1. Term of Contract

The term of this Agreement shall commence on the 1st day of July 2024 and shall continue in full force and effect for one academic year ending on June 30, 2025. This Agreement will automatically renew for subsequent academic years unless written notice is received by the College ninety (90) days prior to the intended start date of the next academic year.

Notwithstanding any other terms or conditions hereunder, either party may terminate this Agreement without cause by giving thirty (30) days' written notice to the other party. However, in such a case, this Agreement shall continue in full force until Students complete the current academic year under this or any renewal academic year.

2. Student Eligibility

- A. Students who meet all the following criteria are qualified to participate in the program:
 - a. The student is a high school sophomore, junior or senior and enrolled in a junior or senior level course.
 - b. The student is making satisfactory progress toward fulfilling applicable secondary school graduation requirements, as determined by the school district.
 - c. The student demonstrates readiness for college-level coursework in the intended subject area, as determined by Lackawanna College. The College will determine readiness based on recommendations from the school district, standardized test scores and a placement exam, if necessary.
- B. Students who reside in the East Lycoming School District but who are either being home schooled or attend a private/charter school may be permitted to enroll in online or on-campus courses if they meet the testing standards in 2.C.

3. Courses Offered

The following criteria apply to all courses by this agreement:

- A. The courses are non-remedial, unless approved by Lackawanna College staff and determined by placement test score.
- B. The courses are either in a core academic subject or will be given equal elective credit by the East Lycoming School District for those courses instructed by the East Lycoming School District. Core subjects include English, Reading or Language Arts, Mathematics, Science, Foreign Language, Civics & Government, Economics, Arts, History and Geography.
- C. The courses offered are comparable to traditional Lackawanna College courses including the use of aligned curriculum, assessment tools and instructional materials.
- D. The courses enforce prerequisite coursework requirements comparable to those enforced for the courses when Pre-College students are not enrolled.
- E. The courses are regularly accepted in transfer by accredited colleges and universities throughout the nation.

4. Location

Classes offered through this Pre-College contract will be held, unless otherwise stipulated, at East Lycoming School District.

Students may take online, or on-campus courses not listed in this agreement outside of the regular school day.

5. Classes Offered

The school district, in accordance with Lackawanna College, will select a tentative list of classes to be offered. Additional classes may be added as long as they concur with the requirements under 3.B. (See Attached Course List)

6. Financial Information

- A. Maximum number of Pre-College students to be enrolled in these courses per semester: N/A

- B. Total approved cost for these courses: _____ \$300
 - a. Allowable Tuition: _____ \$300
 - b. Books: _____ \$ per Market Price
 - c. Fees: _____ \$0

- C. The costs for all Pre-College courses will be paid directly to the college by the enrolled students at the time of registration. Students who do not pay at time of registration will be billed by the College.

7. Student Credit

Students will not be allowed to enroll in more than 18 post-secondary credits through Pre-College per academic year without permission from the College. However, students may enroll in additional credits during summer sessions.

The grade and credit earned by the student in all registered Pre-College courses will be reported on the student’s Lackawanna College transcript, as well as their high school transcript. The College will transcript this credit in a manner similar to other students who take courses at the institution. Students will be made aware of typical minimum grade requirements to transfer credits to another institution. Lackawanna College cannot guarantee credit transfer to another institution. Students must meet transfer requirements of the accepting institution and/or specific program.

If a Pre-College student becomes a regularly enrolled student at Lackawanna College following graduation from East Lycoming School District Lackawanna College shall recognize those credits successfully completed by the student and they will be applied toward the student’s degree requirements, as applicable to their program. Also, if a student enrolls at Lackawanna College after graduation, the commitment fee required for undergraduate enrollment will be waived.

The school district will award credits for and recognize courses that are successfully completed under the agreement fulfilling the previously identified graduation requirements.

8. Promotional Materials

Both the College and the School District agree to provide a mechanism for communicating the educational and economic benefits of higher education as well as the requirements for participation and enrollment procedures for Pre-College to students and parents.

Lackawanna College admissions representatives agree to visit each Pre-College class.

Lackawanna College will host or co-host an information session on Pre-College for students and parents.

9. Additional Administrative Responsibilities

The following individuals will be responsible for the tasks listed below:

- A. Registration - Admissions Staff - Lackawanna College representative will visit East Lycoming School District to register all applicants for each semester. All student registrations must be received by the date TBD between the school district and the College.
- B. Record Keeping - College Registrar's Office - Lackawanna College's Registrar's Office will keep comprehensive records of the courses taken and grades received by Pre-College students.
- C. Fiscal Transactions - Students will be fully responsible for all tuition, fees, books, and other costs associated with Pre-College courses. The costs for all Pre-College courses will be paid directly by the student to Lackawanna College. Students can pay in person at the time of registration. Students who do not pay at registration will be billed by the College. Students who fail to pay their bill will have a hold put on their Lackawanna College account and will not have access to their transcript until the balance is paid.
- D. Library and Student Services Privileges - Lackawanna College will grant East Lycoming School District students, enrolled in online or on-campus classes, Student Success tutoring and academic resources.

Signature Page

The East Lycoming School District and Lackawanna College agree not to unlawfully discriminate on the basis of race, nationality, ethnicity, religion, gender, age, or disability in any undertaking pursuant to this agreement.

East Lycoming School District:

Superintendent Date

President, Board of School Directors Date

Lackawanna College:



5/23/2024

Director of College Partnerships Date

Lackawanna College

Pre-College Course Offerings for Hughesville High School for the **2024-25** school year.

These courses will be taught by certified adjunct faculty at Hughesville High School.

Hughesville High School Course	LC Course #	LC Course Name	Credits	Price
Chemistry Honors	CHM 120	General Chemistry I	3	\$300
Chemistry Honors Lab	CHM 121*	General Chemistry I Lab	1	\$100
Trigonometry/Elementary Functions	MAT 220	Pre-Calculus	4	\$400
AP Psychology	PSY 105	Intro to Psychology	3	\$300

* Must be taken with corresponding lecture class

PROPOSAL FOR AUDIT SERVICES

(Return this page as Page 1 of your Auditing Services Proposal)

Name of Audit Firm: RICHARD B SNODGRASS & CO.
 Address : 1117 CEMETERY RD; MONTOURSVILLE, PA 17754
 Contact Person: DAVID D SNODGRASS, CPA-OWNER
 Telephone Number: 570-220-4990
 Email: DSNODGRASS@SNODGRASS-CO.COM

FIRST, the undersigned have carefully examined the Request for Proposal for Auditing Services in accordance with the specifications of the proposal submit this proposal and agree to furnish and perform the specified audit services for the school district within the time limits specified for the amounts indicated below.

SECOND, the undersigned agree to enter into a written contract to provide such materials and services as required in the proposal specifications.

THIRD, the following quotation prices are listed as firm for a period of ninety (90) days after the due date of this request for proposal.

FOURTH, no plea of mistake for this proposal shall be made available to the undersigned audit firm. No proposal may be withdrawn before ninety (90) days from the due date of this proposal.

FIFTH, the audit firm agrees to do the auditing services for the amounts quoted as follows:

Auditing Services for 2023-2024	\$	<u>20,000.00</u>
Auditing Services for 2024-2025	\$	<u>20,000.00</u>

Signature 

Date JULY 15, 2024

Title or Office DAVID D SNODGRASS, CPA-OWNER

EAST LYCOMING SCHOOL DISTRICT
Hughesville, Lycoming County, Pennsylvania

PROPOSAL FOR AUDIT SERVICES

PROPOSAL TO PROVIDE AUDIT AND RELATED SERVICES

FOR YEARS-ENDING:

JUNE 30, 2024 and 2025

SUBMITTED: JULY 15, 2024

**EAST LYCOMING SCHOOL DISTRICT
PROPOSAL FOR AUDIT SERVICES**

Proposal to Provide Audit and Related Services
For Fiscal Years Ending June 30, 2024 and 2025

SUBMITTED: JULY 15, 2024

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PROPOSAL FOR AUDIT SERVICES

East Lycoming School District
Board of Directors
c/o Mrs. Heather Burke, *Business Manager*
349 Cemetery Street
Hughesville, Pennsylvania 17737

We wish to thank you for the opportunity to present our proposal to continue to provide professional services to the East Lycoming School District (the District). As stated in my original proposal serving as the District's independent auditor has represented a unique and humbling opportunity to serve the District, its residents, employees, retirees, and students (past, present, and future). We are very enthusiastic about the opportunity to continue to serve the District.

We believe that this proposal will reaffirm our commitment to the District as well as to a proven, scalable and flexible approach. We believe this combination translates to providing value added and cost-effective services to you. As always, we welcome dialogue and interactive feedback in conjunction with our commitment to continuous improvement, responsiveness, and professionalism.

We are confident that we possess the right skills to provide outstanding professional services to the District. We believe that our Firm will not only continue to deliver quality audit and related services to the District but will also leverage skills, knowledge, and experience combined with efficiencies and familiarity gained to date to provide value added insights going forward.

Our proposed fees for fiscal years ending June 30 are:

2024: \$20,000 2025: \$20,000

We are very enthusiastic about the opportunity to continue to serve the District. Thank you again for your time and consideration. We look forward to discussing this proposal in further detail.

Regards,



Richard B. Snodgrass & Co.
Montoursville, Pennsylvania



By: David D. Snodgrass, CPA
Certified Public Accountant/Owner
July 15, 2024

Proposal Item No. 4

Profile of the Audit Firm and Representative Client references

Proposal Item No. 5

Firm's participation in AICPA sponsored Quality Control Programs

Proposal Item Nos. 4 (continued) and 6

Firm's summary Technical Experience and related Audit Approach

Note: responsive to RFP Item No. 7, please see attached summary resume' at Appendix A (page 1 of 3)

Profile of the Audit Firm – Summary:

The firm is a family owned, local firm – a sole-proprietorship. Because of the status as a sole-proprietorship, I am required to disclose to you that *Richard B. Snodgrass & Co* is a fictitious business name as permitted by the laws of the Commonwealth of Pennsylvania including those governing the practice of Certified Public Accounting in the Commonwealth of Pennsylvania. Those laws require the written disclosure to a potential client that the name is intended to convey respect for the founder of the practice and the explicit statement that responsibility for the provision of professional services under any engagement letter is that of David D. Snodgrass, Certified Public Accountant (CPA), (Pennsylvania CPA License# CA0501085), a sole practitioner owner of the practice.

This situation is comparable to other professional services entities named for long-retired and/or deceased founders of practices – such as other accounting, law, or investment firms.

A key differentiator is that **100% of the time spent on the audit will be by the practice owner** enabling timely resolution of audit issues with the auditor with ultimate responsibility for doing so in advance of signing the auditor reports. This, **as compared to** many peer firms, wherein the partner(s) time on the engagement is significantly limited with **the majority of the time being spent by lower level staff associates**.

Client References:

As the incumbent auditor in this proposal process, we are happy to provide the following references from other existing clients. We proudly stand upon the service that we have provided and the relationships that we have built with our clients, their people, and other members of the larger community over our quarter-century of service. We proudly provide the following references that are willing to discuss the quality of the work provided by the Firm and, specifically, the team members who will work on your engagement:

Montgomery Area School District:

Mr. Grant Evangelisti
Business Manager/Board Secretary
Phone: (570) 547-1608
E-mail: gevangelisti@montasd.org

Milton Area School District:

Mr. Derrek Fink
Business Administrator/Board Secretary
Phone: (570) 742-7614
E-mail: dfink@miltonsdsd.org

Throughout our years of service to central Pennsylvania clients, we have demonstrated that we have the experience, qualifications, understanding, and personnel to provide the high-quality audit services required under this proposal. We are proud of our past performance, and we believe that the relevance and quality of the references that we are able to provide indicate a high probability of continued successful accomplishments.

Firm Participation in AICPA sponsored Quality Control Programs:

The Certified Public Accountant's practice as an auditor as well as Pennsylvania licensure provisions and membership provisions of the American Institute of Certified Public Accountants (AICPA) and Pennsylvania Institute of Certified Public Accountants (PICPA), entail participation in **periodic peer reviews by another, independent CPA/CPA Firm**. These peer reviews are **administered**, in our case, **by PICPA and AICPA**. Among other matters, those reviews consider our firm's implementation and adherence to audit quality control standards applicable to all audits (i.e. those defined by Generally Accepted Auditing Standards as promulgated by the AICPA) as well as specific, additional standards as pertain to audits such as that of School Districts and other governments contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards include reviews at the individual engagement level and the practice level for reviews and other processes and procedures taking place before, during, and after the audit.

As Director of Accounting and Auditing Services for my practice, I am happy to report that, **my Firm's most recent Peer Review resulted in a rating of "Pass"**. Pass is the **highest rating** among the three alternatives of "pass," "pass with deficiencies," and "fail."

Please find attached the Firm's most recent peer review report (included herein as pages 2-4 of Appendix "A").

Technical Experience – Audit and Related Services - Reporting:

The firm has extensive technical experience in preparing Audit reports and in providing audit and related services. We draw on our base of experience in order to enhance the client – auditor experiences at each of our clients.

Technical Experience – Audit and Related Services - Approach:

Our approach will be guided first and foremost by the central theme of timeliness. This will include timely responses to client questions, timely communication of requests, timely communication and resolution of issues and timely completion of audit procedures through report issuance.

We use a risk-based approach to understand your organization, environment, and industry. We preliminarily identify the areas where the risk of material misstatements in your financial statements is the highest. Our own risk assessment procedures are based upon a combination of our experience as auditors in the context of the issues facing the District and up to date professional standards and industry considerations.

We monitor current developments in these arenas through our participation in continuing professional education programs, through our position in the local government accounting, auditing, and operational

environment, and through our use of accounting and auditing industry standardized audit programs.

Tailoring our risk assessments to your organization will be accomplished through a leveraging of our extensive experience from 25+ years of service, interviews of management and others, analytical procedures (including year-to-year comparisons), observation, and inspection. Specifically, we will consider your:

- Financial reporting framework
- Accounting policies and practices
- Financial performance
- Internal controls

We will identify areas where estimates and management judgments could have a material impact on the financial statements. Typically, these areas will be primarily comprised of areas where the account balances are influenced by significant estimates or where the balance components may be subjective in nature.

Examples of areas in the organization's accounting where we would expect to evaluate significant estimates:

- Valuation of assets such as investments, cash holdings and receivable balances
- Completeness and valuation of accruals for balances payable to employees, vendors and others
- Completeness, Existence, Accuracy and Valuation of the accounts over which the District utilizes the work of outside specialists or services – includes Property, Plant & Equipment, the employer-level disclosures and use of the work performed by the auditors at the Pennsylvania School Employees Retirement System (PSERS) level, and Other Post-Employment Benefits Liability (OPEB) (and/or evaluation of the related obligations) via PSERS and the District-specific Plan.

We would expect to approach an audit of these and other similar areas in consideration of management's processes for arriving at these estimates. **We do not seek to impose a "cookie cutter" audit approach** on the organization **nor do we seek to reinvent the wheel**. We will also analyze the significance of risks in these and other areas that we have identified and determine our procedures in concert with our materiality levels.

We determine materiality thresholds considering both the balance sheet and income statement, which reflect the perceived risk of the significant accounts on each financial statement. These levels of precision are used to plan audit procedures relative to the balance sheet account and income statement account assertions. These audit procedures are based upon a case by case evaluation of the accounts and the nature of the underlying population of transactions. The audit procedures may include tests of details of balances, specific item samples, or samples selected based upon statistical and other forms of random **sampling**, controls/attributes sampling, or tests of compliance bases.

The financial statement assertions – completeness, existence, accuracy, value, ownership, and presentation – are the foundation and focus of the audit. For each audit objective, we assign a risk level and preliminarily determine an effective combination of tests of internal control, analytical procedures, and tests of individual transactions and balances. These financial statement assertions apply to all accounts including both the aforementioned significant judgments and estimates-driven accounts as well as other, more traditional, "nuts-and-bolts" accounts such cash and property for which we would expect to apply typical confirmation-type and

vouching procedures on a timely basis. Other examples of the approach of utilizing a combination of procedures would include the locally-source accounts receivable/revenue cycle wherein the combined procedures assist in the evaluation of the existence and accuracy as well as availability and valuation for presentation purposes.

Our use of **technology in the audit process** is centered on facilitating and enhancing the audit experience for both the client and auditor. This includes enhanced accessibility to client information and likewise for the client to contact the auditors when they are not in the field. Consistent with our audit approach, our use of technology is not designed to force a cookie cutter approach and is centered on timely and efficient communication with management and with information technology professionals at the District to identify the best solutions and tools for the job at hand. Further, this evaluation will be integrated into our overall risk assessment evaluation of the organization further enhancing the efficiency and effectiveness of the audit as a whole.

