

Loyalsock Township School District

Meeting of School Directors

February 7, 2024

7:00 p.m.

***Loyalsock Township School District
Secondary Campus
Multi-Purpose Room (D10/11)
2101 Loyalsock Drive
Williamsport, PA 17701***

AGENDA

- 1. Call to Order – President**
- 2. Pledge of Allegiance**
- 3. Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**
01/24/2024 5:30-7:00 p.m. Personnel
- 4. Roll Call – Mr. M. Daniel Egly, Board Secretary**

MEMBER

_____ David Bjorkman
_____ Charles W. Edmonds, Ed.D., Treasurer
_____ Lynn Frey, Vice President
_____ Hal C. Gee, Jr., President
_____ Robert D. Leidhecker
_____ JacLynne Lindsay

MEMBER

_____ Tyler B. Richardson
_____ Melvin E. Wentzel
_____ Michael J. Zicolello
_____ *Christopher Kenyon, Solicitor
_____ *Gerald L. McLaughlin, Superintendent
_____ *M. Daniel Egly, Business Mgr./Bd.Secretary
_____(Non-Voting Member)

OTHERS

_____ Ashley Sekel, High School Principal
_____ Bradley Grey, High School Dean of Students
_____ Rachelle Ackerman, Middle School Principal
_____ Dayne Waller, Middle School Assistant Principal
_____ Marc Walter, Elementary Principal
_____ Elizabeth Myers, Elementary Assistant Principal
_____ 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:

- January 10, 2024 – School Board

Motion:

Second:

Yes:

No:

Absent:

Result:

7. Finance

A. Approval of Bills – November 2023

It is recommended the Board approve expenditures from November 1, 2023 through November 30, 2023, in the amount of \$916,021.71.

Motion:

Second:

Yes:

No:

Absent:

Result:

B. Treasurer's Report – November 2023

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

Motion:

Second:

Yes:

No:

Absent:

Result:

8. Personnel

A. Act 93 Administrative Personnel

It is recommended that the Board appoint Teri Key as the Supervisor of Curriculum & Instruction pending documentation. Ms. Key will receive a prorated salary of \$120,000.00 for the 2023-2024 school year.

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

B. LTESPA Personnel

It is recommended that the Board appoint Racheal Hodecker as a full-time custodial employee pending documentation. Ms. Hodecker will receive an hourly rate of \$14.00.

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

C. Appointment of Volunteer Wrestling Coach

It is recommended the Board appoint Aaron Hepburn as a volunteer wrestling coach for the 2023-2024 sports season.

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

D. Appointment of Spring Athletic Personnel

It is recommended the Board appoint the attached list of spring 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:

- Cera McQuillen; Food Service Employee; Resignation effective January 15, 2024
- Brian Mitchell; School Van Driver; Resignation effective immediately

9. Other

A. Wellness Committee – Board Representative

It is recommended the Board appoint _____ as the Board representative to serve on the District's Wellness Committee.

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

B. Intermediate Unit 17 Budget Approval

It is recommended the Board approve the attached Intermediate Unit 17 General Operations Budget (Resolution attached) for the fiscal year July 1, 2024 through June 30, 2025.

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

C. High School Parking Lot – Civil Engineering Design Services

It is recommended the Board approve the attached proposal for civil engineering design services for land development design and permitting for the high school parking lot with Hawbaker Engineering, LLC, 1952 Waddle Road, Suite 201, State College, PA 16803.

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

D. Lighting at Secondary Campus Practice Field – Civil Engineering Design Services

It is recommended the Board approve the attached proposal for civil engineering design services for lighting design at the secondary campus practice field at the Four Mile Drive entrance with Hawbaker Engineering, LLC, 1952 Waddle Road, Suite 201, State College, PA 16803.

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

E. Resolution

It is recommended the Board adopt the attached Resolution naming the mat room.

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

10. Information/Discussion Items

A. Board Comments/Reports

- Community Wide Safety Committee – Mr. Bjorkman
- Recreation Board – Mr. Leidhecker & Mr. Zicoello
- Wellness Committee – TBD
- IU 17 – Mr. Zicoello
- Act 48 Committee – Mr. Wentzel
- LycoCTC – Mrs. Frey
- The Lancer Foundation – Dr. Edmonds

B. Administrative Reports/Discussion

11. Public Comments

12. Upcoming Board Meeting – March 6, 2024

13. Adjournment

Motion:

Second:

Loyalsock Township School District

Meeting of School Directors

January 10, 2024

7:03 p.m.

***Loyalsock Township School District
Secondary Campus
Multi-Purpose Room (D10/11)
2101 Loyalsock Drive
Williamsport, PA 17701***

MINUTES

1. **Call to Order – President**
2. **Pledge of Allegiance**
3. **Administrative Report/Executive Session Purpose – Mr. Christopher Kenyon, Solicitor**
6:03-7:00 p.m. – Personnel, Contracts
4. **Roll Call – Mr. M. Daniel Egly, Board Secretary**

MEMBER

 x David Bjorkman
 x Charles W. Edmonds, Ed.D., Treasurer
 x Lynn Frey, Vice President
 x Hal C. Gee, Jr., President
 x Robert D. Leidhecker
 x JacLynne Lindsay

MEMBER

 x Tyler B. Richardson
 x Melvin E. Wentzel
 x Michael J. Zicolello
 x *Christopher Kenyon, Solicitor
 x *Gerald L. McLaughlin, Superintendent
 x *M. Daniel Egly, Business Mgr./Bd.Secretary
*(Non-Voting Member)

OTHERS

 x Ashley Sekel, High School Principal
 x Bradley Grey, High School Dean of Students
 x Rachelle Ackerman, Middle School Principal
 x Dayne Waller, Middle School Assistant Principal
 x Marc Walter, Elementary Principal
 ab Elizabeth Myers, Elementary Assistant Principal
 x Eric Gee, Director of Technology
 x Lisa Fisher, Supervisor of Special Education
 x Matthew Courter, *Williamsport Sun-Gazette*

5.
 - A. **Recognition of Guests or Scheduled Speakers/Public Comments**
 - NASA Presentation
 - Athletic Fields Presentation

B. Public Comments Relative to Agenda Items – None

6. Minutes

A. Approval of Minutes

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

- December 6, 2023 – Reorganization
- December 6, 2023 – School Board

Motion: Dr. Edmonds Second: Mr. Wentzel
Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Wentzel, Zicoello
No: Richardson
Absent: None
Result: Motion Carried

7. Finance

A. Approval of Bills – October 2023

It is recommended the Board approve expenditures from October 1, 2023 through October 31, 2023, in the amount of \$1,563,617.31.

Motion: Mr. Zicoello Second: Mr. Wentzel
Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello
No: None
Absent: None
Result: Motion Carried

B. Treasurer's Report – October 2023

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

Motion: Mrs. Lindsay Second: Mr. Zicoello
Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello
No: None
Absent: None
Result: Motion Carried

8. School/District Programs and Operations

A. Act 80 Day

It is recommended the Board approve the Superintendent to apply for the following Act 80 Day for the 2024-2025 school year:

- March 14, 2025

Motion: Mr. Wentzel

Second: Mr. Leidhecker

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

B. 2024-2025 School Calendar

It is recommended the Board adopt the attached 2024-2025 school calendar.

Motion: Mrs. Frey

Second: Mr. Zicoello

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

C. Out-of-State Field Trip Request

It is recommended the Board approve an out-of-state field trip requested by Kirk Bower. Mr. Bower has requested to take approximately 25 students to The Military Academy at West Point, New York, in March/April 2024. Administration may cancel this field trip at any time due to health and safety concerns. *There is no cost to the District for this trip.*

Motion: Mr. Wentzel

Second: Dr. Edmonds

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

D. Health & Safety Plan

It is recommended the Board approve the revised Health & Safety Plan.

Motion: Dr. Edmonds

Second: Mr. Leidhecker

Yes: Edmonds, Frey, Gee, Leidhecker, Lindsay, Wentzel

No: Bjorkman, Richardson, Zicoello

Absent: None

Result: Motion Carried

9. Personnel

A. LTESPA Personnel

It is recommended that the Board appoint the following individuals:

- Jeffrey LaCoe; Full-Time (183 days) paraprofessional effective January 16, 2024, at an hourly rate of \$14.00.
- Kameryn Cornish; Full-Time custodial employee at an hourly rate of \$14.00, pending documentation.

Motion: Mr. Wentzel

Second: Mr. Zicoello

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

B. Event Staff

It is recommended the Board appoint Michael Minnier as event staff effective December 4, 2023.

Motion: Mr. Bjorkman

Second: Dr. Edmonds

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

C. Retirements/Resignations

The Board acknowledges notice of the following retirement/resignation:

- Michael Foust; Resignation; School Police Officer; effective December 14, 2023

10. Policy

A. Policy

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

- ♦ Policy No. 246 (REVISED) – School Wellness

Motion: Mr. Leidhecker

Second: Mrs. Frey

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello

No: None

Absent: None

Result: Motion Carried

Motion: Mrs. Frey Second: Mrs. Lindsay
Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Wentzel, Zicoello
No: None
Absent: None
Result: Motion Carried

D. Curriculum Audit

It is recommended the Board approve the solicitation of contract proposals for a full curriculum audit from Curriculum Management Solutions and similar entities.

Mr. Wentzel – “After reviewing the recent results of the LTSD testing and seeing that our scores are clearly superior to most, if not all, districts in Intermediate Unit 17, as well as discussing the value gained by hiring an outside entity to conduct a full curriculum audit for a very significant cost to the district, I respectfully vote no on this motion.”

