

Loyalsock Township School District

Meeting of School Directors

July 19, 2023

7:00 p.m.

***Board Conference Room
1605 Four Mile Drive
Williamsport, PA 17701***

AGENDA

1. **Call to Order – President**
2. **Pledge of Allegiance**
3. **Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**
07/12/2023 – 6:00-7:00 p.m. (*Absent: Carolyn R. Strickland, Ph.D.*) Personnel; Superintendent Evaluation
4. **Roll Call – Mr. M. Daniel Egly, Board Secretary**

MEMBER

_____ Charles W. Edmonds, Ed.D., Treasurer
 _____ Lynn Frey
 _____ Hal C. Gee, Jr., President
 _____ Christina L. Kiessling
 _____ Robert D. Leidhecker
 _____ Marissa F. Moore

MEMBER

____ Carolyn R. Strickland, Ph.D.
____ Melvin E. Wentzel, Vice President
____ Michael J. Zicoello
____ *Christopher Kenyon, Solicitor
____ *Gerald L. McLaughlin, Superintendent
____ *M. Daniel Egly, Business Mgr./Bd.Secretary
____ *(Non-Voting Member)

OTHERS

_____ Matthew Reitz, Loyalsock Township High School Principal
 _____ Jamie Yonkin, Assistant High School Principal
 _____ Ashley Sekel, Middle School Principal
 _____ Rachelle Ackerman, Middle School Dean of Students
 _____ Marc Walter, PreK-2 Elementary Principal
 _____ Preston Shellenberger, 3-5 Elementary Principal
 _____ Suzanne Foresman, Supervisor of Curriculum & Instruction
 _____ Eric Gee, Director of Technology
 _____ Lisa Fisher, Supervisor of Special Education

_____, *Williamsport Sun-Gazette*

- 5. A. Recognition of Guests or Scheduled Speakers/Public Comments**

B. Public Comments Relative to Agenda Items

6. Minutes

A. Approval of Minutes

It is recommended the Board approve the Minutes of the following meeting:

- June 14, 2023 – School Board

Motion:

Second:

Yes:

No:

Absent:

Result:

7. Finance

A. Approval of Bills – May 2023

It is recommended the Board approve expenditures from May 1, 2023 through May 31, 2023, in the amount of \$1,029,578.43.

Motion:

Second:

Yes:

No:

Absent:

Result:

B. Treasurer's Report – May 2023

It is recommended the Board approve the attached Treasurer's Report for the month of May 2023.

Motion:

Second:

Yes:

No:

Absent:

Result:

8. School/District Programs and Operations

A. Reconfiguration of Donald E. Schick Elementary School

It is recommended the Board approve to reconfigure the Donald E. Schick Elementary School from a PreK (Half)-Grade 5 building program to a PreK (Full)-Grade 5 building program.

Motion:

Second:

ROLL CALL

Yes:

No:

Absent:

Result:

9. Personnel

A. LTEA Personnel

It is recommended the Board appoint the following individual (pending documentation):

- Lisa Tranquillo as a Temporary Professional Employee assigned as a social studies teacher effective August 28, 2023. Ms. Tranquillo will receive a salary based on Step 4-M of the Teacher Salary Schedule.

Motion:

Second:

Yes:

No:

Absent:

Result:

B. LTESPA Personnel

It is recommended that the Board approve the following (pending documentation):

- Ellen Baysore; full-time Title I paraprofessional employee; effective August 28, 2023. Ms. Baysore will receive an hourly rate of \$14.00.
- Shannon Butters; transfer from 223-day secretary/data coordinator to 223-day data coordinator; effective July 1, 2023. Ms. Butters will receive an hourly rate of \$20.91.
- Jennifer Snyder; transfer from part-time 183-day to 203-day full-time secretary; effective July 1, 2023. Ms. Snyder will receive an hourly rate of \$14.90.

Motion:

Second:

Yes:

No:

Absent:

Result:

C. Approval of Salary Increases/Adjustments

It is recommended the Board approve salary increase/adjustments for the following employees retroactive to July 1, 2023:

- Noah Bower; Transportation Supervisor; salary adjustment from \$41,818.00 to \$50,000
- Vicki Bair; Accounts Payable and Purchasing Assistant; salary adjustment from \$30,766.10 to \$38,000.

Motion: Second:
Yes:
No:
Absent:
Result:

D. Appointment of Fall Athletic Personnel

It is recommended the Board appoint the attached list of fall athletic personnel (pending documentation) for the 2023-2024 sports season.

Motion: Second:
Yes:
No:
Absent:
Result:

E. Retirements/Resignations

The Board acknowledges notice of the following retirements/resignations:

- Mark Spencer; Secondary Science Teacher; Resignation effective July 31, 2023
- Kathleen Mann; Secondary English Teacher; Resignation effective June 15, 2023
- Jamie Yonkin; High School Assistant Principal; Resignation effective July 28, 2023
- Lori Underwood; Part-Time Paraprofessional; Resignation effective June 15, 2023

10. Policy

A. Policy

It is recommended the Board adopt the following policies as attached:

- ♦ Policy No. 137 (REVISED) – Home Education Programs
- ♦ Policy No. 137.1 (REVISED) – Extracurricular Participation by Home Education Students
- ♦ Policy No. 137.2 (NEW) – Participation in Cocurricular Activities and Academic Courses by Home Education Students
- ♦ Policy No. 137.3 (NEW) – Participation in Career and Technical Education Programs by Home Education Students
- ♦ Policy No. 800 (REVISED) – Record Management
- ♦ Policy No. 830 (REVISED) – Security of Computerized Personal Information/Breach Notification
- ♦ Policy No. 830.1 (NEW) – Data Governance Storage/Security

Motion:

Second:

Yes:

No:

Absent:

Result:

11. Other

A. Corporate Authorization Resolution

It is recommended the Board approve the attached Corporate Authorization Resolution between the District and Woodlands Bank.

Motion:

Second:

Yes:

No:

Absent:

Result:

B. Extension of Substitute Staff Placement Agreement

It is recommended the Board approve the attached Addendum to Extend Agreement with ESS Northeast, LLC, 800 North Kings Highway, Suite 405, Cherry Hill, NJ 08034, to provide substitute staff through June 30, 2026.

Motion:

Second:

Yes:

No:

Absent:

Result:

C. Resignation of School Board Director

It is recommended the Board accept the attached letter of resignation from Dr. Carolyn Strickland, as a School Board Director effective July 19, 2023.

Motion: _____ Second: _____
 Yes: _____
 No: _____
 Absent: _____
 Result: _____

D. Disposal of Used Gym Equipment

It is recommended the Board authorize the disposal of remaining weight room equipment at the discretion of the Athletic Director and Business Manager.

Motion: _____ Second: _____
 Yes: _____
 No: _____
 Absent: _____
 Result: _____

E. Facility Improvement Projects (DES-Cafeteria Expansion, Addition of Classrooms; LTHS/LTMS Campus-Gymnasium Expansion, Cafeteria Expansion, Addition of Classrooms)

1. LTMS/LTMS Campus-Gymnasium Expansion, Cafeteria Expansion, Addition of Classrooms

i. Authorization of Change Order(s)

It is recommended the Board approve the following Change Orders:

- Change Order #40 (Electrical-05/Lecce) – Install 3-way and 4-way switches in corridor at a cost of \$984.00.
- Change Order #41 (Electrical-06/Lecce) – Install door contacts at a cost of \$2,913.00.
- Change Order #42 (Electrical-07/Lecce) – Install gym speakers provided by owner at a cost of \$779.00.
- Change Order #43 (Electrical-08/Lecce) – Install wire and conduit for added heater in vestibule at a cost of \$2,426.00.
- Change Order #44 (Electrical-09/Lecce) – Move basketball hoops and adjusters at a cost of \$1,660.00.
- Change Order #45 (GC-32/ECI) – Provide vertical rods in door to maintain fire rating at a cost of \$4,718.00.

Motion:

Second:

Yes:

No:

Absent:

Result:

12. Information/Discussion Items

A. Board Comments/Reports

▪ Superintendent's Evaluation

On July 12, 2023, the Board of School Directors of the Loyalsock Township School District assessed the performance of Superintendent Gerald McLaughlin for the 2022-2023 school year. Mr. McLaughlin received an overall rating of Proficient. Criteria used to achieve this rating include: Student Growth and Achievement, Organizational Leadership, District Operations and Financial Management, Communications and Community Relations, Human Resource Management, Professionalism, and Annual Performance Goals. The Superintendent's salary for the 2023-2024 was adjusted in accordance to his current contract.

- IU 17 – Mrs. Kiessling
- Recreation Board – Mr. Leidhecker & Mr. Zicolello
- Wellness Committee – Mrs. Kiessling & Mrs. Moore
- Act 48 Committee – Mr. Wentzel
- LycoCTC – Mrs. Frey
- The Lancer Foundation – Dr. Edmonds

B. Administrative Reports/Discussion

13. Public Comments

14. Upcoming Board Meeting – August 9, 2023

15. Adjournment

Motion:

Second:

Loyalsock Township School District

Meeting of School Directors

June 14, 2023

7:08 p.m.

*Board Conference Room
1605 Four Mile Drive
Williamsport, PA 17701*

MINUTES

1. **Call to Order – President**
2. **Pledge of Allegiance**
3. **Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**
05/24/2023 – 5:30-6:45 p.m. (Absent-Kiessling) Personnel; Contracts
06/14/2023 – 5:30-6:30 p.m. *Safe School & Security Report presented by School Safety & Security Coordinator; In accordance with Section 1309(b) of the PA Public School Code and Act 44 of 2018, the report included the district's current safety and security practices and identified strategies to improve school safety and security.* 6:30-7:00 p.m. – Personnel; Contracts
4. **Roll Call – Mr. M. Daniel Egly, Board Secretary**

MEMBER

x Charles W. Edmonds, Ed.D., Treasurer
x Lynn Frey
x Hal C. Gee, Jr.
x Christina L. Kiessling
ab Robert D. Leidhecker
x Marissa F. Moore
Absent-Leidhecker, Personal

MEMBER

x Carolyn R. Strickland, Ph.D., President
x Melvin E. Wentzel, Vice President
x Michael J. Zicoello
x *Christopher Kenyon, Solicitor
x *Gerald L. McLaughlin, Superintendent
x *M. Daniel Egly, Business Mgr./Bd.Secretary
*(Non-Voting Member)

OTHERS

x Matthew Reitz, Loyalsock Township High School Principal
x Jamie Yonkin, Loyalsock Township High School Assistant Principal
x Ashley Sekel, Middle School Principal
ab Rachelle Ackerman, Middle School Dean of Students
x Marc Walter, PreK-2 Elementary Principal
x Preston Shellenberger, 3-5 Elementary School Principal
x Eric Gee, Director of Technology
x Suzanne Foresman, Supervisor of Curriculum & Instruction
x Lisa Fisher, Supervisor of Special Education
x Patricia Crossley, *Williamsport Sun-Gazette* Representative

5.
 - A. **Recognition of Guests or Scheduled Speakers/Public Comments**
 - ***Trout in the Classroom – Middle School Presentation***

B. Public Comments Relative to Agenda Items

6. Minutes

A. Approval of Minutes

It is recommended the Board approve the Minutes of the following meeting:

- May 10, 2023 – School Board

Motion: Mrs. Moore Second: Mr. Wentzel
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

7. Finance

A. Approval of Bills – April 2023

It is recommended the Board approve expenditures from April 1, 2023 through April 30, 2023, in the amount of \$1,061,113.13.

Motion: Mr. Gee Second: Mrs. Kiessling
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

B. Treasurer's Report – April 2023

It is recommended the Board approve the attached Treasurer's Report for the month of April 2023.

Motion: Mr. Wentzel Second: Mrs. Moore
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

C. 2023-2024 Final Budget

It is recommended the Board adopt the 2023-2024 final budget with revenues and expenditures of \$27,005,569 with taxes as follows:

- Real Estate *15.35 mills (2022/2023-15.35 mills)*
- Realty Transfer *1%*
- Earned Income *1.65% (1.15% to Loyalsock Twp. School District; .50 to Loyalsock Twp.)*
- Local Services Tax *\$5/per individual employed within Loyalsock Township*
- Business Privilege *1 mill/Wholesale Gross Sales*
- Business Privilege *1.5 mills/Retail, Service or Rental Gross*

Motion: Mrs. Moore

Second: Mr. Gee

ROLL CALL

Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello

No: None

Absent: Leidhecker

Result: Motion Carried

D. 2023-2024 Homestead and Farmstead Exclusion Resolution

It is recommended the Board adopt the attached Homestead and Farmstead Exclusion Resolution for the 2023-2024 school year effective July 1, 2023.

Motion: Mr. Wentzel

Second: Mrs. Moore

ROLL CALL

Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello

No: None

Absent: Leidhecker

Result: Motion Carried

8. School/District Programs and Operations

A. Secondary – Program of Studies

It is recommended the Board approve the attached Program of Studies for the Loyalsock Township High School and the Loyalsock Township Middle School for the 2023-2024 school year.

Motion: Mrs. Moore

Second: Dr. Edmonds

Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello

No: None

Absent: Leidhecker

Result: Motion Carried

B. Agreement with JusticeWorks YouthCare, Inc.

It is recommended the Board approve the attached agreement with JusticeWorks YouthCare, Inc., 1500 Ardmore Boulevard, Suite 410, Pittsburgh, PA 15221, for educational services during the 2023-2024 school year.

Motion: Mrs. Kiessling Second: Mr. Gee
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

9. Personnel

A. LTEA Personnel

It is recommended the Board appoint the following individual (pending documentation):

- Jessica Hopkins as a Temporary Professional Employee assigned as a music teacher effective August 28, 2023. Ms. Hopkins will receive a salary based on Step 1-B of the Teacher Salary Schedule. It is noted that Ms. Hopkins will be working with the Lancer Marching Band prior to August 28, 2023.

