

DUNMORE SCHOOL DISTRICT

**REGULAR MEETING
APRIL 19, 2023**

The Regular Monthly Meeting of the Dunmore Board of School Directors was held **Wednesday, April 19, 2023, at 6:00pm** in the High School Cafeteria. The Work Session was held **Monday, April 17, 2023, at 6:00pm** in the Board Room. Mr. Kranick presided.

I. ROLL CALL OF DIRECTORS

MR. BUTLER	PRESENT
MR. COLEMAN	NOT PRESENT
MR. HALLINAN	NOT PRESENT
MR. HUNT	NOT PRESENT
MR. KRANICK	PRESENT
MS. LIBASSI	PRESENT
MS. MCDONOUGH	PRESENT
MR. MCHALE	PRESENT
MR. MURACCO	PRESENT

ALSO PRESENT: Mr. Marichak, Mrs. Lopatka, Atty. Matthew Dempsey –Not present


*** **PUBLIC DISCUSSION** – None

II. APPROVED MINUTES

Motion by Mr. Butler seconded by Ms. Libassi to approve the MINUTES of the Regular Meeting of March 15, 2023.

ALL PRESENT WERE IN FAVOR

III. COMMUNICATIONS

A. Motion by Mr. Butler seconded by Mr. Muracco that permission be granted to 
Following for the use of District facilities/equipment:

- 1. Holy Cross Track team request use of DHS Track on Saturday when available.**
- 2. Alumni Day Football Camp on June 24, 2023 from 9:00am to 12:00pm.**
- 3. Girls Soccer team off season conditioning.**
- 4. PSU Scranton use of track early mornings when available.**

The use of District facilities is subject to the conditions established by the Dunmore School District and may not conflict with any regularly scheduled activity.

ALL PRESENT WERE IN FAVOR

III. OTHER COMMUNICATIONS

- B. Motion by Mr. Muracco seconded by Mr. Butler to approve Reconfiguration of 7th And 8th grades schedule to mesh with the High School schedule. (See attached)
ALL PRESENT WERE IN FAVOR**

IV. PERSONNEL

- A. Motion by Mr. McHale seconded by Ms. McDonough to accept the Personnel Reports.
ALL PRESENT WERE IN FAVOR**
- B. Motion by Mr. Muracco seconded by Ms. McDonough to accept letter of retirement from Ann Marzolino, teacher effective date June 8, 2023.
ALL PRESENT WERE IN FAVOR**
- C. Motion by Mr. McHale seconded by Mr. Butler to accept resignation from Noah Barton, Jr. High Co- Ed Soccer Coach effective immediately.
ALL PRESENT WERE IN FAVOR**
- D. Motion by Mr. Muracco seconded by Ms. Libassi to appoint Patrick Toomey, Assistant Golf Coach effective immediately. For Job description and terms, please inquire in the Office of the Superintendent.
ALL PRESENT WERE IN FAVOR**
- E. Motion Mr. Muracco seconded by Mr. McHale to appoint Madison Waltz, Volunteer Crimsonette/Football Cheer Coach.
ALL PRESENT WERE IN FAVOR**
- F. Motion by Ms. Libassi seconded by Mr. McHale to appoint Ashley Sunseri, Clerical Aide, effective date April 24, 2023. Terms are defined in the Agreement with the Dunmore Educational Support Personnel Association.
ALL PRESENT WERE IN FAVOR**
- G. Motion by Mr. McHale seconded by Mr. Muracco to appoint Chris Phillips, Assistant Girls Tennis Coach effective immediately. Terms are defined in the Agreement with the Dunmore Federation of Teachers.
ALL PRESENT WERE IN FAVOR**

V. EDUCATION

- A. Motion by Ms. Libassi seconded by Mr. McHale to approve expulsion of Student ID#5949796691.
ALL PRESENT WERE IN FAVOR**
- B. Motion by Mr. McHale seconded by Mr. Butler to approve expulsion of Student ID#3489242327.
ALL PRESENT WERE IN FAVOR**
- C. Motion by Mr. Butler seconded by Ms. McDonough to approve expulsion of Student ID#5516572274.
ALL PRESENT WERE IN FAVOR**
- D. Motion by Mr. Muracco seconded by Ms. Libassi to approve the ESY Program July 5th to July 27th from 9:00am to 12:30pm.
ALL PRESENT WERE IN FAVOR**
- E. Motion by Mr. McHale seconded by Ms. McDonough to approve the YMCA Summer Program June 19th to July 27th from 9:00am to 12:30pm.
ALL PRESENT WERE IN FAVOR**

VII. FINANCE

- A. Motion by Mr. Muracco seconded by Mr. McHale to approve the following payrolls:
3/17/23, 3/31/23 & 4/14/23;**

3/17/23	\$432,189.35
3/31/23	\$426,014.43
4/14/23	<u>\$425,817.92</u>
	\$1,284,021.70

ALL PRESENT WERE IN FAVOR

- B. Motion by Mr. Butler seconded by Mr. Murraco to accept the Treasurer's Report for the month(s) of MARCH 2023.**

ALL PRESENT WERE IN FAVOR

- C. Motion by Mr. McHale seconded by Ms. Libassi to approve the LIST OF BILLS;
\$385,716. 64.**

ALL PRESENT WERE IN FAVOR

- D. Motion by Mr. Butler seconded by Mr. Muracco to accept the Activities Reports for month(s) of MARCH 2023.**

ALL PRESENT WERE IN FAVOR

- E. Motion by Mr. Butler seconded by Mr. Muracco to accept Wage Tax-Collector's Reports for month (s) of MARCH 2023.**

ALL PRESENT WERE IN FAVOR

- F. Motion by Mr. Muracco seconded by Mr. Butler to accept the Career Technology Center's 2023-2024 Budget. (See attached)**

5 IN FAVOR

1 ABSTAINED

3 ABSENT

ALL PRESENT WERE IN FAVOR

- G. Motion by Mr. Muracco seconded by Mr. Butler to approve a one (1) year contract with Nutrition Inc. This is a continuation of our current five (5) year agreement. There is a Guarantee of a loss no greater than \$56,015.69.**

ALL PRESENT WERE IN FAVOR

- H. Motion by Mr. Butler seconded by Mr. McHale to approve an Agreement with Steven G. Feifer for a presentation on September 20, 2023 on how to develop a Trauma Informed School. The cost of this presentation is \$3,500.**

ALL PRESENT WERE IN FAVOR

- I. Motion by Ms. Libassi seconded by Ms. McDonough to approve a proposal from Northeast Data to perform a wireless site survey. The cost is \$4,325.**

ALL PRESENT WERE IN FAVOR

- J. Motion by Mr. Butler seconded by Mr. Muracco to renew a five (5) year contract Agreement with Sapphire K12 Inc. for our Student Information System. The cost is \$42,945 for each year from 2023-2024 through 2027-2028.**

ALL PRESENT WERE IN FAVOR

- K. Motion by Ms. Libassi seconded by Mr. Muracco to approve contract with Cowden Associates to perform an actuarial valuation for the Annual GASB75 report. The cost Of this Service is \$13,400.**

ALL PRESENT WERE IN FAVOR

- L. Motion by Mr. McHale seconded by Mr. Muracco to approve Capital Project Payments;**

CM3 BUILDING SOLUTIONS	\$102,254.90
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ALL PRESENT WERE IN FAVOR

- M. Motion by Ms. Libassi seconded by Mr. Muracco for approval to bid for the paving Project of W. Warren Street and Quincy Avenue, pending clarification and legal Review of ownership.**