Motion: Mrs. Lindsay

Second: Mr. Zicolello

Yes: Bjorkman, Edmonds, Frey, Gee, Leidhecker, Lindsay, Richardson, Zicolello

No: Wentzel

Absent: None

Result: Motion Carried

12. Information/Discussion Items

A. Board Comments/Reports

- Community Wide Safety Committee – Mr. Bjorkman
- Recreation Board – Mr. Leidhecker & Mr. Zicolello
- Wellness Committee – TBD
- IU 17 – TBD
- Act 48 Committee – Mr. Wentzel
- LycoCTC – Mrs. Frey
- The Lancer Foundation – Dr. Edmonds

B. Administrative Reports/Discussion

- Fire Alarm at Schick Elementary
- Lighting on Four Mile Drive

13. Public Comments – See attached sheets

- Abby Richardson – Softball Field
- Eric McNulty (Softball Coach) – Softball Field
- Sally O’Neill – Softball
- Chawn Gehr – Softball field; 126 days no response data breach; education; agenda should include a time for Q&A
- Larry Allison – (no sheet provided) Education

14. Upcoming Board Meeting – February 7, 2024

15. Adjournment @ 8:26 p.m.

Motion: Mr. Gee

Second: Mrs. Frey

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 11/01/2023 - 11/30/2023 Omit Dates: 2023-11-26

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
0000063099	11/02/2023	BEN LORSON	GIRLS TENNIS STATE MEAL MONEY		68.00
0000063100	11/02/2023	CHRIS SPOTTS	HS CROSSING GUARD-9 DAYS 10/23-11/2/23		198.00
0000063101	11/03/2023	BASTIAN TIRE SALES INC	TUBE INSTALLATION		34.83
0000063102	11/03/2023	BLAST IU 17	MONTHLY WAN, TECH & DARTS-2023 SEPTEMBER		1,387.90
0000063103	11/03/2023	BLAST IU	PROF ED SVCS - IU		30.00
0000063104	11/03/2023	LARRY BREON	LUNCH/DINNER REIMBURSEMENT		10.00
0000063105	11/03/2023	BSN SPORTS LLC	JV GIRLS BASKETBALL		2,989.20
0000063106	11/03/2023	BSN SPORTS PASSON'S SPORTS US GAMES	JH BOYS BASKETBALL UNIFORMS		5,617.50
0000063107	11/03/2023	DELTA DENTAL OF PENNSYLVANIA	PAYROLL DEDUCT W/H-DENTAL INSURANCE	PAYROLL DEDUCT W/H - RET INSURANCE	714.76
0000063108	11/03/2023	ETTINGER'S LANDSCAPING	BLACK DYED MULCH		76.00
0000063109	11/03/2023	FINK'S PAINT STORE	GRAY PAINT-MS		72.99
0000063110	11/03/2023	AHOLD FINANCIAL SERVICES	TOKEN ECONOMY PROGRAM		459.85
0000063111	11/03/2023	MAYER eELECTRIC SUPPLY COMPANY INC	MAINT SUPPLIES	MAINT SUPPLIES-IT DEPART-JUNCTION BOX	888.98
0000063112	11/03/2023	JOSTENS INC.	HS DIPLOMA COVERS		1,236.95
0000063113	11/03/2023	LTSD FOOD SERVICE	MS AFTER SCHOOL SNACKS	LUNCH FOR WELSH GROUP-PER JERRY	438.00
0000063114	11/03/2023	LYCOMING CAREER & TECHNOLOGY CENTER	STUDENT TUITION 2023-2024 5 OF 10	QTLY LEASE PAYMENT 2 OF 4	30,803.64
0000063115	11/03/2023	NORTH CENTRAL SIGHT SRVC	SHREDDING HS		48.00
0000063116	11/03/2023	PASBO	REGISTRATION FEE - TOP 10 ESSER MON		80.00
0000063117	11/03/2023	PPL ELECTRIC UTILITIES CORP	ELECTRIC-SCHICK	ELECTRIC-1745 LOYALSOCK DR	2,267.29
0000063118	11/03/2023	PPL ELECTRIC UTILITIES CORP	HS	MS	13,903.59

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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
0000063119	11/03/2023	PSERS	PSERS PURCHASE OF SERVICE		508.81
0000063120	11/03/2023	ROBERT M SIDES	INSTRUMENT REPAIR		850.50
0000063121	11/03/2023	MICHAEL SILVAGNI	LUNCH/DINNER REIMBURSEMENT		20.00
0000063122	11/03/2023	TONY'S DELICATESSEN	GIFT CARD		50.00
0000063123	11/03/2023	ACE-TA LOCK AND SAFE CO.	MAINT SUPPLIES FOR CONST-HS		1,192.50
0000063124	11/03/2023	ADELPHOI KETTERER CHARTER SCHOOL	PA CHARTER SCHS-TUITION		2,329.49
0000063125	11/03/2023	AMERICHEM INTERNATIONAL INC	MAINT SUPPLIES	MS	2,132.08
0000063126	11/03/2023	BDS	MAINT SUPPLIES		505.02
0000063127	11/03/2023	BRIAN BUBB	BAND COMP	FOOTBALL	146.88
0000063128	11/03/2023	CARL PROBST	LUNCH/DINNER REIMBURSEMENT		10.00
0000063129	11/03/2023	CCSI/ACDA	MUSIC FESTIVAL-HANEY		126.00
0000063130	11/03/2023	CHRISTIAN TYMESON	MEDICAL INSURANCE		215.00
0000063131	11/03/2023	COMCAST CABLE	COMMUNICATIONS-HS		31.95
0000063132	11/03/2023	CM REGENT LLC	LIFE	LONG TERM DISABILITY	2,837.84
0000063133	11/03/2023	CORAL BLOOM	JV		65.00
0000063134	11/03/2023	CONCORD THEATRICALS CORP	MUSICAL FEES AND RENTAL AGREEMENT		2,975.21
0000063135	11/03/2023	PATRICIA COZZA	MEDICAL INSURANCE		240.00
0000063136	11/03/2023	GLENN DRICK	TRANSPORTATION CONSULTANT		540.00
0000063137	11/03/2023	DUANE HEVERLY	LUNCH/DINNER REIMBURSEMENT		10.00
0000063138	11/03/2023	EDUCERE	ONLINE CLASSES		3,212.00
0000063139	11/03/2023	ENGIE POWER & GAS LLC	GAS-SCHICK 6/1-6/30/23		287.71
0000063140	11/03/2023	ESS NORTHEAST LLC	REG ED SUB-SCHICK		12,599.24

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

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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
0000063141	11/03/2023	GAIL HILLS	MEDICAL INSURANCE		40.00
0000063142	11/03/2023	HILLYARD/MID-ATLANTIC	HS	MS	1,801.57
0000063143	11/03/2023	HIGHMARK BLUE SHIELD	VISION EMPLOYEE - PAID	RETIREE / SELF PAYS	1,433.70
0000063144	11/03/2023	LOYALSOCK HUDDLE CLUB	HELMET DECAL REIMBURSE		780.00
0000063145	11/03/2023	INDEPENDENT SCHOOL BUS	PAYROLL DEDUCT W/H-BUS DRIVER DUES		70.00
0000063146	11/03/2023	JACK CARR	VOLLEYBALL ASSIGNER FEE		135.00
0000063147	11/03/2023	JUSTICEWORKS YOUTHCARE INC.	SP ED-HS	REG ED-HS	7,132.50
0000063148	11/03/2023	KEYSTONE ADVERTISING SPECIALITIES	VAN DECALS	UPDATE BRIDGE TROPHY	231.00
0000063149	11/03/2023	VICTORIA KROUT	MEDICAL INSURANCE		215.00
0000063150	11/03/2023	CRAIG KURTZ	FOOTBALL		60.00
0000063151	11/03/2023	THE LANCER FOUNDATION	PAYROLL DEDUCT W/H-LANCER FOUNDATION		318.00
0000063152	11/03/2023	LISA FISHER	REIMBURSE FOR SOIL TEST		10.00
0000063153	11/03/2023	BRIAN LOWMILLER	LUNCH/DINNER REIMBURSEMENT		10.00
0000063154	11/03/2023	LOYALSOCK TWP ED SUPPORT PROFESSIONALS ASSN	PAYROLL DEDUCT W/H - LTESPA DUES		616.91
0000063155	11/03/2023	MARCO TECHNOLOGIES LLC	STAPLE CARTRIDGE-SCHICK	STAPLE CARTRIDGES-MS	625.15
0000063156	11/03/2023	MARK GODFREY	ATHLETIC TRIPS	BAND TRIP	40.00
0000063157	11/03/2023	KEN NASH	JH FOOTBALL ON 10/28/23	JH FOOTBALL ON 10/23/23	120.00
0000063158	11/03/2023	PBEA	PBEA CONFERENCE-REG FEE		350.00
0000063159	11/03/2023	NCS PEARSON INC	SPEECH THERAPY TESTING SUPPLIES		859.43
0000063160	11/03/2023	PMT MACHINING INC	MAINT SUPPLIES		187.50
0000063161	11/03/2023	PRO SUPPLY	MAINT SUPPLIES	HS	1,101.50

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

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Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000063162	11/03/2023	POSTAGE PROS PLUS	INK CARTRIDGE FOR POSTAGE MACHINE		203.00
0000063163	11/03/2023	DR. MATTHEW A REITZ	CONSULTANT FEE		1,000.00
0000063164	11/03/2023	RIVER VALLEY TRANSIT AUTHORITY	SEPTEMBER 2023 TRIPS		600.00
0000063165	11/03/2023	JOSEPH W. SMITH III	MEDICAL INSURANCE		215.00
0000063166	11/03/2023	SPORTSEGE	TRACK DRAINS		353.44
0000063167	11/03/2023	SUPER DUPER PUBLICATIONS	SPEECH THERAPY TESTING SUPPLIES		250.00
0000063168	11/03/2023	SUPERIOR PLUS ENERGY SERVICES	BODIESEL 731490	GASOLINE 731500	7,130.61
0000063169	11/03/2023	THE MT PIT	MUSICAL RENTAL FEE		300.00
0000063170	11/03/2023	TRANE US INC	MAINT SUPPLIES		821.65
0000063171	11/03/2023	TRANSFINDER	ROUTEFINDER PLUS SUPPORT-BUS		4,650.00
0000063172	11/03/2023	UNITED PARCEL SERVICE	SHIPPING CHARGE FEE		118.02
0000063173	11/03/2023	WEBB WEEKLY	ADVERTISING		76.00
0000063174	11/03/2023	JOHN WHEELER	WELSH GROUP	TOLLS DURING TRIP FOR WELSH GROUP	43.65
0000063175	11/03/2023	SANDRA KILLIAN	REIMBURSE FOR PSAT TEST NOT TAKEN		18.00
0000063176	11/03/2023	DANIELLE CLARK	TUITION HIGHER EDUCATE		150.00
0000063177	11/13/2023	TIM HERRITT	EVENT STAFF - FOOTBALL		61.25
0000063178	11/13/2023	TIM HERRITT	EVENT STAFF - FOOTBALL		61.25
0000063179	11/13/2023	TIM HERRITT	EVENT STAFF - FOOTBALL		61.25
0000063180	11/14/2023	BLAST IU 17	SCHICK - ESY 2023	LIFE SKILLS - SCHICK	156,672.89
0000063181	11/14/2023	BSN SPORTS PASSON'S SPORTS US GAMES	BASKETBALL JERSEYS		190.46