Motion: Mr. Wentzel Second: Mrs. Moore
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

B. LTESPA Personnel

It is recommended that the Board terminate Timothy Packer as a part-time custodial employee effective May 12, 2023.

Motion: Mr. Wentzel Second: Mr. Gee
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

C. Summer Custodian Workers

It is recommended the Board appoint Connie Lapp, Abbie Machmer, and Jonah Schreckengast as temporary summer custodial/maintenance employees for the summer of 2023. Summer custodial/maintenance employees will receive an hourly rate of \$13.05.

Motion: Mr. Wentzel Second: Mrs. Moore
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

D. Retirements/Resignations

The Board acknowledges notice of the following retirement/resignation:

- Stacey Dangle; Social Studies Teacher; Resignation effective June 15, 2023

10. Other

A. Loyalsock Township Recreation Budget

It is recommended the Board approve the attached budget of \$31,103.68 from the Loyalsock Township Recreation Board for programs during the 2023-2024 school year.

Motion: Mrs. Moore Second: Mrs. Kiessling
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

B. BLaST IU 17 – Special Education Agreement

It is recommended the Board approve the attached 2023-2024 BLaST Intermediate Unit 17 Special Education Agreement.

Motion: Mrs. Kiessling Second: Dr. Edmonds
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

C. BLaST IU 17 – IDEA Agreement

It is recommended the Board approve the attached 2023-2024 BLaST Intermediate Unit 17 IDEA Agreement.

Motion: Mrs. Moore Second: Mr. Gee
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

D. BLaST IU 17 – DARTS Software Agreement

It is recommended the Board approve the attached 2023-2024 BLaST Intermediate Unit 17 DARTS Software Agreement.

Motion: Mr. Wentzel Second: Mrs. Kiessling
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

E. Authorization to File Subsidies, Federal Programs Applications/Grant Applications

It is recommended the Board authorize administration to file the attached list of Subsidies, Federal Programs Applications and Grant Applications for the 2023-2024 school year.

Motion: Mrs. Frey Second: Mrs. Moore
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

F. Athletic – Bids

It is recommended the Board award the athletic bids (per bid specifications) on the attached list.

Motion: Mrs. Moore Second: Mrs. Kiessling
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

Motion: Mrs. Moore Second: Mrs. Kiessling
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

J. Memorandum of Agreement – Health & Wellness Center

It is recommended the Board approve the attached Memorandum of Agreement. The purpose of the Memorandum of Agreement is to outline the terms and conditions of a donation from Patrick and Maureen Carey for the health and wellness center.

Motion: Mrs. Moore Second: Mr. Gee
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

K. Purchase of Telecor Intercommunications System

It is recommended the Board authorize the purchase of a Telecor Intercommunications System (see attached quote) for the Donald E. Schick Elementary School from Guyette Communication Industries, 90 Narrow Road, Plymouth, PA 18651, at a cost of \$36,264.79. (PEPPM-32168R) *Funds for this project will come from the Capital Projects Construction Fund.*

Motion: Mr. Wentzel Second: Mrs. Moore
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

L. Facility Improvement Projects (DES-Cafeteria Expansion, Addition of Classrooms; LTMS/LTMS Campus-Gymnasium Expansion, Cafeteria Expansion, Addition of Classrooms)

1. LTMS/LTMS Campus-Gymnasium Expansion, Cafeteria Expansion, Addition of Classrooms

i. Authorization of Change Order(s)

It is recommended the Board approve the following Change Orders:

- Change Order #34 (Electrical-02/Lecce) – Relocation of main breaker at a cost of \$9,396.14.
- Change Order #35 (Electrical-02/Lecce) – Relocation of panels and transformer at a credit of \$5,744.00.
- Change Order #36 (GC-30/ECI) – Removal and replacement of unsuitable soil at a cost of \$3,510.00.
- Change Order #37 (GC-22/ECI) – Modification to roof at a cost of \$859.00.

- Change Order #38 (GC-22/ECI) – Modification to roof at a cost of \$6,213.00.
- Change Order #39 (Mechanical-10/Silvertip) – Insulated duct curbs and caps at a cost of \$1,577.58.

Motion: Dr. Edmonds Second: Mrs. Moore
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

M. Addendum to LTESPA Agreement

It is recommended the Board approve the attached Addendum #1 to the Agreement between Loyalsock Township School District and Loyalsock Township Education Support Professionals Association.

Motion: Mr. Gee Second: Dr. Edmonds
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

N. Approval of Contract – Independent School Bus Drivers Association

It is recommended the Board approve the attached Memorandum of Contract with the Loyalsock Township School District Independent School Bus Drivers Association effective August 1, 2023 through July 31, 2027.

Motion: Dr. Edmonds Second: Mrs. Moore
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

O. Act 93 Administrative Personnel – Compensation Plan

It is recommended the Board approve the attached terms and conditions of the Act 93 Administrative Personnel Compensation Plan effective July 1, 2023 – June 30, 2027.

Motion: Mr. Wentzel Second: Mr. Gee
Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello
No: None
Absent: Leidhecker
Result: Motion Carried

P. Election of Board President

Dr. Carolyn Strickland announced that she is resigning as School Board President effective June 19, 2023.

Nomination of Hal Gee by Carolyn Strickland.
Seconded by Melvin Wentzel.

Roll Call Vote

Yes: Edmonds, Frey, Gee, Kiessling, Moore, Strickland, Wentzel, Zicoello

No: None

Absent: Leidhecker

Result: Motion Carried

11. Information/Discussion Items

A. Board Comments/Reports

- IU 17 – Mrs. Kiessling
- Recreation Board – Mr. Leidhecker & Mr. Zicoello
- Wellness Committee – Mrs. Kiessling & Mrs. Moore
- Act 48 Committee – Mr. Wentzel
- LycoCTC – Dr. Strickland or Mrs. Frey
- The Lancer Foundation – Dr. Edmonds

B. Administrative Reports/Discussion

- **Policy Review** – It is noted that administration has reviewed the anti-bullying policy as well as policies regarding homeless students, Title I parent involvement, and Title IX. No revisions are recommended at this time; however, more discussion and review regarding these policies will continue.

12. Public Comments –

- Tyler Richardson – Attachments for Board Items

13. Upcoming Board Meeting – July 19, 2023

14. Adjournment @ 8:28 p.m.

Motion: Mrs. Moore

Second: Dr. Edmonds

M. Daniel Egly

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
0000062164	05/12/2023	RIDDELL ALL AMERICAN SPORTS CORP	RECONDITIONING OF HELMETS		4,783.83
0000062165	05/12/2023	BASTIAN TIRE SALES INC	MAINT SUPPLIES		274.30
0000062166	05/12/2023	BLAST IU 17	MS	SCHICK	4,932.98
0000062167	05/12/2023	BLAST IU 17	PROF ED SVCS - IU		114,683.75
0000062168	05/12/2023	LARRY BREON	LUNCH/DINNER REIMBURSEMENT		20.00
0000062169	05/12/2023	CREST/GOOD MFG CO INC	HS	MS	618.30
0000062170	05/12/2023	ECK'S GARAGE INC.	BUS PARTS		18.20
0000062171	05/12/2023	AHOLD FINANCIAL SERVICES	TOKEN ECONOMY SYSTEM-JT		271.42
0000062172	05/12/2023	MAYER eLECTRIC SUPPLY COMPANY INC	MAINT SUPPLIES-FIRE RELATED		140.95
0000062173	05/12/2023	LOWE'S	BOYS TRACK-MAINT SUPPLIES	GIRLS TRACK-MAINT SUPPLIES	1,244.60
0000062174	05/12/2023	ELERY W NAU INC.	MAINT SUPPLIES		321.42
0000062175	05/12/2023	PA MEDIA GROUP	ADVERTISING 4/1-4/30/2023		322.49
0000062176	05/12/2023	PPL ELECTRIC UTILITIES CORP	ELECTRIC-1745 LOYALSOCK DR	ELECTRIC-2101 REAR	1,100.31
0000062177	05/12/2023	PPL ELECTRIC UTILITIES CORP	HS	MS	8,816.39
0000062178	05/12/2023	J W PEPPER & SON INC	MUSIC SUPPLIES-HANEY	MUSIC	178.48
0000062179	05/12/2023	ROBERT M SIDES	MS	HS	4,320.00
0000062180	05/12/2023	STAPLES	SCHICK	MS	1,809.21
0000062181	05/12/2023	SUSQUEHANNA FIRE EQUIPMENT	SERVICE FIRE EXTINGUISHERS @ SCHICK		229.15
0000062182	05/12/2023	TULPEHOCKEN MOUNTAIN SPRING WATER	CONTAINER OF BOTTLED WATER		29.65
0000062183	05/12/2023	WMWA	WMWA-SCHICK	MS	4,335.87
0000062184	05/12/2023	WILLIAMSPORT SUN-GAZETTE	ADVERTISING		469.82

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

06/20/2023 11:13:24 AM

LOYALSOCK TOWNSHIP SCHOOL DIST

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
0000062185	05/12/2023	ACE-TA LOCK AND SAFE CO.	DUPLICATE KEYS FOR TRACK	DUP KEY-SCHICK	31.95
0000062186	05/12/2023	ADELPHOI KETTERER CHARTER SCHOOL	TUITION (1) STUDENT 4/1-4/30/2023		949.79
0000062187	05/12/2023	ALYSSA PLUMMER	TRANSPORTATION (1) STUDENT		280.00
0000062188	05/12/2023	AMAZON CAPITAL SERVICES	SUPPLIES - FIRST GRADE	SUPPLIES-FIRST GRADE	2,190.92
0000062189	05/12/2023	AMERICHEM INTERNATIONAL INC	SCHICK	MS	1,618.57
0000062190	05/12/2023	BAYADA HOME HEALTH CARE	LPN ASSISTANCE FOR (1) STUDENT		2,062.50
0000062191	05/12/2023	BAKER DISTRIBUTING COMPANY	MAINT SUPPLIES		294.94
0000062192	05/12/2023	BENEDICTS BUS SERVICE	HS BOYS BASKETBALL PAYOFF GAME		2,056.00
0000062193	05/12/2023	BEN LORSON	LTC 502 STRT FOR ORGAN MGMT 2023	RAA APPLICATION FEE	200.00
0000062194	05/12/2023	BRANDON SCHRAWDER	CHAIN CREW-FOOTBALL		0.00
0000062195	05/12/2023	RYAN BULGARELLI	CONFERENCE REIMBURSEMENT-PMEA ALL STATE		316.72
0000062196	05/12/2023	CAROLINE FISH-DEROWITSCH	AMAZON REIMBURSEMENT-LEFT HAND UKULETES		64.95
0000062197	05/12/2023	CARL PROBST	LUNCH/DINNER REIMBURSEMENT		10.00
0000062198	05/12/2023	CHRISTINE SHIFFLET	BUS DRIVER'S PHYSICAL		50.00
0000062199	05/12/2023	CLARION AREA SCHOOL DISTRICT	ALT ED (1) STUDENT		492.31
0000062200	05/12/2023	COMCAST CABLE	COMMUNICATIONS-DSC		15.90
0000062201	05/12/2023	CM REGENT LLC	COBRA-APRIL 2023		235.00
0000062202	05/12/2023	DECKER INC	MAINT SUPPLIES	HS	1,020.22
0000062203	05/12/2023	WEX HEALTH INC.	HRA-HSA MONTHLY APRIL 2023		344.75
0000062204	05/12/2023	GLENN DRICK	FLEET SPECIALIST 5/1-5/6/23	FLEET SPECIALIST 4/24-4/29/23	1,020.00
0000062205	05/12/2023	ECS MID-ATLANTIC LLC	POST FIRE IAQ MONITORING		2,970.00

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

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LOYALSOCK TOWNSHIP SCHOOL DIST

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
0000062206	05/12/2023	EMILY BRUMBAUGH	CONFERENCE TRAVEL EXPENSES	CONFERENCE REG FEE	535.68
0000062207	05/12/2023	ENGIE POWER & GAS LLC	GAS-SCHICK		3,349.17
0000062208	05/12/2023	ERIC STEINBACHER	VAR BASEBALL 5/8/23		85.00
0000062209	05/12/2023	ESS NORTHEAST LLC	REG ED SUB-HS		17,506.88
0000062210	05/12/2023	ASCENDANCE TRUCKS PENNSYLVANIA LLC	BUS REPAIR	BUS PARTS	1,250.30
0000062211	05/12/2023	FORT MUNCY GARDEN CENTER LLC	HS	MS	420.00
0000062212	05/12/2023	MICHAEL FREDERICK	MILEAGE REIMBURSEMENT		10.81
0000062213	05/12/2023	FRED HAMM INC.	HS	SCHICK	1,931.18
0000062214	05/12/2023	FULMER'S STORAGE TRAILERS	SCHICK	MS	180.00
0000062215	05/12/2023	HEATHER WHARY	MILEAGE REIMBURSEMENT		26.27
0000062216	05/12/2023	HILLYARD/MID-ATLANTIC	HS	MS	2,389.76
0000062217	05/12/2023	HUGHESVILLE HIGH SCHOOL	JH BOYS SOCCER TOURNAMENT FEE	JH GIRLS SOCCER TOURNAMENT FEE	300.00
0000062218	05/12/2023	INDEPENDENT SCHOOL BUS	VOLUNTARY DEDUCTIONS- INDEPENDENT SCHOOL BUS		5.00
0000062219	05/12/2023	INDUSTRIAL PIPING SYSTEM	MAINT SUPPLIES		18.71
0000062220	05/12/2023	JACQUELINE PUCKEY	FIVE BELOW PURCHASE-PREK GRADUATION GIFTS		33.00
0000062221	05/12/2023	BRIAN LOWMILLER	LUNCH/DINNER REIMBURSEMENT		10.00
0000062222	05/12/2023	LOYALSOCK TWP ED SUPPORT PROFESSIONALS ASSN	LTESPA-VOLUNTARY DEDUCTIONS		487.84
0000062223	05/12/2023	LOYALSOCK TWP ED SUPPORT PROFESSIONALS ASSN	LTESPA-VOLUNTARY DEDUCTIONS		505.57
0000062224	05/12/2023	MARCO TECHNOLOGIES LLC	STAPLES SUPPLY-HS	MX-M550N DSC SP ED	501.56
0000062225	05/12/2023	MADISON ENERGY INVESTMENT II LLC	MS	HS	12,913.24

* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

- Payable within Payment

P - Prenote

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
0000062226	05/12/2023	GERALD MCLAUGHLIN	MILEAGE REIMBURSEMENT		368.11
0000062227	05/12/2023	MILLER ENVIRONMENTAL GROUP INC	MS	HS	705.04
0000062228	05/12/2023	NEW STORY LLC	ALT ED (1) STUDENT		8,337.00
0000062229	05/12/2023	NOAH BOWER	LUNCH/DINNER REIMBURSEMENT		10.00
0000062230	05/12/2023	PENNYCOFF	LIMESTONE FOR TRACK	LIMESTONE & TOPESOIL FOR TRACK	1,385.19
0000062231	05/12/2023	ANTHONY PERROTTA	JV SOFTBALL 5/8/23		59.00
0000062232	05/12/2023	PMEA DISTRICT 8	CHORUS FEST REGISTRATION		180.00
0000062233	05/12/2023	PORT ELEVATOR INC	SCHICK	MS	330.00
0000062234	05/12/2023	SUPERIOR PLUS ENERGY SERVICES	GASOLINE 731500	BIODIESEL 731490	5,115.71
0000062235	05/12/2023	SURPLUS CITY	MAINT SUPPLIES		32.35
0000062236	05/12/2023	THOMPSON'S OUTDOOR POWER EQUIPMENT	MAINT SUPPLIES		109.02
0000062237	05/12/2023	UNITED RENTALS NORTH AMERICAN INC	RENTAL OF MINI EXCAVATOR		648.42
0000062238	05/12/2023	JOHN WHEELER	LUNCH/DINNER REIMBURSEMENT		20.00
0000062239	05/12/2023	ROD WILSON	JV SOFTBALL 5/8/23		59.00
0000062240	05/12/2023	WINDSTREAM	COMMUNICATIONS		14.76
0000062241	05/12/2023	WILLIAMSPORT AREA HIGH SCHOOL	JV SOFTBALL TOURNAMENT FEE	WASD SOFTBALL TOURNAMENT FEE APRIL 21&22ND	327.00
0000062242	05/12/2023	NORTHEASTERN PA EDUC. TV ASSN	ENHANCED SCHOLAR PROGRAM YR 2022-23		1,425.00
0000062243	05/15/2023	LISA HNATIN	LUNCH & DINNER REIMBURSEMENT		10.00
0000062244	05/25/2023	ALYSSA PLUMMER	TRANSPORTATION (1) STUDENT 5/8-5/19/23		240.00

* - Non-Negotiable Disbursement

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
0000062245	05/25/2023	SHIPPENSBURG UNIVERSITY FOUNDATION	TRACK & FIELD STATE CHAMPIONSHIP REG FEES (2) STUDENTS		600.00
0000062246	05/26/2023	LARRY BREON	LUNCH/DINNER REIMBURSEMENT		30.00
0000062247	05/26/2023	COLLEGE BOARD	AP EXAMS FEES		6,240.00
0000062248	05/26/2023	DELTA DENTAL OF PENNSYLVANIA	EMPLOYEE CONTRIBUTIONS	SELF-PAYS	668.15
0000062249	05/26/2023	ECK'S GARAGE INC.	BUS REPAIR	BUS PARTS	344.09
0000062250	05/26/2023	MAYER eLECTRIC SUPPLY COMPANY INC	MAINT SUPPLIES-FIRE RELATED		9.15
0000062251	05/26/2023	LAWN & GOLF SUPPLY CO INC	SOILMASTER CONDITIONER-ATHLETIC FIELDS		1,487.20
0000062252	05/26/2023	LTSD FOOD SERVICE	AFTER SCHOOL SNACKS-MS		790.00
0000062253	05/26/2023	NORTH CENTRAL SIGHT SRVC	SHREDDING-SP ED DEPT		46.00
0000062254	05/26/2023	PA MEDIA GROUP	ADVERTISING		636.15
0000062255	05/26/2023	PPL ELECTRIC UTILITIES CORP	ELECTRIC-SCHICK	ELECTRIC-2101 REAR	3,626.10
0000062256	05/26/2023	PPL ELECTRIC UTILITIES CORP	ELECTRIC-SCHICK		4,894.88
0000062257	05/26/2023	J W PEPPER & SON INC	MUSIC - TINI		55.00
0000062258	05/26/2023	ROBERT M SIDES	BAND SUPPLIES	PIANO TUNING	245.00
0000062259	05/26/2023	MICHAEL SILVAGNI	LUNCH/DINNER REIMBURSEMENT		30.00
0000062260	05/26/2023	STAPLES	OFFICE SUPPLIES		126.03
0000062261	05/26/2023	A-1 PORTABLE TOILETS	RENTAL OF PORTABLE TOILETS-HS BASEBALL		410.00
0000062262	05/26/2023	AMY LINGG	TRACK & FIELD GAME WORKER-CLERK		150.00
0000062263	05/26/2023	AMERICHEM INTERNATIONAL INC	MAINT SUPPLIES		5,113.08
0000062264	05/26/2023	BAYADA HOME HEALTH CARE	LPN ASSISTANCE FOR (1) STUDENT		700.00

* - Non-Negotiable Disbursement

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
0000062265	05/26/2023	CHRISTIAN TYMESON	HEALTH INS PREIUM		215.00
0000062266	05/26/2023	COMCAST CABLE	COMMUNICATIONS-HS		31.95
0000062267	05/26/2023	CONTAINERS INC	BOXES FOR SCHICK TEACHERS		311.85
0000062268	05/26/2023	COLUMN SOFTWARE PBC	ADVERTISING		178.31
0000062269	05/26/2023	PATRICIA COZZA	HEALTH INS PREIUM		240.00
0000062270	05/26/2023	DEVLINS AUTO GLASS LLC	BUS #8-NEW GLASS REAR DOOR		125.00
0000062271	05/26/2023	GLENN DRICK	FLEET SPECIALIST 5/15-5/20/23	FLEET SPECIALIST 5/8-5/13/23	1,020.00
0000062272	05/26/2023	ENGIE POWER & GAS LLC	PERIOD 10/1/2022-10/31/2022		471.40
0000062273	05/26/2023	ESS NORTHEAST LLC	REG ED SUB-HS		27,178.66
0000062274	05/26/2023	GAIL HILLS	HEALTH INS PREIUM		40.00
0000062275	05/26/2023	AMERICAN WELDING & GAS INC.	RENTAL-ACETYLENE CYLINDERS		122.68
0000062276	05/26/2023	HIGHMARK BLUE SHIELD	VISION-EMPLOYEE PAID	DISTRICT EXPENSE	1,353.97
0000062277	05/26/2023	JEFF LACOE	TRACK & FIELD GAME WORKER- GIRLS & BOYS THROWS		50.00
0000062278	05/26/2023	JUSTICEWORKS YOUTHCARE INC.	REG ED-HS	SPECIAL ED-HS	7,850.50
0000062279	05/26/2023	VICTORIA KROUT	HEALTH INS PREIUM		215.00
0000062280	05/26/2023	KROMER COMPANY	MAINT SUPPLIES		390.34
0000062281	05/26/2023	THE LANCER FOUNDATION	LANCER FOUNDATION CONTRIBUTIONS		328.00
0000062282	05/26/2023	LENNY DEITRICK	TRACK & FIELD GAME WORKER- LONG/TRIPLE JUMP		120.00
0000062283	05/26/2023	LYCOMING AUTO SERVICE	VAN #26 INSPECTION	PARTS	626.75
0000062284	05/26/2023	MARCO TECHNOLOGIES LLC	MX-4100N DSC	MX-M465N MS/HS LIBRARY	227.82
0000062285	05/26/2023	MCCORMICK LAW FIRM	LTSD BILLING-4/1-4/30/23	LTSD-BOARD MEETING 4/1-4/30/23	1,569.50

* - Non-Negotiable Disbursement

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
0000062286	05/26/2023	MECHTLY COMMERCIAL DOOR LLC	MAINT SUPPLIES		490.00
0000062287	05/26/2023	ANTHONY PERROTTA	JV SOFTBALL - 5.18.23		59.00
0000062288	05/26/2023	PENN COLLEGE COMMUNITY ARTS CENTER	THEATRE RENTAL-ALL DISTRICT BAND CONCERT		2,733.50
0000062289	05/26/2023	PMT MACHINING INC	MAINT SUPPLIES-SCHICK KITCHEN		135.00
0000062290	05/26/2023	QUADIENT LEASING USA INC	QTLY LEASE PYMT-POSTAGE MACHINE		340.23
0000062291	05/26/2023	DR. MATTHEW A REITZ	MILEAGE REIMBURSEMENT		379.90
0000062292	05/26/2023	ROGERS UNIFORMS	MAINT CREWNECK SWEATSHIRTS-FIRE DAMAGE		201.00
0000062293	05/26/2023	ROHRER BUS SERVICE-LEWISBURG	BUS PARTS		275.46
0000062294	05/26/2023	JOSEPH W. SMITH III	HEALTH INS PREIUM		215.00
0000062295	05/26/2023	SUPERIOR PLUS ENERGY SERVICES	BIODIESEL 731490		2,873.71
0000062296	05/26/2023	SUGAR VALLEY RURAL CHARTER SCHOOL	TUITION (3) REGULAR ED STUDENTS-JUNE 2023		2,667.87
0000062297	05/26/2023	SUE BELVIN	TRACK & FIELD GAME WORKER-BOYS THROWS & LONG JUMP		100.00
0000062298	05/26/2023	UGI UTILITIES INC	GAS-SYCAMORE		0.20
0000062299	05/26/2023	VERIZON WIRELESS	VERIZON WIRELESS-CELL PHONES	COMMUNICATIONS-MM UNLIMITED	584.05
0000062300	05/26/2023	WEBB WEEKLY	ADVERTISING		76.00
0000062301	05/26/2023	WF WELLIVER & SON INC.	MAINT SUPPLIES		46.57
0000062302	05/26/2023	DOROTHY R. WHITE MERTZ- OA & PC	DELINQUENT BPT (DEC 15, 2022-MAY 1, 2023)		140.00
0000062303	05/26/2023	JOHN WHEELER	LUNCH/DINNER REIMBURSEMENT		20.00
* 0000ET5354	05/01/2023	WILMINGTON TRUST FEE COLLECTIONS	WILMINGTON TRUST PAYMENT		147,901.88

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
* 0000ET5355	05/02/2023	MARCO TECHNOLOGIES LLC	AGREEMENT 025-1696237		313.88
* 0000ET5356	05/02/2023	MARCO TECHNOLOGIES LLC	AGREEMENT 003-1841408		1,793.97
* 0000ET5357	05/02/2023	MARCO TECHNOLOGIES LLC	AGREEMENT 025-1694436		4,949.46
* 0000ET5358	05/01/2023	AFLAC	AFLAC-PAYROLL DEDUCTIONS		586.58
* 0000ET5359	05/05/2023	PA SCDU	WAGE GARNISHMENT		662.29
* 0000ET5360	05/05/2023	PA STATE INCOME TAX	PA INCOME TAX WITHHELD		12,012.64
* 0000ET5361	05/05/2023	ELECTRONIC PAYMENT TRANSFER	FIT WITHHOLDINGS	ER SOCIAL SECURITY	88,979.66
* 0000ET5362	05/05/2023	DELTA DENTAL OF PENNSYLVANIA	DENTAL CLAIMS PAID		4,129.10
* 0000ET5363	05/08/2023	UGI UTILITIES INC	GAS-SCHICK		1,820.63
* 0000ET5364	05/05/2023	VOYA FINANCIAL	VOYA FINANCIAL-RET VOY-EMPLOYEE	VOYA FINANCIAL-EMPLOYER	2,430.84
* 0000ET5365	05/08/2023	UGI UTILITIES INC	MS	HS	5,743.84
* 0000ET5366	05/05/2023	WEX HEALTH INC	DISCOVERY BEN-HSA		10,117.81
* 0000ET5367	05/10/2023	UGI UTILITIES INC	GAS-SCHICK UNIT 1		345.22
* 0000ET5368	05/19/2023	PA SCDU	WAGE GARNISHMENT		662.29
* 0000ET5369	05/19/2023	PA STATE INCOME TAX	PA INCOME TAX WITHHELD		12,006.82
* 0000ET5370	05/19/2023	ELECTRONIC PAYMENT TRANSFER	FIT WITHHOLDINGS	EE SOCIAL SECURITY	88,489.70
* 0000ET5371	05/19/2023	DELTA DENTAL OF PENNSYLVANIA	DENTAL CLAIMS PAID		3,779.30
* 0000ET5372	05/19/2023	LOYALSOCK TOWNSHIP EDUCATION ASSOCIATION	LTEA VOLUNTARY UNION DUES		8,778.66
* 0000ET5373	05/19/2023	WEX HEALTH INC	DISCOVERY BEN-HSA		10,117.81
* 0000ET5374	05/22/2023	TSA CONSULTING GROUP INC	EE CONTRIBUTIONS	ER CONTRIB. MCLAUGHLIN-KM	27,686.38

* - Non-Negotiable Disbursement

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FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 05/01/2023 - 05/31/2023 Omit Dates: 2023-05-28