ALL PRESENT WERE IN FAVOR

Dunmore Jr./Sr. High School Bell Schedule

DMS		DHS		New	
1 st Period	7:40-8:34	1 st Period	7:40-8:34	1 st Period	7:40-8:34
2 nd Period	8:37-9:19	2 nd Period	8:37-9:19	2 nd Period	8:37-9:19
3 rd Period	9:22-10:04	3 rd Period	9:22-10:04	3 rd Period	9:22-10:04
4 th Period	10:07-10:49	4 th Period	10:07-10:49	4 th Period	10:07-10:49
5 th Period	10:52-11:37	5 th Period	10:52-11:22	5 th Period	10:52-11:22
6 th Period	11:40-12:10	6 th Period	11:25-11:37	6 th Period	11:25-11:37
		7 th Period	11:40-12:10	7 th Period	11:40-12:10
7 th Period	12:13-12:58	8 th Period	12:13-12:25	8 th Period	12:13-12:25
		9 th Period	12:28-12:58	9 th Period	12:28-12:58
8 th Period	1:01-1:43	10 th Period	1:01-1:43	10 th Period	1:01-1:43
9 th Period	1:46-2:28	11 th Period	1:46-2:28	11 th Period	1:46-2:28
					7-8 Lunch
					9-12 Lunch 1
					9-12 Lunch 2

CAREER TECHNOLOGY CENTER *of Lackawanna County*

PROPOSED BUDGET
2023-2024
GENERAL OPERATING FUND

CAREER TECHNOLOGY CENTER OF LACKAWANNA COUNTY
PROPOSED BUDGET
2023-2024

SUMMARY OF REVENUE AND EXPENDITURES

ACCT #	DESCRIPTION	2022-2023 BUDGET	2023-2024 BUDGET
REVENUE			
6000	Revenue From Local Sources	\$654,270	\$355,256
7000	Revenue From State Sources	1,877,398	2,077,193
8000	Revenue From Federal Sources	1,008,763	1,460,000
9000	Other Financing Sources	4,714,910	4,872,568
	TOTAL REVENUE	\$8,255,341	\$8,765,016
EXPENDITURES			
1210	Career Ed. Programs - Service Occ.	155,425	161,652
1330	Career Ed. Programs - Health Occ.	195,361	205,058
1340	Career Ed. Programs - Home Econ.	365,862	382,358
1370	Career Ed. Programs - Technical	480,509	649,371
1380	Career Ed. Programs - Trade & Ind.	2,550,598	2,651,727
1390	Career Ed. Programs - Co-Op Ed.	115,350	89,043
1610	Continuing Education Programs	155,004	271,622
1612	Continuing Education - LPN	887,852	940,492
2120	Support Services - Pupil Pers.	354,211	368,558
2220	Support Services - Instructional Support	321,512	340,678
2310	Support Services - Board Related	25,000	27,000
2350	Support Services - Legal	40,000	42,000
2360	Support Services - Of. of Director	305,473	310,802
2370	Support Services - Advertising	7,000	7,000
2380	Support Services - Of. of Principal	464,383	447,952
2440	Support Services - Pupil Health	84,642	89,336
2500	Support Services - Business Office	357,057	363,007
2600	Support Services - Maintenance	1,280,056	1,305,024
2900	Expenses Not Classified Elsewhere	110,046	112,338
	TOTAL EXPENDITURES	\$ 8,255,341	\$ 8,765,016

Budget Percentage Increase	6.17%
District Payment % Increase	1.97%

CAREER TECHNOLOGY CENTER OF LACKAWANNA COUNTY
PROPOSED BUDGET
2023-2024
DISTRICT BUDGETARY GUIDE

DISTRICT	2022-2023				2023-2024			
	BUDGETED AMOUNTS			AVG. ADM	PROPOSED			INCREASE (DECREASE)
GROSS PAYMENT	LESS SUBSIDY	NET PAYMENT	GROSS PAYMENT		LESS SUBSIDY	NET PAYMENT	AVG. ADM	
Carbondale	\$ 382,918	\$ 73,799	309,119	48	\$ 345,604	\$ 62,225	\$ 283,379	43
Dunmore	320,353	44,297	276,056	40	358,472	58,315	300,157	44
Forest City	348,849	53,508	295,341	44	343,347	51,328	292,019	42
Lakeland	460,963	56,292	404,671	58	506,024	65,258	440,767	62
Mid Valley	498,872	65,569	433,303	63	513,770	66,089	447,681	63
N. Pocono	642,801	100,025	542,776	81	642,843	84,213	558,630	79
Soranton	2,044,992	314,604	1,730,388	257	2,042,864	321,059	1,721,805	251
V. View	481,245	53,428	427,817	61	555,385	93,188	462,197	68
TOTALS	\$ 5,180,993	\$ 761,522	\$ 4,419,470	652	\$ 5,308,310	\$ 801,676	\$ 4,506,635	653

**CAREER TECHNOLOGY CENTER OF LACKAWANNA COUNTY
PROPOSED BUDGET**

2021-2022

CALCULATION OF AVERAGE ADM

District	25.00% 2021-2022			25.00% 2020-2021			25.00% 2019-2020			25.00% 2018-2019			TOTAL WGT. ADM
	2021-2022		WGT. ADM	2020-2021		WGT. ADM	2019-2020		WGT. ADM	2018-2019		WGT. ADM	
	ADM (1/15)	ADM		ADM	ADM		ADM	ADM		ADM	ADM		
Carbondale Area	35.310	8.828		40.200	10.050		60.220	15.055		56.833	14.208		48.141
Dunmore	44.470	11.118		46.780	11.695		40.080	10.020		29.770	7.443		40.275
Forest City Regional	38.770	9.693		41.670	10.418		49.440	12.360		45.550	11.388		43.858
Lakeland	64.830	16.208		55.610	13.903		56.510	14.128		54.860	13.715		57.953
Mid Valley	60.330	15.083		54.830	13.708		71.370	17.843		64.344	16.086		62.719
North Pocono	80.300	20.075		65.530	16.383		94.590	23.648		82.833	20.708		80.813
Seranton City	269.250	67.313		287.080	71.770		248.730	62.183		223.330	55.833		257.098
Valley View	69.720	17.430		70.350	17.588		64.930	16.233		37.010	9.253		60.503
	662.980	165.745		662.050	165.513		685.870	171.468		594.530	148.633		651.358

Payment Method:

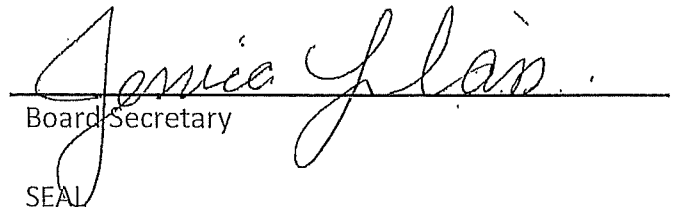
Current operating expenditures shall be allocated to and paid by each of the participating School Districts based upon the district average of the last 4 years of ADM as compared to the total 4 year average of ADM's of all participating school districts. The 4 years will begin with the year immediately prior to the ensuing budget year, and backwards 3 years beyond that year. The ADM's of the year immediately prior will be based upon estimated ADM's as of March 1 of that year, and the other 3 years will be based upon audited ADM's. No adjustments will be made to the payments of the districts once the budget is approved, and the amount calculated will be the maximum payment each district will make for that budget year. The net per pupil cost for Non Member districts will be based on the average ADM's as calculated by this formula utilizing the actual ADM's of the Non Participating district.