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

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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
0000063182	11/14/2023	LOWE'S	GREENHOUSE SUPPLIES	SCHICK - SUPPLIES	936.51
0000063183	11/14/2023	LOYALSOCK TOWNSHIP	PPL ELECTRIC	WMWA	2,182.59
0000063184	11/14/2023	ROBERT M SIDES	BOOKS		632.26
0000063185	11/14/2023	SPECTRUM	WRESTLING SHIRTS AND SHORTS		1,070.22
0000063186	11/14/2023	FULMER'S STORAGE TRAILERS	SCHICK - RENTAL	MS - RENTAL	270.00
0000063187	11/14/2023	METALPROMO.COM	CHALLENGE COINS		1,060.00
0000063188	11/14/2023	PRO ACOUSTICS	SCHICK DISMISAL SYSTEM	SCHICK CAFE WIRELESS MIC SYST	5,838.24
0000063189	11/14/2023	WINDSTREAM	OCTOBER		7.65
0000063190	11/16/2023	MAYER eLECTRIC SUPPLY COMPANY INC	SUPPLIES		128.96
0000063191	11/16/2023	ROBERT M SIDES	GENERAL SUPPLIES		833.55
0000063192	11/16/2023	TEAMWORK GRAPHICS	SUPPLIES		420.30
0000063193	11/16/2023	ACE-TA LOCK AND SAFE CO.	SUPPLIES		144.20
0000063194	11/16/2023	AIR FILTER MAINTENANCE CO INC	SUPPLIES		3,377.05
0000063195	11/16/2023	ALLEGHENY SAFE AND LOCK INC	KEY FOBs		425.00
0000063196	11/16/2023	BROOKES PUBLISHING CO	PRE-KINDERGARTEN INSTRUCTION-BOOKS & PERIODICALS		333.35
0000063197	11/16/2023	HALO BRANDED SOLUTIONS	BOOKS AND PERIODICALS		58.45
0000063198	11/16/2023	CXtec	TECH SUPPLIES & FEES		5,783.43
0000063199	11/16/2023	FLINN SCIENTIFIC	GENERAL SUPPLIES		703.74
0000063200	11/16/2023	PMEA ALL STATE FESTIVAL	STUDENT FEE		50.00
0000063201	11/16/2023	SOTER TECHNOLOGIES LLC	TECH SUPPLIES & FEES		5,341.00
0000063202	11/16/2023	SUSQUEHANNA PHYSICIAN SERVICES	STUDENTS	BUS DRIVERS	4,286.61

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 11/01/2023 - 11/30/2023 Omit Dates: 2023-11-26

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
0000063203	11/16/2023	SUPERIOR PLUS ENERGY SERVICES	BIO-DIESEL	GASOLINE	7,826.36
0000063204	11/17/2023	DENNY BAVER	SAFETY/SECURITY SRVCS		94.00
0000063205	11/17/2023	BRIAN BUBB	SAFETY/SECURITY SRVCS		141.00
0000063206	11/17/2023	PMEA DISTRICT 9	STUDENT FEE		50.00
0000063207	11/17/2023	PMEA DISTRICT 8	STUDENT FEE		50.00
0000063208	11/21/2023	AMAZON CAPITAL SERVICES	TITLE I SUPPLIES	DESK	3,023.91
0000063209	11/21/2023	AMAZON CAPITAL SERVICES	TWO WAY RADIO		1,199.70
0000063210	11/21/2023	PASBO	DUES AND FEES		75.00
0000063211	11/21/2023	WMWA	REG SVC-W&S-SCHICK	REG SVC-W&S & ADM FEE - HS	5,259.68
0000063212	11/21/2023	CHRIS SPOTTS	10 DAYS		220.00
0000063213	11/21/2023	GLENN DRICK	FLEET SPECIALIST 11/6-11/11	FLEET SPECIALIST 10/30-11/4	1,620.00
0000063214	11/21/2023	ESS NORTHEAST LLC	REG ED SCHICK	REG ED HS	8,541.14
0000063215	11/21/2023	LEWISBURG AREA HIGH SCHOOL	DUES AND FEES		70.00
0000063216	11/22/2023	PPL ELECTRIC UTILITIES CORP	ACCOUNT# 06280-48000	ACCOUNT# 61820-56002	2,400.15
0000063217	11/22/2023	TULPEHOCKEN MOUNTAIN SPRING WATER	DELIVERY CHARGE		44.47
0000063218	11/22/2023	BAKER DISTRIBUTING COMPANY	SUPPLIES		60.50
0000063219	11/22/2023	BRESSLER'S GARAGE INC	TOWING		337.50
0000063220	11/22/2023	WEX HEALTH INC.	HRA/HSA MONTHLY		360.50
0000063221	11/22/2023	HILLYARD/MID-ATLANTIC	GENERAL SUPPLIES		214.74
0000063222	11/22/2023	MARCO TECHNOLOGIES LLC	INVOICE 11843053	INVOICE 11807334	320.79
0000063223	11/22/2023	PRO SUPPLY	SCHICK-SUPPLIES	MS-SUPPLIES	2,410.75
0000063224	11/22/2023	UNITED PARCEL SERVICE	SHIPPING FEE		38.19

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 11/01/2023 - 11/30/2023 Omit Dates: 2023-11-26

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
0000063225	11/22/2023	WELD-TEC SERVICE & SALES INC	RENTAL OF EQUIPMENT		72.00
0000063226	11/22/2023	WEBB WEEKLY	ADVERTISING		76.00
0000063227	11/29/2023	LARRY BREON	REIMBURSEMENT		10.00
0000063228	11/29/2023	ECONOMY AUTO PARTS INC	BATTERIES	BUS PARTS	330.91
0000063229	11/29/2023	BENEDICTS BUS SERVICE	DELUXE MOTORCOACH		2,295.00
0000063230	11/29/2023	CHRISTIANNA WOODLING	Refund		50.00
0000063231	11/29/2023	COMCAST CABLE	RENTAL		31.80
0000063232	11/29/2023	DUANE HEVERLY	REIMBURSEMENT		10.00
0000063233	11/29/2023	AUDREY EARNEST	LUNCH REIMBURSEMENT		10.00
0000063234	11/29/2023	MARK GODFREY	REIMBURSEMENT		20.00
0000063235	11/29/2023	RIVER VALLEY TRANSIT AUTHORITY	BUS CHARTER		925.00
0000063236	11/29/2023	ANNE LOGUE	REIMBURSEMENT		549.00
0000063237	11/29/2023	MIKE FREDERICK	10/2 -10/17	10/18-10/31	14.41
* 0000ET5691	11/01/2023	WEX HEALTH INC.	E. MYERS	G. CLARK	3,000.00
* 0000ET5692	11/03/2023	PA SCD	WAGE GARNISHMENT		85.37
* 0000ET5693	11/03/2023	PA STATE INCOME TAX	PA INCOME TAX WITHHELD		13,255.33
* 0000ET5694	11/03/2023	ELECTRONIC PAYMENT TRANSFER	FIT WITHHOLDINGS	EE SOCIAL SECURITY	99,023.58
* 0000ET5695	11/03/2023	DELTA DENTAL OF PENNSYLVANIA	DELTA DENTAL CLAIMS PAID		2,854.50
* 0000ET5696	11/06/2023	UGI UTILITIES INC	GAS-SCHICK		872.77
* 0000ET5697	11/06/2023	UGI UTILITIES INC	MS	HS	1,167.66
* 0000ET5698	11/03/2023	VOYA FINANCIAL	VOYA FINANCIAL-RET VOY-EMPLOYEE	VOYA FINANCIAL-EMPLOYER	3,501.80

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - GENERAL FUND Payment Dates: 11/01/2023 - 11/30/2023 Omit Dates: 2023-11-26

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
* 0000ET5699	11/03/2023	WEX HEALTH INC	HSA DISTRIBUTION		10,684.66
* 0000ET5700	11/08/2023	UGI UTILITIES INC	GAS-SCHICK UNIT 1		286.75
* 0000ET5701	11/17/2023	PA STATE INCOME TAX	PA INCOME TAX WITHHELD		14,624.18
* 0000ET5702	11/17/2023	ELECTRONIC PAYMENT TRANSFER	FIT WITHHOLDINGS	EE SOCIAL SECURITY	109,561.37
* 0000ET5703	11/17/2023	DELTA DENTAL OF PENNSYLVANIA	DELTA DENTAL CLAIMS PAID		1,623.00
* 0000ET5704	11/17/2023	LOYALSOCK TOWNSHIP EDUCATION ASSOCIATION	LTEA VOLUNTARY DUES		8,758.36
* 0000ET5705	11/17/2023	TSA CONSULTING GROUP INC	EE CONTRIBUTIONS	ER CONTRIB. MCLAUGHLIN-KM	26,617.19
* 0000ET5706	11/17/2023	VOYA FINANCIAL	VOYA FINANCIAL-RET VOY-EMPLOYEE	VOYA FINANCIAL-EMPLOYER	4,145.16
* 0000ET5707	11/17/2023	WEX HEALTH INC	HSA DISTRIBUTION		10,684.66
* 0000ET5708	11/29/2023	MARCO TECHNOLOGIES LLC	AGREEMENT 025-1694436	AGREEMENT 007-1841408	6,072.06
* 0000ET5709	11/30/2023	MUNICIPAL & SCHOOL INCOME	MUN & SCHOOL INCOME TAX		15,541.54
* 0000ET5710	11/30/2023	LYCOMING COUNTY INSURANCE	ACTIVE-DIST EXPENSE	EMPLOYEE CONTRIBUTIONS	229,701.72
10 - GENERAL FUND					916,021.71
Grand Total All Funds					916,021.71
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					562,061.66
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					353,960.05
Grand Total All Payments					916,021.71