We have a long history of utilizing leading technology and doing so in a responsible way. Our commitment to infrastructure and secure computing practices from the perspectives of, among other concerns, virus protection, restriction of access to computers, electronic files, and computer facilities and to the timely backup of engagement data is comparable to firms many times our size. Needless to say, we also diligently safeguard access to our hardcopy audit workpapers and other work product files.

As described throughout this proposal's response sections, **our Firm has a family business nature to its operations and structure**. This being said, we expect that our Firm's engagement team will be "top heavy" as compared to many of the other firms being considered – in other words a greater portion of the audit will be performed by the partner-level engagement team members – more partner time on the engagement.

We believe that this stands to benefit both the District and us through the timely, efficient and effective resolution of audit issues as they arise. We expect that the efficiency aspect of this benefit will be the most acutely felt in the area of **audit hours for the engagement** when taken in consideration of our commitment to not simply try to force a cookie cutter audit approach on the District or its people. Our Firm will have someone with the experience to make scoping decisions on-site on a daily basis. Those decisions will then be based upon the facts which present themselves as opposed to an audit planning decision made, perhaps, in the absence of those facts. Among its many benefits, we believe that this audit staff structure avoids putting District staff in the position of, for example, pulling large numbers of unnecessary transaction records to satisfy an auditor request that does not make sense based upon the facts or which is cookie cutter in nature.

Overall, we expect that the total number of **hours for the engagement**, including on-site and off-site work, to approximate 200-320 hours in any given year. We expect that the number of engagement hours on-site should remain flexible as efficiencies continue to be gained and as audit planning, timing, and the use of technology (i.e. GL software by the auditors and auditee) is optimized. We believe that this flexibility, which we achieve, in no small measure, by our familiarity with the District's people, processes, and programs, allows for efficient and effective audit progress to take place with or without us being on-site and in your hair.

A collaborative approach to designing **District Staff assistance** procedures as well as for timing those procedures is essential to efficient and effective use of everyone's time. Further, a planning approach that pro-

Richard B. Snodgrass & Co.

Audit, Tax, & Advisory

actively deals with the processes underlying the audit on a mutually agreeable timeline allows for completion of the audit and financial statement and related document issuance without some of the regrettable pains that sometimes accompany these project deliverables. We would not expect involvement of District Staff in any atypical areas of client involvement. Examples of typical procedures for which we would request assistance from District personnel:

- Pulling of support/voucher packages for selected transactions (such as personnel and timekeeping records, expenditures or capital additions)
- Obtaining system access via the District Accounting/IT staff

Examples of **audit timeline** enhancements that may allow for timely completion of the audit as well as for timely identification of potential issues and operational improvements:

- Interim testwork procedures allowing for completion of transactional testing of program expenditures through, for example 9-months of the fiscal year before the close of the fiscal year-end so as to not cram such testwork into the crunch-time leading up to report release.
- Tying in of the aforementioned interim testing to identify areas where, for example, revenues or expenditures are approaching regulatory requirement thresholds (i.e. such as may take place accompanying grant reconciliation, spend-down and funds request efforts).
- Timing of procedures to take into account that most mentions of District staff included throughout this proposal refer to, as it does to other of our District affiliated and other service organization clients, individuals with responsibilities outside the area of audit support such as to their job responsibilities, to their families, and other organizations/pursuits.

Even as the incumbent auditor, we expect that further refinement of client involvement and audit timeline expectations will continue to develop and be refined as our auditor – client relationship continues to mature.

A key component of this is the continued return to normal operations following the disruptions experienced in recent years – not the least of which being the COVID-19 pandemic and the corresponding recovery-related grant funds. It is expected that the 2023-2024 and 2024-2025 fiscal years covered by this proposal will see significant expenditures under these grants as they are wrapped-up / closed-out. This includes integration of certain expenditures (such as for HVAC equipment) into the District’s ongoing renovation / construction activities.

We believe that our familiarity with the District’s plans for these matters is an asset to the auditor – client relationship – including, but not limited to, in the form of built-in flexibility to the schedule to be responsive to client needs and work flows.

Again, an emphasis on communication and knowledge sharing will result in an approach that yields “no surprises” and timely resolution of issues as well as a value added experience for the District. We look forward to working with management and the District in general in these areas for years to come.

Proposal Item No. 6g

Proposed Tentative Activity Schedule:

Proposal Item No. 7

Prior experience in conducting Audits and Related Services:

Proposed Audit Timeline:

Timely reporting, timely availability of financial information, timely communication.... All are building blocks of a positive auditor-client relationship. Timely reporting and availability of financial information help to make that information as relevant as possible for management's decision-making processes and, further, they enable compliance with regulations and other agreements. Timely communication helps to make timely reporting possible. To that end, based upon our understanding of the District's reporting capabilities and processes, as well as its business cycle and the availability of District personnel to assist in the audit, we propose the following as an *example* timetable for completion of the audit process:

- *August 2024 – Preliminary Audit work:*
 - With the expectation management activity related to 2023-24 should be largely wound-down by the end of July/beginning of August, we will come on-site to review management's progress with the financial close including answering any questions that may have come up in the process as well as helping to evaluate management's adjustments to receivables and accruals. This said, our scheduling is flexible and is designed to follow District requests as a guide.
 - We will also take this opportunity to select items for audit testwork from throughout the District's various programs and activities so that this testing can be as effective as possible.

- *September – October 2024 – Final Audit Fieldwork and Report Issuance:*
 - We will return on-site and perform audit completion procedures to determine the completeness of the close process and to identify areas where our assistance will be helpful.
 - Upon the completion of final audit completion procedures, we will work with management to accomplish timely completion of the external financial reporting process including: Issuance of the audited financial statements.
 - Finally, in conjunction with the release of the audited financial statements we will present to management and those charged with governance, the results of our audit – we will also assist management with any presentation to be made to the Board, including making the presentation of the audit results, if that is requested.

- *November – December 2024 – Post-Audit Debrief:*
 - Following the close-out of the audit period we will meet with management and discuss opportunities for improvement to our processes, communications, and to the overall client experience in the audit.

- We will also work with management, based upon our understanding of the District's grant and other agreements and the special reporting requirements (i.e. project close-out audits) included therein, if any, to identify and complete those projects.
- In addition we will also look to discuss areas where, with the audit requirement now not "hanging over all of our heads," we can be of assistance in operational and/or financial matters that leverage our experience in those arenas and which benefit the District, its people, and future audits.

The above timetable is an example of a "normal" year's audit cycle. We expect that, while the timeline should approximate the above, we will plan and expect to be flexible – especially in consideration of our familiarity with the District Office's workload, demands on their time, and typical accounting close timetable(s). That familiarity also extends to familiarity with the 2023-2024-specific workload / demands including, but not limited to, the renovation project and the close-out of certain COVID-related grant projects.

We believe that the above timetable is a workable proposal for future periods that results in a commitment to timely, efficient reporting and client service that gets the job done while not needlessly or stressfully tying-up the District's people and resources for extended periods of time. We look forward to the opportunity to work with management on the 2024 audit.

As mentioned throughout this report, we will commit to timely communication with management and, as appropriate, the Board relative to progress with the stages of this project.

We understand your client service requests:

Our discussions with representatives of the District have resulted in our understanding that the request is for audit and related services including for the year ending June 30, 2024 and 2025.

The changing landscape in the Accounting & Auditing pronouncements may impact the scoping considerations detailed in this proposal from year to year. Further, as the Pandemic and recent snow storms, floods, and other disasters, and the associated aftermath have recently taught us, other forces of nature, outside either our or the District or the Board's control, can play havoc with even the best-laid plans. These facts of life will require us to be flexible as our client-auditor relationship continues to develop. One area in which we will not, however, be flexible is in our commitment to deliver upon our affirmative commitment to complete our audit, including financial statement issuance on a timely basis each year. We further pledge to keep management and the Board apprised of audit progress on a timely basis. We believe the true measure of a professional service relationship has to include how one reacts to the incurrence of adversity.

We acknowledge this commitment and understand it to be of utmost importance to the Board; therefore, it is of utmost importance to us. We look forward to working with the District, management, and the Board to deliver upon this commitment for years to come.

We seek to deliver an unmatched client experience:

Our client relationships run much deeper than providing on-site services during a preliminary and final phase of the audit. We regularly meet with our clients outside of the audit process to discuss issues, what others are doing, and to search for constructive ways to meet our clients' needs in a proactive manner.

We hope that this proposal demonstrates the importance of our clients' perceived auditor-client experience.

Our philosophy in serving clients is aimed at allowing you, as a client, to choose how we can best serve you. We recognize that our ability to communicate openly can be a key differentiator. To this end, we are committed to ensuring that your service experience is exemplary. We look forward to working with the District and its people and invite an open dialog regarding ways to maximize the District's client experience.

We will deliver an efficient process by:

- Implementing a collaborative methodology
- Executing an issue-resolution process that is timely and efficient, leveraging a dedicated team that encourages and values your input
- Facilitating effective communication at every level
- Utilizing technology solutions whenever possible

We are deeply committed to meeting your needs and providing value-added services. Examples to enhance services and provide value, which are discussed throughout the proposal, include the following:

- Emphasizing coordination and communication – This will result in an approach designed to yield “**no surprises.**” As part of this process, we will meet regularly with District management and, as appropriate, the Board and/or sub-committees thereof, to help ensure we are addressing key issues. We are also proposing to implement a process to identify issues early, whereby we will review critical accounts, new accounting pronouncements, and significant current year transactions, so that any accounting questions can be addressed and resolved on a timely basis (see proposed audit timeline below).
- Leveraging our capabilities – We will utilize our knowledge of the issues facing Pennsylvania School Districts, governments and not for profit organizations to enhance our audit. Our specialized knowledge of pending government legislation and regulations as well as business and financial trends will be used to assist the engagement team and management.
- Discussing leading practices – Given our deep level of experience in the local business, government and not-for-profit setting, we will draw upon our industry experience and provide suggestions on what is happening in the local setting and at our clients.
- No “Taxi-Meter” – Another key differentiator of our family-oriented practice is that, unlike many of our competitors, we are available on what has proven to be a more flexible schedule to assist with technical research or even to “bounce a question off” of us at times throughout the calendar year – not just audit season. This, combined with lead audit performance by the audit firm's responsible decision maker makes for a strong benefit. We are proud of the positive response that we have received from current clients and look forward to the opportunity to display the benefits of this philosophy to the District should this proposal be successful.

Proposal Item No. 4-7 (Continued)

Compensation:

Fees and Terms:

It is important to us that you believe you are getting value for our services and that our fees are fair. We are committed to making the necessary investment to develop a relationship with you. This commitment is demonstrated not only by the quality of the personnel assigned to serve you but by what we believe to be a cost-effective fee structure that responds to your needs.

We are excited to have the opportunity to serve the District and provide high-quality professional services to you for a fee that's fair. We know our rates are competitive based on our knowledge of the industry. We will strive throughout this engagement to work as efficiently as possible. We are committed to process improvement without compromising quality, thereby giving you the best value for the money. We have created a fee structure that we believe will enable us to focus our efforts in delivering quality services while maintaining cost effectiveness. The following schedule lists our proposed fiscal year-ending 2024 and 2025 audits fees for the services outlined in our discussions with District representatives (as summarized herein):

Auditing Services for 2024	\$ <u>20,000</u>
Auditing Services for 2025	\$ <u>20,000</u>

We do not want fees to be the sole determinant in your selection process, and encourage you to discuss these fees with us if you have any questions. While developing our fee estimate, we considered many factors, including your sensitivity to audit fees, our understanding of your operations and the current and prospective operating environment, as we consider this an investment in our commitment to a long-term, mutually beneficial relationship with the District. This said, we believe our fees, as proposed, are fair and competitive, and look forward to the opportunity to demonstrate this to you.

The fees assume customary meetings and oral reports to management and/or the District's Board as well as an annual written report to the Board related to our required communications and the outlining of any recommendations on your business processes, organization, operations, and control system. Our audit fees are based on the number of hours we estimate to complete the work and the skill level of the individuals who will perform these services. Billings for our work will be done ratably throughout the year as the work is performed.

Audit Fee Adjustments

While we strive to avoid fee adjustments from year to year, situations do arise that lead to adjustments, such as:

- Significant changes in the size and scope of your operations, e.g., from grants or significant expenditures
- Proposed or actual transactions that require our involvement
- Significant deficiencies/material weaknesses in or changes to your internal control structure, including changes in regulatory requirements as pertain to the District's internal control or changes in key internal control operators (i.e. such as District superintendent, business manager, etc.)
- Changes in accounting or auditing literature that require us to perform additional test work

We have attempted to, in providing a series of fee quotations for each of the year requested in order to provide the District with a sense as to our expectations for those years. Key considerations taken into account in formulating these estimated fees include, are subject to the above, and are not limited to the following:

- The District, per discussion with Mrs. Burke and per the audited financial statements for all recent years, is above the current \$750-thousand threshold for the Federal Uniform Guidance Single Audit. An increase to this threshold, to \$1-million, has been announced and is expected to come into effect for the District's 2025-2026 fiscal year (possibly as early as the 2024-2025 fiscal year). While the District, based upon past, non-COVID years, would be expected to also exceed this Federal funding level, the \$1-million threshold may also be expected to impact scoping decisions, including, but not limited to, in the form grant programs required for selection.
- Pension and OPEB accounting tend to continue to evolve and to be a significant adjustment between the District's day-to-day operational fund-level financial statements and the GAAP financial statements for external reporting purposes. It will be important to maintain and continue to enhance efforts relative to controls and processes in these areas in order to distill information received from PSERS and/or other third-parties.
- The recent Lease and Subscription-based Software and IT Accounting standards continue to evolve in terms of integrating these new requirements into day-to-day operations. As a result, these may also be expected to give rise to challenges in terms of efforts to assemble information in support of the required disclosures/reporting, some of which also possibly coming from third-parties.

We will make every effort to discuss any revision to our estimated audit fees associated with the above matters with management and the Board prior to initiating such work.

We expect and encourage you to contact us regularly with questions or concerns that may impact the audit to help prevent unexpected "surprises" at year-end. We believe such inquiries are part of the normal audit and will not be billed. In circumstances where accounting and auditing research on individual consultations are anticipated to be significant, we would provide you with an estimate of the hours that would be billable in advance of commencing our work.

We expect that our fees for any special projects, such as, for example, project close-out audits, which are not specifically covered by our overall proposal, will be competitive with other professional service firms,

consistent with the fees that we have charged for other clients in similar situations in the past for such services, and, generally, minor in comparison to the annual audit of the District.

Other Considerations:

Certain provisions of the Request For Proposal (including elements of the “Audit Proposal Instructions”) require provision of copies of documents and, potentially, provision of services “at no additional cost” and/or via “free and unrestricted access”. Such items and matters would not be contemplated to be significant in the context of this proposal.

Likewise, the ‘Audit Proposal Instructions’ also state that “all final statements must be prepared by the audit firm in compliance with the national standards of the Association of School Business Officials and Government Finance Officers Association Certificate for Excellence in Financial Reporting”

However, considerations under AICPA Professional Standards and other relevant authoritative guidance would prevail based upon the facts and circumstances on a case-by-case basis. I welcome the opportunity to discuss your needs and to elaborate upon what may be offered.

APPENDIX A: ENGAGEMENT TEAM SUMMARY RESUME:

DAVID D. SNODGRASS

Certified Public Accountant & Practice Owner

Cell 570-220-4990
E-mail dsnodgrass@snodgrass-co.com

Background

- David has 20+ years of experience in public accounting across a wide range of diverse industries
- Extensive industry experience, including US GAAP and statutory issues relevant to the public School District sector

Professional and Industry Experience

- David joined the practice in 2010 after 7 successful years of client service, most recently as an audit manager with KPMG LLP's (KPMG) Philadelphia, Pennsylvania, office. KPMG is the 4th largest accounting firm in the world.
- David has owned the practice as a sole proprietor since the 2011-2012 Audit Cycle following his father's retirement from public practice after twenty-plus years of service to central Pennsylvania clients
- Client experience includes large and small entities across a wide variety of industries including not for profit organizations, School Districts, private Companies, publicly traded companies, and governments enabling significant insight into controls and process including related compliance documentation.
- Audit practice received a "Pass" without exception peer review rating in its most recent AICPA/PICPA Peer review (represents the highest rating – see attached Peer Review Report letter).