RESOLUTION
CAREER TECHNOLOGY CENTER
of Lackawanna County

2023-2024 BUDGET

At a meeting on April 19, 2023 by a vote of 5 to 0 with
1 abstaining and 3 absent, as recorded in the minutes, the members of the Board
of Directors of the Dunmore School District, a member of the CTC of Lackawanna County
program, approved ✓ or disapproved _____ the Budget of the Career Technology
Center of Lackawanna County for the fiscal year of July 1, 2023 to June 30, 2024.


Board President


Board Secretary
SEAL

This form is to be filed as follows:

Administrative Office
CTC of Lackawanna County
3201 Rockwell Avenue
Scranton, PA 18508-1491

VII. NEW BUSINESS –

VIII. PRESIDENT'S REPORT –

Mr. Kranick congratulated the Lady Bucks, the students and faculty of the Play.

IX. SUPERINTENDENT'S REPORT – NONE

*** ACCEPTANCE OF REPORTS

Motion by Mr. Muracco seconded by Mr. Butler to accept the Superintendent's Report and make it part of the MINUTES.

ALL PRESENT WERE IN FAVOR

X. ADJOURNMENT

Motion by Mr. Kranick seconded by Mr. Butler to adjourn to meet in Regular Session or at the call of the CHAIR.

ALL PRESENT WERE IN FAVOR

Respectfully submitted,



Jessica Libassi
Board Secretary

DUNMORE SCHOOL DISTRICT

**REGULAR MEETING
MAY 17, 2023**

The Regular Monthly Meeting of the Dunmore Board of School Directors was held **Wednesday, May 17, 2023, at 6:00pm** in the High School Cafeteria. The Work Session was held **Monday, May 15, 2023, at 6:00pm** in the Board Room. Mr. Kranick presided.

I. ROLL CALL OF DIRECTORS

MR. BUTLER	PRESENT
MR. COLEMAN	PRESENT
MR. HALLINAN	PRESENT
MR. HUNT	PRESENT
MR. KRANICK	PRESENT
MS. LIBASSI	PRESENT
MS. MCDONOUGH	PRESENT
MR. MCHALE	PRESENT
MR. MURACCO	PRESENT

ALSO PRESENT: Mr. Marichak, Mrs. Lopatka, Atty. Matthew Dempsey

PUBLIC DISCUSSION –

Dress code was discussed by Dunmore Students

Cecilia Amici, Julie Sabin, Drew Hahn, Andy Wetzels, Deanna Leo, Brian Hohm, Briana Rodriguez, Katie Fieney.

II. APPROVED MINUTES

Motion by Mr. Hallinan seconded by Mr. Butler to approve the MINUTES of the Regular Meeting of April 19, 2023.

ALL PRESENT WERE IN FAVOR

III. COMMUNICATIONS

A. Motion by Mr. Coleman seconded by Mr. Muracco that permission be granted to Following for the use of District facilities/equipment:

- 1. Greenhouse Project use of Trail on 5/21/23 10am to 12:00pm**
- 2. Lackawanna PIAA Basketball Official's use of DHS Gym for Meetings
On Sunday's 11/19, 12/3 & 12/10/23 from 9:45am to 12:15pm if
Available.**
- 3. Jr. Bucks use of Concession Stand and use of Football field for
Sunday games from August to November. Date and times TBA.**
- 4. Sandlot Baseball request to use the Baseball field for Travel
Baseball practices from May to October.**
- 5. Lady Bucks use of DHS Gym for spring and summer conditioning.
Dates and times to TBA.**
- 6. Summer conditioning for Girls Soccer team starting first week in
July and end when the Season starts.**
- 7. DHS Volleyball team use of DHS gym on Monday and Tuesday
Nights when available for conditioning from 6/19/23 to 7/31/23
From 5pm to 7pm.**
- 8. DHS Volleyball team request use of DHS gym for pre-season
Scrimmage tournament on 8/27/23 from 8am – 5pm.**

**THIS IS SUBJECT TO CONSIDERATION AND APPROVAL DURING
CONSTRUCTION**

**The use of District facilities is subject to the conditions established by the Dunmore
School District and may not conflict with any regularly scheduled activity.
ALL PRESENT WERE IN FAVOR**

IV. PERSONNEL

- A. Motion by Mr. Hallinan seconded by Ms. McDonough to accept the Personnel Reports.
ALL PRESENT WERE IN FAVOR**
- B. Motion by Mr. Hallinan seconded by Mr. Murraco to approve ESY Program Teachers and Aides. (See attached) Terms are defined in the Agreement's with The Dunmore Federation of Teachers and the Dunmore Educational Support Personnel Association.
ALL PRESENT WERE IN FAVOR**
- C. Motion by Mr. McHale seconded by Mr. Hunt to appoint Damon Bowen, Assistant Weightlifting Coach effective immediately.
ALL PRESENT WERE IN FAVOR**
- D. Motion by Mr. Butler seconded by Mr. Coleman to accept resignation from Kevin Clark, Boys Head Basketball Coach effective immediately.
ALL PRESENT WERE IN FAVOR**
- E. Motion Mr. Hallinan seconded by Mr. Hunt to appoint Mark Finan, Boys Head Basketball Coach effective immediately. For Job description and Employment terms, please inquire in the Office of the Superintendent.
ALL PRESENT WERE IN FAVOR**
- F. Motion by Ms. Libassi seconded by Mr. Kranick to appoint Brittney Washo, Elementary Teacher effective date August 28, 2023. Terms are defined in the Agreement with the Dunmore Federation of Teachers.
ALL PRESENT WERE IN FAVOR**
- G. Motion by Mr. Kranick seconded by Mr. Hallinan to appoint, Claudia Pregmon Elementary Teacher effective August 28, 2023. Terms are defined in the Agreement with the Dunmore Federation of Teachers.
ALL PRESENT WERE IN FAVOR**
- H. Motion by Mr. Butler seconded by Mr. Hallinan to appoint Tom Toole, Volunteer Girls Soccer Coach.
ALL PRESENT WERE IN FAVOR**
- I. Motion by Mr. Coleman seconded by Ms. Libassi to appoint Brendan Verity, Assistant Girls Soccer Coach, pending Clearances. For Job description and Employment terms, please inquire to the Office of the Superintendent.
ALL PRESENT WERE IN FAVOR**

V. EDUCATION

- A. Motion by Mr. Butler seconded by Mr. Hallinan to approve expulsion of Student ID#7831314318.
ALL PRESENT WERE IN FAVOR**
- B. Motion by Mr. Morocco seconded by Mr. Hallinan to appoint Ms. McDonough, Board Treasurer for a (1) term.
ALL PRESENT WERE IN FAVOR**
- C. Motion by Mr. Butler seconded by Mr. Hunt to update Policies; 800 Records Management, 830 Security of Personal Information, 830.1 Data Governance & 251 Student Experiencing Homelessness. (See attached)
ALL PRESENT WERE IN FAVOR**
- D. Motion by Mr. Karnack seconded by Mr. Hallinan to establish a Bowling Club in the Dunmore School District.
ALL PRESENT WERE IN FAVOR**
- E. Motion by Mr. Hunt seconded by Ms. Liassic to establish a Car Club in the Dunmore School District.
ALL PRESENT WERE IN FAVOR**

ESY SUMMER PROGRAM

TEACHERS

1. KALI GIANACOPOULOS

2. ASHLEY BURGETTE

3. NINA BONA VOGLIA

4. SHELBY GALLIS

5. KIM COLYLE

6. KAREN CHORBA

ESY SUMMER PROGRAM

AIDES

- 1. CAROL VERRASTRO**
- 2. DONNA KASHMER**
- 3. JILL SCHULTE**
- 4. CHRISTINA PIZZOLA**
- 5. SANDY JONES**
- 6. MEGAN HART**



Book	Policy Manual
Section	200 Pupils
Title	Students Experiencing Homelessness, Foster Care and Other Educational Instability
Code	251
Status	PSBA Review
Adopted	February 21, 2018
Last Revised	January 18, 2023

Purpose

The Board recognizes the challenges encountered by students experiencing homelessness, foster care and other educational instability. The Board is committed to facilitating the immediate enrollment; eliminating barriers to the attendance, education and graduation; and providing additional supports in compliance with federal and state laws, regulations and Board policy, for such students.[1][2][3][4][5][6][7][8].