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
CASH RECEIPTS AND DISBURSEMENTS SUMMARY
FOR THE MONTH OF NOVEMBER 30, 2023

WOODLANDS BANKS

BEGINNING BALANCE - NOVEMBER 1, 2023 WOODLANDS CHECKING ACCOUNT GF:	8,455,472.86
Athletic Admissions	3,168.00
Delinquent Taxes	5,584.96
Earned Income Tax	238,503.89
Ipad Revenue	50.00
Miscellaneous Revenue	822.15
Real Estate Taxes	578,666.75
Real Estate Transfer	41,127.48
Recoverable Disbursements - Insurance	5,711.92
Charter School Reconciliation	1,736.59
Recoverable Disbursements - Other	300.00
PAYMENT IN LIEU OF TAXES	18,289.68
Local Services Tax	3,654.40
Business Privilege Tax	330.95
Interest	33,710.26
Rental Income	1,700.00
Donation/Grant	500.00
Recoverable Disbursements - HS Activities	1,239.60
Total Receipts:	935,096.63
Total Funds Available:	9,390,569.49
Disbursements: Accts Payable Expenses	916,021.71
Net Payroll	611,506.69
Total Disbursements:	1,527,528.40
Ending Balance - Woodland's Checking Account GF Yield 4.75%	7,863,041.09
Ending Balance - Woodland's Federated Government Obligations T/M Fund Yield 4.20%	51,802.24
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 - 12 Month CD - JP Morgan Chase Yield 5.45%	250,000.00
Ending Balance - Woodland's 12 Month CD - Ally Bank Yield 5.30%	250,000.00

Ending Balance - PLGT 12 Month CD FBOI Yield 5.34%	243,351.89
Ending Balance - PLGT 12 Month CD, BOC, NY Yield 5.26%	244,271.48
Ending Balance - PLGT 12 Month CD, WESTPOINTE BANK Yield 5.75%	236,557.67
Ending Balance - PLGT 12 Month CD, FFSB Yield 5.80%	236,562.52
Ending Balance - PLGT 12 Month CD, FPB&T Yield 5.20%	244,190.84
Ending Balance - PLGT 12 Month CD, UFB Yield 5.80%	244,123.64
Ending Balance - PLGT 12 Month CD, FIRST BANK OF OHIO Yield 5.75%	236,557.67
Ending Balance - PLGT 12 Month CD, DMB COMMUNITY BANK Yield 5.65%	236,547.97
Ending Balance - PLGT 12 Month CD, SCHERTZ BANK & TRUST Yield 5.75%	236,557.67
Ending Balance - PLGT 12 Month CD, VALLEY STATE BANK Yield 5.60%	236,543.12
Ending Balance - PLGT 12 Month CD, NEXBANK Yield 5.65%	236,547.97
Ending Balance - PLGT 12 Month CD, BANK OF MONTGOMERY Yield 5.75%	236,557.67
Ending Balance - PLGT 12 Month CD, FNBM Yield 5.60%	112,257.75
Ending Balance - PLGIT General Fund Yield 4.66%	<u>4,887,064.91</u>
TOTAL GENERAL FUND ENDING BALANCE NOVEMBER 30, 2023:	17,782,536.10 =====

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
GENERAL FUND
CASH RECEIPTS AND DISBURSEMENTS SUMMARY
FOR THE MONTH OF NOVEMBER 30, 2023
Average Yield 4.66%

PLGIT

BEGINNING BALANCE - NOVEMBER 1, 2023 PLGIT GENERAL FUND:

6,501,550.32

Receipts:

Comm of PA - Social Security Subsidy	92,544.48
Comm of PA - Special Ed Subsidy	136,067.00
Comm of PA - Charter Schools Deduction	(77,798.51)
Comm of PA - PA Pre-K Counts Program	66,666.68
Federal Programs- ARP ESSER III. #223-210234	35,176.56
Federal Programs - Medical Assistance - Access	131.76
Federal Programs - Impact Aid	5,025.00
CD Fixed Rate Maturity	952,000.00
CD's Maturity Additional Interest	242.02
CD's Maturity Interest	45,648.40
Interest	24,436.69

Total Receipts:

1,280,140.08

Total Funds Available:

7,781,690.40

Disbursements:

Wire Transfer to Woodlands General Fund #3262	387,923.83
Fixed Rate Investment 1 year CD's	2,000,000.00
Wire Transfer to PLGIT Capital Reserve Fund	500,000.00
PLGIT Service Fee for Time Deposit	3,000.00
October Purchase Card Transactions	3,701.66

Total Disbursements:

2,894,625.49

ENDING BALANCE - PLGIT GENERAL FUND NOVEMBER 30, 2023:

4,887,064.91

CAPITAL RESERVE FUND
CASH RECEIPTS AND DISBURSEMENTS SUMMARY
FOR THE MONTH OF NOVEMBER 30, 2023
Average Yield 4.83%

PLGIT

BEGINNING BALANCE - NOVEMBER 1, 2023 PLGIT CAPITAL RESERVE

1,057,364.72

Receipts:

Interest - PLGIT Regular	5,482.11
Transfer	500,000.00

Total Receipts:

505,482.11

Total Funds Available:

1,562,846.83

Total Disbursements:

199,662.50

ENDING BALANCE - PLGIT CAPITAL RESERVE NOVEMBER 30, 2023:

1,363,184.33

LOYALSOCK TOWNSHIP SCHOOL DISTRICT
 CAPITAL RESERVE CONSTRUCTION FUND
 CASH RECEIPTS AND DISBURSEMENTS SUMMARY
 FOR THE MONTH OF NOVEMBER 30, 2023
 Average Yield 4.83%

		<u>PLGIT</u>
BEGINNING BALANCE - NOVEMBER 1, 2023 CAPITAL RESERVE CONSTRUCTION FUND		4,432,883.96
Receipts:		
Transfer from GF		387,923.83
Interest		18,549.00
		<hr/>
Total Receipts:		406,472.83
		<hr/>
Total Funds Available:		4,839,356.79
Disbursements:		706,998.81
		-
		<hr/>
Total Disbursements:		706,998.81
		<hr/>
CAPITAL RESERVE CONSTRUCTION FUND NOVEMBER 30, 2023:		4,132,357.98
		=====
TOTAL ENDING BALANCE - NOVEMBER 30, 2023 CAPITAL RESERVE FUND:		5,495,542.31
		=====



Intermediate Unit 17

Proposed 2024-2025 General Operations Budget

- Bradford
- Lycoming
- Sullivan
- Tioga

Board Member Copy

Office Locations:

- 2400 Reach Road, Williamsport
570-323-8561 Voice / 570-323-1738 Fax
- 33 Springbrook Drive, Canton
570-673-6001 Voice / 570-673-6007 Fax

Reviewed by the IU Council on January 11, 2024
Approved by the IU 17's Board of Directors on January 17, 2024

BLaST IU 17

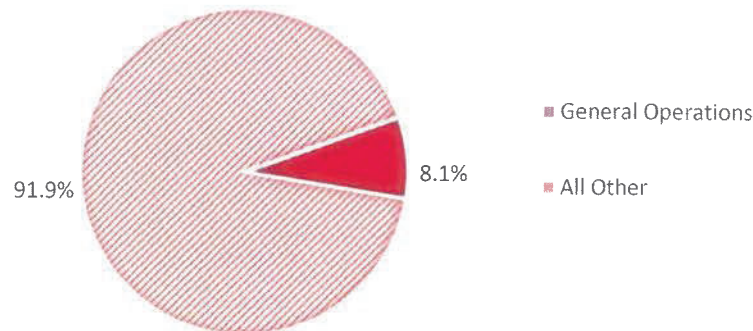
Proposed Budget

2024/2025

Executive Summary

The IU team invites your inquiries and suggestions for its budgets and services and is available to discuss them at any district board meeting or administrative team meeting. Please direct inquiries to Christina Steinbacher-Reed, Executive Director or Sara McNett, Director of Management Services at (570) 673-6001.

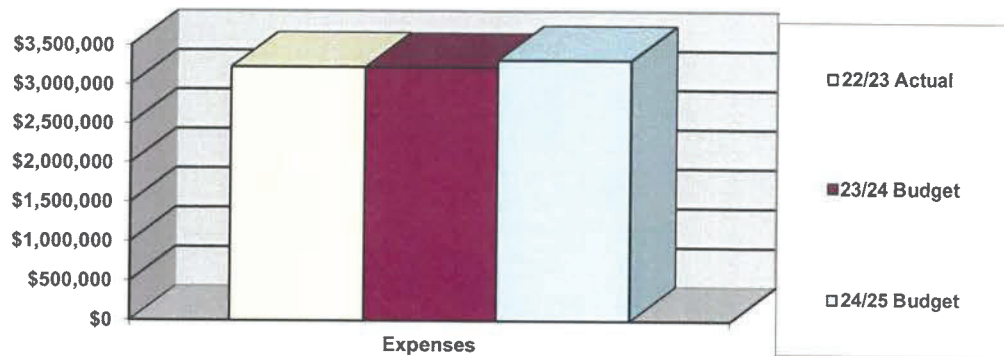
Overview:



This budget package contains a balanced budget for the General Operation (Funds 10 and 12) of IU 17. This budget does not include most program budgets for Federal, State, or local sources for specific purposes. Examples of these budgets are IDEA Supplemental Education Services (Individuals with Disability Education Act), Alternative Ed, partial hospitalization, Software consortium, eQUIP, etc. These budgets are governed by IU 17's Board of Directors and are adopted throughout the year. As the pie chart above illustrates, the General Operations Budget (Funds 10 and 12) comprises approximately 8.1% of the I.U. budgets, as compared to 8.3% last year.

General Operations:

Again this year, there is no assessment to the districts being proposed to support the General Operations Budget.



Expenses:

As the above graph indicates, budgeted expenses are higher than last year's by approximately \$95,802, for an increase of 2.98%. Aside from normal year-over-year growth in employee salaries, a key driver in the increasing expenses is rising employee benefit costs. Early projections for healthcare insurance require a 6.7% budgetary increase for this benefit. Fortunately, growth in required employer share for PSERS retirement contributions has now slowed. The current budget reflects estimated 2024-25 salaries, with actual employee salaries to be set by the IU 17 Board of Directors during the Spring of 2024.