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
* 0000ET5375	05/22/2023	VOYA FINANCIAL	VOYA FINANCIAL-RET VOY-EMPLOYEE	VOYA FINANCIAL-EMPLOYER	2,490.03
* 0000ET5376	05/26/2023	MUNICIPAL & SCHOOL INCOME	MUN & SCHOOL INCOME TAX		13,422.37
* 0000ET5377	05/30/2023	PSERS	PSERS-EMPLOYEE-RET	PSERS-EMPLOYEE-RET-POS	62,921.98
* 0000ET5378	05/31/2023	MARCO TECHNOLOGIES LLC	AGREEMENT 003-1841408	AGREEMENT 025-1696237	1,095.23
* 0000ET5379	05/31/2023	LYCOMING COUNTY INSURANCE	ACTIVE-DIST EXPENSE	EMPLOYEE CONTRIBUTIONS	209,153.80
10 - GENERAL FUND					1,029,578.43
Grand Total All Funds					1,029,578.43
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					(50.00)
Grand Total Other Disbursement Non-negotiables					722,392.17
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					307,236.26
Grand Total All Payments					1,029,578.43

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
CASH RECEIPTS AND DISBURSEMENTS SUMMARY
FOR THE MONTH OF MAY 31, 2023

WOODLANDS BANKS

BEGINNING BALANCE - MAY 1, 2023 WOODLANDS CHECKING ACCOUNT GF:	7,089,220.90
Athletic Admissions	1,920.00
Business Privilege Tax	230,636.36
Delinquent Taxes	57,743.97
Earned Income Tax	292,223.41
Interest	28,129.55
Ipad Revenue	50.00
Local Services Tax	5,888.16
Miscellaneous Revenue	529.41
Pay to Play	2,150.00
Real Estate Transfer	58,234.55
Recoverable Disbursements - HS Activities	19.58
Recoverable Disbursements - Insurance	6,579.30
Recoverable Disbursements - Other	69,501.88
Rental Income	3,400.00
School Resource Officer	55,000.00
Total Receipts:	812,006.17
Total Funds Available:	7,901,227.07
Disbursements: Accts Payable Expenses	1,029,578.43
Net Payroll	521,390.80
Total Disbursements:	1,550,969.23
Ending Balance - Woodland's Checking Account GF Yield 4.5%	6,350,257.84
Ending Balance - Woodland's Federated Government Obligations T/M Fund Yield 4.20%	28,607.44
Ending Balance - Woodland's 12 Month CD - Charles Schwab Yield 4.80%	250,000.00
Ending Balance - Woodland's 18 Month CD - Morgan Stanley Yield 4.84%	250,000.00
Ending Balance - Woodland's 12 Month CD - PNC Bank Yield 4.75%	250,000.00
Ending Balance - Woodland's 24 Month CD - Sallie Mae Bank Yield 4.83%	250,000.00
Ending Balance - Woodland's 30 month CD - UBS Bank Yield 4.84%	250,000.00
Ending Balance - Woodland's 24 Month CD - Wells Fargo Bank Yield 4.83%	250,000.00
Ending Balance - Woodland's - 6 Month US Treasury Bill Yield 4.79%	488,523.89

Ending Balance - PLGT 12 Month CD FBOI Yield 5.34%	236,852.39
Ending Balance - PLGT 12 Month CD, BOC, NY Yield 5.26%	237,843.07
Ending Balance - PLGT 12 Month CD, GLOBAL BANK Yield 4.80%	244,384.92
Ending Balance - PLGT 12 Month CD, T BANK Yield 4.68%	244,225.30
Ending Balance - PLGT 12 Month CD, FPB&T Yield 5.20%	237,833.72
Ending Balance - PLGT 12 Month CD, UFB Yield 5.15%	237,825.93
Ending Balance - PLGT 12 Month CD, MODERN BANK Yield 4.90%	244,517.94
Ending Balance - PLGT 12 Month CD, FNB Yield 4.80%	244,384.92
Ending Balance - PLGIT General Fund Yield 4.66%	<u>1,286,097.39</u>

TOTAL GENERAL FUND ENDING BALANCE MAY 31, 2023:	<u>11,581,354.75</u> =====
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LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WOODLANDS GOVERNMENT OBLIGATIONS T/M FUND
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.20%

WOODLANDS BANKS

BEGINNING BALANCE - WOODLANDS GOVERNMENT OBLIGATIONS T/M FUND MAY 1, 2023	26,515.82
Receipts: Interest - Sweep	1,993.16
Dividend	98.46
Total Receipts:	<u>2,091.62</u>
Total Funds Available:	28,607.44
Disbursements: Negotiable Certificate of Deposit Purchases	-
US Treasury Bill Purchase	-
Total Disbursements:	<u>-</u>
ENDING BALANCE - WOODLANDS GOVERNMENT OBLIGATIONS T/M FUND MAY 31, 2023	<u>28,607.44</u> =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WOODLANDS CD - CHARLES SCHWAB
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.80%

WOODLANDS BANKS

BEGINNING BALANCE - WOODLANDS CD - CHARLES SCHWAB MAY 1, 2023	250,000.00
Receipts: Interest	-
Transfer from Money Market Funds	-
Total Receipts:	-
Total Funds Available:	250,000.00
Disbursements:	
Total Disbursements:	-
ENDING BALANCE - WOODLANDS CD - CHARLES SCHWAB MAY 31, 2023	250,000.00 =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WOODLANDS CD - MORGAN STANLEY
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.84%

WOODLANDS BANKS

BEGINNING BALANCE - WOODLANDS CD - MORGAN STANLEY MAY 1, 2023	250,000.00
Receipts: Interest	-
Transfer from Money Market Funds	0.00
Total Receipts:	-
Total Funds Available:	250,000.00
Disbursements:	
Total Disbursements:	-
ENDING BALANCE - WOODLANDS CD - MORGAN STANLEY MAY 31, 2023	250,000.00 =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WOODLANDS CD - PNC BANK
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.75%

WOODLANDS BANKS

BEGINNING BALANCE - WOODLANDS CD - PNC BANK MAY 1, 2023	250,000.00
Receipts: Interest	-
Transfer from Money Market Funds	-
	<hr/>
Total Receipts:	-
	<hr/>
Total Funds Available:	250,000.00
Disbursements:	
Total Disbursements:	-
	<hr/>
ENDING BALANCE - WOODLANDS CD - PNC BANK MAY 31, 2023	250,000.00
	=====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WOODLANDS CD - SALLIE MAE BANK
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.83%

WOODLANDS BANKS

BEGINNING BALANCE - FOR THE MONTH OF MAY 31, 2023 MAY 1, 2023	250,000.00
Receipts: Interest	-
Transfer from Money Market Funds	-
	<hr/>
Total Receipts:	-
	<hr/>
Total Funds Available:	250,000.00
Disbursements:	-
Total Disbursements:	-
	<hr/>
ENDING BALANCE - WOODLANDS CD - SALLIE MAE BANK MAY 31, 2023	250,000.00
	=====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WOODLANDS CD - UBS BANK
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.84%

WOODLANDS BANKS

BEGINNING BALANCE - FOR THE MONTH OF MAY 31, 2023 MAY 1, 2023	250,000.00
Receipts: Interest	-
Transfer from Money Market Funds	-
Total Receipts:	-
Total Funds Available:	250,000.00
Disbursements:	-
Total Disbursements:	-
ENDING BALANCE - WOODLANDS CD - UBS BANK MAY 31, 2023	250,000.00 =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WOODLANDS CD - WELLS FARGO
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.83%

WOODLANDS BANKS

BEGINNING BALANCE - FOR THE MONTH OF MAY 31, 2023 MAY 1, 2023	250,000.00
Receipts: Interest	-
Transfer from Money Market Funds	-
Total Receipts:	-
Total Funds Available:	250,000.00
Disbursements:	-
Total Disbursements:	-
ENDING BALANCE - WOODLANDS CD - WELLS FARGO MAY 31, 2023	250,000.00 =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
WOODLANDS - US TREASURY BILL
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.79%

WOODLANDS BANKS

BEGINNING BALANCE - FOR THE MONTH OF MAY 31, 2023 MAY 1, 2023	488,523.89
Receipts: Interest	-
Transfer from Money Market Funds	-
Total Receipts:	-
Total Funds Available:	488,523.89
Disbursements:	-
Total Disbursements:	-
ENDING BALANCE - WOODLANDS - US TREASURY BILL MAY 31, 2023	488,523.89

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
PLGIT 12 MONTH CD, FBOI
FOR THE MONTH OF MAY 31, 2023
Average Yield 5.34%

PLGIT

BEGINNING BALANCE - PLGIT 12 MONTH CD, FBOI MAY 1, 2023	236,000.00
Receipts: Interest - PLGIT	852.39
Total Receipts:	852.39
Total Funds Available:	236,852.39
Disbursements:	-
Total Disbursements:	-
ENDING BALANCE - PLGIT 12 MONTH CD, FBOI MAY 31, 2023	236,852.39

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
PLGIT 12 MONTH CD, BOC, NY
FOR THE MONTH OF MAY 31, 2023
Average Yield 5.26%

	<u>PLGIT</u>
BEGINNING BALANCE - PLGIT 12 MONTH CD, BOC, NY MAY 1, 2023	237,000.00
Receipts:	
Interest - PLGIT	843.07
Wire Transfer from PLGIT GENERAL FUND	
Total Receipts:	<u>843.07</u>
Total Funds Available:	237,843.07
Disbursements:	<u>-</u>
Total Disbursements:	<u>-</u>
ENDING BALANCE -PLGIT 12 MONTH CD, BOC, NY MAY 31, 2023	<u>237,843.07</u> =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
PLGIT 12 MONTH CD, GLOBAL BANK
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.80%

	<u>PLGIT</u>
BEGINNING BALANCE - MAY 1, 2023	243,414.66
Receipts:	
Interest - PLGIT	970.26
Total Receipts:	<u>970.26</u>
Total Funds Available:	244,384.92
Disbursements:	<u>-</u>
Total Disbursements:	<u>-</u>
ENDING BALANCE MAY 31, 2023:	<u>244,384.92</u> =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
PLGIT 12 MONTH CD, T BANK
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.68%

PLGIT

BEGINNING BALANCE - PLGIT 12 MONTH CD, T BANK MAY 1, 2023	243,279.30
Receipts:	
Interest - PLGIT	946.00
Total Receipts:	<u>946.00</u>
Total Funds Available:	244,225.30
Disbursements:	<u>-</u>
Total Disbursements:	<u>-</u>
ENDING BALANCE PLGIT 12 MONTH CD, T BANK MAY 31, 2023	<u>244,225.30</u> =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
PLGIT 12 MONTH CD, FPB&T
FOR THE MONTH OF MAY 31, 2023
Average Yield 5.20%

PLGIT

BEGINNING BALANCE - PLGIT 12 MONTH CD, FPB&T MAY 1, 2023	237,000.00
Receipts:	
Interest - PLGIT	833.72
Wire Transfer from PLGIT GENERAL FUND	
Total Receipts:	<u>833.72</u>
Total Funds Available:	237,833.72
Disbursements:	<u>-</u>
Total Disbursements:	<u>-</u>
ENDING BALANCE - MAY 31, 2023	<u>237,833.72</u> =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
PLGIT 12 MONTH CD, UFB
FOR THE MONTH OF MAY 31, 2023
Average Yield 5.15%

	<u>PLGIT</u>
BEGINNING BALANCE - PLGIT 12 MONTH CD, UFB MAY 1, 2023	237,000.00
Receipts: Interest - PLGIT	825.93
Total Receipts:	<u>825.93</u>
Total Funds Available:	237,825.93
Disbursements:	<u>-</u>
Total Disbursements:	<u>-</u>
ENDING BALANCE -PLGIT 12 MONTH CD, UFB MAY 31, 2023	<u>237,825.93</u> =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
PLGIT 12 MONTH CD, MODERN BANK
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.90%

	<u>PLGIT</u>
BEGINNING BALANCE - PLGIT 12 MONTH CD, MODERN BANK MAY 1, 2023	243,527.47
Receipts: Interest - PLGIT	990.47
Total Receipts:	<u>990.47</u>
Total Funds Available:	244,517.94
Disbursements:	<u>-</u>
Total Disbursements:	<u>-</u>
ENDING BALANCE - PLGIT 12 MONTH CD, MODERN BANK MAY 31, 2023	<u>244,517.94</u> =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
PLGIT 12 MONTH CD, FNB
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.80%

PLGIT

BEGINNING BALANCE - PLGIT 12 MONTH CD, FNB MAY 1, 2023 243,414.66

Receipts:

Interest - PLGIT 970.26

Total Receipts: 970.26

Total Funds Available: 244,384.92

Disbursements:

Total Disbursements: -

ENDING BALANCE -PLGIT 12 MONTH CD, FNB MAY 31, 2023 244,384.92

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
CASH RECEIPTS AND DISBURSEMENTS SUMMARY
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.66%

PLGIT

BEGINNING BALANCE - MAY 1, 2023 PLGIT GENERAL FUND: 1,083,151.54

Receipts:

Comm of PA - Social Security Subsidy	89,401.49
Comm of PA - PA Pre-K Counts Program	15,000.00
Federal Programs - Title I #013-230234 Improving Basic Programs	21,692.21
Federal Programs - Title II #020-230234 Improving Teacher Quality	6,726.14
Federal Programs- ARP ESSER 7%. #225-210234	21,872.32
Federal Programs - Impact Aid	1,669.00
6 Month CD's Maturity	977,000.00
Interest	25,475.11

Total Receipts: 1,158,836.27

Total Funds Available: 2,241,987.81

Disbursements:

Fixed Rate Investment 1 year CD's	947,000.00
PLGIT Service Fee for Time Deposit	1,420.50
December Purchase Card Transactions	7,469.92

Total Disbursements: 955,890.42

ENDING BALANCE - PLGIT GENERAL FUND MAY 31, 2023: 1,286,097.39

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
CAPITAL RESERVE FUND
CASH RECEIPTS AND DISBURSEMENTS SUMMARY
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.83%

