

# SCSD Information Session Agenda

Monday – 7:00 P.M.

February 19, 2024

*Item # 1 - 22/23 Audit - Brian Kelly, CPA*

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*Item # 2 - Board Agenda Review*

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*Item # 3 - March 13th Board Meeting*

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*Item # 4 - Pete Supko - Student Data Updates*

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*Item # 5 - Digital LED Sign*

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*Item # 6 - Title IX and Policy 104 Update*

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*Item # 7 - EXECUTIVE SESSION - Personnel*

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MISSION STATEMENT: The Mission of the Susquehanna Community School District is to provide a safe, inclusive educational environment that will inspire students to develop the knowledge, skills, and abilities necessary to become contributing members of society.

VISION STATEMENT: The Vision of the Susquehanna Community School District is to educate all students in a safe, healthy environment to think with reflection, act with compassion, and lead with honor and integrity through the collaboration of highly qualified teachers, families, and the community.

# SUSQUEHANNA COMMUNITY SCHOOL DISTRICT



## AGENDA



School Board Meeting  
February 21, 2024  
7:00 P. M.  
Elementary Gym

**INFORMATION SESSION – 2/19/2024 - 7:00 P. M.**

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Pledge of  
Allegiance

Call meeting  
to order:

PRESIDENT AMANDA COOK

Type of  
Meeting:

MONTHLY MEETING

Secretary:

EVELYN COTTRELL

ROLL CALL  
OF SCHOOL  
BOARD  
MEMBERS:

JENNIFER BIXBY  
AMANDA COOK, PRESIDENT  
ANNE COOK  
EVELYN COTTRELL, SECRETARY  
JORDAN DOWNTON, TREASURER  
KRISTEN LAWRENCE, VICE PRESIDENT  
OSCAR MILLER  
RACHAEL THOMAS  
AUDREY WATERMAN

## AGENDA TOPICS

1. Approve Minutes of the **January 17, 2024** meeting as presented.

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2. File the Treasurer's Report as presented.

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3. Approve the General Fund Bills as presented.

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4. Approve the Food Service Report as presented.

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5. File the Activity Fund and Athletic Fund reports as presented.

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6. Reading of correspondence.

a.

b.

c.

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7. Report of the Title I, Title VI, Vocational Education, and Strategic Plan.

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8. Report of District Personnel:

**John Rushefski:**

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**Julie Gallo:**

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**Brent Soden:**

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**Pete Supko:**

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**Gary Kiernan:**

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**Elizabeth Shivock:**

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**Tom Ballard:**

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**Union Representative:**

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9. Public Comment Period.

**This is the time to address the Board of Education on Agenda Items or any other issues.**

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## **NEW BUSINESS**

10. Consider granting permission for John Rushefski, Superintendent, to tentatively hire pending Board Approval for any vacancies between February 22, 2024, and March 12, 2024.

**We recommend approval:**

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11. Consider granting permission to the Business Office to pay bills that may occur between February 22, 2024, and March 12, 2024.

**We recommend approval:**

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12. Consider granting permission for the Business Office to solicit bids for the general maintenance, technology education, sports, and computer supplies for the 2024-2025 school year.

**We recommend approval:**

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13. Consider granting permission for Mr. John Rushefski, Superintendent of Schools, to file federal and state program applications for the 2024-2025 school year.

**We recommend approval:**

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14. Consider appointing Mr. John Rushefski as the District Coordinator for Title IX and updating Policy 104 to reflect change in contact information.

**We recommend approval:**

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15. Consider approving the proposed NEIU Budget of \$6,105,584 for the 2024-2025 school year.

**Estimated SCSD contribution - \$7,533.84.**

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16. Consider 2024/2025 Portrait Renewal with The Barksdale Group.

We recommend approval:

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17. Consider approving the following Policies:

- a. 217 - Graduation
- b. 254 - Educational Opportunity for Military Children

We recommend approval:

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18. Consider posting for a Full Time Administrative Assistant Business/District Office Management Team position.

We recommend approval:

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19. Consider approving the following volunteers pending approved clearances on file:

- a. John Creamer - Varsity Softball
- b. Tristan Tarbox - JH Football
- c. Sean Hennessey - Varsity Baseball

We recommend approval:

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20. Consider hiring the following positions pending approved clearances on file:

- a. Chris Maby - JH Head Baseball Coach - 2024 & 2025 seasons
- b. Jack Downton, JH Asst. Baseball Coach - 2024 & 2025 seasons
- c. Paeten Swanson - JH Softball Coach - 2024 & 2025 seasons
- d. Brett Deakin - Scorekeeper - Varsity Baseball - 2024 & 2025 seasons
- e. Kyle Cook - Substitute Bookkeeper/Clock - JH B/G Basketball
- f. Will Szili - Substitute Bookkeeper - JH B/G Basketball

We recommend approval:

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21. Consider approving the following Facility Use requests:

- a. Blue Ridge Youth Soccer - Elementary LGI Room/Flowers Distribution - April 3rd.
- b. PA Game Commission - HS Cafeteria - Hunter Education Course - April 20th.