We have an anticipated capital transfer amount of \$200,000 in order to continue building a reserve to replace the heating units and fund upgrades and upkeep at both the Canton and Williamsport offices. Also, it is important to note that some expenses are allocated across many IU budgets (utilities, copiers, etc.) As revenue to other budgets diminishes, and salary, health care and PSERS increase, there is an increased pressure on the General Operations budget to absorb these costs.

Revenue:

The General Operations Subsidy for Intermediate Units remains eliminated from the State budget. IU 17 has been fortunate to receive revenue-generating opportunities from the state in past years, but a change in PDE's procurement strategy for Statewide System of Support initiatives has altered this revenue stream by channeling contracts through larger Intermediate Units that act as a "prime contractor" to PDE. We must continue to be proactive in seeking contracting opportunities outside IU 17 in order to fund our general operations without placing a financial burden on IU 17 member districts. We continue to contract services and products to our districts, as well as to districts and Intermediate Units throughout the state, to generate revenue in support of the General Operations budget.

IU 17 receives a significant portion of its revenue from indirect cost streams related to many of its state and federal programs. As these programs continue to experience flat funding or very small increases, we are struggling to accommodate salary and benefit increases within program grant funds. As a result, the indirect cost pool is being tapped to help cover these expenses, placing additional pressure on General Operations revenue. To the extent these revenues decrease, fund balance will be used, if necessary.

In order to continue providing delivery of training and technical assistance services to our member districts at no charge whenever possible, IU 17 intends to once again apply to PDE for an administrative waiver of 11% of Component 2 funds to support training and consultative (TAC) services.

There is no assessment to the IU 17 member school districts. On the affirmative vote of the IU Superintendents, we will request a \$2,000 per district contribution to help defer the cost of continuing professional development for school district administrative staff.

BUDGET ADOPTION PROCESS

1. The IU 17 Team prepares the General Operation Budget.
2. The IU 17 Advisory Council of Superintendents reviews the Budget.
3. Reviewed and recommended for adoption to the IU 17 Board of Directors.
4. The Intermediate Unit Board of Directors shall, at least thirty (30) days before May 1st, adopt and advertise the proposed Intermediate Unit budget.
5. Copies of the approved budget are provided to each school board member of each component school district for consideration and approval.
6. The budget approval requires: (a) the affirmative vote of a majority of the nineteen school districts, and (b) a majority of the proportionate weighted votes (as determined by the Pennsylvania Department of Education) calculated from the resolution. This resolution is to be submitted to the Intermediate Unit by each board's secretary no later than April 17, 2024.

BLaST Intermediate Unit 17
General Operations (Funds 10 and 12)

	Revenue		
	22/23 Budget	23/24 Budget	24/25 Budget
Interest	\$72,000	\$85,000	\$225,000
Indirect Cost/transfer from fund	\$1,311,781	\$1,334,647	\$1,217,387
Contracted Services	\$1,436,548	\$1,504,618	\$1,554,195
State Support (Retirement/SS)	\$286,895	\$290,844	\$314,329
	\$3,107,224	\$3,215,109	\$3,310,911

General Operations - Fund Balance Summary
2024-2025

Anticipated June 30, 2024 Fund Balance Fund 10	\$2,000,000
Total Revenue	\$3,310,911
Total Available Resources	\$5,310,911
Total Budgeted Expenses	\$3,310,911
Projected Unreserved Fund Balance - June 30, 2025	\$2,000,000

BLaST INTERMEDIATE UNIT 17
GENERAL OPERATIONS FUND 10

Function	Object		22/23 Actual	23/24 Budget	23/24 Projected Actuals	24/25 Budget
2310	151	Salaries-Board Services	\$1,000	\$1,000	\$1,000	\$1,000
2310	331	Legal Services	\$5,718	\$2,000	\$2,000	\$2,000
2310	581	Board Travel & Meals	\$4,600	\$3,500	\$4,000	\$4,700
2350	331	Legal Services	\$0	\$3,000	\$0	\$3,000
2360	111/151	Salaries-Office of Exec. Dir.	\$182,232	\$201,353	\$201,578	\$207,625
2360	200's	Benefits-Office of Exec. Dir.	\$142,655	\$142,644	\$142,944	\$146,319
2360	390	Purchased Prof Serv	\$4,540	\$4,000	\$4,000	\$4,000
2360	540	Advertising	\$1,083	\$850	\$900	\$1,000
2360	550	Communications	\$0	\$500	\$0	\$500
2360	580	Staff Travel/Other Expenses	\$24,903	\$32,500	\$32,500	\$43,000
2360	610	Administrative Supplies	\$7,460	\$3,000	\$5,000	\$3,000
2360	640	Books/Publications	\$563	\$2,000	\$1,000	\$1,000
2360	810	Dues/Memberships	\$9,995	\$8,500	\$10,000	\$10,000
2380	111	Salaries-Office of Principal Ser.	\$0	\$0	\$74,778	\$77,021
2380	200's	Benefits-Office of Principal Ser	\$0	\$0	\$47,798	\$48,734
2380	580	Staff Travel/Other Expenses	\$0	\$0	\$3,500	\$2,500
2380	610	Supplies	\$0	\$0	\$2,000	\$2,000
2380	810	Dues/Memberships	\$0	\$0	\$500	\$500
2500	111/112/151	Salaries- Business Office	\$324,269	\$363,946	\$358,570	\$413,875
2500	200's	Benefits - Business Office	\$256,035	\$290,091	\$245,351	\$276,310
2500	330	Audit/Legal	\$7,010	\$1,000	\$6,515	\$7,500
2500	340	Contracted Services	\$5,217	\$2,000	\$5,500	\$3,000
2500	531	Communication - Telephone	\$0	\$250	\$250	\$250
2500	532	Communication - Postage	\$3,969	\$3,550	\$3,600	\$3,750
2500	540	Advertising	\$1,467	\$250	\$250	\$250
2500	580	Staff Travel/Other Expenses	\$6,627	\$3,500	\$15,000	\$15,500
2500	610	Supplies	\$27,240	\$15,000	\$15,000	\$16,000
2500	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2500	810	Dues/Memberships	\$5,921	\$5,000	\$7,000	\$6,000
2600	330	Professional Services	\$0	\$500	\$500	\$1,000
2600	411	Disposal Service	\$2,158	\$2,500	\$2,500	\$2,500
2600	413	Contracted Serv. Cleaning	\$16,276	\$18,000	\$18,000	\$18,000
2600	432	Contracted Serv. Maint.	\$27,204	\$17,000	\$25,000	\$25,000
2600	442	Rental - Equipment	\$8,305	\$8,300	\$8,300	\$8,300
2600	520	General Insurance	\$0	\$3,000	\$0	\$3,000
2600	610	Supplies- Cleaning	\$883	\$2,000	\$1,000	\$1,000
2600	620	Energy (Gas & Electric)	\$15,491	\$11,500	\$16,000	\$16,000
2600	750	Equipment-Noninstructional	\$0	\$0	\$0	\$0
2830	151	Salaries - Personnel	\$58,055	\$59,506	\$66,000	\$67,650
2830	200's	Personnel Benefits	\$48,817	\$51,992	\$50,090	\$49,952
2830	540	Advertising (personnel Ads)	\$1,138	\$500	\$1,500	\$1,500
2830	580	Staff Travel	\$2,619	\$1,500	\$3,000	\$2,500
2830	611	Supplies	\$1,317	\$2,000	\$2,000	\$2,000
2840	111/151	Salaries - Technology	\$751,888	\$695,583	\$592,834	\$601,350
2840	200's	Personnel Benefits	\$479,009	\$479,862	\$392,227	\$405,521
2840	330	Contracted Services	\$7,000	\$29,000	\$35,000	\$29,000
2840	530	Communications	\$8,909	\$8,000	\$8,000	\$8,000
2840	580	Staff Travel	\$36,228	\$35,000	\$35,000	\$35,000
2840	600's	Supplies	\$243,174	\$236,000	\$275,000	\$236,000
5200	400	Bldg Purch/Renov	\$200,000	\$200,000	\$200,000	\$200,000
5900	840	Budgetary Reserve	\$0	\$25,000	\$25,000	\$15,000
Fund 10 Total (General Operation)			\$2,930,975	\$2,976,177	\$2,947,485	\$3,028,607

**BLaST INTERMEDIATE UNIT 17
GENERAL OPERATIONS FUND 12**

Function	Object		22/23 Actual	23/24 Budget	23/24 Projected Actuals	24/25 Budget
2890	111/151	Salaries - Office of Prog Spec	\$132,171	\$122,600	\$140,302	\$145,542
2890	200's	Benefits - Office of Prog Spec	\$126,806	\$96,332	\$106,322	\$123,262
2890	330	Workshop	\$2,300	\$2,000	\$3,000	\$2,000
2890	580	Staff Travel/Other Expenses	\$14,877	\$6,000	\$6,000	\$4,000
2890	610	Materials & Supplies	\$15,698	\$7,000	\$7,000	\$5,000
2890	750	Equipment	\$0	\$0	\$0	\$0
5900	840	Budgetary Reserve	\$0	\$5,000	\$5,000	\$2,500
Fund 12 Total (Educational Planning)			\$291,852	\$238,932	\$267,624	\$282,304
Total Fund 10 + 12			\$3,222,827	\$3,215,109	\$3,215,109	\$3,310,911

POSITIONS / PERSONNEL -- GENERAL OPERATIONS BUDGET (FUNDS 10 AND 12)

Position	Personnel
Executive Director	Christina Steinbacher-Reed
Assistant Executive Director	Brooke Beiter
Director: Division of Educational Planning	Rebecca Gibboney
Director: Division of Management Services/Board Secretary	Sara McNett
Educational Funding Coordinator	Kelly Beck
Personnel Specialist	Cheryl Starr
Business Services Coordinator	Vacant
Administrative Assistants	Jana Strong
	Renee Peluso
	Jennifer Diefenderfer
	Morgan Whitteker
	Christy Colton
Accounting Personnel	Alisha Ragan
	Norine Fuller
	Aimee Pepper
Technology	Jason Albright
	Ed Ploy
	Tim Confer
	Ethan Smith
	Lucas Nichols
	Sean Meleski
	Seth Lingle
	Lesley Pardoe
	Alyssa English
Coordinator of Professional Learning	Vacant

The proposed 2024 - 2025 General Operations Budget projects costs of maintaining the staff positions listed above. Some positions represent partial FTE's.