	<u>PLGIT</u>
BEGINNING BALANCE - MAY 1, 2023 PLGIT CAPITAL RESERVE	1,531,640.50
Receipts: Interest - PLGIT Regular	6,286.25
Total Receipts:	<u>6,286.25</u>
Total Funds Available:	1,537,926.75
Total Disbursements:	<u>-</u>
ENDING BALANCE - PLGIT CAPITAL RESERVE MAY 31, 2023:	<u>1,537,926.75</u> =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
CAPITAL RESERVE CONSTRUCTION FUND
CASH RECEIPTS AND DISBURSEMENTS SUMMARY
FOR THE MONTH OF MAY 31, 2023
Average Yield 4.83%

	<u>PLGIT</u>
BEGINNING BALANCE - MAY 1, 2023 CAPITAL RESERVE CONSTRUCTION FUND	7,597,068.17
Receipts: Interest	<u>28,868.02</u>
Total Receipts:	<u>28,868.02</u>
Total Funds Available:	7,625,936.19
Disbursements:	<u>1,898,083.43</u>
Total Disbursements:	<u>1,898,083.43</u>
CAPITAL RESERVE CONSTRUCTION FUND MAY 31, 2023:	<u>5,727,852.76</u> =====
TOTAL ENDING BALANCE - MAY 31, 2023 CAPITAL RESERVE FUND:	<u>7,265,779.51</u> =====



SECTION: PROGRAMS

TITLE: HOME EDUCATION
PROGRAMS

ADOPTED:

REVISED:

	137. HOME EDUCATION PROGRAMS
1. Authority SC 1327, 1327.1 Title 22 Sec. 11.31a	Home education programs for students of compulsory school age residing in the school district shall be conducted in accordance with state law and regulations.
2. Definitions SC 1327.1	<p>Appropriate education - a program consisting of instruction in the required subjects for the time required by law and in which the student demonstrates sustained progress in the overall program.</p> <p>Hearing examiner - shall not be an officer, employee or agent of the Department of Education or of the school district or intermediate unit of residence of the child in the home education program.</p> <p>Home education program - a program conducted in compliance with law by the parent/guardian or person having legal custody of a child. A home education program shall not be considered a nonpublic school under the provisions of law.</p> <p>Supervisor - the parent/guardian or person having legal custody of a child who is responsible for providing instruction, provided that such person has a high school diploma or its equivalent.</p>
3. Delegation of Responsibility SC 1327.1	The Superintendent or designee shall develop and distribute administrative regulations for registering home education programs and maintaining appropriate records in accordance with law.
4. Guidelines SC 1327.1	<p><u>Notarized Affidavit</u></p> <p>Prior to the commencement of the home education program, and annually thereafter on or before August 1, the parent/guardian or other person having legal custody of the child or children shall file a notarized affidavit with the Superintendent, which contains certification that the supervisor of the home education program and all adults living in the home and persons having legal custody of a child or children in</p>

137. HOME EDUCATION PROGRAMS - Pg. 2

	<p>the home education program have not been convicted of criminal offenses enumerated in School Code, in accordance with law. The affidavit shall include all information required by law.</p> <p><u>Instructional Program</u></p>
SC 1327.1 Pol. 137.2, 137.3	<p>The instructional program for home education students shall include such courses as required by law.</p> <p><u>Loan of Instructional Materials</u></p>
SC 1327.1	<p>At the request of the supervisor, the district shall lend to the home education program copies of the school's planned courses, textbooks and curriculum materials appropriate to the student's age and grade level.</p> <p><u>Student Portfolio and Evaluations</u></p>
SC 1327.1	<p>For each student participating in a home education program, the supervisor shall:</p> <ol style="list-style-type: none"> 1. Maintain a portfolio of records and materials, in accordance with applicable law. 2. Provide an annual written evaluation of the student's educational progress, in accordance with the provisions of applicable law. <p><u>Graduation Requirements</u></p>
SC 1327.1	<p>The following minimum courses in grades 9 through 12 are established as a requirement for graduation in a home education program: four (4) years of English; three (3) years of mathematics; three (3) years of science; three (3) years of social studies; and two (2) years of arts and humanities.</p> <p><u>Diplomas</u></p>
SC 1327.1	<p>Students who complete all of the graduation requirements of the home education program shall receive a high school diploma issued by the supervisor or an approved diploma-granting organization.</p>

	<u>Students With Disabilities</u>
SC 1327	A home education program meets compulsory attendance requirements for a student with a disability only when the program addresses the specific needs of the student and is approved by a teacher with a valid Pennsylvania certificate to teach special education, a licensed clinical psychologist or a certified school psychologist. Written notice of such approval must be submitted with the required affidavit.
SC 1327	The supervisor may request that the school district or intermediate unit of residence provide services that address the specific needs of a student with a disability.
SC 1327	When the provision of services is agreed to by both the supervisor and the school district or intermediate unit, all services shall be provided in public schools or in a private school licensed to provide such programs and services.
	<u>Appropriate Education/Compliance</u>
SC 1327.1	A home education evaluator shall certify that an appropriate education is occurring in the home education program. The supervisor shall submit the certification to the Superintendent by June 30 of each year. If the supervisor fails to submit the certification, the Superintendent shall send a letter to the supervisor notifying the supervisor that they have ten (10) days to submit the certification.
SC 1327.1	If the Superintendent has a reasonable belief at any time during the school year that appropriate education may not be occurring in the home education program, the Superintendent may submit a letter to the supervisor requiring an evaluation to be conducted and that an evaluator's certification stating that an appropriate education is occurring shall be submitted to the district by the supervisor within thirty (30) days. The letter shall include the basis for the Superintendent's reasonable belief.
SC 1327.1	If the Superintendent has a reasonable belief that the home education program is out of compliance, the Superintendent shall submit a letter to the supervisor requiring a certification to be submitted within thirty (30) days indicating the program is in compliance. The letter shall include the basis for the Superintendent's reasonable belief.
SC 1327.1	As required by law, all letters shall be sent by certified mail, return receipt requested, and the time for submission of the requested documentation begins upon receipt of the letter.

	<u>Hearings</u>
SC 1327.1	If the supervisor fails to submit a certification as required, the Board shall provide a hearing by a qualified and impartial hearing examiner within thirty (30) days.
SC 1327.1	If the hearing examiner finds that an appropriate education is not taking place in the home education program, the home education program will be determined out of compliance; and the student will be enrolled promptly in a public school, a nonpublic school or a licensed private academic school.
SC 1327.1	If a home education program has been determined to be out of compliance, the supervisor or spouse of the supervisor of the home education program is prohibited by law from supervising a home education program for that child or children for a period of twelve (12) months from the date of such determination.
	<u>Appeal</u>
SC 1327.1	The supervisor or Superintendent may appeal the decision of the hearing examiner to the Secretary of Education, Commonwealth Court or Court of Common Pleas. The home education program may continue during the appeals process.
	<u>Transfers</u>
SC 1327.1	If a home education program is relocating to another Pennsylvania school district, the supervisor must request from the Superintendent a letter of transfer for the home education program. The request must be made by registered mail thirty (30) days prior to relocation.
SC 1327.1	The Superintendent shall issue the letter of transfer within thirty (30) days after receipt of the supervisor's registered mail request.
SC 1327.1	The supervisor shall file the letter of transfer with the Superintendent of the new district of residence.
SC 1327.1	If a home education program is out of compliance, the Superintendent shall inform the home education supervisor and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.
SC 1327.1	If a home education program is in hearing procedures, the Superintendent shall inform the home education supervisor, hearing examiner and Superintendent of the new district of residence of this status and the reason for denial of the transfer letter.

137. HOME EDUCATION PROGRAMS - Pg. 5

SC 1327.1	<p>If the Superintendent is informed of pending proceedings related to a home education program relocating from a previous district to this district, the Superintendent shall continue the home education program until the appeal process in the previous district is finalized.</p>
	<p>References:</p>
	<p>School Code – 24 P.S. Sec. 111, 1327, 1327.1</p>
	<p>State Board of Education Regulations – 22 PA Code Sec. 11.31a, 11.33</p>
	<p>Board Policy – 137.1, 137.2, 137.3, 203, 209</p>
	<p>PSBA Revision 2/23 © 2023 PSBA</p>



SECTION: PROGRAMS

TITLE: EXTRACURRICULAR
PARTICIPATION BY HOME
EDUCATION STUDENTS

ADOPTED:

REVISED:

	137.1. EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS
1. Authority SC 511, 1327.1 Pol. 122, 123, 137	<p>The Board approves participation in the district's extracurricular activities and interscholastic athletic programs by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.</p> <p>The Board shall not provide individual transportation for students enrolled in home education programs who participate in the district's extracurricular activities or interscholastic athletic programs. When the district provides transportation to and from an away competition, game, event or exhibition and requires district students to use district transportation, home education students shall be required to use the transportation provided by the district.</p>
2. Guidelines 10 U.S.C. Sec. 2031 Pol. 103, 103.1	<p>Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district extracurricular activities and interscholastic athletic programs, including, as applicable, Junior Reserve Officers' Training Corps (JROTC) units.</p> <p>A home education student may participate in extracurricular activities and interscholastic athletic programs only at the school building the student would be assigned to if the student was enrolled in the school district.</p>
SC 1327.1	<p>Prior to trying-out or joining an activity, a home education student shall submit required documents and written verification of eligibility to the building principal or designee. Verification may include, but not be limited to, attendance records, weekly grades or academic achievement or other documents demonstrating completion of eligibility criteria.</p>
Pol. 137, 204	<p>To be considered in attendance in accordance with Board policy, the home education student must participate in a full, normally scheduled academic program, in accordance with the planned home education program and submitted documentation.</p>

137.1. EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS - Pg. 2

	<p>The following conditions shall govern participation in the district's extracurricular activities and interscholastic athletic programs by home education students, who shall:</p> <ol style="list-style-type: none"> 1. Be a resident of the school district. 2. Meet the required eligibility criteria. 3. Maintain appropriate insurance coverage, consistent with the coverage requirements for district students. 4. Comply with Board policies and school rules and administrative regulations regarding extracurricular activities, interscholastic athletics, and student conduct. 5. Comply with policies, rules and regulations, or their equivalent, of the activity's governing organization. 6. Meet attendance and reporting requirements established for all participants of the activity or program. 7. Meet the requirements for physical examinations and physical fitness and any height and/or weight restrictions. 8. Comply with all requirements and directives of the district staff, coaches, activity advisors and administrators involved with the extracurricular activity or interscholastic athletic program.
Pol. 122, 123	
Pol. 123	
Pol. 122, 123, 218, 222, 227, 235	
SC 511, 1327.1	
Pol. 204	
SC 1327.1 Pol. 123	
3. Delegation of Responsibility SC 1327.1	<p>The Superintendent or designee shall post information regarding the availability of the district's extracurricular activities and interscholastic athletics programs, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.</p>
SC 1327.1	<p>The building principal or designee shall distribute eligibility criteria regarding student participation in extracurricular activities and interscholastic athletics, and information on the dates and times of physical examinations or medical tests provided to students by the district. Such information shall be distributed through student handbooks, other publications and on the district's publicly available website.</p>

137.1. EXTRACURRICULAR PARTICIPATION BY HOME EDUCATION STUDENTS - Pg. 3

The building principal or designee shall receive and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for an extracurricular activity or interscholastic athletic program.

References:

School Code – 24 P.S. Sec. 511, 1327.1

National Defense Authorization Act for Fiscal Year 2020 – 10 U.S.C. Sec. 2031

Board Policy – 103, 103.1, 122, 123, 137, 137.2, 204, 218, 222, 227, 235



SECTION: PROGRAMS

 TITLE: PARTICIPATION IN
COCURRICULAR ACTIVITIES
AND ACADEMIC COURSES BY
HOME EDUCATION STUDENTS

ADOPTED:

REVISED:

<p>1. Authority 24 P.S. 1327.1 Pol. 122, 137, 137.1, 137.3</p> <p>2. Definition 24 P.S. 1327.1 Pol. 122, 137.1</p> <p>3. Guidelines 24 P.S. 1327.1 Pol. 103, 103.1</p> <p>10 U.S.C. Sec. 2031</p> <p>24 P.S. 1327.1</p>	<p>137.2. PARTICIPATION IN COCURRICULAR ACTIVITIES AND ACADEMIC COURSES BY HOME EDUCATION STUDENTS</p> <p>The Board approves participation in the district's cocurricular activities and academic courses by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.</p> <p>Cocurricular activities - district activities that merge extracurricular activities with a required academic course, including but not limited to, band, orchestra and other activities that include a for-credit component that takes place during the school day.</p> <p>Students attending home education programs shall be given an equal opportunity to compete for positions and participate in district cocurricular activities and academic courses in accordance with Board policy on the same basis as other students enrolled full-time in the district.</p> <p>{ } including Junior Reserve Officers' Training Corps (JROTC) units offered for credit.</p> <p>A home education student may participate in cocurricular activities and academic courses only at the school building the student would be assigned to if the student was enrolled in the district.</p> <p>Prior to trying-out or auditioning for a cocurricular activity or enrolling in an academic course, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.</p> <p>The following conditions shall govern participation in the district's cocurricular activities and academic courses by home education students, who shall:</p> <p>1. Be a resident of the district.</p>
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137.2. PARTICIPATION IN COCURRICULAR ACTIVITIES AND ACADEMIC COURSES BY
HOME EDUCATION STUDENTS - Pg. 2

24 P.S. 1327.1 Pol. 105, 122	2. Meet the required eligibility criteria or their equivalent for the cocurricular activity or the prerequisites for the academic course.
24 P.S. 1327.1 Pol. 122, 218, 222, 227, 235	3. Comply with Board policies and school rules and administrative regulations regarding student conduct in school and at school-sponsored activities.
Pol. 204	4. Comply with policies, rules and regulations, or their equivalent, of the cocurricular activity's governing organization, where applicable.
	5. Meet attendance and reporting requirements established for all participants of the cocurricular activity or academic course, including any sign-in and sign-out procedures for school building attendance purposes. Home education students must participate in the full class period for an academic course, unless an exception has been granted in accordance with Board policy and school rules.
24 P.S. 1327.1	6. Comply with all Board policies, school rules and requirements and directives of the district staff, activity advisors and administrators involved with the cocurricular activity or academic course.
	<u>Academic Courses</u>
24 P.S. 1327.1	Students attending home education programs are eligible to enroll in district academic courses in accordance with law and Board policy, and may participate in academic courses equaling up to one-quarter ($\frac{1}{4}$) of the school day for full-time district students.
24 P.S. 1327.1	X Students enrolled in home education programs shall only be eligible to participate in cocurricular activities and/or academic courses that are scheduled in consecutive time periods during the school day if the student's parent/guardian is not able to provide supervision for the student between the scheduled cocurricular activities and/or academic courses.
24 P.S. 1327.1 Pol. 137, 212	The district shall provide the student's home education program supervisor with a grade for each cocurricular activity and academic course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.