We recommend approval:

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22. Consider approving the following board requests:

- a. Pete Supko to attend a STEELS lunch and learn at IU 19 on March 7th - No cost.
- b. Mr. Wowk and Ms. Sussman to host field trip at the Slanted Art Gallery on March 8th.
- c. Susquehanna County Life Skills Prom at SCHS on May 17th.
- d. Basketball Cheerleaders to compete in Millionaire Magic Cheer Festival on March 3rd.
- e. Mrs. McCloskey and students to attend the Friend to Fiend workshop at the NEIU on February 21st. - Cost - substitute.
- f. Class of 2025 to hold Prom at Montdale Country Club on May 11th.
- g. Ms. Draim to take students to the Pennsylvania Music Educators Association District 9 Chorus Fest on March 15th at Honesdale High School, and Pennsylvania Music Educators Association District 9 Band Fest on May 3rd at Tunkhannock Area. Cost - \$50.00/per student and transportation.
- h. Ms. Elizabeth Shivock to attend a training at NEIU 19 for Gifted Network Training.
- i. Student Council to host a Blood Drive on April 2nd.

We recommend approval:

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23. Consider approving the attached list of fundraisers

We recommend approval:

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24. All Other Agenda Items.

25. Motion to adjourn.

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**Susquehanna Community School District  
Board of Education Treasurer's Report**

**Month End December 2023**

**General Fund Account:**

Beginning Balance	\$ 6,322.85
Deposits	\$ 2,427,429.61
Debits	\$ 2,085,965.76
Interest	\$ 1,186.75
Ending Balance	\$ 348,973.45

**Money Market Account:**

Beginning Balance	\$ 9,574,213.18
Deposits	\$ 2,653,547.48
Debits	\$ 2,446,048.43
Interest	\$ 22,728.33
Ending Balance	\$ 9,804,440.56

**Food Service Account:**

Beginning Balance	\$ 539,841.12
Deposits	\$ 7,398.75
Debits	\$ 35.00
Interest	\$ 1,847.69
Ending Balance	\$ 549,052.56

**Memorial Scholarship Account:**

Beginning Balance	\$ 136.17
Deposits	\$ -
Debits	\$ -
Interest	\$ -
Ending Balance	\$ 136.17

**Athletic/Activity Fund:**

Beginning Balance	\$ 224,002.96
Deposits	\$ 40,264.23
Debits	\$ 21,419.14
Interest	\$ 802.28
Ending Balance	\$ 243,650.33

Respectfully Submitted, Jordon Downton; Treasurer: Susquehanna Community School District Board of Education.



## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Dates: 12/01/2023 - 12/31/2023

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
0000043110	12/01/2023	BATTAGLIAS SPORTING GOODS	FOOTBALL CHEER - WARMUPS		2,200.00
0000043111	12/01/2023	CARDMEMBER SERVICE	BOYS BASKETBALL - REIMB GF	HS MAINT SUPPLIES	3,841.59
0000043112	12/01/2023	CDW-G	ACRONIS RENEWAL		1,000.00
0000043113	12/01/2023	CENTRAL SUSQUEHANNA INTERMEDIATE UNIT	FINANCIAL SYSTEM - BIDDING CONVERSION		679.00
0000043114	12/01/2023	DELTA DENTAL OF PENNSYLVANIA	DENTAL INSURANCE		8,773.11
0000043115	12/01/2023	ELK LAKE SCHOOL DISTRICT	SPECIAL ED 22/23 BILLING	SPEC ED 22/23 BILLING	8,174.18
0000043116	12/01/2023	EPS OPERATIONS LLC	23/24-1ST GRADE WRITING PAPER		180.48
0000043117	12/01/2023	FRASER	ELEM COPIERS	HS COPIERS	1,127.00
0000043118	12/01/2023	GLOVER, GABRIELLE	COACHES TRAINING		95.00
0000043119	12/01/2023	GORDON, TOM	HEALTH INSURANCE REIMB		100.00
0000043120	12/01/2023	GUYETTE COMMUNICATIONS	PHONE SYSTEM REPAIR		287.50
0000043121	12/01/2023	HALLSTEAD SANITARY SERVICE	CONTRACTED SERVICE		250.00
0000043122	12/01/2023	HELLER'S GAS - LAKE ARIEL	PROPANE FOR NEW TANKS		2,389.13
0000043123	12/01/2023	HOBY	HOBY LEADHERSHIP FEE		295.00
0000043124	12/01/2023	INDUSTRIAL ELECTRONICS INC.	RADIO REPAIRS		38.65
0000043125	12/01/2023	J & J SPRINGS	HS WATER COOLER		56.00
0000043126	12/01/2023	KADES MARGOLIS CORPORATION	SECTION 125		24.00
0000043127	12/01/2023	KELLY SERVICES INC	SUB TEACHERS/AIDES - ELEM	HS SUBSTIUTE TEACHERS	5,428.79
0000043128	12/01/2023	LEWIS BUSSING INC	BUS CONTRACTOR		20,246.28
0000043129	12/01/2023	THE MEADOWS PSYCHIATRIC CENTER	ACADEMIC INSTRUCTION - MEADOWS PSYCHIATRIC CTR		210.00
0000043130	12/01/2023	MET LIFE - GROUP BENEFITS	LIFE INSURANCE		1,755.62