Authority

The Board directs the district to collaborate with school staff, other school districts, local agencies and other entities in supporting the needs of students experiencing educational instability.

The Board shall ensure that students experiencing educational instability have equal access to the same educational programs, activities and services provided to other district students.[1][2][3][4][5][6][7].

The Board authorizes the Superintendent to waive specific requirements in Board policies, procedures and administrative regulations to the extent that they create barriers for the enrollment and attendance of students experiencing educational instability. Such waivers include, but are not limited to, requirements regarding:[1][2][3][4][5][6][7].

1. Dress code.[9]
2. Transportation.[10]
3. School-sponsored or extracurricular activities for which students meet placement and qualification requirements, including, but not limited to, clubs, athletics, performing arts, class trips, social events, career and technical education, internships and specialized classes.[11][12][13][14][15][16][17]
4. Fees related to school-sponsored or extracurricular activity participation fees, and other fees including, but not limited to, school identification (badges, cards, etc.), uniforms, materials, lost or damaged items, athletic physical exams, parking or driving, food services, library, locker or padlock rental or replacement, summer school or credit recovery, technology and graduation regalia.[9][13][14][15][18][19][20][21][22]

4. Migratory children who qualify as homeless because they are living in circumstances described above; and
5. School-aged parents living in houses for school-aged parents if they have no other available living accommodations.

School of origin is the school in which the student experiencing educational instability was last enrolled.

- The school of origin for a *homeless child or youth* - the last school in which the homeless child or youth was enrolled when permanently housed or the school in which the homeless child or youth was last enrolled, including preschool.[27]
- The school of origin for a *child in foster care* - the school in which a child is enrolled at the time of placement in foster care. If a child's foster care placement changes, the school of origin is the school the child is attending immediately prior to each change in placement.[8]
- When the homeless child or youth, or child in foster care, completes the final grade level served by the school of origin, the school of origin shall become the designated receiving school at the next grade level for all feeder schools.

Unaccompanied youth means a homeless child or youth not in the physical custody of a parent or guardian. This includes youth who have run away from home; been abandoned or forced out of home by a parent, guardian or other caretaker; or separated from a parent or guardian for any other reason. [26]

Delegation of Responsibility

The Board designates the Superintendent and Special Education Director to serve as the district's point of contact for students experiencing educational instability.[4][5][27]

The name and contact information of the district's point of contact shall be included in the student's education records and provided to the student's education decision maker.[4]

The district's point of contact shall ensure outreach and coordination with the following, as appropriate to each individual student's needs:[4][5][27]

1. Local children and youth agency to:
 - a. Establish formal mechanisms to ensure that the district is promptly notified when a child enters foster care or changes foster care placements;
 - b. Develop a protocol on how to make best interest determinations; and
 - c. Develop and coordinate transportation procedures.
2. Other local service agencies and entities that provide services to students experiencing educational instability.
3. Other school districts on issues of prompt identification, transfer of records, transportation and other inter-district activities.
4. District staff responsible for the provision of services under Section 504 of the Rehabilitation Act and the Individuals with Disabilities Education Act.[11][28]
5. State and local housing agencies responsible for comprehensive housing affordability strategies.

The district's point of contact, in consultation with the school counselor, school social worker, home and school visitor or school psychologist and the student's Individualized Education Program (IEP) team or Section 504 Team, shall:[4]

Minimal documentation shall be required for a student experiencing educational instability to qualify for supports and services. Information used to determine that a student is experiencing educational instability may be confirmed verbally, in writing or by another manner by shelter providers, outreach workers, case managers, juvenile probation officers and others.

Parents/Guardians and students have the authority to determine what information shall be shared with the district.

Information related to the student's educational instability status shall be confidential and disclosed by the point of contact or other administrators only to other school staff who have a legitimate need to know unless authorized by the student or parent/guardian.[29][30]

Enrollment

Except when an unaccompanied youth or the parents/guardians of a homeless youth request otherwise, it shall be presumed that a student experiencing educational instability shall continue to be enrolled in their school of origin unless it is determined that it is not in the student's best interest to remain in the school of origin.[5][27]

In accordance with the homeless child's or youth's best interest, the district shall continue to enroll a homeless student in the student's school of origin within the district while the student remains homeless and through the end of the academic year in which the student obtains permanent housing.[27]

An unaccompanied youth or the parents/guardians of a homeless student may request enrollment in any grade-appropriate school within the district regardless of the district attendance area where the student is actually living or a school of origin in another district.[27]

The district's point of contact shall assist an unaccompanied youth in placement or enrollment decisions, giving priority to the views of the student in determining where the student will be enrolled.[27]

Best Interest Determination -

The best interest determination shall be made in accordance with federal and state laws and regulations, court orders and established local procedures.

In making a best interest determination, the district shall:[5][27]

1. In the case of a homeless child or unaccompanied youth, give priority to the request of the parent/guardian or unaccompanied youth.
2. Consider student-centered factors related to impact of mobility on achievement, education, appropriateness of the current educational setting, health and safety, and proximity to living arrangements including foster care placement.

The cost of transportation shall not be used as a factor in the best interest determination.

Documentation related to the best interest determination shall be maintained in the student's education record.[29][30]

Timeliness of Enrollment -

When a school receives a student experiencing educational instability, the school shall immediately enroll the student and begin instruction, even if:[4][5][7][29][30][31][32][33][34][35]

1. The student is unable to produce records normally required for enrollment.[27][31]
2. The application or enrollment deadline has passed.[27][31][32]

The district's point of contact shall immediately contact the school last attended by the student to obtain relevant academic or other records.[27]

2. To an agency caseworker or other representative of a state or local child welfare agency, or tribal organization, who has the right to access a student's case plan, as defined and determined by the state or tribal organization, when such agency or organization is legally responsible, in accordance with state or tribal law, for the care and protection of the student, provided that the education records, or the personally identifiable information contained in such records, of the student will not be disclosed by such agency or organization, except to an individual or entity engaged in addressing the student's education needs and authorized by such agency or organization to receive such disclosure and such disclosure is consistent with the state or tribal laws applicable to protecting the confidentiality of a student's education records.