Representative Clients

- East Lycoming School District (10 years) (Incumbent / Re-Proposal)
- Lycoming Career & Technology Center (9 years)
- Millville Area School District (30+ years)
- Milton Area School District (30+ years)
- Montgomery Area School District (6 years)
- Muncy School District (2 years)

Professional Associations

- Member, American Institute of Certified Public Accountants.
- Member, Pennsylvania Institute of Certified Public Accountants

Education, Licenses & Certifications

- Bachelor of Science, Accounting, The Pennsylvania State University
- Certified Public Accountant – Pennsylvania

Report on the Firm's System of Quality Control

November 12, 2019

To David D. Snodgrass, CPA
Richard B. Snodgrass & Co.
and the Peer Review Committee of the Pennsylvania Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Richard B. Snodgrass & Co (the firm) in effect for the year ended May 31, 2019. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included an engagement under Government Auditing Standards, including compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion the system of quality control for the accounting and auditing practice of Richard B. Snodgrass & Co. in effect for the year ended May 31, 2019, has been suitable designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Richard B. Snodgrass & Co. has received a peer review rating of *pass*.

Barnes Saly & Company PC
Barnes Saly & Company, P.C.

APPENDIX B: Representative Client References

Client References:

The best measure of client satisfaction can only come from existing or prior clients. We proudly stand upon the service that we have provided and the relationships that we have built with our clients, their people, and other members of the larger community over our quarter-century of service. We proudly provide the following references that are willing to discuss the quality of the work provided by the Firm and, specifically, the team members who will work on your engagement:

Montgomery Area School District:

Mr. Grant Evangelisti

Business Manager/Board Secretary

Phone: (570) 547-1608

E-mail: gevangelisti@montasd.org

Milton Area School District:

Mr. Derrek Fink

Business Administrator/Board Secretary

Phone: (570) 742-7614

E-mail: dfink@miltonsd.org

Throughout our years of service to central Pennsylvania clients, we have demonstrated that we have the experience, qualifications, understanding, and personnel to provide the high-quality audit services required under this proposal. We are proud of our past performance, and we believe that the relevance and quality of the references that we are able to provide indicate a high probability of continued successful accomplishments.

NON-COLLUSION AFFIDAVIT

State of PENNSYLVANIA

County of LYCOMING

I state that I am CPA-OWNER of RICHARD B SNODGRASS & CO
(Title) (Name of Company)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers, I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. RICHARD B SNODGRASS & CO, its affiliates,

(Name of Company)

subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not in the last ten years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract, except as follows:

I state that RICHARD B SNODGRASS & CO understands and
(Name of Company)

acknowledges that the above representations are material and important, and will be relied on by the East Lycoming School District when recommending for award the contract(s) for which this proposal is submitted, I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the East Lycoming School District of the true facts relating to the submission of proposals for this contract.

DAVID D SNODGRASS, CPA-OWNER

(Print Name of Authorized Person and Company Position)

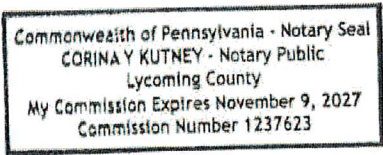
[Signature]

Signature of Authorized Person

Sworn to and subscribed before me this 15 day of July, 2024

[Signature]
Notary Public

My commission expires Nov. 9, 2027





August 5, 2024

Re: BLaST IU 17, eQUIP Agreement

Members of the Board:

For many years, the East Lycoming School District has partnered with BLaST IU 17 for eQUIP services. eQUIP provides online courses for our students who are enrolled in Spartan Academy for some or all of their academic experience.

With your approval, the eQUIP Agreement will allow us to continue to provide our students with many options for their educational experience. This agreement is for the 2024-2025 school year.

Sincerely,

Cori A. Cotner
Director of Curriculum and Instruction

EQUIP ONLINE LEARNING SERVICES AGREEMENT

Proposal by:

Coordinator of Online Learning
BLaST Intermediate Unit 17

BLAST INTERMEDIATE UNIT 17

As an educational service agency, BLaST Intermediate Unit 17 is proud to support its schools and communities across Bradford, Lycoming, Sullivan, and Tioga Counties, as well as its business partners throughout Pennsylvania. At BLaST, our vision is to transform lives and communities through educational services. We strive to achieve this vision through our mission of providing, facilitating, and creating high-quality educational solutions.

EQUIP ONLINE LEARNING SERVICES

eQUIP Online Learning Services was created by Blast Intermediate Unit to meet the online learning needs of our region's school districts, private schools, and communities. Established in 2014, we provide learners, teachers, and administrators with personalized, engaging, and meaningful learning opportunities. Currently, we have over 15 member school districts who have joined us on the journey to integrate online learning into their programs.

Our vision is the integration of online learning in all of our school districts and private schools.

The mission of eQUIP is to provide school students, teachers, and administrators with personalized, engaging, and meaningful learning opportunities.

eQUIP offers opportunities for member school districts to offer online learning, summer school, industry credentials, personalized learning, program customization, and course customizations.

Equipping learners digitally

eQUIP Online Services Overview

eQUIP Online Services, a program of BLaST IU 17, provides services to Districts who wish to offer eLearning options for students. eQUIP services assist the District in providing an in-house eLearning alternative to students leaving the District to attend cyber charter school, as well as course options for enrichment and credit recovery. Students who enroll in the District in-house eLearning program remain enrolled at the District. eQUIP, by name, is used to describe the services provided to the District and is not intended to be used as the name for the District in-house program. Students do not “attend eQUIP” or become “eQUIP students” when enrolling in the District eQUIP-supported eLearning program.

Responsibilities of eQUIP and Services

1. Provide consultation and training in regards to the design of the District program.
2. Provide consultation on curriculum options available for student enrollments.
3. Training (See Exhibit A.)
 - a. Train the District Point of Contact (PoC) and additional support staff on the use of all eQUIP systems.
 - b. Provide monthly virtual professional development opportunities for PoCs throughout the year.
4. Work with third parties to establish the District eLearning portal.
5. Collaborate with curriculum providers to ensure District needs are met through existing or proposed curriculum.
6. Communicate eQUIP news, service updates and system notices to the district PoC.
7. Provide technical support through an online ticket system and live phone support Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding IU-designated holidays.
8. Maintain confidentiality and FERPA obligations regarding District student information.

District Responsibilities:

1. The District agrees to pay BLAST IU 17 a one-time set-up fee. (See Exhibit A.)
2. The District agrees to pay all student course enrollment fees. (See Exhibit B.)
3. The District agrees to provide a PoC to serve as a liaison to the eQUIP program. The District acknowledges that the PoC is authorized to make programmatic decisions regarding the eQUIP program on behalf of the District.
4. All PoCs will be required to attend initial training.
5. The District shall be responsible for the day-to-day management of the Online Learning Program, including, but not limited to:
 - a. Course Completion and Transfer Credits: Establish requirements for Course completion (including awarding transfer credit where applicable), grade attainment, and attendance to meet the minimum requirements for graduation with a School diploma.
 - b. Diplomas: Track graduation requirements and issue diplomas (if applicable), all in accordance with customer policies.
 - c. Counseling and Special Education Services: Deliver all counseling and Special Education Services, including identifying Students who are Special Needs Students. In the case of courses with district teachers, the district will be responsible for meeting accommodations for students with IEPs and GIEPs.
 - d. Course Placement Changes: Initiate all requests for course placement changes for enrolled students.
 - e. Reporting: File all information directly with the State of Pennsylvania or other regulatory authorities associated with the operation of the School, as required by any applicable state or federal law.
 - f. Standardized Testing Administration: The Customer shall be responsible for administering any required standardized tests at its own cost.

No Third Party Rights

The district signing this contract must be the district of record for students enrolled in eQUIP Online Services courses.

Pricing and Invoicing

1. Pricing is effective for the 2024-25 academic year, including summer school.
2. Pricing may be subject to change at the time of renewal.
3. Course invoicing occurs quarterly.
 - a. Quarter 1: August, September and October
 - b. Quarter 2: November, December and January
 - c. Quarter 3: February, March and April
 - d. Quarter 4: May, June and July
4. PoCs will be given an opportunity to review bills prior to submission to the school's business office for payment. PoCs are responsible for communicating billing issues within the review period designated at the time of billing.



2024-2025 PRICING

****FOR DETAILS REGARDING COURSES,
PLEASE REACH OUT TO
EQUIPSUPPORT@IU17.ORG**

ONLINE LEARNING	24-25
Edison	
Single enrollment - Edison Teacher - parts	\$163.00
Single enrollment - LEA Teacher - parts	\$41.00
Dual Enrollment - College Teacher - three or four credit course	\$640.00
Credit Recovery - Edison Teacher - parts	\$90.00
Credit Recovery - LEA Teacher -parts	\$40.00
Accelerate Ed (AE)	
Grades K-5 - AE Teacher - Semester	\$316.00
Grades K-5 - LEA Teacher - Semester	\$55.00
Grades K-5 - AE Teacher - parts	\$153.00
Grades K-5 - LEA Teacher - parts	\$38.00
Workbooks Print B/W	\$17.00
Workbooks Digital	\$9.00
Grades 6-12 AE Teacher - Semester	\$316.00
Grades 6-12 - LEA Teacher - Semester	\$56.00
Grades 6-12 AE Teacher - Part	\$153.00
Grades 6-12 - LEA Teacher - Part	\$38.00
NCAA 9-12- AE Teacher- Semester	\$310.00
Credit Recovery 9-12- AE TEACHER	\$90.00
Credit Recovery 9-12- LEA Teacher	\$40.00
Keystone Remediation - AE Teacher	\$145.00
Keystone Remediation - LEA Teacher	\$40.00
AP- AE Teacher	\$340.00
AP- LEA Teacher	\$55.00

ONLINE LEARNING CONTINUED**24-25****StrongMind**

Single Enrollment with StrongMind teacher - Semester	\$316.00
Single Enrollment with District teacher - Semester	\$65.00
Elementary Kits	\$150.00

eDynamic

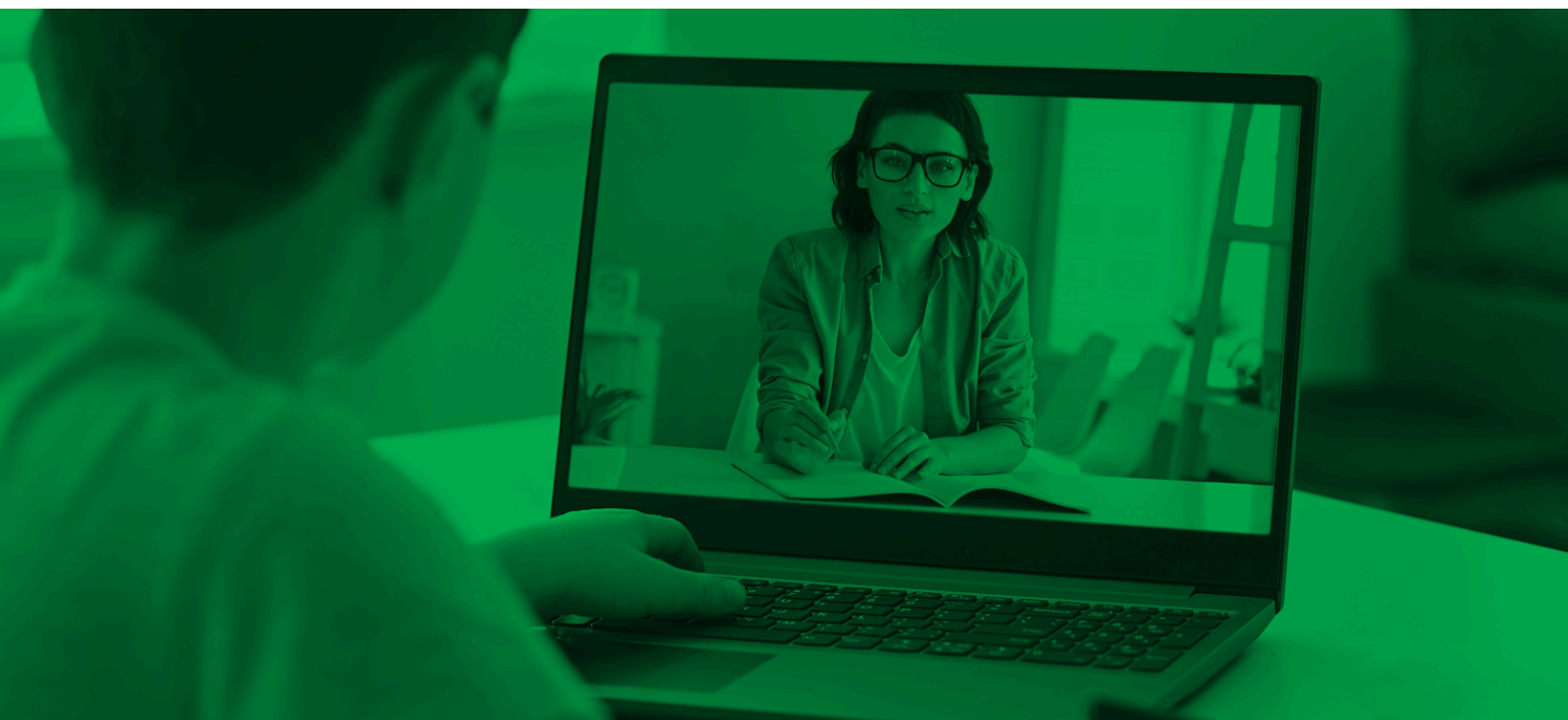
Single enrollment- LEA Teacher - semester	\$92.00
Single Enrollment, edynamic teacher semester	\$316.00

Drivers Education

30 Hour Theory Course	\$108.00
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Edmentum

Monthly (K-12) 6 courses	\$310.00
Monthly (K-12) per course	\$100.00
Semester Enrollment (6-12)	\$310.00
Semester Enrollment AP	\$350.00
Semester Enrollment World Languages	\$350.00
Semester Enrollment K-5	\$2300.00
Year Enrollment K-5	\$3400.00



BLENDED LEARNING**24-25****Edison**

Seat License	\$110.00
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eDynamic

Middle School Site License	\$6,160.00
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High School Elective Only Site License	\$13,464.00
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High School CTE Only Site License	\$19,635.00
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High School Elective & CTE Site License	\$22,328.00
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High School Virtual Business Site License	\$3,814.00
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Accelerate Education

Full Time Seat License (K-5)	\$490.00
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Full Time Seat License (6-12)	\$305.00
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Site License (K-5) - Buzz or Canvas	\$39.00
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Site License (6-12) - Buzz or Canvas	\$30.00
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Site License (K-12) - Buzz or Canvas	\$35.00
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Site License (K-5) - Schoology	\$43.00
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Site License (6-12) - Schoology	\$33.00
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Site License (K-12) - Schoology	\$37.00
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School District Representative

Date

BLaST Intermediate Unit 17 Representative

Date



Terms & Conditions Contract

Between

EQUIP ONLINE LEARNING SERVICES

&

EAST LYCOMING SD

General Contract Details

General Contract Notes:	This agreement outlines the services provided and each party's responsibilities related to the eQUIP Online Services for the 2024-2025 school year.
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To: Dr. Stamm, Superintendent
From: April Paulhamus, Special Education Director
Subject: MDS Classroom Contract
Date: August 6, 2024

We at East Lycoming School District pride ourselves in meeting the needs of all students in their least restrictive environment while ensuring FAPE (Free and Appropriate Public Education).

There are some students that have needs that require more specialized accommodations than what can be provided within our home school district. It is being requested of the board to approve a contract with Warrior Run School District in order to continue to utilize the services that are encompassed in their district's Multiple Disability Support Classroom. A multi-disability classroom serves students with various disabilities, and it requires specialized support and resources to meet the diverse needs of these learners.

Kind Regards,

April Paulhamus
Special Education Director

AGREEMENT

This AGREEMENT is made this 1st day of August between the East Lycoming School District and the Warrior Run School District. In consideration of the promises and covenants contained in this agreement, and intending to be legally bound, the parties agree as follows:

Responsibilities of the Warrior Run School District

1. During the 2024-2025 school year, the Warrior Run School District shall provide and operate the programs and services enumerated in "Schedule A" attached hereto. For purposes of this agreement, the phrase "programs and services" shall mean the following:
 - a. Professional and/or paraprofessional staff in such numbers and with such certification, licensure, or training are required to implement this agreement in accordance with all applicable provisions of state and federal law in effect on the above date; (excluding individualized related service personnel as detailed in #9)
 - b. Supervision, administration, classroom management, and evaluation of all paraprofessional staff used to implement this agreement;
 - c. Provision of supplies, equipment, and materials, including furniture and assistive technology, as is necessary to implement this agreement and for which the Warrior Run School District incurs or has incurred actual costs, provided, however, that supplies, equipment, and materials that are used exclusively by one student and are not essential to the general operation of the program or service shall remain the responsibility of the district in which the student resides;
 - d. Will assume the duties and responsibilities of the child's nutrition program,
2. The Warrior Run School District shall ensure that the programs and services provided in accordance with paragraph 1 comply with all requirements of state and federal law in effect on the above date, to the extent that such compliance does not depend on the performance or actions of the District, the Commonwealth or federal governments, or any other individual or entity beyond the control of the Warrior Run School District.