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

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000043131	12/01/2023	MILLER OSCAR OR JENNIFER BIXBY	BUS CONTRACTOR		14,422.75
0000043132	12/01/2023	NORRIS DEBRA	BUS CONTRACTOR		547.84
0000043133	12/01/2023	NORTHERN TIER INDUSTRY & CONSORTIUM	CAREER DEVELOPMENT/TRAINING FOR 23/24 SCHOOL YEAR		1,084.17
0000043134	12/01/2023	NEIU	23/24 - ELEM HANDBOOKS		0.00
0000043135	12/01/2023	NEW MILFORD HARDWARE INC	GROUPS MAINT	ELEM MAINT	199.62
0000043136	12/01/2023	PENNSYLVANIA PAPER & SUPPLY CO	ELEM MAINT REPAIRS	HS MAINT REPAIRS	1,346.28
0000043137	12/01/2023	PYRAMID SCHOOL PRODUCTS	Crayons - Classpack - 8 colors - Standard - Crayola		1,496.10
0000043138	12/01/2023	SCEA	DED: UNION DUES - Full Payroll Pay Date: 12/1/2023		3,508.74
0000043139	12/01/2023	ROBBINS, STACY	BUS CONTRACTOR		1,494.83
0000043140	12/01/2023	SCHNEIDER'S MARKET	HOME EC	BOARD SUPPLIES	276.98
0000043141	12/01/2023	SPECIALIZED EDUCATION OF PENNSYLVANIA INC	STUDENT SERVICES - GRAHAM ACAD		22,943.75
0000043142	12/01/2023	SODEN BRENT	PBIS REIMB	TRAVEL - HS PRINCIPAL	157.54
0000043143	12/01/2023	STANDING STONE CONSULTING INC	PCCD SAFE SCHOOLS GRANT - SECURITY OFFICER		1,415.12
0000043144	12/01/2023	SURVEILLANCE-247 LLC	CAMERAS FOR BUSES		1,790.00
0000043145	12/01/2023	WEEKLY GROUP NEWSPAPER	SUBSCRIPTION RENEWAL		45.00
0000043146	12/01/2023	SUSQUEHANNA FAMILY HEALTH CLINIC	SPORTS PHYSICALS	SCHOOL PYSICALS - SCOLIOSIS & MANDATORY	1,650.00
0000043147	12/01/2023	SUSQUEHANNA FIRE DEPARTMENT INC	AMBULANCE FOR SPORTING EVENTS		1,000.00
0000043148	12/01/2023	SWANSON RAYMOND/NIKKI	BUS CONTRACTOR		12,344.55
0000043149	12/01/2023	HAILEY SYLVESTER	BUS CONTRACTOR - FOR OWN CHILDREN		524.16