Comparable Services

Students experiencing educational instability shall be provided services comparable to those offered to other district students including, but not limited to:[3][27][40]

1. Transportation services.[10]
2. School nutrition programs.[21]
3. Career and technical education.[12]
4. Educational programs for which the student meets the eligibility criteria, such as:
 - a. Services provided under Title I or similar state or local programs.[41]
 - b. Programs for English Learners.[42]
 - c. Programs for students with disabilities.[11]
 - d. Programs for gifted and talented students.[16]

Transportation for Homeless Students -

The district shall provide transportation for homeless students to their school of origin or the school they choose to attend within the district.[3][10][27]

If the school of origin is outside district boundaries or homeless students live in another district but will attend their school of origin in this district, the school districts shall agree upon a method to apportion the responsibility and costs of the transportation.[27]

Transportation for Students in Foster Care -

The district shall ensure that children in foster care needing transportation to their school of origin promptly receive transportation in a cost-effective manner.[6][10]

To ensure that transportation for children in foster care to their school of origin is provided, arranged, and funded, the district shall collaborate with the local children and youth agency to develop a local transportation plan.[6]

The transportation plan shall address the following:[6]

1. The procedure the district and local children and youth agency will follow to provide transportation for children in foster care in a cost-effective manner and in accordance with applicable law.[8]
2. How transportation costs will be covered if additional costs are incurred. Options include:
 - a. The local children and youth agency agrees to reimburse the district;
 - b. The district agrees to pay for the cost;[6]

of the following provisions apply:[4][43]

1. All other graduation options have been exhausted.
2. The student is unable to obtain a diploma from the student's prior or receiving school entity.

The district's point of contact shall assist the student in determining the student's eligibility for a Keystone Diploma and, if eligible, obtaining the Keystone Diploma from the PA Department of Education.[4][43]

Students with Disabilities –

Students experiencing educational instability who have an IEP shall maintain the right to special education and the right to graduate either through attainment of credits or through the completion of the goals established in their IEP.[11][19]

Legal

1. 22 PA Code 11.18
2. 24 P.S. 1305
3. 24 P.S. 1306
4. 24 P.S. 1331.1
5. 20 U.S.C. 6311
6. 20 U.S.C. 6312
7. 42 U.S.C. 11431 et seq
8. 42 U.S.C. 675
9. Pol. 221
10. Pol. 810
11. Pol. 113
12. Pol. 115
13. Pol. 121
14. Pol. 122
15. Pol. 123
16. Pol. 114
17. Pol. 231
18. Pol. 124
19. Pol. 217
20. Pol. 223
21. Pol. 808
22. Pol. 110
23. 23 Pa. C.S.A. 6301 et seq
24. 42 Pa. C.S.A. 6301 et seq
25. 45 CFR 1355.20
26. 42 U.S.C. 11434a
27. 42 U.S.C. 11432
28. Pol. 103.1



Book	Policy Manual
Section	800 Operations
Title	Records Management
Code	800 Vol II 2023
Status	PSBA Review

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.

Authority

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.[1]

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.[2][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.

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.[4]

Records Management Plan - the system implemented by the district for the **storage**, retention, retrieval and disposition of all records generated by district operations.

Records Retention Schedule - a comprehensive listing stating retention periods and proper disposition of records.

1. Open Records Officer.[5]
2. Superintendent.
3. Board Secretary.[6]
4. District solicitor.
5. Director of Information Technology or designee.
6. {X} Business Manager.
7. { } Assistant Superintendent.
8. { } Board member(s).
9. { } Outside consultant(s).
10. { } _____ Other.

The Records Management Committee shall meet

{ } annually

{X} periodically

to evaluate the effectiveness and implementation of the Records Management Plan and recommend changes as needed.

Guidelines

Records Management Plan

The district's Records Management Plan shall be the principal means for the **storage**, retention, retrieval and disposition of manual and electronic records, including emails. The Plan shall not rely primarily on backup systems to manage the retention and disposition of records.

The Records Management Plan shall include:

1. Comprehensive listing of records and data of the district.
2. Criteria to distinguish records of the school district from the supplemental personal records of individual employees.[Z][8]
3. System(s) of records storage and retrieval to be used, including in what form the records will be stored, maintained, reproduced and disposed.
4. Preservation measures to protect the integrity of records **and reduce the risk of a data breach. Such measures shall include encryption or other appropriate security procedures.**[9][10][11]
5. Data map or flow chart detailing the sources, routes and destinations of electronic records.
6. Procedures and **employee(s)** designated for determining whether an item is a record.
7. Procedures for adding, revising or deleting records and data, and any other details necessary to implement the Records Management Plan.
8. Records Retention Schedule.
9. Provisions for the storage and retrieval of records in the event of an emergency or disaster.[11]

7. { } Describe update cycles or conditions.

Email Records

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.

Records on an email system, including messages and attachments, shall be retained and disposed of in accordance with the district's Records Management Plan.

Email messages and attachments that do not meet the definition of records shall be deleted

{ } immediately.

{ } every week.

{ } every ten (10) days.

{ } as required by the Records Management Plan.

{X} Email records may be maintained as an electronic record or be printed and maintained as a manual record.

For each email considered to be a record, the following information shall be retained:

1. Message content.
2. Name of sender.
3. Name of recipient.
4. Date and time of transmission and/or receipt.

Service Providers

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.**[12]**

NOTES:

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

PSBA Revision 4/23 © 2023 PSBA

Legal	<u>1. 24 P.S. 518</u>
	<u>2. 65 P.S. 67.901</u>
	3. Pol. 828
	<u>4. 65 P.S. 67.102</u>
	5. Pol. 801
	<u>6. 24 P.S. 433</u>
	<u>7. 65 P.S. 67.708</u>
	<u>8. 20 U.S.C. 1232g</u>
	<u>9. 73 P.S. 2301 et seq</u>
	10. Pol. 830



Book	Policy Manual
Section	800 Operations
Title	Security of Computerized Personal Information/Breach Notification
Code	830 Vol II 2023
Status	PSBA Review

Purpose

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.

Authority

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.[1][2][3][4][5][6][7][8]

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.[1]

Definitions

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.[9]

Determination - a verification or reasonable certainty that a breach of the security of the system has occurred.[9]

Discovery - the knowledge of or reasonable suspicion that a breach of the security of the system has occurred.[9]

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.[9]

...**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.****[1]**

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.**[11]**
[12]

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.**[1]**

PSBA Revision 4/23 © 2023 PSBA

Legal	<u>1. 73 P.S. 2301 et seq</u>
	2. Pol. 113.4
	3. Pol. 216
	4. Pol. 324
	5. Pol. 800
	6. Pol. 800.1
	7. Pol. 815
	8. Pol. 830.1
	<u>9. 73 P.S. 2302</u>
	10. Pol. 801
	<u>11. 73 P.S. 2303</u>
	<u>12. 73 P.S. 2304</u>
	<u>15 U.S.C. 1681a</u>



ARP ESSER Health and Safety Plan Guidance & Template for Dunmore School District

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

Based on ARP requirements, 90 percent of ARP ESSER funds will be distributed to school districts and charter schools based on their relative share of Title I-A funding in FY 2020-2021. **Given Federally required timelines, LEAs eligible to apply for and receive this portion of the ARP ESSER funding must submit a Health and Safety Plan that meets ARP Act requirements to the Pennsylvania Department of Education (PDE) by Friday, July 30, 2021, regardless of when the LEA submits its ARP ESSER application.**

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

The ARP Act and U.S. Department of Education rules require Health and Safety plans include the following components:

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;

3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:
 - a. Universal and correct wearing of masks;
 - b. Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);
 - c. Handwashing and respiratory etiquette;
 - d. Cleaning and maintaining healthy facilities, including improving ventilation;
 - e. Contact tracing in combination with isolation and quarantine, in collaboration with State and local health departments;
 - f. Diagnostic and screening testing;
 - g. Efforts to provide COVID-19 vaccinations to school communities;
 - h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
 - i. Coordination with state and local health officials.