3. On or before August 1, 2025 and annually thereafter on or before July 1st for each ensuing year that the parties renew this agreement, the Warrior Run School District shall establish and shall notify the District in writing of the unit cost of each program or service enumerated in or added to Schedule A for each ensuing year.
4. For programs and services provided in accordance with this agreement, the Warrior Run School District shall charge the district a total equal to the sum of the individual amounts obtained by multiplying the unit cost for each program or service enumerated in Schedule A by the number of units requested by the District. The number of units requested shall be reflected in Schedule A. The Warrior Run School District shall issue to the District billing statement at the end of each 45 days of school.
5. For those programs or services operated in regular school facilities, the calendar and schedule adopted by the Board of Directors of the Warrior Run School District will be followed.

Responsibilities of the District Contracting for Services

6. On or before July 1st, 2025 the District shall identify those programs and services that the District will operate through the Warrior Run School District in accordance with this agreement. The District shall also identify the number of units required, in per pupil, EFT, or per session terms, for each program or service in accordance with paragraph 3. This commitment shall be reflected in Schedule A and shall become part of this agreement. For any renewal year, the District shall commit, in the form of a revised Schedule A, on or before the May 1 immediately preceding renewal. The revised Schedule A shall become part of this agreement.
7. During the contract term and during any renewal year thereafter, the District shall notify the Warrior Run School District of any deletions from the list of programs or services enumerated in Schedule A or any reductions in the number of units requested.
8. The District shall pay the Warrior Run School District with amounts specified on the billing statements issued in accordance with paragraph 4. For payments not received by the Warrior Run School District within 30 days of the scheduled date specified in paragraph 4, the District shall pay an additional amount equal to 1.5 percent of the total due for each month beyond the tenth day.

9. In the event that a student contracted for services needs individualized related service personnel as determined by the IEP team, the student's home district will hire and pay the salary and benefits of the related service personnel. The said Related Service Personnel will not be an employee of the Warrior Run School District. Should the student withdraw from the Warrior Run School District Program, the home district will be responsible to reassign the Related Service Personnel or terminate the Related Service Personnel position.

MDE and IEP Responsibilities

10. The District shall remain responsible for the multidisciplinary evaluation and reevaluation (MDE) and IEP development and revision process for all exceptional and thought-to-be exceptional students who reside within the District. The availability of psychological and other diagnostic personnel provided by the Warrior Run School District in accordance with Schedule A shall be determined by a work schedule established by the District and the Warrior Run School District in light of the units of service purchased by the District. The Warrior Run School District shall make other appropriate members of its staff available at reasonable times and locations for participation as needed in MDEs and IEP planning conferences. Nothing in this paragraph, however, shall require the Warrior Run School District to make available any staff member not directly involved in the provision of programs or services in accordance with this agreement. The Warrior Run School District shall adhere to all recommendations of the IEP team to the extent that implementation of those recommendations are within the scope of the programs and services enumerated in Schedule A. The District shall adhere to all recommendations of the IEP team that require the provision of program, services, accommodations, or support not within the scope of the programs and services enumerated in Schedule A.

Duration, Renewal, and Termination of Agreement

11. This agreement shall take effect on August 1, 2024 and shall remain in full force and effect, subject to adjustments in accordance with paragraphs 3 and 4, through July 30th, 2025 unless terminated in accordance with paragraph 12.
12. This agreement may be renewed for one year commencing August 1, 2024 and from 1 year thereafter, with written notice of renewal on or before May 1 immediately preceding the renewal year. If the District fails to provide timely

notice of renewal in accordance with this paragraph, this agreement shall terminate effective June 30 of that year.

13. Either party may terminate this agreement or any portion thereof upon written notice received by the other party at least 60 days prior to the date of termination. Upon termination, all responsibility under state or federal law for the affected programs and services enumerated in Schedule A on the effective date of termination shall revert to the District.

Liability

14. The Warrior Run School District agrees to indemnify, defend, and hold harmless both the District and any director, officer, agent, or employee of the District against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional, or support staff provided by the Warrior Run School District under the terms of this agreement or from the maintenance or operation of any equipment or vehicles provided or used by the Warrior Run School District under the terms of the agreement. The Warrior Run School District shall maintain sufficient liability insurance for this purpose in amounts not less than \$1,000,000 per incident or occurrence and shall provide the District with evidence of this coverage.
15. The District agrees to indemnify, defend, and hold harmless both the Warrior Run School District and any director, officer, agent or employee of the Warrior Run School District against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional, or support staff of the district or from maintenance, use, or operation of any real property, equipment, or vehicles. The District shall maintain sufficient liability insurance for this purpose in amounts not less than \$1,000,000 per incident or occurrence and shall provide the Warrior Run School District with evidence of this coverage on demand.
16. None of the administrative, professional, paraprofessional, or support staff provided by the Warrior Run School District under the terms of this agreement shall be considered employees or agents of the District for any purpose, and none of the administrative, professional, paraprofessional, or support staff of the District shall be considered employees or agents of the Warrior Run School District for any purpose. The Warrior Run School District agrees to indemnify, defend, and hold harmless the District against all claims, damages, losses, or penalties resulting from any determination, whether judicial,

administrative or otherwise, that any of the foregoing staff members provided by the Warrior Run School District under the terms of this agreement is an employee or agent of the District. The District agrees to indemnify, defend, and hold harmless the Warrior Run School District against all claims, damages, losses, or penalties resulting from any determination, whether judicial, administrative or otherwise, that any of the foregoing staff members provided by the District under the terms of this agreement is an employee or agent of the Warrior Run School District.

17. This agreement is intended to and shall be construed as consistent with all applicable state and federal laws in effect on the above date, including the Individuals with Disabilities Act and its implementing regulations, the Rehabilitation Act of 1973 and its implementing regulations, Titles VI and IX of the Civil Rights Act of 1964 and their implementing regulations, the Family Education Rights and Privacy Act and its implementing regulations, The Pennsylvania Public School Code of 1949, Chapters 14 and 15 of the regulations of the State Board of Education, and Chapter 342 of the standards of the Pennsylvania Department of Education. To the extent that the law is construed as inconsistent with the language as the contractual expression of the parties' intent and may be enforced as such.
18. Modifications to or adjustments in Schedule A as permitted or required by this agreement shall in all cases be made in writing executed by a representative of the parties and shall become part of this agreement regardless of whether a modified or adjusted schedule is affixed hereto.
19. This agreement constitutes the entire agreement and understanding between the Warrior Run School District concerning the programs and services to which it applies. It supersedes and repeals all prior or contemporaneous agreements and understandings, written or oral, on this subject. Any modification to this agreement shall be in writing executed by the legal representatives of the parties.

East Lycoming School District

Superintendent's Signature/Date

Warrior Run School District

Superintendent's Signature/Date

Thor R Edmiston 7-23-24

**Warrior Run School District
2024-2025**

SCHEDULE "A"

**CONTRACTED PROFESSIONAL SERVICES PROVIDED BY THE
Warrior Run School District**

STUDENT NAME:

GRADE: 12

INSTRUCTIONAL COSTS

MULTIPLE DISABILITIES CLASS	\$31,382
REGULAR EDUCATION	\$4,925
Speech/Specialized Services (Projected)	\$1,413
OT/PT (as contracted with KidVentures)	\$1,450
TOTAL:	\$39,170 (\$218/Day)

****Student's private and/or individual nursing services are the responsibility of the family and/or the contracting district (East Lycoming School District).**

August 13, 2024

Re: HHS Gymnasium Audio System Replacement

Members of the Board,

It is recommended by the Athletic Committee that the Board approve the proposal from Illuminate Integrations to complete audio system replacement in the HHS gymnasium. The proposal includes specific speaker designs for this type of a space where direction and feedback are both challenging. The proposal also includes a one touch control system allowing any user to easily activate the system and it will directly connect with the new auditorium systems as well. Funding for this project will be through the 24/25 general fund capital projects budget. This is not part of the bond funded capital projects.

Illuminate Integrations is the leading company in the state providing auditorium and gymnasium theatrical renovations to regional schools including South Williamsport, Loyalsock Township, the Williamsport Area school districts, and more extensive projects at Bucknell University and elsewhere.

Once approved, a timeline for completion will be determined; likely over the Winter 24/25 break.

Respectfully
Dr. Mark Stamm
Superintendent of Schools



Proposal To:

East Lycoming School District

ILLUMINATED-INTEGRATION.COM

1450 FULLING MILL ROAD
MIDDLETOWN, PA 17057

For:
Hughesville High School Gymnasium Audio

717 996 4596

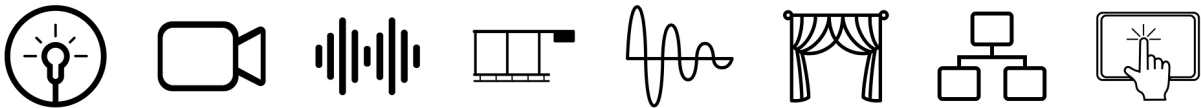
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August 7, 2024

ii-3083

COSTARS 034-E22-163



WHAT WE DO



LIGHTING | VIDEO | AUDIO | RIGGING | ACOUSTICS | CURTAINS | NETWORKING | CONTROLS

WHERE WE DO IT



PERFORMANCE VENUES | ARCHITECTURE FIRMS | MUSEUMS | CHURCHES | EDUCATION |
THEMED ENTERTAINMENT | CORPORATE AV | SPORTS VENUES

HOW WE DO IT



CONCEPT | DESIGN & REFINE | SYSTEM DESIGN | TECHNICAL DRAWING | PROJECT
PLANNING & MANAGEMENT | INSTALLATION | PROGRAMMING & COMMISSIONING |
TRAINING | SERVICE & SUPPORT

OUR MISSION

Illuminated Integration was formed on the basis that technology systems should be designed to achieve a unified user experience. This basis allows us to think creatively about how technology systems are specified, designed, and implemented. Our goal is to provide creative insight and help our clients make thoughtful decisions regarding Lighting, Video, Audio, Rigging, Acoustics, and Curtains.

THE ILLUMINATED DIFFERENCE

Our team of creatives handle design and integration of permanently installed systems. We understand that there is no one-size-fits-all solution. That's why we never recycle old designs for new clients - each installation is custom-built from the ground up, and tailored to meet your needs and your priorities. We are unique in our ability to provide completely turnkey audio, video, lighting, rigging, and acoustic design solutions. We can handle projects of any complexity for a range of different markets, including performing arts centers, churches and houses of worship, museums, galleries and exhibit spaces, universities, and more. Whether you require a simple upgrade to your existing system, or a more comprehensive installation in a new facility, we will provide assistance at every step of the process.

FOUNDED
2017

LOCATED
HARRISBURG, PA

FULL-TIME
TEAM MEMBERS
45+

PROJECTS
150+ ANNUALLY



No matter your market, from a place of worship to a themed attraction, a one-size-fits-all design won't capture your organization's mission. That's why we take a design-focused approach to lighting, video, audio, rigging, acoustics, and curtains. We create and implement original designs that deliver a purpose-built engaging experience for all.

CHURCHES



OTTERBEIN CHURCH
WAYNESBORO, PA



CROSSING CHURCH
WASHINGTON CROSSING, PA



SHELTER ROCK UCC
MANHASSET, NY

THEATRES



WEST SHORE THEATRE
NEW CUMBERLAND, PA

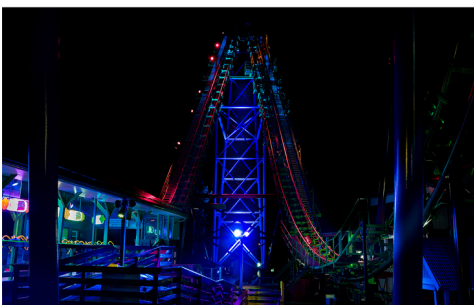


WISSAHICKON HIGH SCHOOL
AMBLER, PENNSYLVANIA

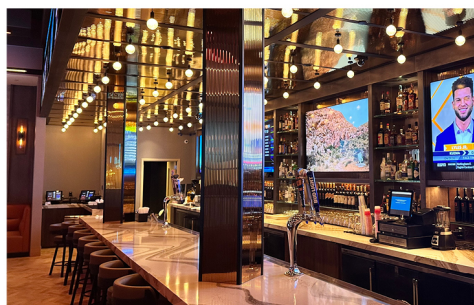


ST. JOSEPH'S PREPARATORY
PHILADELPHIA, PA

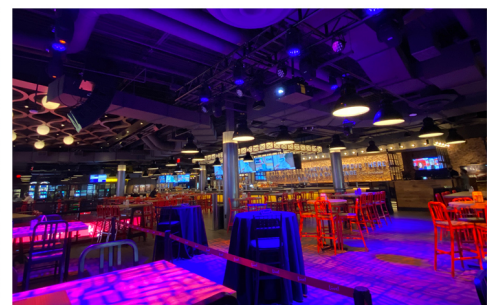
THEMED ENTERTAINMENT



JOLLY RANCHER REMIX
HERSHEY, PA



PARX
SHIPPENSBURG, PA



LIVE! WESTMORELAND
PITTSBURGH, PA

EXTERIOR LIGHTING



HERSHEY MED CENTER
HERSHEY, PA



WVU MEDICINE
MORGANTOWN, WV



ECONOMIC ALLIANCE
YORK, PA

CONFERENCE ROOMS



VIBRANT EMOTIONAL HEALTH
NEW YORK, NY



SERVICE 1ST
DANVILLE, PA



TOWSON ANIMAL DENTAL
TOWSON, MD

STUDIOS



CARLISLE CONSTRUCTION MATERIALS
CARLISLE, PA



MEMBERS 1ST
ENOLA, PA



TRONEX
BUDD LAKE, NJ

MEET THE TEAM

OUR ADMINISTRATIVE TEAM



Tyler Hoffman | CEO



David Hockenberry | VP of Operations



Cindy Hoffman | VP of Finance



Jenn Kerr | Director of Business Administration



Sylvia Garner | Director of Marketing



Matthew Swerdzewski | Director of Projects



Abby Good | Project Manager



Corey Boughton | Project Manager



Ryan Koletty | Project Manager

OUR PROJECT MANAGEMENT TEAM



Matt Summerson | Director of Engineering



Jonathan Cook | Director of Integration



Andrew Horton | Systems Integration Technician



Gian Gonzales | Systems Integrator



Lauryn Campion | Systems Integrator



Jonathan Langberg | Systems Integrator



Nate Maurer | Systems Integration Creative



Tyler Storr | Systems Integration Creative

OUR INTEGRATION & ENGINEERING TEAM LEADERS



Bobby Dengler | VP of Design & Sales



Colby Hoffman | Director of Design & Sales



Katie Kudrick | Director of Client Relations



Mike Birardi | Director of Emerging Markets



Brett Zahniser | Sales Coordinator



Cody Toms | Design Consultant



Ethan Smith | Design Consultant



Scott Steffan | Design Consultant



Trace Morgan | Systems Designer



Brydon Lidle IV | Systems Designer



Griffin Folcomer | Systems Designer



John Kaufman | Systems Designer



Ken Friedhoff | Systems Designer



Peter Coleman | Systems Designer

OUR DESIGN TEAM



Ted Best | Director of Installation



Tim Kerr | Lead Installation Technician

OUR INSTALLATION TEAM LEADERS

SCOPE

Gymnasium Audio System

This project is to address the ailing sound system in the Gymnasium at Hughesville High School. This design will increase audio intelligibility and coverage throughout the gym. This system will also add new connectivity options including bluetooth. The base design includes the same simple control system that is proposed in the auditorium. This system would have the ability to have custom buttons for audio playback of things like the National Anthem or the school fight song.

Included in this proposal:

- Remove existing speakers
- Install and tune new audio and control system
- Install new microphones matching the systems in the auditorium
- Reuse the existing equipment rack

Not Included in this proposal:

- Any new line voltage electrical work
- Acquiring any permitting if required

Add Option - Court Audio Coverage

This option would add audio coverage for the court. This would be useful for making announcements during classes, audio during practices, or for other events.

Add/Deduct - QSYS Control System

This option removes the Q-SYS simple control system. In its place are a simple digital audio mixer and power sequencing. Audio levels could be controlled with an owner provided iPad, but there is no "one touch" type control with this option.