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000043150	12/01/2023	TOMPKINS LAWRENCE	REIMBURSEMENT - SCOREBOOKS		237.85
0000043151	12/01/2023	VAIL LISA	TRUANT OFFICER		508.62
0000043152	12/01/2023	VIETRI, JOSEPH	BUS CONTRACTOR		1,300.21
0000043153	12/01/2023	WILSON LANGUAGE TRAINING CORP	Student Dictation Notebooks		44.00
0000043154	12/15/2023	AGPARTS WORLDWIDE, INC.	DELL CHROMEBOOK 3400 LCD		124.75
0000043155	12/15/2023	ANSWER PEST CONTROL LLC	CONTRACTED SERVICE - HS	CONTRACTED SERVICE - ELEM	165.00
0000043156	12/15/2023	BALDWIN, BRYCE	COACHES TRAINING		95.00
0000043157	12/15/2023	HERFF JONES, INC.	Class Night Awards		443.20
0000043158	12/15/2023	BARNES KASSON HOSPITAL	OT - OCTOBER 2023		3,752.50
0000043159	12/15/2023	CASCADE SCHOOL SUPPLIES	Quadrille Paper - 1/4		3,240.10
0000043160	12/15/2023	COLLEGE BOARD	PSA		496.80
0000043161	12/15/2023	COOPER ELECTRIC	HS MAINT SUPPLIES	ELEM MAINT SUPPLIES	660.00
0000043162	12/15/2023	DECKER INC	ELEM MAINT SUPPLIES	HS MAINT SUPPLIES	359.15
0000043163	12/15/2023	DOOLEY, ALYSSA	ARP ESSER 7% - COUNSELING SERVICES		285.00
0000043164	12/15/2023	FLINN SCIENTIFIC INC.	PO 134 - BALANCE DUE - LAST OF ITEMS ON PO		26.18
0000043165	12/15/2023	FORWARD BUSINESS SOLUTIONS	DRP		250.00
0000043166	12/15/2023	FRASER	HS COPIERS	ELEM COPIERS	682.00
0000043167	12/15/2023	FRASER ADVANCED INFORMATION SYSTEMS	TONER - FUEL CHARGE	TONER - FUEL SURCHARGE	15.00
0000043168	12/15/2023	HELLER'S GAS - LAKE ARIEL	PROPANE FOR NEW TANKS		2,402.03
0000043169	12/15/2023	HINDS OIL COMPANY	FUEL VEHICLES		32.90
0000043170	12/15/2023	INDUSTRIAL ELECTRONICS INC.	RADIOS		840.00

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0000043171	12/15/2023	INTERIM HOME HEALTH CARE INC	STUDENT SERVICES - INTERIM HOME HEALTH CARE		817.00
0000043172	12/15/2023	J & J SPRINGS	ELEM WATER COOLER		19.00
0000043173	12/15/2023	KELLY BRIAN T CPA	AUDITOR FEES BILLING #5 23/24		6,000.00
0000043174	12/15/2023	KELLY SERVICES INC	ELEM SUB TEACHERS		3,291.18
0000043175	12/15/2023	L.J. BOGUMIL INC.	CONTRACTED SERVICE - ELEM	CONTRACTED SERVICE - HS	0.00
0000043176	12/15/2023	LEWIS BUSSING INC	BUS CONTRACTOR		20,246.28
0000043177	12/15/2023	MARK'S PLUMBING PARTS	ELEM MAINT SUPPLIES		124.92
0000043178	12/15/2023	MILLER OSCAR OR JENNIFER BIXBY	BUS CONTRACTOR		14,422.75
0000043179	12/15/2023	MONTROSE AREA SCHOOL DISTRICT	FOSTER STUDENT TRANSPORTATION		4,722.55
0000043180	12/15/2023	MCCLOSKEY KELLY	REIMBURSEMENT - HS SCREENCASTIFY		42.00
0000043181	12/15/2023	NORRIS DEBRA	BUS CONTRACTOR		547.84
0000043182	12/15/2023	N.E.I.U. 19 - SP ED DISTRICT	SPEC ED 23/24 33% BILLING		96,290.98
0000043183	12/15/2023	NEIU #19 MIS DEPARTMENT	PO 162 - ELEM HANDBOOKS		360.00
0000043184	12/15/2023	GENERAL FUND OF NEIU	NEIU ARTS PROGRAM		1,600.00
0000043185	12/15/2023	NATIONAL ARCHERY IN THE	Archery Equip/Supplies		1,867.00
0000043186	12/15/2023	NEW STORY LLC	STUDENT SERVICES - NEW STORY		11,536.00
0000043187	12/15/2023	NEPA PUBLIC SCHOOLS HEALTH CARE CONSORTIUM	HEALTH INSURANCE DEC 2023	HEALTH INSURANCE NOV 2023	257,719.16
0000043188	12/15/2023	PAVELSKI, KRISTY	ARP ESSER 7% - Counseling Services		304.00
0000043189	12/15/2023	PENN STATE INDUSTRIES	Industrial Art Supplies		163.25
0000043190	12/15/2023	PAWC	ELEM FIRE SERV		124.47
0000043191	12/15/2023	PENNSYLVANIA AMERICAN WATER	HS FIRE SERV		124.47