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

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

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

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current

school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

* The July 30 deadline applies only to school districts and charter schools that received federal Title I-A funds in FY 2020-2021 and intend to apply for and receive ARP ESSER funding.

Additional Resources

LEAs are advised to review the following resources when developing their Health and Safety Plans:

- [CDC K-12 School Operational Strategy](#)
- [PDE Resources for School Communities During COVID-19](#)
- [PDE Roadmap for Education Leaders](#)
- [PDE Accelerated Learning Through an Integrated System of Support](#)
- [PA Department of Health - COVID-19 in Pennsylvania](#)

Health and Safety Plan Summary: Dunmore School District

Initial Effective Date: August 17, 2022

Date of Last Review: January 18, 2023

Date of Last Revision: August 17, 2022

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

The Dunmore School District (DSD) will align with the guidance from the Center for Disease Control (CDC) and the Pennsylvania Department of Health (PA DOH) to the maximum extent possible on all orders of health and safety related to the prevention and mitigation of COVID-19. The Superintendent will always bring current recommendations to the administrative team and school board, and as prevention and mitigation policies/procedures change, the Superintendent will present the school board with suggested amendments in order to pass a motion and formally update the health and safety plan.

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

The Dunmore School District is returning to a five day a week in person instruction schedule for the 2022-2023 school year. There will be a strong focus on data-driven decision-making in order to close learning gaps.

During the summer of 2022, the district held a 4-week comprehensive enrichment program for grades K-6 that will specifically target ELA and Math instruction while incorporating Science and SEL lessons. Additionally, K-6 students had the opportunity to participate in camps focused on STEM, history, life-skills, and the arts. Students in grades 7-12 had the opportunity to take credit recovery courses. The district offered Extended School Year Education Services for Students with Learning Disabilities this summer, and plan to offer an after-school tutoring program during the school year.

The social and emotional well-being of students and staff is of utmost importance. A Guidance Counselor is on staff for the summer enrichment program. The counselor will incorporate SEL lessons into students' weekly routines. This will carry into the school year along with the use of an SEL screener to identify students' needs and them implementation of a new SEL curriculum for grades K-6. The district also works closely with Lackawanna County Office of Youth and Family Services, and has a School-Based Behavioral Health Team on site to help address students' mental health needs. Free meals will continue for all students for the 2022-23 school year.

The District will continue to train and implement best practices as they relate to closing achievement gaps, trauma informed care, and SEL practices.

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

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of <u>masks</u> ;	Adhere to all CDC and PA DOH guidelines and recommendations to the maximum extent possible. In accordance with the CDC, masks will be optional on district transportation (school busses and vans). All students and staff members of the Dunmore School District will have the option to wear masks or face coverings. It is not required. The District will closely monitor community transmission and vaccination coverage and make necessary changes to mask guidelines as needed.
b. Modifying facilities to allow for <u>physical distancing</u> (e.g., use of cohorts/podding);	Adhere to all CDC and PA DOH guidelines and recommendations to the maximum extent possible.
c. <u>Handwashing and respiratory etiquette</u> ;	Adhere to all CDC and PA DOH guidelines and recommendations to the maximum extent possible.
d. <u>Cleaning and maintaining healthy facilities, including improving ventilation</u> ;	The DSD maintenance staff will conduct daily sanitizing. All cleaning and sanitizing will adhere to CDC and PA DOH guidelines and recommendations to the maximum extent possible.
e. <u>Contact tracing</u> in combination with <u>isolation</u> and <u>quarantine</u> , in collaboration with the State and local health departments;	The DSD will report all known COVID 19 cases to the PA DOH. The DSD will follow the guidance set forth by PA DOH as it relates to contact tracing, isolation, and quarantine.
f. <u>Diagnostic</u> and screening testing;	Any person displaying signs and symptoms of COVID-19 will be screened by our school nurses. An onsite Rapid Antigen test will be offered and administered with parental consent. The individual will be referred to their health care provider. It is suggested that a licensed clinician provide documentation for return to school.
g. Efforts to provide <u>vaccinations to school communities</u> ;	The DSD continues to partner with local health care providers to run vaccination clinics both on and off the premises to

ARP ESSER Requirement	Strategies, Policies, and Procedures
	assist in vaccinating as much of the population as possible.
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	Adhere to all CDC and PA DOH guidelines and recommendations to the maximum extent possible.
i. Coordination with state and local health officials.	The DSD will continue to work in conjunction with PDE and the PA DOH by following their mandates and guidance to the maximum extent possible.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Dunmore School District** reviewed and approved the Health and Safety Plan on 5-17-2023.

The plan was approved by a vote of:


9 Yes

 No

Affirmed on:

5/17/2023

By:


(Signature of Board President)

Francis Kranick

(Print Name of Board President)

*Electronic signatures on this document are acceptable using one of the two methods detailed below.

Option A: The use of actual signatures is encouraged whenever possible. This method requires that the document be printed, signed, scanned, and then submitted.

Option B: If printing and scanning are not possible, add an electronic signature using the resident Microsoft Office product signature option, which is free to everyone, no installation or purchase needed.

**NORTHEASTERN EDUCATIONAL INTERMEDIATE UNIT
RESOLUTION**


WHEREAS, pursuant to 22 PA Code Section 14, school districts may expend said funds and provide said programs and services either by direct service or through arrangements with other agencies; and,

WHEREAS, pursuant to 22 PA Code Section 14, *Dunmore School District* is required to specify which, if any, services will be provided by contract with intermediate units or other agencies; and,

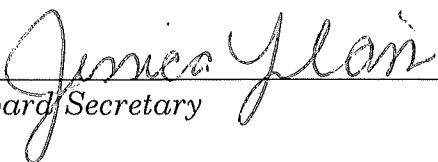
WHEREAS, the District has concluded and determined that the programs and services below listed can be more efficiently or economically operated by contracting with the *Northeastern Educational Intermediate Unit (NEIU)* for provision of same;

BE IT THEREFORE RESOLVED that the attached contract(s) with *NEIU* for provision of special education programs and services as specified therein are hereby approved for the 2023-2024 school year and thereafter until expiration in accordance with the terms thereof.

DUNMORE SCHOOL DISTRICT

By: 
Board President

ATTEST:


Board Secretary

Date: 5/17/23

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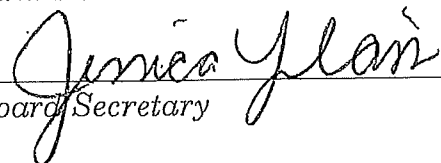
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DUNMORE SCHOOL DISTRICT

By:

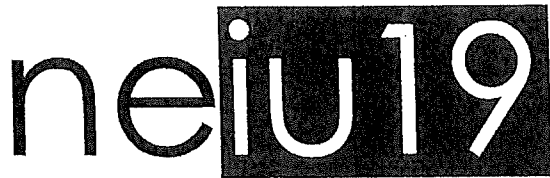

Board President

ATTEST:


Board Secretary

Date:

5/17/23



1200 Line Street
Archbald, PA 18403-1918
(570) 876-9200
Fax: (570) 876-8662

Dr. Kathleen Sottile
Executive Director

Kelly Dickey
Special Education Director

	23/24	
	Estimated	
	Costs	
Life Skills	33,416.71	
MDS	37,166.53	
Emotional Support	40,581.80	
Autism - Center based	30,120.38	
SOAR	25,169.99	
Auto Shop	45,950.18	**
OT	135.08	*
PT	133.58	*
Speech	129.36	*
Hearing	163.21	*
Vision	152.44	*
 Center Based Costs	 8,675.10	