Illuminated Integration

GYMNASIUM

AUDIO - SPEAKERS & AMPS

QTY DESCRIPTION

4	Fulcrum Acoustic CCX1226	12 inch Subcardioid Coaxial Loudspeaker
4	Fulcrum Acoustic YK-CX12	CX12/CCX12 Series Yoke Bracket
1	Fulcrum Acoustic CS218L	Dual 18 inch Subcardioid Subwoofer
1	Powersoft Quattrocanali 4804 DSP+D	4800W/4-channel Flexible Amplifier with DSP and Dante
1	Powersoft Duecanali 4804 DSP+D	Duecanali 4804 DSP + D
5	Neutrik NL4FX	Neutrik NL4FX speakON Female 4 Pole Cable Connector
2	SmartWire 12-02P-BLK	12-02 UNS STR CL3P Blk Jkt BR
0.3	SmartWire 10-02P-BLK	10-02 105X30 UNS STR CMP Blk
12	Illuminated Integration Misc. Rigging	Misc. hanging hardware for rigging including strut, clamps, threaded rod, etc.
1	Illuminated Integration Audio System Tuning	Professional system tuning
1	Illuminated Integration Installation	Labor provided by Illuminated Integration
1	Illuminated Integration Installation	Labor to demo existing speakers and in rack equipment
<hr/>		
AUDIO - SPEAKERS & AMPS TOTAL		\$32,480.50

AV CONTROLS

QTY DESCRIPTION

1	QSC CORE 8 FLEX Bundle	Includes Core, Scripting License, & UCI License
1	QSC TSC-70-G3	Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only
1	Illuminated Integration Wireless Control Bundle	iPad, Ubiquiti Access Point, Necessary apps for the system to operate
1	RCI Custom ILL002-230119MM-01	Custom Rack panel for QSC 7" G3 touchscreen
1	Cisco C1200-24P-4X	24 port ethernet switch with 10G uplink
1	CyberPower OR700LCDRM1U	700VA RM 140V 5-15P LINE-INT

Illuminated Integration

QTY DESCRIPTION

1	Illuminated Integration Misc. Hardware	Blustream DA11ABL-WP-US-V2	
1	Illuminated Integration Misc. Hardware	Security cover for bluetooth plate	
1	SurgeX SX-DS-158	Defender Series, MultiStage Surge Suppression, Rackmount Power Protection	
0.5	SmartWire CAT6P-BLK	23-4P UNS SOL CMP C6 Blk Jkt	
1	Illuminated Integration Misc. Hardware	patch bay, connectors, network patch cables, etc.	
1	Illuminated Integration Misc. Hardware	rack hardware	
1	Illuminated Integration Programming & Commissioning	Initial System Set-up	
1	Illuminated Integration System Training	Training for system	
			<hr/>
AV CONTROLS TOTAL			\$14,610.50

AUDIO - MICROPHONES

QTY DESCRIPTION

2	Audio-Technica ATW-3211N892XTHDE2	3000 Network Wls Sys (4th gen)	
2	Audio-Technica ATW-T3202DE2	3000 Series Handheld TX	
2	Audio-Technica ATW-C510	Cardioid dynamic microphone capsule for use with ATW-T3202, ATW-T5202 and ATW-T6002xS handheld transmitters	
2	Audio-Technica BP892XCH-TH	Omni Condenser Microphone	
1	RF Venue D-ARC	Diversity Architectural Antenna for Wireless Microphones	
1	RF Venue DISTRO4	DISTRO4	
0.5	SmartWire RG6P-BLK	RG6U 18CCS OFS+60%AB CATVCMP B	
1	Illuminated Integration Misc. Rigging	Misc. hanging hardware for rigging including strut, clamps, threaded rod, etc.	
			<hr/>
AUDIO - MICROPHONES TOTAL			\$5,813.50

ADDITIONAL COSTS

QTY DESCRIPTION

1	Illuminated Integration Equipment Fees	lift and scaffolding, etc	
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Illuminated Integration

QTY DESCRIPTION

1 Illuminated Integration Misc. Hardware Plywood for floor protection

1 Illuminated Integration Tier 1 - Technical Drawing Package System Riser, Equipment Rack Drawing (if applicable), marked-up photos with information for device placement.

ADDITIONAL COSTS TOTAL \$9,450.00

GYMNASIUM TOTAL \$75,789.80

Illuminated Integration

ADD OPTION - COURT AUDIO COVERAGE

AUDIO - SPEAKERS & AMPS

QTY DESCRIPTION

- 2 Fulcrum Acoustic CCX1200 12 inch Subcardioid Coaxial Loudspeaker
- 2 Fulcrum Acoustic YK-CX12 CX12/CCX12 Series Yoke Bracket
- 1 Powersoft Quattrocanali 4804 DSP+D 4800W/4-channel Flexible Amplifier with DSP and Dante
- 2 Neutrik NL4FX Neutrik NL4FX speakON Female 4 Pole Cable Connector
- 0.5 SmartWire 12-02P-BLK 12-02 UNS STR CL3P Blk Jkt BR
- 4 Illuminated Integration Misc. Rigging Misc. hanging hardware for rigging including strut, clamps, threaded rod, etc.

CREDITS FOR REPLACED ITEMS

- 1 Powersoft Duecanali 4804 DSP+D Duecanali 4804 DSP + D

SUMMARY

ADD OPTION - COURT AUDIO COVERAGE TOTAL	+\$8,882.21
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Illuminated Integration

ADD/DEDUCT - QSYS CONTROL SYSTEM

AV CONTROLS

QTY DESCRIPTION

- 1 Allen & Heath AH-CQ12T CQ-12T 96kHz Digital Mixer with 7" Touchscreen and Bluetooth Connectivity
- 1 Allen & Heath AH-CQ12T-RK19 CQ-12T Rackmount Kit
- 1 Illuminated Integration Programming & Commissioning Initial System Set-up
- 1 Juice Goose CQ1515-RX Rackmount 3 step 20A sequencer

CREDITS FOR REPLACED ITEMS

- 1 QSC SLQSE-8N-P Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). Scripting Engine Software License, Perpetual.
- 1 QSC SLQUD-8N-P Q-SYS Core 8 Flex, Core Nano, NV-32-H (Core Capable). UCI Deployment Software License, Perpetual.
- 1 QSC CORE 8 FLEX Unified Core with 8 local audio I/O channels, 64x64 network I/O channels with 8x8 Software-based Dante license included, USB AV bridging, dual LAN ports, VoIP telephony, 8x8 GPIO, 8 AEC processors, Half-size 1RU.
- 1 Illuminated Integration Programming & Commissioning Initial System Set-up
- 1 RCI Custom ILL002-230119MM-01 Custom Rack panel for QSC 7" G3 touchscreen
- 1 QSC TSC-70-G3 Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only

SUMMARY

ADD/DEDUCT - QSYS CONTROL SYSTEM TOTAL

-\$5,397.40

Illuminated Integration

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE

- 100% Equipment & Shipping Deposit Due Prior to Equipment Ordering
- 50% Labor + 50% Travel Due Upon On-Site Start of Work (NET 20)
- 25% Labor + 25% Travel Due Upon 50% Work Progression (Net 20)
- Remaining Balance Due Upon Project Completion (NET 20)

SUBTOTAL	\$75,789.80
TOTAL SALES TAX	\$0.00
PROJECT TOTAL	\$75,789.80

Labor includes installation, engineering, management and programming labor types.

Credit Card payment will incur a 4% Fee.

ACH Transfers will incur no additional fees.

Illuminated Integration reserves the right to invoice for equipment and work in place. Payments on invoiced equipment and work in place cannot be withheld due to material shortages or outstanding work to be complete

OPTIONS Not included in the project total. Initial to the left to add the option to your project.

<u>No</u>	ADD OPTION - COURT AUDIO COVERAGE	+\$8,882.21
<u>No</u>	ADD/DEDUCT - QSYS CONTROL SYSTEM	-\$5,397.40

TERMS

I accept this proposal and hereby authorize Illuminated Integration to proceed with the installation of the included systems at the facilities of East Lycoming School District constructing at 349 Cemetery Street Hughesville, PA 17737 as described in the totality of this document. I further authorize Illuminated Integration to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Illuminated Integration. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until East Lycoming School District and Illuminated Integration agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by East Lycoming School District or their staff, construction, other building trades or any other party, and additional costs may be incurred by East Lycoming School District from Illuminated Integration. If such delays result in additional costs that are not covered by the pricing in this proposal, I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by East Lycoming School District and Illuminated Integration. This proposal is valid only if accepted in writing by East Lycoming School District by September 6, 2024.

If any delays occur in payments based on the terms listed above interest at 18% will be charged per month after payment is due.

*****Due to rapid manufacturer price increases, if a manufacturer increases their equipment prices prior to an equipment deposit being received, Illuminated Integration reserves the right to send an invoice for the difference of this price change. This additional cost/price increase will be sent as its own invoice for clarity.*****

Illuminated Integration

ACCEPTANCE

EAST LYCOMING SCHOOL DISTRICT

SIGNED

DATE

PRINT NAME

TITLE

ILLUMINATED INTEGRATION

SIGNED

DATE

PRINT NAME

TITLE

August 13, 2024

Re: Auditorium Theatrical and Performance Renovations

Members of the Board,

It is recommended that the Board approve the proposal from Illuminate Integrations to complete theatrical and performance renovations to the Jr / Sr High School auditorium. The renovations will include replacement of electrical systems, lighting, audio, curtains, stage floor, and other associated renovations. This project was approved previously by the Board as a Tier II priority through bond funds.

Illuminated Integrations is the leading company in the state providing auditorium and gymnasium theatrical renovations to regional schools including South Williamsport, Loyalsock Township, the Williamsport Area school districts, and more extensive projects at Bucknell University and elsewhere.

The musical and theater programs provided valuable input into the needs of the space and needs for their programs.

Once approved, a timeline for completion will be determined; likely Summer 2025.

Respectfully
Dr. Mark Stamm
Superintendent of Schools



ILLUMINATED-INTEGRATION.COM

1450 FULLING MILL ROAD
MIDDLETOWN, PA 17057

717 996 4596

Proposal To:
East Lycoming School District

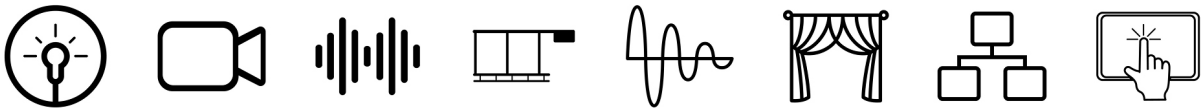
For:
Hughesville High School AVL

3.0
August 7, 2024
ii-2914

COSTARS 034-E22-163



WHAT WE DO



LIGHTING | VIDEO | AUDIO | RIGGING | ACOUSTICS | CURTAINS | NETWORKING | CONTROLS

WHERE WE DO IT



PERFORMANCE VENUES | ARCHITECTURE FIRMS | MUSEUMS | CHURCHES | EDUCATION |
THEMED ENTERTAINMENT | CORPORATE AV | SPORTS VENUES

HOW WE DO IT



CONCEPT | DESIGN & REFINE | SYSTEM DESIGN | TECHNICAL DRAWING | PROJECT
PLANNING & MANAGEMENT | INSTALLATION | PROGRAMMING & COMMISSIONING |
TRAINING | SERVICE & SUPPORT

OUR MISSION

Illuminated Integration was formed on the basis that technology systems should be designed to achieve a unified user experience. This basis allows us to think creatively about how technology systems are specified, designed, and implemented. Our goal is to provide creative insight and help our clients make thoughtful decisions regarding Lighting, Video, Audio, Rigging, Acoustics, and Curtains.

THE ILLUMINATED DIFFERENCE

Our team of creatives handle design and integration of permanently installed systems. We understand that there is no one-size-fits-all solution. That's why we never recycle old designs for new clients - each installation is custom-built from the ground up, and tailored to meet your needs and your priorities. We are unique in our ability to provide completely turnkey audio, video, lighting, rigging, and acoustic design solutions. We can handle projects of any complexity for a range of different markets, including performing arts centers, churches and houses of worship, museums, galleries and exhibit spaces, universities, and more. Whether you require a simple upgrade to your existing system, or a more comprehensive installation in a new facility, we will provide assistance at every step of the process.

FOUNDED
2017

LOCATED
HARRISBURG, PA

FULL-TIME
TEAM MEMBERS
45+

PROJECTS
150+ ANNUALLY



No matter your market, from a place of worship to a themed attraction, a one-size-fits-all design won't capture your organization's mission. That's why we take a design-focused approach to lighting, video, audio, rigging, acoustics, and curtains. We create and implement original designs that deliver a purpose-built engaging experience for all.

CHURCHES



OTTERBEIN CHURCH
WAYNESBORO, PA



CROSSING CHURCH
WASHINGTON CROSSING, PA



SHELTER ROCK UCC
MANHASSET, NY

THEATRES



WEST SHORE THEATRE
NEW CUMBERLAND, PA

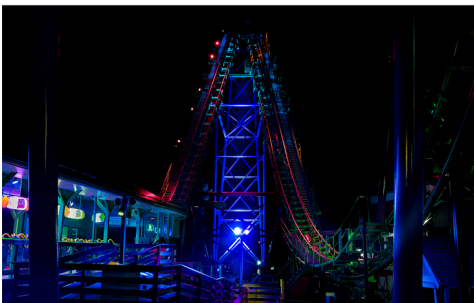


WISSAHICKON HIGH SCHOOL
AMBLER, PENNSYLVANIA

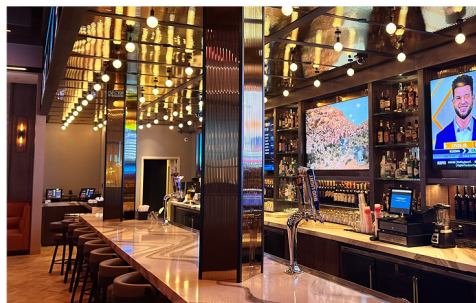


ST. JOSEPH'S PREPARATORY
PHILADELPHIA, PA

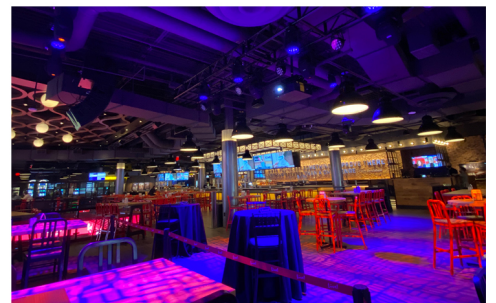
THEMED ENTERTAINMENT



JOLLY RANCHER REMIX
HERSHEY, PA



PARX
SHIPPENSBURG, PA



LIVE! WESTMORELAND
PITTSBURGH, PA

EXTERIOR LIGHTING



HERSHEY MED CENTER
HERSHEY, PA



WVU MEDICINE
MORGANTOWN, WV



ECONOMIC ALLIANCE
YORK, PA

CONFERENCE ROOMS



VIBRANT EMOTIONAL HEALTH
NEW YORK, NY



SERVICE 1ST
DANVILLE, PA



TOWSON ANIMAL DENTAL
TOWSON, MD

STUDIOS



CARLISLE CONSTRUCTION MATERIALS
CARLISLE, PA



MEMBERS 1ST
ENOLA, PA



TRONEX
BUDD LAKE, NJ

MEET THE TEAM

OUR ADMINISTRATIVE TEAM



Tyler Hoffman | CEO



David Hockenberry | VP of Operations



Cindy Hoffman | VP of Finance



Jenn Kerr | Director of Business Administration



Sylvia Garner | Director of Marketing



Matthew Swerdzewski | Director of Projects



Abby Good | Project Manager



Corey Boughton | Project Manager



Ryan Koletty | Project Manager

OUR PROJECT MANAGEMENT TEAM



Matt Summerson | Director of Engineering



Jonathan Cook | Director of Integration



Andrew Horton | Systems Integration Technician



Gian Gonzales | Systems Integrator



Lauryn Campion | Systems Integrator



Jonathan Langberg | Systems Integrator



Nate Maurer | Systems Integration Creative



Tyler Storr | Systems Integration Creative

OUR INTEGRATION & ENGINEERING TEAM LEADERS



Bobby Dengler | VP of Design & Sales



Colby Hoffman | Director of Design & Sales



Katie Kudrick | Director of Client Relations



Mike Birardi | Director of Emerging Markets



Brett Zahniser | Sales Coordinator



Cody Toms | Design Consultant



Ethan Smith | Design Consultant



Scott Steffan | Design Consultant



Trace Morgan | Systems Designer



Brydon Lidle IV | Systems Designer



Griffin Folcomer | Systems Designer



John Kaufman | Systems Designer



Ken Friedhoff | Systems Designer



Peter Coleman | Systems Designer

OUR DESIGN TEAM



Ted Best | Director of Installation



Tim Kerr | Lead Installation Technician

OUR INSTALLATION TEAM LEADERS

2024 Hughesville High School Auditorium Scope

Systems Overview

Illuminated is proposing to design updated theatrical technology systems for Hughesville High School Auditorium. The information below is an overview of the functionality and products that are recommended as a basis of design. In addition to Illuminated Integration and our team, we will be subcontracting the EC and GC work as part of our contract and scope of work.