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0000043192	12/15/2023	PREGNAR TRAVIS	TUITION REIMBURSEMENT HS		708.76
0000043193	12/15/2023	SCEA	DED: UNION DUES - Full Payroll Pay Date: 12/15/2023		3,508.74
0000043194	12/15/2023	REEDS GENERATOR SERVICE LLC	ANNUAL GENERATOR MAINTENANCE		645.00
0000043195	12/15/2023	ROBBINS, STACY	BUS CONTRACTOR		1,494.83
0000043196	12/15/2023	SCHNEIDER'S MARKET	HOME EC	LIFE SKILLS	573.55
0000043197	12/15/2023	SCREEN IT	ELEM 5/6 GBB JERSEY #S		10.00
0000043198	12/15/2023	SODEN BRENT	REIMBURSEMENT - QTR 1 REWARDS		270.00
0000043199	12/15/2023	STANDING STONE CONSULTING INC	PCCD SAFE SCHOOLS GRANT - SECURITY OFFICER		1,832.74
0000043200	12/15/2023	SUSQUEHANNA FIRE DEPARTMENT INC	TAXES - C. BENSON GARAGE		1,289.58
0000043201	12/15/2023	SWANSON RAYMOND/NIKKI	BUS CONTRACTOR		12,344.55
0000043202	12/15/2023	HAILEY SYLVESTER	BUS CONTRACTOR		524.55
0000043203	12/15/2023	SZILI WILLIAM	ONLINE CPR CLASS		75.00
0000043204	12/15/2023	COUNTY TRANSCRIPT	ADVERTISING		10.00
0000043205	12/15/2023	VAIL LISA	TRUANT OFFICER		508.62
0000043206	12/15/2023	VIETRI, JOSEPH	BUS CONTRACTOR - OWN CHILDREN		1,300.21
0000043207	12/15/2023	VIRTUAL DRIVE MANAGEMENT	DRIVER'S EDUCATION		1,056.00
0000043208	12/15/2023	VLN PARTNERS LLP	DISTRICT CHARTER		6,425.00
* CBIZ001201	12/01/2023	SECURITY BENEFIT	DED: FLEX SPENDING - Full Payroll Pay Date: 12/1/2023		448.32
* CBIZ001215	12/15/2023	SECURITY BENEFIT	DED: FLEX SPENDING - Full Payroll Pay Date: 12/15/2023		448.32
* PAYROLL071	12/01/2023	S.C.S.D . NET PAYROLL	PR 12/1/2023		241,331.97
* PAYROLL072	12/01/2023	INTERNAL REVENUE SERVICE	SSEE 12/1/2023		21,821.28

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
* PAYROLL073	12/01/2023	INTERNAL REVENUE SERVICE	MCEE 12/1/2023		5,103.34
* PAYROLL074	12/01/2023	INTERNAL REVENUE SERVICE	SMER 12/1/2023		26,924.62
* PAYROLL075	12/01/2023	INTERNAL REVENUE SERVICE	FED 12/1/2023		34,627.81
* PAYROLL076	12/01/2023	PA DEPARTMENT OF REVENUE	PA STATE 12/1/2023		10,798.62
* PAYROLL077	12/15/2023	S.C.S.D . NET PAYROLL	PR 12/15/2023		208,860.01
* PAYROLL078	12/15/2023	INTERNAL REVENUE SERVICE	SSEE 12/15/2023		18,945.98
* PAYROLL079	12/15/2023	INTERNAL REVENUE SERVICE	MCEE 12/15/2023		4,430.90
* PAYROLL080	12/15/2023	INTERNAL REVENUE SERVICE	SMER 12/15/2023		23,376.88
* PAYROLL081	12/15/2023	INTERNAL REVENUE SERVICE	FED 12/15/2023		29,310.84
* PAYROLL082	12/15/2023	PSERS	RET EE 12/15/2023		48,786.23
* PAYROLL083	12/15/2023	PA DEPARTMENT OF REVENUE	PA STAT 12/15/2023		9,381.31
* PAYROLL086	12/15/2023	PUBLIC SCHOOL EMPLOYEES'	EMPLOYER SHARE RET 12/15/2023		657,499.24
* TSA0001201	12/01/2023	TSA CONSULTING GROUP	DED: 403B - Full Payroll Pay Date: 12/1/2023	DED: 403B ROTH - Full Payroll Pay Date: 12/1/2023	4,966.68
* TSA0001215	12/15/2023	TSA CONSULTING GROUP	DED: 403B - Full Payroll Pay Date: 12/15/2023	DED: 403B ROTH - Full Payroll Pay Date: 12/15/2023	5,006.48
* VADC001201	12/01/2023	VOYA	DED: Addl Retirement - Full Payroll Pay Date: 12/1/2023		148.80
* VADC001215	12/15/2023	VOYA	DED: Addl Retirement - Full Payroll Pay Date: 12/15/2023		148.80
* VOYA001201	12/01/2023	VOYA	Purpose: EE RETD Full Payroll Pay Date: 12/1/2023	Purpose: ER RETD Full Payroll Pay Date: 12/1/2023	3,887.86
* VOYA001215	12/15/2023	VOYA	Purpose: EE RETD Full Payroll Pay Date: 12/15/2023	Purpose: ER RETD Full Payroll Pay Date: 12/15/2023	2,164.49