**Comprehensive Listing of All BLAST IU 17 Budgets
Fiscal Year - 2024-2025**

AUN: 1-17-00-000-0

Fund	Description	Director	Source	Rate	Amount
16	NTIC Health Professional	McNett	NTIC	0	\$ 94,932
19	Act 89	Coran	State Grant	0.06	\$ 590,686
20	Equip	Gibboney	Districts	0	\$ 1,132,243
21	LCIC Health Professional	McNett	LCIC	0	\$ 132,134
23	Special Ed Core	Beiter/Pepper	State Grant	0.06	\$ 1,857,667
23	Special Ed Contracted	Beiter/Pepper	Districts	0.05	\$ 7,765,994
24	Transportation EI	Beiter/Pepper	State	0.08	\$ 910,125
25	Institutionalized Child	Beiter	State/Districts	0.06	\$ 238,524
26	State Early Intervention	Swinehart/Hindman/Pepper	State Grant	0.08	\$ 4,833,223
28	PIL Leadership Initiative	Beck	State Grant	0	\$ 83,800
33	Preschool 619	Swinehart/Hindman/Pepper	Federal	0.08	\$ 252,363
40	IDEA Part B-School Age C-2 and C-3	Gibboney	Federal	0	\$ 6,997,081
40	IDEA PART B- EI	Swinehart/Hindman/Pepper	Federal	0.08	\$ 648,335
41	PATTAN	McNett/Pepper	Federal	0.08	\$ 1,781,946
52	Access	McNett/Pepper	Federal	0	\$ 360,601
57	WAN	McNett/Paulhamus	State	0	\$ 400,500
59	ELECT	McNett/Beck	State	0.08	\$ 355,280
61	TI D	McNett/Beck	Federal	0.08	\$ 134,726
66	TI D	McNett/Beck	Federal	0.08	\$ 112,294
60	Data Governance	Gibboney/Beck	Federal/State		\$ 12,000
60	STEM State	Gibboney/Beck	State		\$ 90,500
60	CDT Focus and Support	Gibboney/Beck	State		\$ 5,600
60	A-TSI	Gibboney/Beck	Federal/State		\$ 57,700
60	Accelerated Learning Title I	Gibboney/Beck	Federal/State	0.08	\$ 54,010
60	Accelerated Learning Title II	Gibboney/Beck	Federal/State	0.08	\$ 79,800
18	ARP ESSER N&D 2.5% Set Aside	McNett/Beck	Federal	0.08	\$ 230,543
32	EANS-II Emergency Assistance to Non-Public School	McNett/Beck	Federal		\$ 1,073,336
18	IU ARP ESSER Funds	McNett/Beck	Federal	0.08	\$ 788,959
70	North Partial	Beiter	Districts	0.05	\$ 630,847
71	Lycoming Partial	Beiter	Districts	0.05	\$ 378,981
72	South Partial	Beiter	Districts	0.05	\$ 608,625
73	Tioga Partial	Beiter	Districts	0.05	\$ 324,831
74	LaSaQuik	Beiter	Districts	0.05	\$ 174,759
75	Clear Vision	Beiter	Districts	0.05	\$ 412,049
76	Lycoming Day Treatment	Beiter	Districts	0.05	\$ 437,219
77	Intergrated Studies South	Beiter	Districts	0.05	\$ 1,336,608
78	Intergrated Studies North	Beiter	Districts	0.05	\$ 1,451,651
79	Elkland Partial	Beiter	Districts	0.05	\$ 142,353
82	Software Resell Budget	Confer	Districts		\$ 465,000
					\$ 37,437,825

IU 17 Assessment History

The following is a HISTORY OF GENERAL OPERATIONS ASSESSMENT TO DISTRICTS

Fiscal Year	\$ Assessment		Fiscal Year	\$ Assessment
1971-72	0		2011-12	0
1972-73	0		2012-13	0
1973-74	0		2013-14	0
1974-75	10,000		2014-15	0
1975-76	54,218		2015-16	0
1976-77	70,755		2016-17	0
1977-78	12,020		2017-18	0
1978-79	10,080		2018-19	0
1979-80	0		2019-20	0
1980-81	0		2020-21	0
1981-82	20,980		2021-22	0
1982-83	5,000		2022-23	0
1983-84	41,650		2023-24	0
1984-85	43,260			
1985-86	0			
1986-87	39,815			
1987-88	0			
1988-89	0			
1989-90	0			
1990-91	0			
1991-92	0			
1992-93	0			
1993-94	0			
1994-95	0			
1995-96	0			
1996-97	0			
1997-98	0			
1998-99	0			
1999-00	0			
2000-01	0			
2001-02	0			
2002-03	0			
2003-04	0			
2004-05	0			
2005-06	0			
2006-07	0			
2007-08	0			
2008-09	0			
2009-10	0			
2010-11	0		Total	\$309,778

Board of Directors

Athens Area School District	Vacated
Canton Area School District	Ms. Arica Jennings
East Lycoming School District	Ms. Lisa McClintock
Jersey Shore Area School District	Ms. Jessie Edwards
Loyalsock Township School District	Mr. Michael Zicoello
Montgomery Area School District	Vacant
Montoursville Area School District	Ms. Sharon Meyer
Muncy School District	Mr. Scott Johnson
Northeast Bradford School District	Ms. Peggy Hughes
Northern Tioga School District	Ms. Julie Preston
Sayre Area School District	Ms. Debra Agnew
Southern Tioga School District	Mr. Chad Riley
South Williamsport Area School District	Ms. Cathy Bachman
Sullivan County School District	Ms. Heather Hanna
Towanda Area School District	Mr. Brady Finogle
Troy Area School District	Mr. Ryan Schrader
Wellsboro Area School District	Vacant
Williamsport Area School District	Ms. Lori Baer
Wyalusing Area School District	Mr. Duane Naugle

ADVISORY COUNCIL OF SUPERINTENDENTS

Athens Area School District
Canton Area School District
East Lycoming School District
Jersey Shore Area School District
Loyalsock Township School District
Montgomery Area School District
Montoursville Area School District
Muncy School District
Northeast Bradford School District
Northern Tioga School District
Sayre Area School District
South Williamsport Area School District
Southern Tioga School District
Sullivan County School District
Towanda Area School District
Troy Area School District
Wellsboro Area School District
Williamsport Area School District
Wyalusing Area School District

Craig Stage
Amy Martell
Mark Stamm
Brian Ulmer
Gerald McLaughlin
Daphne Bowers
Daniel Taormina
Craig Skaluba
Matthew Holmes
Kristopher Kaufman
Jill Daloisio
Eric Briggs
Sam Rotella, Jr.
Douglas Lindner
Dennis Peachey
Janilyn Elias
Alanna Huck
Timothy Bowers
Gary Otis

IU 17 NONDISCRIMINATION POLICY

BLaST INTERMEDIATE UNIT 17, AN EQUAL OPPORTUNITY EMPLOYER, WILL NOT DISCRIMINATE IN EMPLOYMENT, EDUCATIONAL PROGRAMS OR ACTIVITIES, BASED ON RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, SEX, AGE, ANCESTRY, NON-RELEVANT HANDICAPS AND DISABILITIES, OR UNION MEMBERSHIP. THIS POLICY OF NONDISCRIMINATION EXTENDS TO ALL OTHER LEGALLY PROTECTED CLASSIFICATIONS. PUBLICATION OF THIS POLICY IN BLaST, INTERMEDIATE UNIT 17's DOCUMENTS IS IN ACCORDANCE WITH STATE AND FEDERAL LAWS INCLUDING TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, SECTIONS 503 AND 504 OF THE REHABILITATION ACT OF 1973, THE AGE DISCRIMINATION ACT OF 1975, AND THE AMERICANS WITH DISABILITIES ACT OF 1990 (ADA).

FOR INFORMATION REGARDING CIVIL RIGHTS OR GRIEVANCE PROCEDURES, CONTACT CHRISTINA STEINBACHER-REED, TITLE IX, SECTION 503 / 504 COORDINATOR, AT, 2400 REACH ROAD, WILLIAMSPORT, PA. FOR INFORMATION REGARDING THE AMERICANS WITH DISABILITIES ACT PROCEDURES, SERVICES, ACTIVITIES, AND FACILITIES WHICH ARE ACCESSIBLE TO AND USEABLE BY HANDICAPPED PERSONS, CONTACT CHRISTINA STEINBACHER-REED, EXECUTIVE DIRECTOR, AT 2400 REACH ROAD, WILLIAMSPORT, PA 17701.



January 24, 2024

Loyalsock Township School District
Mr. Dan Egly, Business Manager
1801 Loyalsock Drive
Williamsport, PA 17701
(570) 326-3581

**RE: Proposal for Land Development Design and Permitting
Proposed High School Parking Lot
Loyalsock Township, Lycoming County, PA**

Dear Mr. Egly,

We are pleased to present this proposal for engineering & design services for the permitting/approval of the proposed improvements (to include a paved parking lot and associated stormwater management facilities) located in Loyalsock Township (Twp.), Lycoming County.

BACKGROUND

We anticipate that the approval for this project will require the following permits or authorizations:

<u>Permit or Approval</u>	<u>Agency</u>
♦ Erosion Control/NPDES	Lycoming County Conservation District (LCCD), PA Department of Environmental Protection (DEP)
♦ Land Development Approval	Lycoming County Planning Commission (LCPC), Loyalsock Twp. Supervisors

Erosion and Sediment Pollution Control/NPDES Permitting

The Lycoming County Conservation District (LCCD) administers the Erosion and Sediment (E&S) Pollution Control Program on behalf of the PA Department of Environmental Protection (DEP). The project is expected to disturb more than 1 acre, and will therefore require National Pollution Discharge Elimination System (NPDES) Permit.