Lighting

- **Stage Lighting & Control**

- A new intelligent lighting system will be installed which will turn the stage into versatile space for a range of performances, including plays, musicals, concerts, lectures, and other live events
- All elements of this system are able to be trained on and allow for students to learn and grow in the lighting industry, as well as learn about the physics of color theory, electrical and signal flow, and programming syntax
- This system will utilize modern networking distribution and DMX control protocols to maximize the potential of the system's performance
- The lighting system will include color changing fixtures with a 5 year fixture, 10 year LED engine warranty which is considered the best in the industry. These fixtures will be optimized for the size and function of the space, as well as interface with the controls being specified to allow for precision color and cueing choices.
- A new lighting console will be the master control for all show and performance lighting, allowing for intelligent control of all fixtures to maximize their potential
- In the upgrade of the Lighting Control system, the new lighting console is used in no less than 27 shows currently on Broadway.
- New truss positions will be installed. Existing truss positions are currently out of code.
- A new power system will be installed for updated reliable intelligent control of power distribution and adjusting for the lower amount of power draw needed due to our LED upgrades
- Includes required electrician costs for total project

- **House Lighting & Controls**

- The house lighting fixtures will be replaced with high-powered dimmable LEDs with much lower power consumption and heat output
- A new architectural control system will be installed to allow for modernized control and allowing for interaction from the AV system for simple system control of both house and stage lighting
 - This system will be able to recall stage lighting presets as well as house lighting
- Button station and touchscreen control will be added
- Electrician costs do not fall into this scope.

Curtains & Rigging

- **Rigging**

- A rigging system of motorized lighting out front & dead-hung curtain battens over stage will be installed.
- We will ensure all rigging and installation adhere to industry safety standards, local regulations, and fire safety requirements. Ensure the safety of performers, crew, and audience members through proper rigging and installation practices following ANSI standards. Currently, the rigging in the space is not up to code and is a serious safety hazard

- **Curtains**

- A brand new curtain layout will be created and will cover all sightlines from the house, as well as optimize the new lighting layout
- The existing stage curtains and rigging will be updated with new, functional, and aesthetically pleasing systems that

enhance performances and improve the overall visual experience

- Provide training sessions for staff technicians on the safe operation of the new rigging systems and proper handling of curtains.
- Removal of existing curtains and all rigging associated with curtains.

Audio

• Speakers

- A new speaker design is suggested for the space to be able to handle the different events that occur in the space. Illuminated is suggesting to update the existing speakers to be from the Martin Audio family of point source speakers, including rear auditorium delay speakers. These will allow for even stereo coverage in the space while minimizing added reflections from the walls. The proposed speakers will be ceiling mounted at the front of the auditorium with delay speakers ceiling mounted towards the rear of the room. An additional set of monitors would be added for the booth to have quality sound coverage in the tech booth

• Audio Console

- A new digital console is suggested as an ADD/OPTION for the space to accommodate performance level programs. The console will have 96kHz digital processing, Dante sound card, 48 input channels, 24 onboard Preamps and independent channel processing (limiters, compressors, graphic equalization, gating and other processing functions). Digital stage boxes are recommended for flexibility of audio inputs. The audio console is suggested to be installed in a lockable roll-top style desk at the new front of house position in the right rear of the auditorium.

• Microphones

- New hanging microphones over the front and rear sections of the stage would be used to better cover individuals during choral, band, orchestral, and theater performances.

• Assisted Listening

- A new assisted listening system is suggested for the space to accommodate those with hearing disabilities. Illuminated is suggesting to install a Williams AV FM and Digital system. These systems provide the traditional FM bodypack receivers and an app based option for users who have bluetooth hearing aids paired with their personal phones. A charging station and batteries for all devices will be included.

• Wireless Communications

- Illuminated recommends a wireless communication system for running events and shows. This system can be used by faculty staff, program organizers, and students during productions and events. Headsets with built in microphones would be able to communicate throughout the auditorium during productions. The system can have as many endpoints as needed. The minimum is approximately five for this auditorium.

Video

• Main Projection

- A new projector would be mounted for events and presentations. This projector would be 10k-15k lumens for bright picture quality and high contrast ratio.
- Existing projector screen is rigged unsafely. Illuminated Integration will remove projector screen and remount appropriately to ensure the rigging is as safe as possible moving forward.

• Carpet and Stage Flooring Work

- Replace and paint stage floor

Tech Booth Maintenance

• Tech Booth Cleanup

- Illuminated Integration will be responsible for organizing and cleaning the Tech Booth Area. This will include any purchases needed to help clean up this area. Responsibilities will include consolidating the racks, organizing equipment, creating adequate storage for any equipment, and a new tech table with all proper outfits appropriately to help maintain a clean workspace.

Illuminated Integration's scope of work is to handle the new installation of components listed in the above scope. Illuminated

Integration will work with the client to modify or adjust this proposal based on the client's feedback. Any changes requested by the client/owner may incur pricing changes. We will work to ensure these requests are compatible with systems to be installed. Any additional training sessions and customization programming past the original design would be at an additional charge for time, if requested. Illuminated Integration's scope of work is to provide and install equipment and systems that we believe are the best fit. Please note that while advice may be offered when requested, Illuminated Integration takes no responsibility for the safety of any other work, systems design, or other contracting completed by the Client or others. Any permitting required for this work is the responsibility of the Client.

Illuminated Integration

AUDITORIUM

LIGHTING - STAGE LIGHTING

QTY DESCRIPTION

24	ETC CSSPOTVMVS	ColorSource Spot V ETL with Shutter Barrel with Multiverse - Black High Side
18	ETC CSSPOTVMVS	ColorSource Spot V ETL with Shutter Barrel with Multiverse - Black FOH
42	ETC EDLT Lens Tube - Degree TBD	EDLT Lens Tube Degree TBD
29	ETC CSFRESVMV	ColorSource Fresnel V, w/ Multiverse, black
29	ETC FRESBD7.5	Fresnel Barn Door, 8-leaf, 7.5", Black
7	ETC CSSPOTVMV	ColorSource Spot V, light engine only, w/ Multiverse, black
7	ETC S4LEDCYC	LED CYC Adapter, black
4	ADJ Focus Profile	Focus Profile;400W LED moving head With Wired Digital communication Network
86	TheLightSource SLCB	Slim Claw Black
82	Peak Trading 091-125/312X030B	30" Black Safety Cable
82	Blizzard Lighting DMX-5PIN-5Q	5' 5-pin XLR(M) - XLR(F) 120 ohm DMX Cable
1	Illuminated Integration Gel Package	Gel Package for Diffusion
LIGHTING - STAGE LIGHTING TOTAL		\$163,721.00

LIGHTING - CONSOLE

QTY DESCRIPTION

1	ETC ION XE 20 2K-US	Ion Xe 20 Console 2,048 Outputs
3	Dell P2418HTE	24" Touchscreen
1	RapcoHorizon DURAPATCH-15	15 FT DURACAT CAT5e STRANDED RJ45-RJ45
1	ETC ETCNOMAD BASE KEY EDU	ETCnomad Base USB key only - Education Package
1	Illuminated Integration	ETC Console Training
1	Illuminated Integration	Programming & Commissioning Initial System Set-up

Illuminated Integration

QTY DESCRIPTION

LIGHTING - CONSOLE TOTAL \$18,628.00

LIGHTING - POWER & LIGHTING CONTROL

QTY DESCRIPTION

- 1 ETC ETCCQ ETC Custom Quote #WST24-224523-1 Dimming and Architectural Control Upgrades
- 1 Illuminated Integration Sub-Contracted Labor Electrical Contractor

LIGHTING - POWER & LIGHTING CONTROL TOTAL \$151,200.00

LIGHTING - HOUSE LIGHTS

QTY DESCRIPTION

- 47 Elation Fuze Pendant Fuze Pendant; 230W RGBWL LED Pendant
- 1 Illuminated Integration Equipment Fees Lift Associated with Swapping House Lighting
- 16 Elation KL CYC S KL CYC S; 500mm LED RGBMA CYC

LIGHTING - HOUSE LIGHTS TOTAL \$106,350.00

RIGGING

QTY DESCRIPTION

- 1 ETC Custom Rigging Quotation Includes controls, E-Stops, and cable management
- 1 TheLightSource Custom Quotation Quote #WST24-224523-1
- 1 Illuminated Integration Removal/Disposal Old Rigging FOH and Over Apron
- 1 Illuminated Integration Rigging Batten Pipe, Mounting Hardware, etc
- 2 Illuminated Integration Pipe Tormenter Torm Rigging and Hardware for Swap of existing Torm

RIGGING TOTAL \$92,260.00

CURTAINS

QTY DESCRIPTION

- 7 Illuminated Integration Rigging Batten Pipe, Mounting Hardware, etc
- 1 Rosebrand Custom Quote #349320 Curtain Package

Illuminated Integration

QTY DESCRIPTION

1 Illuminated Integration Removal/Disposal Strip Old Rigging and Curtains

CURTAINS TOTAL

\$40,770.00

AV CONTROLS

QTY DESCRIPTION

1 QSC Q-SYS Core 110f Bundle Core 110f, UCI License, Scripting License

2 QSC TSC-101-G3 Q-SYS 10.1" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only

2 QSC TSC-70-G3 Q-SYS 7" PoE Touch Screen Controller for In-Wall Mounting. Color - Black only

1 QSC TSC-710t-G3 Table top mounting accessory for TSC-70W-G3 and TSC-101W-G3.

1 Cisco CBS350-24P-4G 24 port POE network switch

3 Visionary Solutions PacketAV Duet Wall Plate Encoder A/V Encoder (Wall Plate), 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE; AES67/Dante

2 SmartWire CAT6P-BLK 23-4P UNS SOL CMP C6 Blk Jkt

1 Illuminated Integration MISC Cables HDMI, CAT6, connectors, etc

1 Illuminated Integration Programming & Commissioning Initial System Set-up

AV CONTROLS TOTAL

\$27,896.00

AUDIO - SPEAKERS & AMPS

QTY DESCRIPTION

12 Martin Audio WPM Wavefront Precision Mini 2-Way Passive Optimized Line Array Enclosure. Integrated Rigging System. 2x 6.5" LF, 3x 1" Exit HF. 100-degree Horizontal at -6dB, very linear 125-degree Horizontal at -10dB points, 10-degree Vertical. 76Hz-18kHz +/-3dB. Peak SPL from one enclosure: 130dB, BLACK

1 Martin Audio SXCF118B Compact Cardioid Subwoofer system. Flying Version (Can be flown at top of WPS Arrays). Front-facing 18"/4" voice coil and rear-facing 14"/3.5" voice coil drivers. 43Hz-to-150Hz, +/-3dB, 34Hz @ -10dB. 28dB rear rejection at 75Hz. Max SPL: 140dB, BLACK

6 Martin Audio C8.1T Ceiling Loudspeaker, 8" LF & 1" tweeter. Priced individually, packed/sold in Pairs

1 Martin Audio IK81-DANTE 8-ch Power Amp with 4x8 DSP, DANTE Interface

2 Martin Audio IK42-DANTE 4-ch Power Amp with 4x4 DSP, DANTE Interface

Illuminated Integration

QTY DESCRIPTION

2	Martin Audio WPMGRIDI WPM Installation Flying Frame, Black
2	SmartWire 12-02P-BLK 12-02 UNS STR CL3P Blk Jkt BR
0.25	SmartWire 10-02P-BLK 10-02 105X30 UNS STR CMP Blk
0.1	SmartWire CAT6P-BLK 23-4P UNS SOL CMP C6 Blk Jkt
8	Illuminated Integration Misc. Rigging Misc. hanging hardware for rigging including strut, clamps, threaded rod, etc.
1	Illuminated Integration Misc. Hardware Connectors, jumpers, etc.
1	Illuminated Integration Audio System Tuning
<hr/>	
	AUDIO - SPEAKERS & AMPS TOTAL
	\$77,348.50

AUDIO - CONSOLE

QTY DESCRIPTION

1	Allen & Heath AH-SQ-7 96kHz XCVI FPGA processing, 48 Input Channels, DEEP Processing Ready, 33 Faders / 6 Layers, 12 Stereo mixes+LR, 3 Stereo Matrix, 7" capacitive touchscreen
1	Allen & Heath AH-M-SQ-SDANTE64-A 64 X 64 Dante card for SQ / AHM Series, 96kHz / 48kHz
3	Allen & Heath AH-DT168 16 x 8 Dante audio expander with dLive 96kHz mic preamps, 96kHz/48kHz
3	Allen & Heath AH-AB-168-RK19 Optional Rackmount Kit for AH-AB-168
1	Allen & Heath AH-AP11334 Dust cover for SQ-7
1	SmartWire CAT6P-BLK 23-4P UNS SOL CMP C6 Blk Jkt
1	ProX Direct T-12RSS 12U Vertical Rack, 4" Blue Casters
1	RapcoHorizon PCE2-30 ETHERCON / ETHERCON 30FT
1	Illuminated Integration MISC Cables CAT6, connectors, patch cables, etc
1	Illuminated Integration Misc Racks & Power custom patch panel, cable management, blanks, drawers, etc.
1	Illuminated Integration Console Training - Level 1 Level 1 Console Training
1	Illuminated Integration Programming & Commissioning Initial System Set-up
1	Redco Custom Wallplate Package custom wall plates on stage apron

Illuminated Integration

QTY DESCRIPTION

AUDIO - CONSOLE TOTAL

\$23,818.00

AUDIO - MICROPHONES

QTY DESCRIPTION

- 4 Audio-Technica ATW-3211N892XTHDE2 3000 Network Wls Sys (4th gen)
- 1 **OWNER FURNISHED** RF Venue DFINB Diversity Fin Antenna Install Black
- 1 RF Venue DISTRO9HDR DISTRO9 HDR Nine (9) Channel Multi-Zone Antenna Distribution System
- 3 **OWNER FURNISHED** RF Venue DISTRO9HDR DISTRO9 HDR Nine (9) Channel Multi-Zone Antenna Distribution System
- 4 Countryman Associates B3W4FF05TANCH B3W4FF05TANCH, for Audio Technica with Hirose 4 pin screw-down cH-style (Code ANCH), (W4) Standard gain for most uses, (T) Tan
- 2 Audio-Technica BP892XCH-TH Omni Condenser Microphone
- 4 Audio-Technica ATW-T3202DE2 3000 Series Handheld TX
- 4 Audio-Technica ATW-C510 Cardioid dynamic microphone capsule for use with ATW-T3202, ATW-T5202 and ATW-T6002xS handheld transmitters
- 0.25 SmartWire RG6P-BLK RG6U 18CCS OFS+60%AB CATVCMP B
- 1 Illuminated Integration MISC Cables CAT6, RG6 connectors, etc
- 6 Shure MX202BP/C Cardioid - Black Mini-Condenser for Overhead Miking, 30' Unterminated Cable, Plate Mount Preamp with Screw Terminals
- 0.75 SmartWire 20-02SP-BLK 20-02 Shielded STR Plenum Black Jacket

AUDIO - MICROPHONES TOTAL

\$14,278.98

AUDIO - ASSISTED LISTENING

QTY DESCRIPTION

- 1 Williams AV FM 558-24 PRO FM Plus Large-area Dual FM and Wi-Fi assistive listening system with 24 FM R38 receivers. Features coaxial cable and rack panel kit for professional installation. System includes: (1) FM T55 transmitter, (24) PPA R38N receivers, (24) EAR 022 surround earphones, (6) NKL 001 neckloops, (2) CHG 3512 12-bay chargers, (24) BAT 026-2 AA NiMH rechargeable batteries, (1) ANT 005 remote coaxial antenna, (1) IDP 008 ADA wall plaque and (1) RPK 005 rack panel kit.
- 1 Williams AV ANT 024 Dipole wall-mount antenna with F-connector for use with large-area 72 MHz FM transmitters. 75 Ohm.
- 0.2 SmartWire RG59HDP-BLK RG59U HDSOI CMP Blk Jkt

Illuminated Integration

QTY DESCRIPTION

0.1 SmartWire 20-02SP-BLK 20-02 Shielded STR Plenum Black Jacket

AUDIO - ASSISTED LISTENING TOTAL

\$7,473.23

VIDEO - PROJECTOR

QTY DESCRIPTION

1 Panasonic PT-REZ12LBU7 12,000 Lumens, Laser, WUXGA Resolution (1,920 x 1,200), DLP Projector, Filter-Free, Lens Not Included, Black

1 Panasonic ET-C1T700 2.07-3.38:1 zoom lens for REQ/REZ Sereis laser projectors

1 Chief CMA372 UNISTRUT ADAPTER

1 Chief VCMU VCMU, INCL CUSTOM HBU, BLK

1 Visionary Solutions D4100 A/V Decoder, 4K UHD over IP cinema quality ultra-low latency visually lossless switch matrix routable, with built-in video wall functionality; POE

1 Illuminated Integration Misc. Rigging Misc. hanging hardware for rigging including strut, clamps, threaded rod, etc.

VIDEO - PROJECTOR TOTAL

\$24,015.00

VIDEO - PROJECTION SCREEN

QTY DESCRIPTION

3 Illuminated Integration Misc. Rigging Misc. hanging hardware for rigging including strut, clamps, threaded rod, etc. for re-rigging the Projector Screen.