\* - 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: 12/01/2023 - 12/31/2023

Payment Categories: Regular Checks, Non-negotiable Disbursements, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards  
Sort: Payment Number

10 - GENERAL FUND	1,950,677.81
Grand Total All Funds	1,950,677.81
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	0.00
Grand Total Manual Checks	(12,162.50)
Grand Total Other Disbursement Non-negotiables	1,358,418.78
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	604,421.53
Grand Total All Payments	1,950,677.81

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

MONTHLY FOOD SERVICE REPORT

MONTH-END DECEMBER 2023

OPERATING BEGINNING CASH BALANCE PER BOOKS \$ 539,841.12 (a)

ADD SOURCES OF REVENUE:

<u>FS GENERAL DEPOSITS</u>	<u>\$ 7,398.75</u>
<u>INT</u>	<u>\$ 1,847.69</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>

TOTAL \$ 9,246.44 (b)

LESS EXPENDITURES:

<u>NUTRITION GROUP</u>	<u> </u>
<u>FEE</u>	<u>\$ 35.00</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>
<u> </u>	<u>\$ -</u>

TOTAL \$ 35.00 (c)

FUNDS REMAINING PER BOOKS (a + b - c) \$ 549,052.56



**SCSD ACTIVITY FUND ACCOUNT- DECEMBER 2023**

	<b>ACCOUNT</b>	<b>BALANCE</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>BALANCE</b>
100	BOYS BASKETBALL FUND	\$ 2,373.32	\$ 290.00	\$ 501.83	\$ 2,161.49
101	ELEMENTARY WRESTLING	\$ 5,996.03			\$ 5,996.03
102	JUNIOR HIGH GIRLS BASKETBALL	\$ 1,010.24			\$ 1,010.24
103	JUNIOR HIGH BOYS BASKETBALL	\$ 17.53			\$ 17.53
104	GIRLS BASKETBALL FUND	\$ 3,508.69	\$ 52.00	\$ 1,008.67	\$ 2,552.02
105	FOOTBALL FUND	\$ 5,621.03			\$ 5,621.03
106	BASEBALL FUND	\$ 1,590.60			\$ 1,590.60
108	GIRLS SOFTBALL FUND	\$ 2,398.19			\$ 2,398.19
111	GIRLS VOLLEYBALL FUND	\$ 3,059.69			\$ 3,059.69
112	CONSOLIDATED BASKETBALL	\$ 4,162.84	\$ 2,978.00	\$ 574.54	\$ 6,566.30
113	5TH & 6TH GRADE GIRLS' BASKETBALL	\$ 1,733.84			\$ 1,733.84
114	ENVIROTHON	\$ 619.15			\$ 619.15
116	TRACK	\$ 1,096.23			\$ 1,096.23
118	5TH & 6TH GRADE BOYS BASKETBALL	\$ 859.14			\$ 859.14
199	SABERS SIGN	\$ 2,500.00			\$ 2,500.00
200	LIFE SKILLS PROM	\$ 697.72			\$ 697.72
201	ARCHERY	\$ 2,409.63			\$ 2,409.63
202	PLAYGROUND PROJECT	\$ 465.65			\$ 465.65
203	INSPIRATION LAB	\$ 30,748.42		\$ 17.98	\$ 30,730.44
204	DRAMA	\$ 13,670.00			\$ 13,670.00
205	ELEM. LIFE SKILLS	\$ 119.00			\$ 119.00
207	MOCHA MOOSE	\$ 244.93			\$ 244.93
209	STUDENT COUNCIL	\$ 8,557.12	\$ 324.50	\$ 118.40	\$ 8,763.22
210	COACHES VS. CANCER	\$ 630.10			\$ 630.10
211	BAND	\$ 10,708.42			\$ 10,708.42
212	CHEER COMPETITION	\$ 836.34			\$ 836.34
213	FOOTBALL CHEERLEADERS	\$ 2,765.46		\$ 52.86	\$ 2,712.60
214	BASKETBALL CHEERLEADERS	\$ 1,296.76		\$ 37.19	\$ 1,259.57
215	SABERS	\$ 9,381.97		\$ 94.95	\$ 9,287.02
216	YEARBOOK	\$ 3,502.20		\$ 223.63	\$ 3,278.57
222	ATHLETIC & ACTIVITY BOOSTER	\$ 32,337.71	\$ 208.00	\$ 1,385.31	\$ 31,160.40
223	ART CLUB	\$ 1,897.16			\$ 1,897.16
299	ART & SOLE TRAVEL	\$ 490.11	\$ 1,308.02	\$ 460.00	\$ 1,338.13
334	CLASS OF 2024	\$ 13,315.13	\$ 2,683.50	\$ 609.00	\$ 15,389.63
335	CLASS OF 2025	\$ 2,617.63	\$ 424.00	\$ 75.14	\$ 2,966.49
336	CLASS OF 2026	\$ 2,002.13			\$ 2,002.13
336 B	CLASS OF 2026 - FIELD TRIP	\$ 22,646.11	\$ 2,650.00	\$ 2,484.84	\$ 22,811.27
337	CLASS OF 2027	\$ 3,302.06	\$ 860.00	\$ 77.54	\$ 4,084.52
338	CLASS OF 2028	\$ 4,744.63	\$ 2,329.20		\$ 7,073.83
339	CLASS OF 2029	\$ 2,426.53			\$ 2,426.53
340	CLASS OF 2030	\$ 4,839.27		\$ 1,020.04	\$ 3,819.23
341	CLASS OF 2031	\$ 6,338.38		\$ 2,682.36	\$ 3,656.02
342	CLASS OF 2032	\$ 2,379.70	\$ 4,178.89	\$ 1,520.64	\$ 5,037.95
343	CLASS OF 2033	\$ 52.00			\$ 52.00
344	CLASS OF 2034	\$ 77.00			\$ 77.00
345	CLASS OF 2035	\$ -			\$ -
346	CLASS OF 2036	\$ -			\$ -