137.2. PARTICIPATION IN COCURRICULAR ACTIVITIES AND ACADEMIC COURSES BY
HOME EDUCATION STUDENTS - Pg. 3

	<p><u>Transportation</u></p>
24 P.S. 1327.1	<p>Parents/Guardians of home education students shall be responsible for transportation of students participating in district cocurricular activities and academic courses, except that a home education student may utilize district transportation to or from school during the times a bus is otherwise already operating, and space is available.</p>
4. Delegation of Responsibility	<p>The Superintendent or designee shall post information regarding the district's cocurricular activities and academic courses, as well as a copy of this Board policy, on the district's publicly available website and provide participation information upon request by students enrolled in home education programs or their parents/guardians.</p> <p>The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for a cocurricular activity or academic course.</p>
24 P.S. 1327.1	<p>X The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in district cocurricular activities and academic courses based on the established number of allowable participants in designated activities and courses.</p>
24 P.S. 1327.1 Pol. 103, 103.1	<p>{ } Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for enrollment in district activities and courses, in accordance with established administrative regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1327.1</p> <p>National Defense Authorization Act for Fiscal Year 2020 – 10 U.S.C. Sec. 2031</p> <p>Board Policy – 103, 103.1, 105, 122, 137, 137.1, 137.3, 204, 212, 218, 222, 227, 235</p> <p>PSBA New 2/23 © 2023 PSBA</p>



SECTION: PROGRAMS

TITLE: PARTICIPATION IN CAREER
AND TECHNICAL EDUCATION
PROGRAMS BY HOME
EDUCATION STUDENTS

ADOPTED:

REVISED:

<p>I. Authority 24 P.S. 1327.1, 1801 22 PA Code 4.31 Pol. 115, 137, 137.2</p> <p>[Choose one or both options, based on the language in Policy 115]</p> <p>2. Guidelines 24 P.S. 1327.1 22 PA Code 4.31 Pol. 103, 103.1, 137.2</p> <p>[Choose one or both options, based on the language in Policy 115]</p> <p>24 P.S. 1327.1</p>	<p style="text-align: center;">137.3. PARTICIPATION IN CAREER AND TECHNICAL EDUCATION PROGRAMS BY HOME EDUCATION STUDENTS</p> <p>The Board approves participation in a career and technical education program by a student enrolled in a home education program who meets all the requirements stated in law and Board policy.</p> <p>Students attending home education programs shall be eligible to participate in a career and technical education program</p> <p><input checked="" type="checkbox"/> at <u>Lycoming</u> (Career and Technical Center), in accordance with the Articles of Agreement and center admission policy and procedures, on the same basis as other district students.</p> <p>{ } in this district, based on the requirements for admission to that program and Board policy, on the same basis as other district students.</p> <p>Students attending home education programs shall be given an equal opportunity to</p> <p><input checked="" type="checkbox"/> apply for placement in available programs at <u>Lycoming</u> (Career and Technical Center).</p> <p>{ } participate in district career and technical education programs.</p> <p>Prior to enrolling in a career and technical education program, a home education student shall submit required documents and written verification of eligibility or completion of prerequisites to the building principal or designee. Verification may include, but not be limited to, attendance records, portfolio records documenting completion of curriculum or other documents demonstrating completion of eligibility criteria.</p>
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**137.3. PARTICIPATION IN CAREER AND TECHNICAL EDUCATION PROGRAMS BY
HOME EDUCATION STUDENTS - Pg. 2**

<p>24 P.S. 1327.1 Pol. 105, 115, 137.2</p> <p>24 P.S. 1327.1 Pol. 218, 222, 227, 235</p> <p>[Choose one or both options, based on the language in Policy 115]</p> <p>Pol. 204</p> <p>24 P.S. 1327.1 Pol. 137.2</p> <p>[Choose only for a district program]</p> <p>24 P.S. 1327.1 Pol. 137, 212</p> <p>[Choose one or both options, based on the language in Policy 115]</p>	<p>The following conditions shall govern participation in career and technical education programs by home education students, who shall:</p> <ol style="list-style-type: none"> 1. Be a resident of the district. 2. Meet the required eligibility criteria or their equivalent or the prerequisites for the career and technical education program. 3. Comply with applicable policies and school rules and administrative regulations <input checked="" type="checkbox"/> of <u>Lycoming</u> (Career and Technical Center) <input type="checkbox"/> of the district regarding student conduct in school and at school-sponsored activities. 4. Meet attendance and reporting requirements established for all participants of the career and technical education program, including any sign-in and sign-out procedures for building attendance purposes. Home education students must participate in the required courses for the program on the same basis as students enrolled in the district, unless an exception has been granted in accordance with applicable Board policy and school or program rules. <p>{ } Students attending home education programs who enroll in a career and technical education program operated by the district shall be eligible to participate in the academic courses required for that career and technical education program in accordance with law and Board policy on participation in academic courses by home education students.</p> <p>The <input checked="" type="checkbox"/> <u>Lycoming</u> (Career and Technical Center) { } district</p> <p>shall provide the student's home education program supervisor with a grade for each career and technical education program course completed by a student enrolled in a home education program, in accordance with Board policy and administrative regulations. The home education program supervisor shall be responsible for maintaining the material in the student's portfolio of records.</p>
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137.3. PARTICIPATION IN CAREER AND TECHNICAL EDUCATION PROGRAMS BY
HOME EDUCATION STUDENTS - Pg. 3

<p>24 P.S. 1327.1</p> <p>3. Delegation of Responsibility</p> <p>24 P.S. 1327.1</p> <p>[Choose one or both options, based on the language in Policy 115]</p> <p>24 P.S. 1327.1 Pol. 103, 103.1, 115</p>	<p><u>Transportation</u></p> <p>Students attending home education programs who participate in career and technical education programs may use district transportation to or from the career and technical education program during the times when district transportation is already operating, and space is available in addition to full-time district students.</p> <p>The Superintendent or designee shall post information regarding the district's options for career and technical education programs, as well as a copy of this Board policy, on the district's publicly available website and provide information upon request by students enrolled in home education programs or their parents/guardians.</p> <p>The building principal or designee shall request and review verification from the parent/guardian or home education program supervisor that a student has met and continues to meet the established eligibility criteria for participation in career and technical education programs.</p> <p><input checked="" type="checkbox"/> The Superintendent or designee shall establish administrative regulations for prioritization of enrollment in career and technical education programs,</p> <p style="padding-left: 40px;">{ } in accordance with the Articles of Agreement and the established number of allowable participants for designated programs at _____ (Career and Technical Center).</p> <p><input checked="" type="checkbox"/> based on the established number of allowable participants in designated district programs.</p> <p><input checked="" type="checkbox"/> Prioritization may be based on academic achievement, demonstration of skills or competencies, record of conduct, and other designated criteria. Students attending home education programs shall have an equal opportunity to compete for program enrollment, in accordance with established administrative regulations.</p> <p>References:</p> <p>School Code – 24 P.S. Sec. 1327.1, 1801</p> <p>State Board of Education Regulations – 22 PA Code Sec. 4.31</p> <p>Board Policy – 103, 103.1, 105, 115, 137, 137.2, 204, 212, 218, 222, 227, 235</p> <p>PSBA New 2/23 © 2023 PSBA</p>
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SECTION: OPERATIONS

TITLE: RECORDS MANAGEMENT

ADOPTED:

REVISED:

	800. RECORDS MANAGEMENT
1. Purpose	The Board recognizes the importance of establishing and maintaining a Records Management Plan that defines district staff responsibilities and complies with federal and state laws and regulations.
2. Authority SC 518	The Board shall retain, as a permanent record of the district, Board minutes, annual auditor's reports and annual financial reports. All other financial records, including financial account books, orders, bills, contracts, invoices, receipts and purchase orders, shall be retained by the district for a period of not less than six (6) years.
65 P.S. Sec. 67.901 Pol. 828	All other district records shall be retained in accordance with state and federal laws and regulations and the district Records Management Plan approved by the Board. The district shall make a good faith effort to comply with all proper requests for record production. Selective destruction of records in anticipation of litigation is forbidden.
3. Definitions	Electronic Mail (Email) System - a system that enables users to compose, transmit, receive and manage text and/or graphic electronic messages and images across local area networks and through gateways connecting other networks. This information consists primarily of messages but may include attachments such as calendars, directories, distribution lists, word processing documents, spreadsheets and other electronic documents. Litigation Hold -- a communication ordering that all records and data relating to an issue being addressed by current or potential litigation or investigation be preserved for possible production during the litigation or investigation.
65 P.S. Sec. 67.102	Records -- information, regardless of physical form or characteristics, that documents a transaction or activity of the district and that is created, received or retained pursuant to law or in connection with a transaction, business or activity of the district. The term includes a document, paper, letter, map, book, tape, photograph, film or sound recording, information stored or maintained electronically and a data-processed or image-processed document.

<p>4. Delegation of Responsibility</p>	<p>Records Management Plan – the system implemented by the district for the storage, retention, retrieval and disposition of all records generated by district operations.</p> <p>Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.</p> <p>Any individual responsible for the collection, maintenance and/or security of records on behalf of the district shall comply with state and federal laws and regulations, Board policies, district procedures and the Records Management Plan.</p> <p><u>Records Coordinator</u></p> <p>In order to maintain a Records Management Plan that complies with federal and state laws and regulations and Board policy, the Board designates the</p> <p><input checked="" type="checkbox"/> Superintendent</p> <p><input type="checkbox"/> Assistant Superintendent</p> <p><input type="checkbox"/> Board Secretary</p> <p><input checked="" type="checkbox"/> Business Manager</p> <p>as the district's Records Coordinator who shall serve as the chairperson of the Records Management Committee.</p> <p>The Records Coordinator shall be responsible to:</p> <ol style="list-style-type: none"> 1. Ensure that training appropriate to the user's position and level of responsibility is provided. Such training may include: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Operation, care and handling of the equipment and software. <input checked="" type="checkbox"/> Requirements of the Records Retention Schedule. <input checked="" type="checkbox"/> Protocols for preserving and categorizing district records. <input checked="" type="checkbox"/> Procedures and responsibilities of district staff in the event of a litigation hold. <input checked="" type="checkbox"/> Identification of what is and what is not a record.
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	<p><input checked="" type="checkbox"/> Disposal of records.</p> <p>2. Review the Records Management Plan periodically to ensure that record descriptions and retention periods are updated as necessary.</p> <p>3. Identify, when the retention period expires, the specific records to be disposed of and ensure that all identified records are properly disposed of</p> <p>{ } monthly.</p> <p>{ } quarterly.</p> <p><input checked="" type="checkbox"/> annually.</p> <p>{ } at regular intervals of _____.</p> <p><u>Records Management Committee</u></p> <p>A committee responsible for the development and recommendation of the district's Records Management Plan shall be established by the Board. The Records Management Committee shall give primary consideration to the most efficient and economical means of implementing the recommended Plan. Members of the Committee shall include the:</p>
Pol. 801	<p>1. Open Records Officer.</p> <p>2. Superintendent.</p>
SC 433	<p>3. Board Secretary.</p> <p>4. District solicitor.</p> <p>5. Director of Information Technology or designee.</p> <p><input checked="" type="checkbox"/> Business Manager.</p> <p>{ } Assistant Superintendent.</p> <p>{ } Board member(s).</p> <p>{ } Outside consultant(s).</p> <p>{ } Other {_____}.</p>

Pol. 830.1	<p>9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.</p> <p>10. Staff positions authorized to access district records.</p> <p>11. Procedures to be implemented in the event of a litigation hold that immediately suspends disposition of all records relevant to the current or potential claim. Such procedures shall specify:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Who can initiate a litigation hold. <input checked="" type="checkbox"/> How and to whom a litigation hold is communicated. <input checked="" type="checkbox"/> Who will determine which records are subject to the litigation hold. <input checked="" type="checkbox"/> Who will be responsible for collecting and preserving such records and data. <input checked="" type="checkbox"/> Who will be responsible for monitoring and ensuring the district's compliance with the litigation hold. <input checked="" type="checkbox"/> In what format the records will be collected. <p>When possible, records and data shall be stored in their original form, including metadata, such as creation date, author, type of file, etc.</p> <p>For any record not covered by the Records Retention Schedule, the Records Management Committee shall determine how long the record shall be kept and recommend any necessary revisions to the retention schedule.</p> <p>The district shall store, maintain and dispose of records in a manner that protects any sensitive, proprietary or confidential information or individual privacy rights, and helps conserve natural resources.</p> <p><u>Manual Records</u></p> <p>Manual records, which include all records not stored electronically, shall be retained and disposed of in accordance with the Records Management Plan.</p> <p>Manual records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.</p>
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{ } The district requires that all manual record systems be assessed annually and all vital information be entered into an electronic records system for long-term storage and backup recovery.