Based on a cursory review, the property appears to be located within the Millers Run (Warm Water Fishes) watershed and as such, we anticipate that a General NPDES permit will be required instead of a more complex Individual NPDES Permit.

Note: At the time of the preparation of this proposal, it is understood that an existing General NPDES permit exists for the property. As such, we would anticipate a major permit modification to the existing NPDES permit will need to be completed in lieu of a new NPDES.

If during initial project planning, it is determined that 1) the existing permit could be closed, 2) that new disturbance would be less than 1 acre and 3) that this would incur less cost to the district, this course of action could be taken at the agreement of the district.

A component of the NPDES permitting process is Post Construction Stormwater Management (PCSM). The PCSM design will also be required to meet Twp. /County storm water requirements. Part of the design for stormwater management will require the net difference from the post development two (2) year storm and the pre-development two (2) year storm volume be infiltrated into the ground. Therefore, it will be necessary to conduct infiltration tests to determine the infiltration rate.

Land Development/Zoning Approval(s)

Land Development/zoning approval for this project will ultimately come from the Loyalsock Twp. Board of Supervisors. Land Development approval will require the involvement of the County and Twp. Planning Departments/Commissions, Loyalsock Twp. Supervisors, and associated reviews by both the Twp. and County review engineers (as required).

Approval(s) require the adherence to all applicable ordinances, including Twp. and County Subdivision and Land Development, Zoning and Stormwater Management.

SCOPE OF WORK

If you accept this proposal, Hawbaker Engineering, LLC (HE) will perform the following scope of work:

Concept Plan & Ordinance Review:

1. Acquire and review Twp. and county ordinances for project compliance.
2. Prepare concept plan based on client provided dimensions and other client specific requirements.
3. Present concept plan to client for review and input.
4. Revise concept plan (one revision accounted for in this proposal) in accordance with client input, and return to client for final approval before proceeding with project.

Topographic & Boundary Survey:

Note: No additional work is expected in this category. HE will plan to utilize previously completed boundary and topographical information obtained from past/current projects to develop new base mapping/files for the proposed design.

NPDES Permit / Erosion and Sediment Pollution Control / PCSM:

1. Design the project to be in conformance with the requirements of the "Erosion and Sediment Pollution Control Program Manual" and the "Pennsylvania Stormwater BMP Manual".

2. Prepare E&S plan, PCSM plan and all applicable permit applications, modules, narratives etc. for review by LCCD and the PA DEP.

PCSM plan/narrative will also be used to meet Twp./County stormwater ordinance requirements.

3. Administration of the NPDES/E&S/PCSM applications through LCCD and PA DEP. Make timely responses to reviews throughout the review/approval process.
4. On site testing and soils evaluation for stormwater infiltration testing may be required for design of this project. A backhoe or similar excavation equipment will be required to complete that testing. This cost has been included in this proposal.

Note: As-Built survey drawings for all proposed improvements will be required by LCCD upon completion for termination of the NPDES Permit. Preparation of these drawings is not included in this proposal.

Preliminary/Final Land Development Plan:

1. Design the project to include horizontal layout, grading, stormwater management, utilities, lighting, landscape planning and other design requirements necessary for review of the proposed project.
2. Prepare the land development plan set drawings and narrative reports consisting of a cover sheet, existing conditions, site layout, lighting/utility, grading, landscaping and detail sheets as required for review.
3. Prepare necessary application for land development submission to both Twp. and County planning departments.
4. Administer permits and plan submission with the Twp. and County.
5. Attend all required meetings for the review and approval of the land development plan.

Notes:

1. *Onsite testing and soils evaluation for stormwater infiltration testing may be required for design of this project. A backhoe or similar excavation equipment will be required to complete that testing. This cost has been included in this proposal.*
2. *It shall be the responsibility of the client to record plans, agreements, etc.*
3. *As-Built survey drawings for all proposed improvements may be required by the Twp. upon completion. Preparation of these drawings is not included in this proposal.*

SCHEDULE

HE will begin work within 2 weeks of receiving the notice to proceed from the client and the return of the completed contract. We anticipate that this project will require

approximately 3 to 4 months, however, as outside agencies will control the approval timeline and process, no timeframe guarantees can be offered.

ESTIMATED FEES

We will complete this work on a Time & Material (T&M) basis as follows:

1. Per our fee schedule, which is subject to change. See attached for our current "Schedule of Hourly Rates".
 2. We will invoice monthly, and include details showing what work was completed, by whom, and the number of hours to perform the work.
- Based on our experience and knowledge of the project to date, we estimate our costs for this phase of the project to be in the range of \$23,900

Note(s): Any work completed at the direction of the client outside the outlined scope of services will be charged at T&M rates.

Total:	\$ 23,900.00
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Note(s): Any work completed at the direction of the client outside the outlined scope of services will be charged at T&M rates.

SERVICES NOT INCLUDED

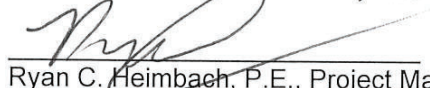
Additional items not included in this scope of work include, but not limited to, are as follows:

1. Preparation of any plans or studies other than those stated in scope of work.
2. Preparation or acquisition of Building or Zoning Permits.
3. Geotechnical testing, soil testing or general site exploration.
4. Additional studies that may be required as a result of PNDI or PHMC search results.
5. Traffic Impact Analysis (TIA) or Traffic Impact Study (TIS) based on the outcome of the Traffic Scoping Application/meeting (if required).
6. Fees required by municipal, state or federal agencies or their consultants for application or review of any aspect of this project and fees for recording of plans or deeds or other items not included in the scope of work (to be billed as a reimbursable item).
7. Construction layout of any proposed improvements.
8. Construction of any proposed improvements.
9. Post construction as-built survey(s) of stormwater facilities.
10. Utility design outside what has been outlined.
11. All/Any applicable water and sewer Tap fees.
12. All applicable project review fees by outside agencies.

We look forward to working with you to accomplish your project. Please review our proposal and contact us with any questions or concerns that you may have. If you wish to accept this proposal, please sign the acceptance block of this proposal and return one copy to our office.

Sincerely,

HAWBAKER ENGINEERING, LLC



Ryan C. Heimbach, P.E., Project Manager

rch2@hawbakerengineering.com

(570) 368-3702

LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES

CLIENT:

Loyalsock Township School District
Dan Egly, Business Manager
1801 Loyalsock Drive
Williamsport, PA 17701

ENGINEER:

Hawbaker Engineering, LLC
2801 Canfield Lane
Montoursville, PA 17754

This purpose of this document is to form an Agreement between the **CLIENT**, and the **ENGINEER** for professional services as stipulated in the attached letter of proposal which, hereby, is made part of this Agreement.

1. CLIENT'S RESPONSIBILITIES

The Client shall provide full information regarding requirements for the Project. The Client shall furnish required information as expeditiously as necessary for the orderly progress of the project, and the Engineer shall be entitled to rely on the accuracy and completeness thereof.

The Client shall designate a representative authorized to act on the Client's behalf with respect to the Project. The Client or such authorized representative shall render decisions in a timely manner pertaining to documents submitted by the Engineer in order to avoid unreasonable delay in the orderly and sequential progress of the Engineer's services.

The Client shall pay Engineer for such Services as set forth by the Agreement.

2. ENGINEER'S RESPONSIBILITIES

Engineer shall provide, or cause to be provided, the services set forth in this Agreement.

3. OWNERSHIP AND USE OF ENGINEER'S DOCUMENTS

The documents prepared by the Engineer for this Project are instruments of the Engineer's service for use solely with respect to this Project and, unless otherwise provided, the Engineer shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall be permitted to retain copies, including reproducible copies, of the Engineer's documents for the Client's information, reference and use in connection with the Project. The Engineer's documents shall not be used by the Client or others on other projects, for additions to this Project or for completion of this Project by others, unless the Engineer is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Engineer and indemnity.

4. INDEMNIFICATION

To the fullest extent permitted by law, the Client shall defend, indemnify, and hold harmless the Engineer, and its employees, representatives, and agents from and against any and all damages, claims, suits, demands, losses and expenses of any nature whatsoever including any employee, agent, subcontractor, or invitee of the Engineer arising from or attributable to any act on the part of the Client or its subcontractor or its employees, representatives, or invitees of the Client or its subcontractor and for enforcement of this obligation. This provision shall survive the termination or cancellation of this contract or any part hereof.

5. LIMITATION OF LIABILITY

Client and Engineer agree that Engineer's total liability to Client under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

6. TERMINATION OR SUSPENSION

This Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

If the Client fails to make payment when due the Engineer for services and expenses, the Engineer may, upon seven (7) days' written notice to the Client, suspend performance of services under this Agreement. Unless payment in full is received by the Engineer within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Engineer shall have no liability to the Client for delay or damage caused the Client because of such suspension of services. Engineer shall have the right to adjust fees or terminate this Agreement.

In the event of termination not the fault of the Engineer, the Engineer shall be compensated for services performed prior to termination, together with Reimbursable Expenses (as defined below) then due.

7. INVOICES

Payments on account of the Engineer's services and for Reimbursable Expenses shall be made monthly upon presentation of the Engineer's statement of services rendered or as otherwise provided in this Agreement. Reimbursable Expenses are in addition to the Engineer's compensation and include expenses incurred by the Engineer and Engineer's employees and consultants in the interest of the Project. Reimbursable expenses are illustrated in the attached Schedule of Fees document. Records of Reimbursable Expenses shall be made available to the Client or the Client's authorized representative at mutually convenient times.

The total of all invoices for work expressly identified in the Engineer's proposal will not exceed the price indicated in that proposal without the knowledge and consent of the Client. Payments are due and payable thirty (30) days from the date of the Engineer's invoice. Amounts unpaid thirty (30) days from the date of invoice bear interest at the rate of one and one half (1.5%) percent per month on the unpaid balance. If the scope of the Project or of the Engineer's services is changed materially, the amounts of compensation shall be equitably adjusted. In the event of the initiation of collection proceedings, Engineer shall be entitled to reasonable attorney's fees and costs.

8. MISCELLANEOUS PROVISIONS

Unless otherwise provided, this Agreement shall be governed by the laws of the Commonwealth of Pennsylvania without application of its choice of law provisions.