**SCSD ACTIVITY FUND ACCOUNT- DECEMBER 2023**

	<b>ACCOUNT</b>	<b>BALANCE</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>BALANCE</b>
347	CLASS OF 2037				\$ -
401	LIBRARY	\$ 1,550.37			\$ 1,550.37
504	SPANISH CLUB	\$ 242.22			\$ 242.22
506	COFFEE CART	\$ (136.41)	\$ 48.69	\$ 207.72	\$ (295.44)
510	ATHLETIC IMPROVEMENT ACCT	\$ 944.01			\$ 944.01
701	SCSD CONSOLIDATED ACCTS.	\$ 8,072.39	\$ 2,502.28		\$ 10,574.67
	<b>TOTALS</b>	<b>\$ 232,718.37</b>	<b>\$ 20,837.08</b>	<b>\$ 13,152.64</b>	<b>\$ 240,402.81</b>

1	<b>GENERAL ATHLETIC ACCOUNT</b>	<b>\$ 3,663.05</b>	<b>\$ 5,723.00</b>	<b>\$ 2,674.83</b>	<b>\$ 6,711.22</b>
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**MEMORIAL SCHOLARSHIP FUND**

BALANCES AS OF 12/31/2023

		<b>BEGINNING BALANCE</b>	<b>RECEIPTS</b>	<b>PAYMENTS</b>	<b>BALANCE</b>
601	S.C. BUTTON MEMORIAL	\$149.24			\$149.24
603	WM. NAGORNEY MEMORIAL	\$1,810.23			\$1,810.23
604	R. MAXFIELD MEMORIAL	\$130.44			\$130.44
609	C. BROWNELL MEMORIAL	\$3,591.89			\$3,591.89
610	TONY ALIANO MEMORIAL	\$7,649.87			\$7,649.87
616	WILLIAM MESS MEMORIAL	\$8,621.63			\$8,621.63
	<b>SUB-TOTAL</b>	<b>\$21,953.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$21,953.30</b>
	SCSD AMOUNT	\$19,000.00			\$19,000.00
	<b>TOTALS</b>	<b>\$40,953.30</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$40,953.30</b>



SUSQUEHANNA COMMUNITY SCHOOL DISTRICT  
3192 TURNPIKE STREET  
SUSQUEHANNA, PA 18847

### **Board of Education Report**

February 21, 2024

Brent Soden, HS Principal

#### Senior Mock Interviews

Our seniors will take part in two mock interviews on February 13. Mr. Tompkins has arranged for four individuals, from various industry partners, to dedicate a day to running our seniors through the paces.

#### Student Council Semi-Formal

Our Student Council members are hard at work preparing to host the annual Semi-Formal Dance on February 17, 2024. This dance will be chaperoned by SCSD employees who volunteer their time.

#### Regional Band

Congratulations to Alex Hall for being called up to attend Regional Band! As a member of Regional Band, Alex will now be able to audition for State Band.

#### Mental Health Expansion Request

A formal request was submitted to expand the district's Community and School Based Behavioral Health services. Currently, Scranton Counseling provides this service within the district with one Master's level and two Bachelor's level mental health professionals. While the request was made to double the district's team, it is fully expected that this request will be denied. However, we are hopeful to be approved for a lesser expansion.