VIDEO - PROJECTION SCREEN TOTAL

\$2,295.00

RACK & POWER

QTY DESCRIPTION

1 Cisco C1200-48P-4X 48 port network switch 10G uplink

1 Cisco C1200-24P-4X 24 port ethernet switch with 10G uplink

2 CyberPower OR700LCDRM1U 700VA RM 140V 5-15P LINE-INT

2 SurgeX SX-DS-158 Defender Series, MultiStage Surge Suppression, Rackmount Power Protection

2 Middle Atlantic LT-CABUTL-DUAL DUAL RKMT WORK LIGHT

1 Middle Atlantic DWR-24-26 DWR RACK 24RU 24"USEABLE

Illuminated Integration

QTY DESCRIPTION

- 1 Middle Atlantic LVFD-24 24SP LARGE PERF FR DOOR
- 2 Middle Atlantic PDT-1620C-NS PD THIN1-20A16OUTCORD
- 1 Illuminated Integration Rack Accessories Misc. Cable Management, Power Distribution, etc.

RACK & POWER TOTAL \$10,263.00

TECH BOOTH MAINTENANCE

QTY DESCRIPTION

- 1 Illuminated Integration Tech Booth Cleanup and Maintenance 2 technicians, 2 full days of cleanup and organization. As well as all associated materials needed for cable management, and organization.
- 2 Illuminated Integration Custom Tech Desk Spectrum Industries Evolution Computer Desk
- 1 Illuminated Integration Misc. Rigging Repositioning of 3 Clouds over tech booth to be higher for visibility

TECH BOOTH MAINTENANCE TOTAL \$7,230.00

ADDITIONAL COSTS

QTY DESCRIPTION

- 1 Illuminated Integration Tier 2 - Technical Drawing Package System Riser, Equipment Rack Drawing (if applicable), Ground Plan of space for device placement, Section or Elevation Drawing to communicate heights of devices.
- 1 Illuminated Integration Equipment Fees Lift and Scaffolding
- 1 Illuminated Integration Light Hang/Focus
- 1 Illuminated Integration Audio System Tuning

ADDITIONAL COSTS TOTAL \$41,160.00

FLOOR REPAIRS

QTY DESCRIPTION

- 1 Illuminated Integration Sub-Contracted Labor Estimated Budget Number for Flooring Repair/Replacement

FLOOR REPAIRS TOTAL \$58,000.00

AUDITORIUM TOTAL \$999,849.12

Illuminated Integration

ADD/DEDUCT - STATIC BATTEN PIPES

RIGGING

QTY DESCRIPTION

6 Illuminated Integration Rigging Batten Pipe, Mounting Hardware, etc

14 ETC ECPB DMXOUT / AC ECPB DMX OUT / A/C

CREDITS FOR REPLACED ITEMS

1 ETC Custom Rigging Quotation Includes controls, E-Stops, and cable management

1 TheLightSource Custom Quotation Quote #WST24-224523-1

SUMMARY

ADD/DEDUCT - STATIC BATTEN PIPES TOTAL

-\$59,751.00

Illuminated Integration

ACCEPTANCE

FINANCIAL

PAYMENT SCHEDULE

- 100% Equipment & Shipping Deposit Due Prior to Equipment Ordering
- 50% Labor + 50% Travel Due Upon On-Site Start of Work (NET 20)
- 25% Labor + 25% Travel Due Upon 50% Work Progression (Net 20)
- Remaining Balance Due Upon Project Completion (NET 20)

SUBTOTAL	\$999,849.12
TOTAL SALES TAX	\$0.00
PROJECT TOTAL	\$999,849.12

Labor includes installation, engineering, management and programming labor types.

Credit Card payment will incur a 4% Fee.

ACH Transfers will incur no additional fees.

Illuminated Integration reserves the right to invoice for equipment and work in place. Payments on invoiced equipment and work in place cannot be withheld due to material shortages or outstanding work to be complete

OPTIONS Not included in the project total. Initial to the left to add the option to your project.

 No ADD/DEDUCT - STATIC BATTEN PIPES -\$59,751.00

TERMS

I accept this proposal and hereby authorize Illuminated Integration to proceed with the installation of the included systems at the facilities of East Lycoming School District constructing at 349 Cemetery Street Hughesville, PA 17737 as described in the totality of this document. I further authorize Illuminated Integration to be granted the facility access that will be required to complete this project in a workmanlike and timely manner and for payment to be made to Illuminated Integration. It has been made clear to me that there exist no understandings regarding this project with any relevant party unless and until East Lycoming School District and Illuminated Integration agree to such additional or alternate understandings in writing. Project cost and pricing are dependent upon a continual flow of work without interruption or delays imposed by East Lycoming School District or their staff, construction, other building trades or any other party, and additional costs may be incurred by East Lycoming School District from Illuminated Integration. If such delays result in additional costs that are not covered by the pricing in this proposal, I agree that any additions to and/or deletions from the materials and labor to be provided by my acceptance of this proposal and any resulting change(s) in cost of this project shall only be by way of written change order(s) and shall be valid only after being signed by East Lycoming School District and Illuminated Integration. This proposal is valid only if accepted in writing by East Lycoming School District by September 6, 2024.

If any delays occur in payments based on the terms listed above interest at 18% will be charged per month after payment is due.

*****Due to rapid manufacturer price increases, if a manufacturer increases their equipment prices prior to an equipment deposit being received, Illuminated Integration reserves the right to send an invoice for the difference of this price change. This additional cost/price increase will be sent as its own invoice for clarity.*****

Illuminated Integration

ACCEPTANCE

EAST LYCOMING SCHOOL DISTRICT

SIGNED

DATE

PRINT NAME

TITLE

ILLUMINATED INTEGRATION

SIGNED

DATE

PRINT NAME

TITLE

August 13, 2024

Re: Recommendation for Athletic Director Services Contract

Members of the Board,

It is recommended that the board approve the three year service contract with Ronan Athletic Consulting for Athletic Director services. Ronan Athletic Consulting is an LLC that will provide Mr. Scott Hill as a full-time athletic director to the East Lycoming School District for the 2024-25, 2025-26, and 2026-27 school years at an annual cost of \$70,000.00. This contract will save the district \$50,762 annually.

Similar to how the district contracts with Nutrition Inc LLC for food service management, through Ronan Athletic Consulting, Mr. Hill will be responsible for all aspects of the ELSD Athletic program as outlined in the Attachment A - Job Description.

Mr. Hill was selected by the athletic director search committee in February 2024, but unavoidable delays prevented his appointment sooner. Mr. Hill brings with him an extensive resume of coaching, school administration, and athletic administration experience. He is eager to begin this new position and bring the full focus of his enthusiasm and experience exclusively to ELSD.

If approved by the board, Mr. Hill will begin work Wednesday, August 14.

Respectfully submitted
Dr. Mark Stamm
Superintendent

EAST LYCOMING SCHOOL DISTRICT
349 Cemetery Street
Hughesville, PA 17737

Athletic Director Consultant Contract

THIS AGREEMENT is made this ____ day of August, 2024, and is made effective July 1, 2024, by and between East Lycoming School District (the “School District”), with its principal place of business at 349 Cemetery Street, Hughesville, Pennsylvania 17737, and Ronan Athletic Consulting, LLC (the “Consultant”), a Pennsylvania limited liability company, with its principal place of business at 1623 Faxon Parkway, Williamsport, Pennsylvania 17701.

WHEREAS, the School District desires to retain the consulting services of the consultant as an independent contractor to provide athletic director consulting and mentoring services to the School District.

WHEREAS, the Consultant desires to provide professional athletic director consulting/mentoring services as an independent contractor to the School District, and

WHEREAS, the parties hereto wish to set forth their agreement in connection with their relationship.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained herein, and for other good and valid consideration hereby acknowledged, the parties hereby agree as follows:

1. **TERM.** This Agreement shall be effective July 1, 2024 to June 30, 2027, and shall remain in full force and effect unless terminated earlier pursuant to Section 5 of this Agreement. If neither party has given notice of termination on or before June 30, 2027, this agreement shall automatically renew for an additional one (1) year period, not to exceed two automatic renewals.
2. **SERVICES TO BE PROVIDED.** The Consultant shall serve as the Athletic Director and provide consulting/mentoring as needed to support the athletic program on a yearly basis. The services to be provided include, but are not limited to, those as outlined in Exhibit A, attached hereto and incorporated as if fully set forth herein.

The Consultant agrees and acknowledges that the services will be provided by Scott M. Hill on its behalf and that any change in the individual providing the service must be approved by the Superintendent of the School District.

3. **SUPPORT.** Clerical support will be provided by the District staff as determined necessary and appropriate by the District.
4. **PAYMENT.** For the provision of services under this Agreement, the School District shall pay the Consultant the sum of \$70,000 per year, which shall be paid in twelve (12) equal monthly installments. In addition, the District will pay for, or reimburse, the Consultant for all travel and training required by PIAA. Mileage reimbursement shall be at the then current IRS rate.
5. **TERMINATION.** Either party shall have the right to terminate this Agreement at any time, with or without cause, upon sixty (60) days written notice.
6. **RELATIONSHIP.** In the performance of their obligations hereunder, the parties shall be and act at all times as independent contractors to each other. Nothing herein may be construed to create an employer/employee relationship between the School District and the Consultant.
7. **BENEFITS/TAXES.** The Consultant shall not have claim under this Agreement or otherwise against the School District for retirement benefits, social security, workers compensation, or unemployment benefits. The School District will not withhold on the Consultant's behalf any sums for income tax, unemployment insurance, social security, or any other withholding: such as taxes and withholdings shall be the sole responsibility of the Consultant.
8. **MISCELLANEOUS.** This Agreement shall not be changed, modified or amended except by a writing signed by both parties. If either party determines, in good faith, that any provision of this Agreement violates any law, rule, regulation or standard of professional conduct now or hereafter existing the parties shall cause this Agreement to be amended to eliminate any such violation; provided, however, that the terms of any such amendment shall not significantly change the economic substance of this Agreement or other obligations of the parties.
9. **ENTIRE UNDERSTANDING.** This Agreement contains the entire agreement and understanding between the parties as to the matters contained herein, and merges with and supersedes all prior discussions, agreements and understandings between the parties. No party shall be bound by any condition, definition, warranty or representation other than as expressly provided in this Agreement.

[The remainder of this page is intentionally left blank – signatures to follow]

INTENDING TO BE LEGALLY BOUND, the undersigned execute this Agreement as of the date first set forth above.

ATTEST:

EAST LYCOMING SCHOOL DISTRICT

BY: _____
Dr. Mark Stamm, Superintendent

WITNESS:

RONAN ATHLETIC CONSULTING, LLC

BY: _____
Scott M. Hill, Member/Manager

EAST LYCOMING SCHOOL DISTRICT
349 Cemetery Street
Hughesville, PA 17737

Job Description for
Athletic Director

Basic Function

The Athletic Director is responsible for the development and maintenance of a program of participation by all students in ongoing, sequential activities in interscholastic and intramural athletics. The person must employ techniques of development that build skills which lead to a sense of worth and competence on the part of every participant.

The Athletic Director is responsible for the overall development and management of a comprehensive interscholastic and intramural athletic program in the secondary schools of the District.

The position of Athletic Director is a contracted position without benefits. The Athletic Director reports to and is evaluated annually by the High School Principal. It is considered to be a non-professional position and is not subject to tenure provisions.

Education & Experience

The requirements for this position are a minimum of a Bachelor's Degree and three years experience with high school athletic programs as a coach, athletic director, or administrator.

Knowledge, Skills & Abilities

The Athletic Director must be familiar with rules, regulations, and procedures established by the Pennsylvania Interscholastic Athletic Association (PIAA) as they apply to students, coaches, programs, and schools. The person must be able to articulate District philosophy as it relates to interscholastic and intramural athletic programs.

The Athletic Director must have the ability to continuously monitor, review, and make adjustments to programs and procedures as necessary. The Athletic Director will supervise and evaluate the activities of coaches and volunteers. The Athletic Director will have the ability to assist coaches to establish program goals that build knowledge and understanding of the value and pleasure of athletic participation and respect for the principles of fair play and teamwork.

Authority and Responsibility

- ◆ Organizes and administers all interscholastic (extra curricular) athletic programs in accordance with stated goals and policies of the District.
- ◆ Participates in and coordinates the recruitment, selection, and evaluation of individuals assigned to coaching positions.
- ◆ Evaluates the effectiveness of programs and organizations and makes recommendations to appropriate administrators.
- ◆ Supervises and prepares annual schedules of athletic programs to include practice sessions, use of gymnasium and field areas, league games and contracts, contest officials, physicians, pre-season examinations for athletic candidates, security, and personnel needed for the management of home activities and contests.
- ◆ Develops and maintains avenues of communication with staff, parental groups, support groups, and Booster Clubs, and the general community.
- ◆ Schedules and arranges appropriate transportation and accommodations for coaches and athletes when competing away from home.
- ◆ Provides and enforces codes of conduct for coaches and athletes on and off the field, at home or away.
- ◆ Ensures observance of PIAA regulations related to every aspect of the interscholastic programs and competitions.
- ◆ Provides his/her own transportation to attend meetings (District, league, or PIAA), athletic contests, approved conferences/seminars, and/or participates on assigned committees.
- ◆ Arranges appropriate accommodations for visiting teams, coaches, and officials.
- ◆ Administers the athletic insurance program including claims processing, records, maintenance, and required reports.
- ◆ Records and maintains files at all grade levels of contest results, individual and team awards or citations, and athletic scholarships.
- ◆ Serves as the District's primary representative at league meetings, PIAA meetings, and events.
- ◆ Prepares and administers the athletic programs, budgets, including requisitions for supplies, uniforms, equipment, maintenance of equipment, contracted services, and a complete inventory of all equipment, uniforms, and supplies.
- ◆ Prepares and submits all information for Board approval and payroll documentation.
- ◆ Maintains a uniform replacement cycle for all sports.
- ◆ Monitors and coordinates with principals and coaches the review of student eligibility during the athletic season and throughout the year.
- ◆ Organizes and coordinates all pre-season per game ticket sales.
- ◆ Assigns game managers to athletic events.
- ◆ Oversees performance of game managers.
- ◆ Moves throughout District buildings and grounds on a routine schedule and as necessary.
- ◆ Speaks and writes in a clear, concise manner.
- ◆ Monitors athletic activities indoors and outdoors (in all kinds of weather) without experiencing unusual fatigue or discomfort.
- ◆ Ensures compliance and submits all necessary state and federal reports relating to athletic programs and participation.
- ◆ Performs other duties as assigned by the High School Principal or his/her designee.