* hourly cost; everything else is costed out at 1 FTE

** half-day enrollment for Auto is \$22,975.09

GOVERNMENT SOFTWARE SERVICES, Inc.
Contract for School Billing

AGREEMENT FOR COMPUTER SERVICES

This Agreement made this 17th day of May, 2023 for fiscal year(s) 2023-24
between Government Software Services, Inc., 616 Main Street, Suite 400, Honesdale,
Pennsylvania, 18431 (hereinafter referred to as "GSS")

AND

Dunmore School District (hereinafter referred to as "Client")

WITNESSETH

In consideration of the mutual covenants hereinafter set forth, it is agreed that Client desires certain Data Processing Services be performed and that GSS desires to perform these services which are as follows:

1. REAL ESTATE TAX SYSTEM – During the term stated, GSS will provide Real Estate Tax Services to the Client utilizing the Assessment files of the County or Counties in which the various taxing districts of the Client are located. Services to be performed are as follows:
 - A. Prepare Two (2) copy of the Real Estate Tax Duplicate on printed forms based upon the data contained in the Real Estate Master File and the associated millage, discount, penalty rates and tax collector information provided to GSS by the Client. Said tax duplicates shall reflect the taxes based on the millage times the assessed valuation and shall show discount, face and penalty amounts. A summary Report reflecting totals shall appear at the end of each duplicate.
 - B. Prepare Two (2) copy of the Real Estate Tax Duplicate Alphabetical Cross Reference on printed forms based upon the data contained in the Real Estate Master File and the associated millage, discount, penalty rates and tax collector information provided to GSS by the Client. Said tax duplicates shall reflect the taxes based on the millage times the assessed valuation and shall show discount, face and penalty amounts. A summary Report reflecting totals shall appear at the end of each duplicate.
 - C. Prepare a Real Estate Tax Statement for each parcel of property on a self seal mailer, reflecting the information shown on the tax duplicates, and tax collector data associated with each taxing district.
2. MATERIALS AND SUPPLIES – During the term stated, GSS will provide the following:
 - A. All tax duplicate paper, tax statements and binding materials necessary to provide the services described herein

570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431
Government Software Services, Inc.
Contract for School Billing

3. ITEMS TO BE SUPPLIED BY CLIENT – In order for GSS to fulfill this contract the Client must supply the following:
 - A. Written authorization from the County Commissioners or Counties where the Client's taxing districts are located granting GSS permission to access the Real Estate Assessment files.
 - B. Written documentation of all Real Estate millage rates, discount, face, penalty rates, dates and all tax collector information as it is to be printed on the statements.
4. TERMS AND CONDITIONS – GSS will provide the services as defined in this contract for the term stated and will provide to the Client the tax statements and duplicates FOB Honesdale within thirty (30) days of receipt of the items supplied by the Client.
5. Client agrees to pay GSS as follows:
 - A. The sum of seven- and one-half cents (\$0.075) each, per name printed for the two Real Estate Duplicate and the sum of twelve dollars (\$12.00) each per duplicate bound.
 - B. The sum of one hundred dollars (\$100.00) for each Real Estate Tax Duplicate Alphabetical Cross Reference and the sum of twelve dollars (\$12.00) each per duplicate bound.
 - C. The sum of twenty and ninety-five one hundredth cents (\$0.2095) for each tax statement prepared.
 - D. GSS will invoice Client based on the above rates. Full payment will be due and payable within thirty (30) days of delivery of the tax statements and duplicates. Any amount invoiced and not paid within thirty (30) days shall become subject to a finance charge of 1½ % per month on the unpaid balance.
6. In the event of a dispute the matter shall be settled in the following manner:
 - A. A three-member panel shall be created by the choosing of one member by the Client and one member by GSS.
 - B. Each of these two members shall agree on a third member.
 - C. The three-member panel, by majority vote, shall determine a settlement that must be accepted by GSS and Client.

570-253-4309 616 Main Street Suite 400 Honesdale, PA 18431

Government Software Services, Inc.

Contract for School Billing

In witness whereof, the parties have executed this agreement.

Dated 5-17-23

Dunmore School District

By Armonette Lyata

Kelly Byron
WITNESS

Government Software Services, Inc.

By Thomas P. Theobald
Thomas P. Theobald, President

Bethany J. Lawlor
WITNESS

ACT 93	22-23	23-24	24-25	25-26	26-27
	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>	<u>Salary</u>
Special Ed Coordinator	\$88,000	\$93,583	\$95,922	\$97,840	\$99,308
Psychologist	\$54,000	\$63,000	\$65,000	\$67,000	\$70,000
IT Assistant	\$54,750	\$59,000	\$60,475	\$61,685	\$62,610

Petition supporting Relaxed Dress Code for the DSD

Margaret Jimmie	Sony Mattern
Anna Trauger	Jason Mills
Lucy Seibert	Thomas DiGirolamo
Izzy Bought	Alyssa Renne
Molly Donahoe	Emmy Carl
Mira Tekce	Anna Belko
Angelo Lambo	Jacob Grande
Anthony Lambo	Mia Caporici
Shamusee Dintson	Allison Dempsey
Matthew Campi	Mauro Michalczyk
Jatan Avasathi	Sienna Delfino
Athen Deniples	Charles Paro
Abby Kocher	Anthony Tonis
Maddie Misinski	Faith Bravo
Mir Patel	Addy Toole
Olivia Santoriero	Andy Hacer
Sydney Harding	Abley Kopacz
Conor Toole	Patrick Kopacz
Joe Lucas	Kaylee Pinto
Andrew Fazio ^{III}	Noah Dougherty
Riley Robinson	Carben Kirby
Nasir Green	Evan McHale

Petition supporting Relaxed Dress Code for the DSD

Nick Tullio
Jannah Tullio
Anna Acculb
Sophia Talutto
Lauren Henry
Lauren Spudis
Mistie. Monz
Alisha Davis
Joe Rougharden
Patrick Kopacz
Shaelyn Hill
Colin Froese
Cody Geirulski
Kaylana Kearney
Chris Korenletha
Mia Reilly
Liam O'Malley
Thomas Fazio
Bobby Santarion
Abigail Overholtz
Mya Orr
Jez Mocco

Bryce Talutto
Domenic DeSantis
Cole Fongio
Shae Madrozo
Jack DiLindio
Julianna Brow
Tyara Mistan
Michael Williams
Bobby Hoban
Caleb Frank
Alyson Boone
Molly Donahoe
Maddie Mistinski
Bethany Mozurick
Lyla Meyers
Sophia Gabella
Niekko Reed
Lasey Malone
Nathan Figliomeni
Zach Brown
Ariana Napolitano
Amiya Brown

Petition supporting Relaxed Dress Code for the DSD

Lucas Grecco	Matthew
Breyana Mazurke	Glenn
James McHynne	Jackson Cady
Amanda Dempsey	Luke Kalinowski
Emma Costanzo	Jachyn Brown
Emma DeDando	Mia Reilly
Ella Brier	Malina Sottile
Brady Eynon	Maddy Pierce
Aiden Kopacz	Lucas Vullio
Cayden Reynolds	Chiranth MS
Santino Nicastro	Joseph Ramos
Michael Schuster	Kassidy Jezowski
Julia Temperha	Corey Condon
Rachel Walsh	Quinn King
Sophia DeNunzio	Peggy Kearney
Madison Stavisky	Sadie Ondez
Mason Stets	John Napolitano
Katherine Fagior	Conor Barth
Alexis Pilavz	Ava Roughgarden
Robert Ciccoffi	Keegan O'Rourke
Conny Hunsley	Leana Conte
Kayla Hessmiller	