The district shall develop and maintain adequate and up-to-date documentation about each manual record system. Documentation may:

- {X} List system title and responsible employee(s) or office.
- {X} Define the contents of the system, including record formats.
- {X} Identify vital records and information.
- {X} Determine restrictions on access and use.

Electronic Records

Electronic records shall be retained and disposed of in the same manner as records in other formats and in accordance with the Records Management Plan.

Electronic records shall be indexed in an organized and consistent manner, reflecting the way the records will be retained and referenced for later retrieval.

The district shall develop and maintain adequate and up-to-date documentation about each electronic record system. Documentation may:

- {X} List system title and responsible employee(s) or office.
- {X} Specify all technical characteristics necessary for reading or processing the records stored on the system.
- {X} Identify all defined inputs and outputs of the system.
- {X} Define the contents of the system, including records formats and database tables.
- {X} Identify vital records and information.
- {X} Determine restrictions on access and use.
- {X} Describe update cycles or conditions.

<p>65 P.S. Sec. 67.506</p>	<p><u>Email Records</u></p> <p>Email messages, in and of themselves, do not constitute records. Retention and disposition of email messages depend on the function and content of the individual message.</p> <p>Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.</p> <p>Email messages and attachments that do not meet the definition of records shall be deleted</p> <p>{ } immediately.</p> <p>{ } every week.</p> <p>{ } every ten (10) days.</p> <p><input checked="" type="checkbox"/> as required by the Records Management Plan.</p> <p>{ } Email records may be maintained as an electronic record or be printed and maintained as a manual record.</p> <p>For each email considered to be a record, the following information shall be retained:</p> <ol style="list-style-type: none"> 1. Message content. 2. Name of sender. 3. Name of recipient. 4. Date and time of transmission and/or receipt. <p><u>Service Providers</u></p> <p>The Board requires service providers contracted by the district to create, maintain, retain and dispose of district records in accordance with the Records Management Plan.</p>
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References:

School Code – 24 P.S. Sec. 433, 518

Right-to-Know Law – 65 P.S. Sec. 67.101 et seq.

Breach of Personal Information Notification Act - 73 P.S. Sec. 2301 et seq.

Family Educational Rights and Privacy Act – 20 U.S.C. Sec. 1232g

Federal Rules of Civil Procedure – 16, 26, 34, 37, 45

Board Policy – 004, 006, 105.2, 113.4, 114, 138, 203, 203.1, 209, 212, 216, 216.1, 233, 314, 324, 326, 334, 601, 609, 610, 618, 619, 702, 706, 716, 801, 800.1, 810, 810.1, 828, 830, 830.1, 912

NOTES:

If district has three (3) employee sections, remember to change the policy cites in the policy and references.



SECTION: OPERATIONS

TITLE: SECURITY OF
COMPUTERIZED PERSONAL
INFORMATION/BREACH
NOTIFICATION

ADOPTED:

REVISED:

	<p style="text-align: center;">830. SECURITY OF COMPUTERIZED PERSONAL INFORMATION/ BREACH NOTIFICATION</p>
<p>1. Purpose</p>	<p>The Board is committed to the security of the district's computerized data and to addressing the risk of a breach of the district's systems involving the possible disclosure of personal information. This policy addresses the manner in which the district will respond to unauthorized access and acquisition of computerized data that compromises the security and confidentiality of personal information.</p>
<p>2. Authority 73 P.S. Sec. 2301 et seq Pol. 113.4, 216, 324, 800, 800.1, 815, 830.1</p> <p>73 P.S. Sec. 2301 et seq</p>	<p>The Board requires that records containing personal information be securely maintained, stored and managed in compliance with state and federal laws, regulations, Board policy, administrative regulations and the district's Records Management Plan.</p> <p>The Board directs the district to provide notice as required by law to any resident of the Commonwealth whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed or acquired by unauthorized persons.</p>
<p>3. Definitions 73 P.S. Sec. 2302</p> <p>73 P.S. Sec. 2302</p>	<p>Breach of the security of the system - unauthorized access and acquisition of computerized data that materially compromises the security or confidentiality of personal information maintained by the district as part of a database of personal information regarding multiple individuals and that causes, or the district reasonably believes has caused, or will cause, loss or injury to any resident of the Commonwealth. Acquisition of personal information by an employee or agent acting in good faith on behalf of the school district is not a breach of the security of the system if the personal information is not used for a purpose other than the lawful purpose of the district and is not subject to further unauthorized disclosure.</p> <p>Determination - a verification or reasonable certainty that a breach of the security of the system has occurred.</p>

73 P.S. Sec. 2302	Discovery - the knowledge of or reasonable suspicion that a breach of the security of the system has occurred.
73 P.S. Sec. 2302	Encryption - the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.
73 P.S. Sec. 2302	<p>Personal information - includes an individual's first name or first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:</p> <ol style="list-style-type: none"> 1. Social Security number. 2. Driver's license number or state identification card number issued instead of a driver's license. 3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual's financial account.
73 P.S. Sec. 2302	<ol style="list-style-type: none"> 4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.
73 P.S. Sec. 2302	<ol style="list-style-type: none"> 5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits. 6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.
73 P.S. Sec. 2302 Pol. 801	Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.
73 P.S. Sec. 2302	Records - means any material, regardless of its physical form, on which information is recorded or preserved by any means, including written or spoken words, graphically depicted, printed or electromagnetically transmitted. This term does not include publicly available directories containing information that an individual has voluntarily consented to have publicly disseminated or listed, such as name, address or telephone number.

<p>73 P.S. Sec. 2302</p>	<p>Redact - includes, but is not limited to, alteration or truncation such that no more than the last four (4) digits of a Social Security number, driver's license number, state identification card number or account number is accessible as part of the data.</p>
<p>4. Delegation of Responsibility 73 P.S. Sec. 2301 et seq</p>	<p>The Superintendent or designee shall ensure that the district provides notice, as required by law, of any breach of the security of the district's systems.</p>
<p>73 P.S. Sec. 2301 et seq</p>	<p>The Superintendent, in collaboration with appropriate administrators, shall develop administrative regulations to implement this policy, which shall include, but not be limited to:</p> <ol style="list-style-type: none"> 1. Procedures following discovery of a breach. 2. Procedures for the determination of a breach and whether breach notification is required under the law. 3. Breach notification procedures including timeline requirements, who must be notified and methods for such notice.
<p>5. Guidelines 73 P.S. Sec. 2301 et seq.</p>	<p>Upon determination of a breach of the security of the system, the Superintendent or designee shall provide notice to the district attorney in the county where the breach occurred and to any resident of the Commonwealth whose unencrypted and unredacted personal information was or is reasonably believed to have been accessed and acquired by an unauthorized person. Such notice shall be made in accordance with the provisions of law regarding timelines and methods of notification.</p>
<p>73 P.S. Sec. 2303, 2304</p>	<p>The notice shall be made without an unreasonable delay, except when a law enforcement agency determines and advises the district in writing, citing the applicable section of law, that the notification would impede a criminal or civil investigation, or the district must take necessary measures to determine the scope of the breach and to restore the reasonable integrity of the data system.</p>
<p>73 P.S. Sec. 2301 et seq.</p>	<p>The district shall also provide notice of the breach if the encrypted information is accessed and acquired in an unencrypted form, if the security breach is linked to a breach of security of the encryption, or if the security breach involves a person with access to the encryption key.</p>

	<p>References:</p> <p>Breach of Personal Information Notification Act – 73 P.S. Sec. 2301 et seq.</p> <p>Fair Credit Reporting Act – 15 U.S.C. Sec. 1681a</p> <p>Board Policy – 113.4, 216, 324, 800, 800.1, 801, 815, 830.1</p> <p>PSBA Revision 4/23</p> <p>© 2023 PSBA</p>
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SECTION: OPERATIONS

TITLE: DATA GOVERNANCE –
STORAGE/SECURITY

ADOPTED:

REVISED:

	830.1. DATA GOVERNANCE - STORAGE/SECURITY
1. Purpose	<p>The district is required to collect, create, store and manage data and information. Accurately maintaining and protecting such data is essential for efficient district operations, legal compliance, confidentiality and upholding trust with the school community.</p> <p>This policy addresses the Board's commitment to sound data governance related to the integrity and security of the data collected, maintained, stored and managed by the district.</p>
2. Authority 73 P.S. Sec. 2305.1, 2305.2	The Board recognizes the importance of establishing and maintaining a system of data governance that addresses district staff responsibilities and complies with federal and state laws and regulations regarding data storage, security and records management. The district's data governance system shall meet or exceed industry and/or government standards for data protection and privacy of personal information.
Pol. 800	The Board directs that the creation, collection, retention, retrieval and disposition of district records shall be governed by Board policy and the district's Records Management Plan and Records Retention Schedule.
73 P. S. Sec. 2301 et seq Pol. 830	The Board directs notifications of a breach of the security of the district's computerized data system involving an individual's personal information to be conducted in accordance with law and Board policy.
3. Definitions Pol. 113.4, 216, 324	<p>Confidential Data/Information – information regarding which law, Board policy or contract prohibit disclosure or that may be disclosed only in limited circumstances. Confidential data includes, but is not limited to, personally identifiable information and other personal information regarding students, employees and district residents.</p> <p>Critical Data/Information – information that is essential to district operations and that must be accurately and securely maintained to avoid disruption to district operations.</p>

	<p>Data Governance – the district’s comprehensive system to ensure the integrity of data created, collected, stored, secured and managed by the district.</p>
73 P.S. Sec. 2302	<p>Encryption – the use of an algorithmic process to transform data into a form in which there is a low probability of assigning meaning without use of a confidential process or key.</p>
73 P.S. Sec. 2302 Pol. 830	<p>Personal Information - includes an individual’s first name or first initial and last name in combination with and linked to any one or more of the following, when not encrypted or redacted:</p> <ol style="list-style-type: none"> 1. Social Security number. 2. Driver’s license number or state identification card number issued instead of a driver’s license. 3. Financial account number, credit or debit card number, in combination with any required security code, access code or password that would permit access to an individual’s financial account.
73 P.S. Sec. 2302	<ol style="list-style-type: none"> 4. Medical information, meaning any individually identifiable information contained in the individual's current or historical record of medical history or medical treatment or diagnosis created by a health care professional.
73 P.S. Sec. 2302	<ol style="list-style-type: none"> 5. Health insurance information, meaning an individual's health insurance policy number or subscriber identification number in combination with access code or other medical information that permits misuse of an individual's health insurance benefits. 6. A user name or email address, in combination with a password or security question and answer that would permit access to an online account.
73 P.S. Sec. 2302 Pol. 801	<p>Personal information does not include publicly available information that is lawfully made available to the general public from federal, state or local government records or widely distributed media.</p>
Pol. 800	<p>Records Management Plan -- the system implemented by the district for the storage, retention, retrieval and disposition of all records generated by district operations.</p>
Pol. 800	<p>Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.</p>

<p>4. Delegation of Responsibility</p>	<p>The Superintendent, in coordination with the</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Director of Information Technology, <input checked="" type="checkbox"/> Business Manager, { } _____ Other, <p>shall develop procedures necessary to implement this policy.</p>
<p>Pol. 828, 830</p>	<p>All individuals who are granted access to confidential and/or critical data/information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of such data/information.</p> <p>The <u>Director of Technology</u> shall conduct regular vulnerability and risk assessments to monitor the integrity of the district's system of data governance.</p>
<p>73 P.S. Sec. 2305.1, 2305.2</p>	<p>The Superintendent shall ensure that this policy is reviewed at least annually and updated as necessary.</p>
<p>5. Guidelines</p>	<p>The district's system of data governance shall include, but not be limited to, the following:</p> <ol style="list-style-type: none"> 1. Data security controls that meet or exceed industry and/or government standards for data protection and privacy, to ensure that only authorized individuals have access to computerized data. 2. A plan for backup and recovery of data to protect against information loss. Redundant backup systems of data storage shall be securely maintained in separate physical locations or in separate data storage systems. 3. Training requirements for individuals who have access to confidential and/or critical data and information.
<p>Pol. 830</p>	<ol style="list-style-type: none"> 4. Provisions to minimize the risk of unauthorized access, alteration or erasure of computerized data. 5. An inventory of all software applications, digital tools and platforms, and related instruments comprising the data governance system.
<p>Pol. 830</p>	<ol style="list-style-type: none"> 6. Procedures for addressing a breach of data and cybersecurity incidents.

<p>Pol. 815, 830</p>	<p>7. Procedures and acceptable use provisions for access to data and protection of privacy and personal information for students, staff and district residents.</p> <p>8. A requirement that all service providers retained or contracted by the district for data governance and records management purposes meet or exceed industry and/or government standards for data protection and privacy of personal information.</p> <p><u>{X} Use of Personal Electronic Devices and Resources</u></p> <p>{X} The district prohibits storage of confidential and/or critical data/information of the district on a personal electronic device, personal email account or other personal platform. District staff and service providers shall use district-controlled accounts and platforms to securely access, store or transmit confidential and/or critical data/information of the district.</p>
<p>Pol. 800, 830</p>	<p><u>Service Providers</u></p> <p>Service providers retained or contracted by the district shall comply with law, Board policy, administrative regulations and district procedures regarding data security and integrity of data containing confidential and/or critical data/information of the district.</p> <p>The district shall ensure that the agreement or contract for service with a service provider who may have access to confidential and/or critical data/information reflects appropriate data security provisions.</p>
<p>Pol. 317, 818, 916</p>	<p><u>Consequences</u></p> <p>Failure to comply with law, Board policy, administrative regulations or procedures regarding data governance and security may result in the following disciplinary measures and possible pursuit of civil and criminal sanctions:</p> <ol style="list-style-type: none"> 1. Employees may be disciplined up to and including termination. 2. Volunteers may be excluded from providing services to the district. 3. The termination of a business relationship with a service provider.