Renn Elementary Drainage Improvements August 2024 Board Report

BUDGET - FINAL				
Contractor	Bid Award Amount	Approved Change Orders	CO %	Revised Contract (Final)
Pine Mountain Excavating	\$42,250.00	\$2,900.00	6.4%	\$45,150.00
Total Contract Amount	\$42,250.00	\$2,900.00	6.4%	\$45,150.00

CHANGE ORDERS - FINAL				
Contractor	Change Order	Description of Work	Amount	Status
Pine Mountain Excavating	CO #1	Underdrain system from pump tank to existing inlet, emergency alarm panel & multiple float system	\$2,900.00	Approved 7/11/24



PINE MOUNTAIN
EXCAVATING

P.O. Box 195
Avis, PA 17721-0195

P.O. Box 195
Avis, PA 17721-0195
Ph: 1-570-877-3993
brian@pmexcavating.com
Date: 07-11-2024

Renn Elementary School
183 School Lane
Lairdsville, PA 17742

Change Order #1

Description of Work: Underdrain system from Pump Tank to Existing Inlet

Labor	\$ 300.00
Material	\$ 950.00
Equipment	<u>\$ 750.00</u>

Change Order Total \$ 2,005.00

Description of Work: Emergency Alarm Panel

Labor	\$ 75.00
Material	\$ 95.00
Equipment	<u>\$ 000.00</u>

Change Order Total \$ 170.00

Description of Work: Multiple Float System

Labor	\$ 150.00
Material	\$ 575.00
Equipment	<u>\$ 000.00</u>

Change Order Total \$ 725.00

CHANGE ORDER

AIA DOCUMENT G701-2001

x ARCHITECT
 x CONTRACTOR

x OWNER
 FIELD

PROJECT:

Interior Renovations to Hughesville High School
 349 Cemetery Street
 Hughesville, PA 17737

CHANGE ORDER NUMBER:

GC-02

DATE OF INITIATION:
ARCHITECT'S PROJECT NUMBER:
CONTRACT DATE:
CONTRACT FOR:

08 August, 2024
 23-ELSD-01
 April 17, 2024
 General Construction

TO CONTRACTOR:

T-Ross Brothers Construction, Inc
 2733 State Route 45
 Milton, PA 17847

The Contract is changed as follows:


	<u>COST</u>
GC-02.01 Move Library Switches - Remove several bricks in the Library corridor outside of Classroom L-4 in order to move the existing Library light switches that will be enclosed in the future Storage Room L-12. (COR-08)	\$449.39
GC-02.02 Change Carpet in Library Conference Room - Remove accent strip of carpet (CPT-2) in Library Conference Room, prep floor, apply new adhesive, and install CPT-4 in this area. (COR-09)	\$1,917.97
GC-02.03 Casework and Trim Additions - Add wainscoting panel with chair rail trim in Faculty Room. Add a third panel leg and shelving to support the ice machine in Spartan Sips. (COR-010)	\$2,526.36

TOTAL THIS CHANGE ORDER \$ 4,893.72

The original Contract Sum was	\$ 778,090.00
The net change by previously authorized Change Orders	\$ 17,880.40
The Contract Sum prior to this Change Order was	\$ 795,970.40
The Contract Sum will increase by this Change Order in the amount of	\$ 4,893.72
The new Contract Sum including this Change Order will be	\$ 800,864.12
The Contract Time will be increased by Zero (0) days.	
The date of Substantial Completion as of the date of this Change Order therefore is	UNCHANGED

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOTE: NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

MM architects, inc.
 Architect
 214 North Duke Street
 Address
 Lancaster, PA 17602
 BY 
 DATE 8-8-2024

T-Ross Brothers Construction, Inc
 Contractor
 2733 State Route 45
 Address
 Milton, PA 17847
 BY _____
 DATE _____

East Lycoming School District
 Owner
 349 Cemetery Street
 Address
 Hughesville, PA 17737
 BY _____
 DATE _____



Request for Change

T-Ross Brothers Construction Inc
2733 Pennsylvania 45
Milton, PA 17847

HUGHESVILLE HS RENOVATIONS - 24110

349 CEMETERY STREET
HUGHESVILLE, PA 17737

RFC No. 8

Date: 07/09/2024
Sent By: Steven Chiado
Stevenc@trossbrothers.com

Respond By: 07/10/2024
Sent To: -Christopher Peters - Marotta/Main Architects
-Camryn Bryan - Marotta/Main Architects
-Amanda Strong - Marotta/Main Architects
-Chris Celmer - Fidevia
-Heather Crownover - Fidevia

Change Reason: **Scope:** Out Of Scope

Title: Move Switches in Library

Description: Remove several bricks in the library corridor outside of classroom L-4 in order to move the existing library light switches that will be enclosed in the future storage room L-12.

Schedule Impact:

Scope of Work

Item	QTY	UM	Unit Price	Price Subtotal
Remove Bricks	1	Each	\$390.77	\$390.77
15% OH&P	1	Each	\$58.62	\$58.62
			Price Subtotal:	\$449.39
			Overhead:	
			Total Price:	\$449.39

Review and Response

Approved Rejected Request Formal Change Order Other

Steven Chiado
T-ROSS BROTHERS CONSTRUCTION INC

Steven Chiado
T-ROSS BROTHERS CONSTRUCTION INC

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

Cost Recap Sheet

Change Order Request #8

Description Remove several brick in the library corridor outside of classroom L-4 in order to move the existing library light switches that will be enclosed in the future storage room L-12.

Labor	\$	254.03
Material	\$	-
Equipment	\$	136.74
Sub-Contractor	\$	-
Sub Total	\$	<u>390.77</u>
15% OH & P	\$	58.62
Change Order Total	\$	449.39

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

Labor

Discipline	Hours	Base Rate	Base Rate Total	Fringe Rate	Fringe Rate Total	Weighted Rate
Carpenter	3	\$ 36.56	\$ 109.68	\$ 17.72	\$ 53.16	\$ 54.28
Laborer	0	\$ 25.08	\$ -	\$ 18.03	\$ -	\$ 43.11
					\$	-
<hr/>						
Total			\$ 109.68		\$ 53.16	
				\$ 162.84		
			\$ 0.56	\$ 91.19		
Includes FICA, SUTA, FUTA, Works Comp, Indirect Costs, GL Insurance						
			SubTotal	\$ 254.03		
				\$ -		
			<hr/> Total Labor Cost	<hr/> \$ 254.03		

Materials

Description	Units	Cost	Total
	0	\$ 6.91	\$ -
	0	\$ -	\$ -
		\$ -	\$ -
			<hr/>
			\$ -
		Tax 6%	\$ -
		Material Total	\$ -

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

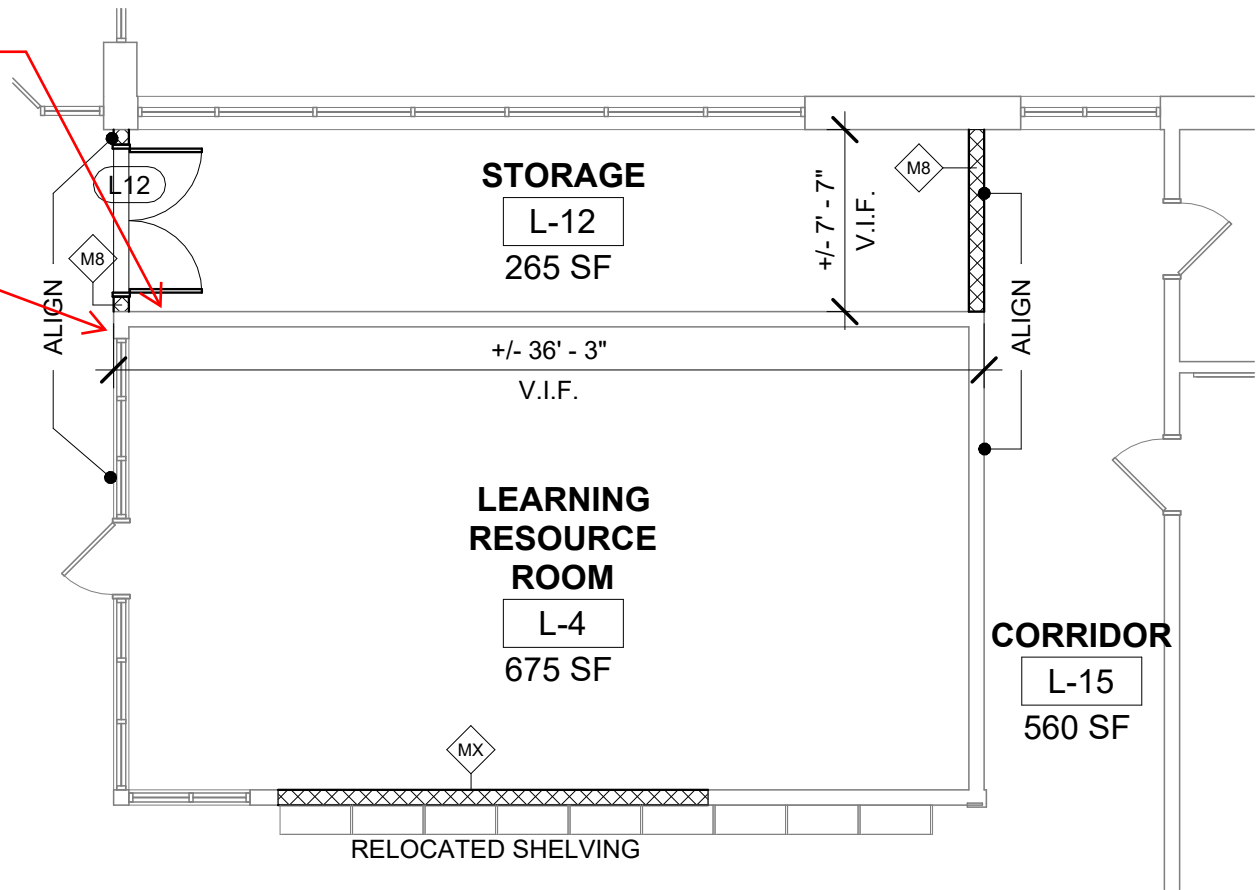
Equipment

Discription	Units	Cost	Total
Electric Concrete Saw	1	\$ 44.00	\$ 44.00
HEPA Vacuum	1	\$ 45.00	\$ 45.00
Demolition Hammer	1	\$ 40.00	\$ 40.00
			<hr/>
			\$ 129.00
		Tax 6%	\$ 7.74
		Equipment Total	\$ 136.74

Sub -Contractor

Sub Name	Cost
	\$ -
	<hr/>
Sub Contractor Total	\$ -

Move switches from wall in L-12 and install on corridor wall:





Request for Change

T-Ross Brothers Construction Inc
2733 Pennsylvania 45
Milton, PA 17847

HUGHESVILLE HS RENOVATIONS - 24110

349 CEMETERY STREET
HUGHESVILLE, PA 17737

RFC No. 9

Date:	08/06/2024	Respond By:	08/07/2024
Sent By:	Steven Chiado Stevenc@trossbrothers.com	Sent To:	Steven Chiado Stevenc@trossbrothers.com

Change Reason:	Owner Change	Scope:	Out Of Scope
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Title: Change Carpet in Library Conference Room

Description: Remove accent strip of carpet (CPT-2) in library conference room, prep floor, apply new adhesive and install CPT-4 in this area.

Schedule Impact: ~~3 Days~~

Scope of Work

Item	QTY	UM	Unit Price	Price Subtotal
PA Floor Quote	1	Each	\$1,741.96	\$1,741.96
T-Ross Superintendent Labor - Coordination	1	Each	\$84.68	\$84.68
T-Ross OH&P - 5%	1	Each	\$91.33	\$91.33
			Price Subtotal:	\$1,917.97
			Overhead:	
			Total Price:	\$1,917.97

Review and Response

Approved
 Rejected
 Request Formal Change Order
 Other

Steven Chiado

T-ROSS BROTHERS CONSTRUCTION INC

Steven Chiado

T-ROSS BROTHERS CONSTRUCTION INC

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

Cost Recap Sheet

Change Order Request #9

Description Remove accent strip of carpet (CPT-2) in library conference room, prep floor, apply new adhesive and install CPT-4 in this area.

Labor	\$	84.68
Material	\$	-
Equipment	\$	-
Sub-Contractor	\$	1,741.96
Sub Total	\$	<u>1,826.64</u>
5% OH & P	\$	91.33
Change Order Total	\$	1,917.97

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

Labor

Discipline	Hours	Base Rate	Base Rate Total	Fringe Rate	Fringe Rate Total	Weighted Rate
Carpenter	1	\$ 36.56	\$ 36.56	\$ 17.72	\$ 17.72	\$ 54.28
Laborer	0	\$ 25.08	\$ -	\$ 18.03	\$ -	\$ 43.11
						\$ -
<hr/>						
	Total		\$ 36.56		\$ 17.72	
			\$ 0.56	\$ 54.28		
				\$ 30.40		
		Includes FICA, SUTA, FUTA, Works Comp, Indirect Costs, GL Insurance				
			SubTotal	\$ 84.68		
				\$ -		
			<hr/>			
			Total Labor Cost	\$ 84.68		

Materials

Description	Units	Cost	Total
	0	\$ -	\$ -
	0	\$ -	\$ -
		\$ -	\$ -
			<hr/>
			\$ -
		Tax 6%	\$ -
		Material Total	\$ -

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

Equipment

Discription	Units	Cost	Total
		\$ 44.00	\$ -
		\$ 45.00	\$ -
		\$ 40.00	\$ -
			<hr/>
		\$	-
		Tax 6%	\$ -
		Equipment Total	\$ -

Sub -Contractor

Sub Name	Cost
PA Floor	\$ 1,741.96
	<hr/>
Sub Contractor Total	\$ 1,741.96

PA Floor, inc

272 Broad St
Montoursville, PA, 17754-2240
pafloor1@gmail.com
570-974-3447

Estimate

Estimate No: 2373
Date: 08/06/2024

For: T-Ross Brothers
90 Weaver Lane
Milton, Pa 17847

Description	Quantity	Rate	Amount
Project: Conference L-9			
Remove CPT-2 Prep floor Apply new adhesive Install CPT-4	1	\$1,583.60	\$1,583.60
10% profit	1	\$158.36	\$158.36
		Subtotal	\$1,741.96
		Total	\$1,741.96
		Total	\$1,741.96



Request for Change

T-Ross Brothers Construction Inc
2733 Pennsylvania 45
Milton, PA 17847

HUGHESVILLE HS RENOVATIONS - 24110

349 CEMETERY STREET
HUGHESVILLE, PA 17737

RFC No. 10

Date: 08/07/2024
Sent By: Steven Chiado
Stevenc@trossbrothers.com

Respond By: 08/08/2024
Sent To: Steven Chiado
Stevenc@trossbrothers.com

Change Reason: Owner Change

Scope: Out Of Scope

Title: Casework and Trim Additions

Description: Add wainscotting panel with chair rail trim in faculty room. Add a third panel leg and shelving to support the ice machine in spartan sips.

Schedule Impact: ~~1 Day~~

Scope of Work

Item	QTY	UM	Unit Price	Price Subtotal
TRB Labor	1	Each	\$508.06	\$508.06
Red Oak Material	1	Each	\$33.50	\$33.50
Mastercraft Woodworking	1	Each	\$1,864.50	\$1,864.50
T-Ross OH&P 5%	1	Each	\$120.30	\$120.30
			Price Subtotal:	\$2,526.36
			Overhead:	
			Total Price:	\$2,526.36

Review and Response

Approved Rejected Request Formal Change Order Other

Steven Chiado

T-ROSS BROTHERS CONSTRUCTION INC

Steven Chiado

T-ROSS BROTHERS CONSTRUCTION INC

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

Cost Recap Sheet

Change Order Request #10

Description Add wainscotting panel with chair-rail trim in faculty room. Add a third panel leg and shelving to support the ice machine in Spartan Sips.

Labor	\$	508.06
Material	\$	33.50
Equipment	\$	-
Sub-Contractor	\$	1,864.50
Sub Total	\$	<u>2,406.06</u>
5% OH & P	\$	120.30
Change Order Total	\$	2,526.36

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

Labor

Discipline	Hours	Base Rate	Base Rate Total	Fringe Rate	Fringe Rate Total	Weighted Rate
Carpenter	6	\$ 36.56	\$ 219.36	\$ 17.72	\$ 106.32	\$ 54.28
Laborer	0	\$ 25.08	\$ -	\$ 18.03	\$ -	\$ 43.11
						\$ -
<hr/>						
Total			\$ 219.36		\$ 106.32	
				\$ 325.68		
			\$ 0.56	\$ 182.38		
Includes FICA, SUTA, FUTA, Works Comp, Indirect Costs, GL Insurance						
			SubTotal	\$ 508.06		
				\$ -		
			<hr/> Total Labor Cost	<hr/> \$ 508.06		

Materials

Description	Units	Cost	Total
Red Oak Trim (8 LF)	8	\$ 3.95	\$ 31.60
	0	\$ -	\$ -
		\$ -	\$ -
			<hr/> \$ 31.60
		Tax 6%	\$ 1.90
		Material Total	\$ 33.50

T. Ross Brothers Construction

Hughesville High School - Interior Renovation

Equipment

Discription	Units	Cost	Total
		\$ 44.00	\$ -
		\$ 45.00	\$ -
		\$ 40.00	\$ -
			<hr/>
			\$ -
		Tax 6%	\$ -
		Equipment Total	\$ -

Sub -Contractor

Sub Name	Cost
Mastercraft Woodworking	\$ 1,864.50
	<hr/>
Sub Contractor Total	\$ 1,864.50

Job: Hughesville
Reference: Add wainscotting and shelving
Date: 8/7/2024
Prepared by: Eli Peters

Item	Price	Qty	Total	Notes
Wainscotting	\$650.00	1	\$650.00	
Panel lege	\$75.00	1	\$75.00	
Shelvign	\$250.00	1	\$250.00	
Installation	\$90.00	8	\$720.00	
Deliver	\$250.00	1	\$250.00	
Subtotal			\$1,695.00	
Mark Up (10%)			\$169.50	
Total			\$1,864.50	

- > no trim included
- > Price is valid for 45 days from above listed date