The Client and Engineer, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither Client nor Engineer shall assign this Agreement without the written consent of the other.

This Agreement represents the entire and integrated agreement between the Client and Engineer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Engineer.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Engineer.

Unless otherwise provided in this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. Client shall indemnify and hold harmless Engineer and its consultants in connection with any hazardous materials.

9. ACCEPTANCE

This Agreement (together with any expressly incorporated documents), constitutes the entire agreement between Client and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Approved by

Print/Type Name and Title

DATE



Effective January 1, 2024

Schedule of Hourly Rates

President	\$ 200
Vice President	\$ 196
Project Manager	\$ 160
Project Engineer	\$ 150
Professional Landscape Architect	\$ 135
Civil Designer	\$ 125
Chief Surveyor	\$ 150
Survey Manager	\$ 125
Survey CAD Technician	\$ 114
Survey Crew Leader	\$ 130
Survey Assistant	\$ 88
Administrative	\$ 78

Reimbursable Items - Invoiced at cost plus ten percent, including, but not necessarily limited to:

1. Transportation & living expenses with overnight travel, authorized by the Client.
2. Fees paid for reviews and/or approval of authorities having jurisdiction over the Project.
3. Reproductions beyond those necessary for approval and recording...up to five copies will be provided to the client.
4. Overtime work requiring higher than regular rates, if required and authorized by the Client.
5. Additional coverage or limits, including professional liability insurance, requested by the Client in excess of that normally carried by Hawbaker Engineering and/or our consultants.
6. Mileage as published by the IRS.
7. Hawbaker Engineering reserves the rights to make adjustments to Hourly Rates annually or at other times upon written notice.

REV 1-01-24

1952 Waddle Road, Suite 201 • State College, PA 16803 • Phone: 800-284-8590 • Fax: 814-272-2440

Integrating Construction & Engineering Practice



January 24, 2024

Loyalsock Township School District
Mr. Dan Egly, Business Manager
1801 Loyalsock Drive
Williamsport, PA 17701
(570) 326-3581

**RE: Proposal for lighting at the MS/HS
Practice field at the Four Mile Drive Entrance**

Dear Mr. Egly,

We are pleased to present this proposal to prepare a lighting plan for 2 to 3 lights at the near the practice located east of the bus garage.

BACKGROUND

The School District has provided a sketch indicating 3 proposed lights along the entrance from 4 Mile Drive to the bus garage. Based on that sketch, 1 light will be located at or near the intersection with Four Mile with 2 others being south along the road leading to the bus garage. I spoke to Mr. Burdett at the township, he indicated the township would be addressing the light at Four Mile Drive. Based on that conversation, that light at the intersection is excluded from this proposal

SCOPE OF WORK

If you accept this proposal, Hawbaker Engineering, LLC (HE) will perform the following scope of work:

1. Add site lighting to existing entrance roadway, 2 to 3 poles
2. Provide photometric plan showing lighting levels. This plan will need to be reviewed by the township to show acceptable light levels on adjoining properties.
3. Provide details for concrete foundation.
4. Provide table for proposed site lighting (manufacturer, model numbers, poles, fixtures, etc.)
5. Attend all required township meetings for the review and approval of the lighting plan.

SCHEDULE

HE will begin work within 2 weeks of receiving the notice to proceed from the client and the return of the completed contract. We anticipate that this project will require approximately 2 months, however, as outside agencies will control the approval timeline and process, no timeframe guarantees can be offered.

ESTIMATED FEES

We will complete this work on a Time & Material (T&M) basis as follows:

1. Per our fee schedule, which is subject to change. See attached for our current "Schedule of Hourly Rates".
 2. We will invoice monthly, and include details showing what work was completed, by whom, and the number of hours to perform the work.
- Based on our experience and knowledge of the project to date, we estimate our costs for this phase of the project to be in the range of \$3,000

Note(s): Any work completed at the direction of the client outside the outlined scope of services will be charged at T&M rates.

SERVICES NOT INCLUDED

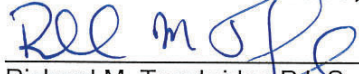
Additional items not included in this scope of work include, but not limited to, are as follows:

- a. Excludes all other engineering/design, such as civil and/or electrical.

We look forward to working with you to accomplish your project. Please review our proposal and contact us with any questions or concerns that you may have. If you wish to accept this proposal, please sign the acceptance block of this proposal and return one copy to our office.

Sincerely,

HAWBAKER ENGINEERING, LLC



Richard M. Trowbridge P.L.S, Project Manager

rmt@hawbakerengineering.com

O - (570) 368-3568

C - (570) 772-0954

LETTER OF AGREEMENT FOR PROFESSIONAL SERVICES

CLIENT:

Loyalsock Township School District
Dan Egly, Business Manager
1801 Loyalsock Drive
Williamsport, PA 17701

ENGINEER:

Hawbaker Engineering, LLC
2801 Canfield Lane
Montoursville, PA 17754

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The Client shall pay Engineer for such Services as set forth by the Agreement.

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Engineer shall provide, or cause to be provided, the services set forth in this Agreement.

3. OWNERSHIP AND USE OF ENGINEER'S DOCUMENTS

The documents prepared by the Engineer for this Project are instruments of the Engineer's service for use solely with respect to this Project and, unless otherwise provided, the Engineer shall be deemed the author of these documents and shall retain all common law, statutory and other reserved rights, including the copyright. The Client shall be permitted to retain copies, including reproducible copies, of the Engineer's documents for the Client's information, reference and use in connection with the Project. The Engineer's documents shall not be used by the Client or others on other projects, for additions to this Project or for completion of this Project by others, unless the Engineer is adjudged to be in default under this Agreement, except by agreement in writing and with appropriate compensation to the Engineer and indemnity.

4. INDEMNIFICATION

To the fullest extent permitted by law, the Client shall defend, indemnify, and hold harmless the Engineer, and its employees, representatives, and agents from and against any and all damages, claims, suits, demands, losses and expenses of any nature whatsoever including any employee, agent, subcontractor, or invitee of the Engineer arising from or attributable to any act on the part of the Client or its subcontractor or its employees, representatives, or invitees of the Client or its subcontractor and for enforcement of this obligation. This provision shall survive the termination or cancellation of this contract or any part hereof.

5. LIMITATION OF LIABILITY

Client and Engineer agree that Engineer's total liability to Client under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

6. TERMINATION OR SUSPENSION

This Agreement may be terminated by either party upon not less than seven (7) days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

If the Client fails to make payment when due the Engineer for services and expenses, the Engineer may, upon seven (7) days' written notice to the Client, suspend performance of services under this Agreement. Unless payment in full is received by the Engineer within seven days of the date of the notice, the suspension shall take effect without further notice. In the event of a suspension of services, the Engineer shall have no liability to the Client for delay or damage caused the Client because of such suspension of services. Engineer shall have the right to adjust fees or terminate this Agreement.

In the event of termination not the fault of the Engineer, the Engineer shall be compensated for services performed prior to termination, together with Reimbursable Expenses (as defined below) then due.

7. INVOICES

Payments on account of the Engineer's services and for Reimbursable Expenses shall be made monthly upon presentation of the Engineer's statement of services rendered or as otherwise provided in this Agreement. Reimbursable Expenses are in addition to the Engineer's compensation and include expenses incurred by the Engineer and Engineer's employees and consultants in the interest of the Project. Reimbursable expenses are illustrated in the attached Schedule of Fees document. Records of Reimbursable Expenses shall be made available to the Client or the Client's authorized representative at mutually convenient times.

The total of all invoices for work expressly identified in the Engineer's proposal will not exceed the price indicated in that proposal without the knowledge and consent of the Client. Payments are due and payable thirty (30) days from the date of the Engineer's invoice. Amounts unpaid thirty (30) days from the date of invoice bear interest at the rate of one and one half (1.5%) percent per month on the unpaid balance. If the scope of the Project or of the Engineer's services is changed materially, the amounts of compensation shall be equitably adjusted. In the event of the initiation of collection proceedings, Engineer shall be entitled to reasonable attorney's fees and costs.

8. MISCELLANEOUS PROVISIONS

Unless otherwise provided, this Agreement shall be governed by the laws of the Commonwealth of Pennsylvania without application of its choice of law provisions.

The Client and Engineer, respectively, bind themselves, their partners, successors, assigns and legal representatives to the other party to this Agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this Agreement. Neither Client nor Engineer shall assign this Agreement without the written consent of the other.

This Agreement represents the entire and integrated agreement between the Client and Engineer and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both Client and Engineer.

Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either the Client or Engineer.

Unless otherwise provided in this Agreement, the Engineer and Engineer's consultants shall have no responsibility for the discovery, presence, handling, removal or disposal of or exposure of persons to hazardous materials in any form at the Project site, including but not limited to asbestos, asbestos products, polychlorinated biphenyl (PCB) or other toxic substances. Client shall indemnify and hold harmless Engineer and its consultants in connection with any hazardous materials.

9. ACCEPTANCE

This Agreement (together with any expressly incorporated documents), constitutes the entire agreement between Client and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

Approved by

Print/Type Name and Title

DATE



Effective January 1, 2024

Schedule of Hourly Rates

President	\$ 200
Vice President	\$ 196
Project Manager	\$ 160
Project Engineer	\$ 150
Professional Landscape Architect	\$ 135
Civil Designer	\$ 125
Chief Surveyor	\$ 150
Survey Manager	\$ 125
Survey CAD Technician	\$ 114
Survey Crew Leader	\$ 130
Survey Assistant	\$ 88
Administrative	\$ 78

Reimbursable Items - Invoiced at cost plus ten percent, including, but not necessarily limited to:

1. Transportation & living expenses with overnight travel, authorized by the Client.
2. Fees paid for reviews and/or approval of authorities having jurisdiction over the Project.
3. Reproductions beyond those necessary for approval and recording...up to five copies will be provided to the client.
4. Overtime work requiring higher than regular rates, if required and authorized by the Client.
5. Additional coverage or limits, including professional liability insurance, requested by the Client in excess of that normally carried by Hawbaker Engineering and/or our consultants.
6. Mileage as published by the IRS.
7. Hawbaker Engineering reserves the rights to make adjustments to Hourly Rates annually or at other times upon written notice.

REV 1-01-24