References:

Confidentiality of Personally Identifiable Information Records Act – 73 P.S. Sec. 2301 et seq.

Board Policy – 113.4, 216, 317, 324, 800, 801, 815, 818, 828, 830, 916

CORPORATE AUTHORIZATION RESOLUTION

I, _____, certify that I am _____ of _____ (referred to as "____") organized under the laws of Pennsylvania and that the following is a correct copy of a resolution adopted at a meeting of the Board of _____ duly and properly called on the _____ day of _____, 20____ at which a quorum was present and voting. This resolution appears in the minutes of this meeting and has not been rescinded or modified, and remains in full force and effect as of this date.

BE IT RESOLVED THAT,

1. Any _____ of the following authorized persons acting together are authorized to sell, assign and endorse for transfer certificates representing stocks, bonds, mutual funds, warrants, or other securities now or hereinafter registered in the name of the _____.
2. Any _____ of the following authorized persons acting together are authorized to open any deposit or share account in the name of the _____.
3. Any _____ of the following authorized persons acting together are authorized to request checks or otherwise withdrawal or transfer funds held in any investment account with Woodlands Bank Trust Department.

Authorized Persons

Name and Title	Signature
_____, President	_____
_____, Vice President	_____
_____, Secretary	_____
_____, Treasurer	_____

I further certify that the Board of _____ has, and at the time of the adoption of this resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same.

Dated: _____

Secretary

SEAL

ADDENDUM TO EXTEND AGREEMENT

This is an Addendum to an Agreement between **ESS Northeast, LLC**, a Delaware limited liability company (the "Company") and the **Loyalsock Township School District** (hereinafter referred to as "LEA" for Local Education Agency).

Whereas, the LEA and the Company entered into an Agreement whereby Company is to provide substitute staffing to fill positions at the request of the District for a period ending June 30, 2023;

Whereas, LEA and Company are desirous of extending the term of the Agreement through June 30, 2026 with the provisions set forth below;

Now, Therefore, be it agreed between the parties, as follows:

1. The Term of the Agreement, as reflected in Paragraph 7, is hereby extended from July 1, 2023 through June 30, 2026;
2. Effective July 1, 2023, Addendum "A" to the Agreement, Pricing, is amended as per the attached revised Addendum "A";
3. This Agreement will automatically renew for additional one (1) year periods unless either party provides written notice of termination at least ninety days prior to the end of the fiscal school year.
4. Except as specifically and explicitly set forth herein, all other terms of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first set forth below.

Loyalsock Township School District

By _____
Signature

Name and Title

Date _____

ESS Northeast, LLC

By _____
W. Andrew Hall, Executive V.P.

EXHIBIT A
Pricing Plan

Position	Pay Rate	Discount Rate 2023-2024	Discount Rate 2024-2025	Discount Rate 2025-2026	Rule
Full Day Substitute Teacher	\$125.00	\$164.25	\$164.88	\$165.50	
Half Day Substitute Teacher	\$62.50	\$82.13	\$82.44	\$82.75	
Full Day Building Based Substitute Teacher	\$125.00	\$164.25	\$164.88	\$165.50	
Half Day Building Based Substitute Teacher	\$62.50	\$82.13	\$82.44	\$82.75	
Full Day Long Term Substitute Teacher	\$130.00	\$170.82	\$171.47	\$172.12	Administered at the discretion of the district
Half Day Long Term Substitute Teacher	\$65.00	\$85.41	\$85.74	\$86.06	Administered at the discretion of the district
Full Day Long Term Substitute Teacher	\$140.00	\$183.96	\$184.66	\$185.36	Administered at the discretion of the district
Half Day Long Term Substitute Teacher	\$70.00	\$91.98	\$92.33	\$92.68	Administered at the discretion of the district
Full Day Long Term Substitute Teacher	\$150.00	\$197.10	\$197.85	\$198.60	Administered at the discretion of the district
Half Day Long Term Substitute Teacher	\$75.00	\$98.55	\$98.93	\$99.30	Administered at the discretion of the district
Full Day Long Term Substitute Teacher	\$160.00	\$210.24	\$211.04	\$211.84	Administered at the discretion of the district
Half Day Long Term Substitute Teacher	\$80.00	\$105.12	\$105.52	\$105.92	Administered at the discretion of the district
Full Day Long Term Substitute Teacher	\$175.00	\$229.95	\$230.83	\$231.70	Administered at the discretion of the district
Half Day Long Term Substitute Teacher	\$87.50	\$114.98	\$115.41	\$115.85	Administered at the discretion of the district
Full Day Long Term Substitute Teacher	\$250.00	\$328.50	\$329.75	\$331.00	Administered at the discretion of the district
Full Day Long Term Substitute Teacher	\$125.00	\$164.25	\$164.88	\$165.50	Administered at the discretion of the district
Substitute After School Teacher (Hourly)	\$16.67	\$21.90	\$21.99	\$22.07	
Full Day Long Term Guidance Counselor	\$130.00	\$170.82	\$171.47	\$172.12	Administered at the discretion of the district
Half Day Long Term Guidance Counselor	\$65.00	\$85.41	\$85.74	\$86.06	Administered at the discretion of the district
Full Day Long Term Guidance Counselor	\$140.00	\$183.96	\$184.66	\$185.36	Administered at the discretion of the district
Half Day Long Term Guidance Counselor	\$70.00	\$91.98	\$92.33	\$92.68	Administered at the discretion of the district

Full Day Long Term Guidance Counselor	\$150.00	\$197.10	\$197.85	\$198.60	Administered at the discretion of the district
Half Day Long Term Guidance Counselor	\$75.00	\$98.55	\$98.93	\$99.30	Administered at the discretion of the district
Full Day Long Term Guidance Counselor	\$160.00	\$210.24	\$211.04	\$211.84	Administered at the discretion of the district
Half Day Long Term Guidance Counselor	\$80.00	\$105.12	\$105.52	\$105.92	Administered at the discretion of the district
Full Day Substitute Nurse RN/LPN	\$120.00	\$157.68	\$158.28	\$158.88	
Half Day Substitute Nurse RN/LPN	\$60.00	\$78.84	\$79.14	\$79.44	
Substitute Paraprofessional (Hourly)	\$14.00	\$18.40	\$18.47	\$18.54	After 6 hours, 30 minute lunch deduction.
Substitute Head Cook Supervisor (Hourly)	\$16.75	\$22.01	\$22.09	\$22.18	After 5.5 hours, 30 minute lunch deduction.
Substitute Clerical (Hourly)	\$14.00	\$18.40	\$18.47	\$18.54	Administered at the discretion of the district. After 6 hours, 30 minute lunch deduction.

July 10, 2023

Dear Mr. McLaughlin and Mr. Gee,

Serving the Loyalsock Township community as a School Board Director has been a privilege and honor. As my family prepares for a new chapter in our lives, which will result in relocating out of the District, I am resigning from my Board position effective July 19, 2023. I am taking this action now to allow the Board time to reorganize and prepare for another successful year.

I will always value the collective progress we made for our district, the collaborative relationships we formed in strengthening our board, and the incredibly positive impact we had on our students during some of the most challenging times in K-12 education.

I wish the Board, Administration, teachers and staff, and the Loyalsock community all the best in service to our current and future students.

Sincerely,

Carolyn R. Strickland, Ph.D.



Lecce Electric, Inc.

1843 Liberty Dr.
Williamsport, PA 17701
(570) 494-1750 Phone
(570) 494-1754 Fax

Mr. Matthew Griffith
Marotta/Main Architects
214 North Duke St.
Lancaster, PA 17602

June 2, 2023

Re: Loyalsock Township High School Project Change Letter #5

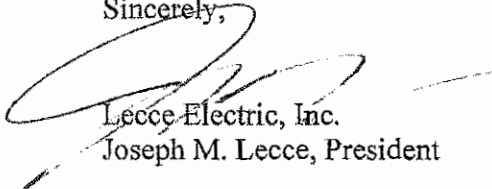
Dear Matt:

I am pleased to provide a price for the installation of 3-way and 4-way switches in the corridor per drawing E202 conformed set dated 4/4/22.

The total cost is \$984.00.

If you have any questions please call me at your convenience.

Sincerely,



Lecce Electric, Inc.
Joseph M. Lecce, President



Lecce Electric, Inc.

1843 Liberty Dr.
Williamsport, PA 17701
(570) 494-1750 Phone
(570) 494-1754 Fax

Mr. Matthew Griffith
Marotta/Main Architects
214 North Duke St.
Lancaster, PA 17602

June 2, 2023

Re: Loyalsock Township High School Project Change Letter #6

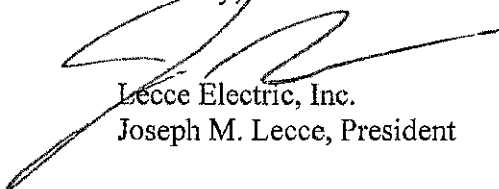
Dear Matt:

I am pleased to provide a price for the work required for the door contacts in A, B, and C sections.

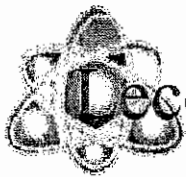
The total cost is \$2,913.00.

If you have any questions please call me at your convenience.

Sincerely,



Lecce Electric, Inc.
Joseph M. Lecce, President



Lecce Electric, Inc.

1843 Liberty Dr.
Williamsport, PA 17701
(570) 494-1750 Phone
(570) 494-1754 Fax

Mr. Matthew Griffith
Marotta/Main Architects
214 North Duke St.
Lancaster, PA 17602

June 2, 2023

Re: Loyalsock Township High School Project Change Letter #7

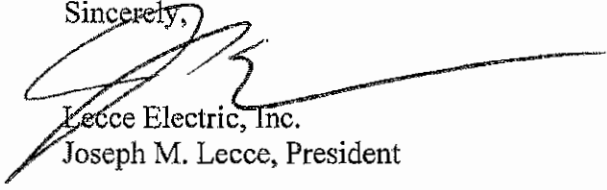
Dear Matt:

I am pleased to provide a price for the work required to hang the gym speakers.

The total cost is \$779.00.

If you have any questions please call me at your convenience.

Sincerely,



Lecce Electric, Inc.

Joseph M. Lecce, President



Lecce Electric, Inc.

1843 Liberty Dr.
Williamsport, PA 17701
(570) 494-1750 Phone
(570) 494-1754 Fax

Mr. Matthew Griffith
Marotta/Main Architects
214 North Duke St.
Lancaster, PA 17602

June 2, 2023

Re: Loyalsock Township High School Project Change Letter #8

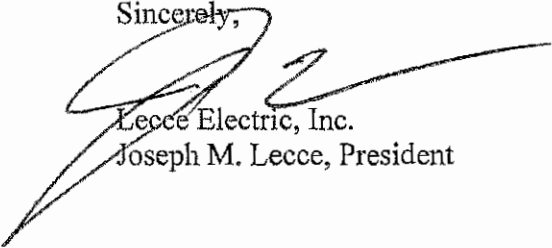
Dear Matt:

I am pleased to provide a price for the work required to install conduit and wire for the heater in north vestibule and add power supply for door #A160.2.

The total cost is \$2,426.00.

If you have any questions please call me at your convenience.

Sincerely,



Lecce Electric, Inc.
Joseph M. Lecce, President



Leece Electric, Inc.

1843 Liberty Dr.
Williamsport, PA 17701
(570) 494-1750 Phone
(570) 494-1754 Fax

Mr. Matthew Griffith
Marotta/Main Architects
214 North Duke St.
Lancaster, PA 17602

June 2, 2023

Re: Loyalsock Township High School Project Change Letter #9

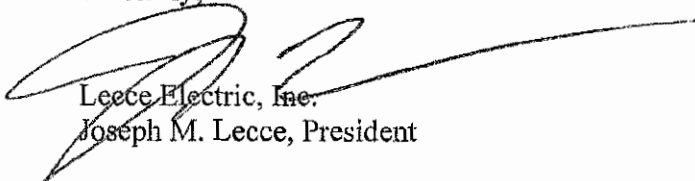
Dear Matt:

I am pleased to provide a price for the work required to move the basketball hoops and adjusters.

The total cost is \$1,660.00.

If you have any questions please call me at your convenience.

Sincerely,



Leece Electric, Inc.
Joseph M. Lecce, President

RFI 96 Door H188

Submission Date: 6/8/2023

Owner : Loyalsock Township School District
1605 Four Mile Drive
Williamsport, PA 17701

Project: 22008. / Loyalsock MS HS Additions & Renovation
2101/1801 Loyalsock Drive
Williamsport, PA 17701

Scope of Work: Provide vertical rods due to RFI #96 to maintain the fire rating for door H188.

Description	Est Units	UM	Unit Cost	Est Hrs	Hrs Cost	Estimated Cost
RFI 96 Door H188						
Foreman/Layout	0.00	HRS	0.00	1.00	74.00	74.00
Carpenter	0.00	HRS	0.00	4.00	69.00	276.00
AG Mauro	0.00	LS	0.00	0.00	0.00	3,752.00
Subtotal Item	1					4,102.00

Cost Type Recap:

1 Labor

3 Material

Subtotal Item

OH&P - Labor

OH&P - Material

Requested Total For Item**Total For Change Order****Amount****350.00****3,752.00****4,102.00**

15.00%

53.00

15.00%

583.00**1****4,718.00****4,718.00**

At this time eciConstruction is not requesting a time extension as a result of this change proposal. If at a later date, it is determined this change to the work has extended the contract duration eciConstruction reserves the right to seek compensation for extension of time.

If you have questions please call me at 717-638-3000.

Approved By: Loyalsock Township School District**Submitted By:** eciConstruction, LLC**Signed:** _____**Signed:** _____**By:** _____**By:** Dan Shaffer**Date:** _____**Date:** 6/8/2023