Petition supporting Relaxed Dress Code for the DSD

Prince Demetri

Holly Foster

Oscar Nodol

Delfino Ramirez

Arthur Christiano

Rudra Patel

John Juarez

Shaun Moffatt

Ahmed AlObied

Petition supporting Relaxed Dress Code for the DSD

Cecelia Amico	Caden Kirby
Mary Burke	Cailey Waters
Triston Coraen	Mackenzie Witkowski
Danny Pigen	Haylie Zimmer
Lucy Monahan	Emma Froese
Sophia Summa	Clooe Mercado
Allen Smith	Cory Domiano
Dina Scotti	Giulie Escobar
John Hickey	Ali P'sa
Nathan Sattie	Nathan Portanova
Julia White	Riley McHale
Larry Zeller	Ayla Cantafio
Alan Walton	Grace Hennessy
Tiffany Dudick	Kamran Zia
Nicolina Schlessner	
Sophia Welk	
Catherine Gilhoolley	
Alishba Islam	
Jacqueline Kelly	
Geanna Kirschner	
Mia Novak	
Brynn Kochis	

- F. Motion by Mr. Coleman seconded by Mr. Butler to establish the Dunmore News Project As a separate line item in the Student Activities fund to account for the Grant proceeds And expenditures.
ALL PRESENT WERE IN FAVOR
- G. Motion by Mr. McHale seconded by Mr. Morocco to update the Health and Safety Plan For submission to PDE. (See attached)
ALL PRSENT WERE IN FAVOR
- H. Motion by Mr. Hallinan seconded by Ms. Libassi to approve an Agreement with Markey Special Education placements. The Agreement with be from August 1, 2023 through and Including July 31, 2024. (See attached)
ALL PRESENT WERE IN FAVOR
- I. Motion by Mr. Hallinan seconded by Mr. Muracco to approve an Agreement with Penn Foster for the 2023-2024 School year. The cost per student per school year is \$900.00. (\$100 Increase from prior year)
ALL PRESENT WERE IN FAVOR
- J. Motion by Mr. Butler seconded by Mr. Hallinan to approve Dual Enrollment Agreement With Lackawanna College for the 2023-2024 School year.
ALL PRESENT WERE IN FAVOR
- K. Motion by Mr. Coleman seconded by Mr. Butler to approve an Agreement with Graham Academy for Special Education placements. The Agreement would be from August 1, 2023 through and including July 31, 2024.
ALL PRESENT WERE IN FAVOR
- L. Motion by Mr. Hallinan seconded by Mr. Hunt to approve the Title III Consortium Agreement with NEIU#19 for the 2023-2024 School year.
- M. Motion by Mr. McHale seconded by Mr. Hallinan to approve Special Education Service Agreement with NEIU#19 for the 2023-2024 School Year. (See attached)

VII. FINANCE

- A. Motion by Mr. Muracco seconded by Mr. Hallinan to approve the following payrolls:
4/28/23 & 5/12/23

4/28/23	\$423,812.89
5/12/23	<u>\$458,916.19</u>
	\$882,729.08

ALL PRESENT WERE IN FAVOR

- B. Motion by Mr. Karnack seconded by Mr. Coleman to accept the Treasurer's Report for The month(s) of APRIL 2023.
ALL PRESENT WERE IN FAVOR
- C. Motion by Mr. Butler seconded by Mr. Muracco to approve the LIST OF BILLS; \$593,932.53.
ALL PRESENT WERE IN FAVOR
- D. Motion by Mr. Hunt seconded by Mr. Hallinan to accept the Activities Reports for month(s) of APRIL 2023.
ALL PRESENT WERE IN FAVOR
- E. Motion by Mr. Hallinan seconded by Mr. Coleman to accept Wage Tax-Collector's Reports for month (s) of APRIL 2023.
ALL PRESENT WERE IN FAVOR
- F. Motion by Mr. Coleman seconded by Mr. Hallinan to approve a contract with Government Software Services, Honesdale, PA for Data Processing Services in relation to the District's 2023 Real Estate Tax Collection System. (See attached proposal) There is a \$0.02 increase per tax bill printed and an increase per tax bill printed and an increase of \$0.50 per duplicate printed.
ALL PRESENT WERE IN FAVOR

Received from the Lackawanna County Assessors Office listing 2,568 Homesteads as of May 1, 2023 in accordance with Act 1.

ALL PRESENT WERE IN FAVOR

- H. Motion by Mr. Butler seconded by Ms. Libassi that the following lending Institutions be Named Depository for the various account Funds; FIRST NATIONAL COMMUNITY BANK – General and payroll fund, Capital Reserve fund, Elementary Student Activities fund; FIDELITY DEPOSIT AND DISCOUNT BANK – Cafeteria, Athletic, Middle School and High School Student Activities funds, Scholarship Account fund, and Anthony Romanini Charitable Trust, STATE TREASURER - General Investment fund; NBT BANK – Special Needs Accounts.

ALL PRESENT WERE IN FAVOR

- I. Motion by Mr. McHale seconded by Mr. Butler to adopt a proposed Final General Fund Budget in the amount of \$25,758,803 for the 2023-2024 fiscal year beginning July 1, 2023 setting the mileage at 144.4918 further, that such adoption will conform With the PA School Code and Requirements of Act 1.

This proposed Budget will be on display for review in the Administration Office For Thirty (30) days.

ALL PRESENT WERE IN FAVOR

- J. Motion by Mr. Coleman seconded by Ms. McDonough to approve purchase of Vape Detector(s) for Gym Locker area at a cost of \$1,300.00 each. Total number to be Determined.

ALL PRESENT WERE IN FAVOR

- K. Motion by Mr. Kranick seconded by Mr. Hunt to approve the sale of a Piano Located in the DHS Auditorium.

ALL PRESENT WERE IN FAVOR

- L. Motion by Mr. Hallinan seconded by Mr. Hunt to approve the acquisition of a Credit Card for the Dunmore School District with a limit of \$70,000.00.

ALL PRESENT WERE IN FAVOR

- M. Motion by Mr. Hallinan seconded by Mr. Muracco to approve a contract with Northeast Data for network support for 2023-2024 School Year.

ALL PRESENT WERE IN FAVOR

- N. Motion by Mr. McHale seconded by Mr. Hunt to adjust the Act 93 Agreement. (See attached)

ALL PRESENT WERE IN FAVOR

- VII. NEW BUSINESS – Mr. Hallinan thanked Kevin Clark also, thanked Nicole Zywicki for Band and Drama Club.

- VIII. PRESIDENT'S REPORT – Mr. Kranick echoed Mr. Hallinan.

- IX. SUPERINTENDENT'S REPORT – NONE

*** ACCEPTANCE OF REPORTS

Motion by Mr. Muracco seconded by Mr. Butler to accept the Superintendent's Report and make it part of the MINUTES.

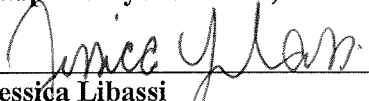
ALL PRESENT WERE IN FAVOR

- X. ADJOURNMENT

Motion by Mr. Muracco seconded by Mr. Hallinan to adjourn to meet in Regular Session or at the call of the CHAIR.

ALL PRESENT WERE IN FAVOR

Respectfully submitted,



Jessica Libassi
Board Secretary