#### Dual Enrollment

1. Dual Enrollment Grant - The \$59,000 dual enrollment grant was officially approved ten months after it was submitted. The district is now able to pay Lackawanna College for the full tuition costs of every 11th and 12th grader taking dual enrollment credits.
2. Johnson College Dual Enrollment Agreement - After working with Johnson College to identify potential Susquehanna courses that would qualify for credit at Johnson College, it has been determined that a dual enrollment agreement with the college would not be beneficial at this time. Lackawanna College and Johnson College have a reciprocal agreement in place; therefore, a partnership with Johnson College would not expand our dual enrollment offerings.

#### Mobile Energy Learning Unit

The Jr. High will host the Mobile Energy Learning Unit sponsored by the local natural gas companies. Students will spend ninety minutes rotating through the associated stations on February 22.

#### Northeast Highway Safety Program

Our 10th, 11th and 12th grade students will attend a safe driving presentation that is being put on as part of the Northeast Highway Safety Program. This program is being offered at no charge to

schools. This program will focus on making smart decisions behind the wheel and will focus heavily on distracted driving.

#### Youth Advisory Meeting

The second Youth Advisory meeting will take place on February 27. Youth Advisory is a meeting held between the Nutrition Group and a delegation of students to provide feedback on the cafeteria choices offered.

#### PSAT 9

The Guidance Department will be hosting a practice SAT test for all 9th grade students on March 4. This experience will take place during the school day.

#### Girls on Fire Field Trip

Mrs. Carpenter will be taking twenty, 9th grade girls to Johnson College's Girls on Fire program on March 6. This field trip exposes girls to the opportunities available at Johnson College; including: HVAC, Carpentry, Electrical Engineering, Architectural Drafting, Computer Info. Technology and Electrical Construction.



# Julie Gallo - Elementary Principal

SUSQUEHANNA COMMUNITY SCHOOL DISTRICT

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## February 2024 Board Report

### Second Quarter

- ❖ **Attendance** - 256 students with good attendance (less than 5% of 90 days missed) received a certificate and 5 TRACK points for the school store. 20 students received a certificate and 5 TRACK points for improved attendance.
- ❖ **Reading Achievement Awards** were given to students who earned an A average (93-100) for the second quarter. 74 students received this award.
  - 1st Grade - 21 students
  - 2nd Grade - 28 students
  - 3rd Grade - 5 students
  - 4th Grade - 12 students
  - 5th Grade - 3 students
  - 6th Grade - 5 student
- ❖ **Honors** - 92 students in grades four through six achieved one of our three Honor Roll statuses.
  - Merit Roll (85 - 89.99) - 34 students
  - Honor Roll (90 - 92.99) - 23 students
  - Highest Honors (93-100) - 35 students
- ❖ **Parent/Teacher Conferences**
  - Parent/Teacher Conferences were held February 2nd. We had 528 conferences scheduled with an attendance rate of 82%.

### Lackawanna College Men's Basketball Team Visit

On January 19th, Mr. Fallon had his Lackawanna College Men's Basketball Team come to the school and play basketball with the students throughout the day. The older students were learning about basketball in gym classes. Our students and the basketball players both enjoyed this opportunity.

## **PBIS Quarter 2 - Winter Wonderland Blowout**

On January 30th, students and staff in grades K4 through 2nd enjoyed playing outside. Some students chose to buy the use of a sled through our school store while others enjoyed playing in the snow. All students came inside for hot cocoa with some students choosing to purchase marshmallows and candy canes for their cocoa using their points. Everyone had an amazing time. It was fabulous to see the huge smiles on their faces and their creativity playing in the snow. Students in grades 3 through 6 will have their opportunity the next time we have enough snow for sledding.

## **Wacky Science Assembly**

On February 12th the students in grades K5-6 participated in a Wacky Science assembly. This interactive assembly focused on the Scientific Method and a variety of other Science concepts while being lots of fun for the students.

## **Winter Benchmark Data**

- ❖ The Winter benchmarking in grades K5-6 in reading and math was completed. This data was used to form new intervention groups and for classroom teachers to determine student needs.
  - **Reading:** 54% of our students met or exceeded the winter reading benchmark goal. 16% of our students were strategic which means they scored a bit below the goal. 30% of our students were intensive which means they scored quite a bit below the goal and require intensive interventions in order to meet grade-level goals. These percentages are an improvement from last year's winter benchmark data.
  - **Math:** 53% of our students met or exceeded the winter math benchmark goal. 14% of our students were strategic which means they scored a bit below the goal. 33% of our students were intensive which means they scored quite a bit below the goal and require intensive interventions in order to meet grade-level goals. These numbers are similar to last year's winter benchmark data.

## **Federal Programs**

- ❖ I updated the progress toward our goals in the Title I School Wide Plan. This involved analyzing benchmark data in reading, writing narratives to explain the data, and uploading the data into the system.
- ❖ Our Title programs are being monitored this year. Mr. Kiernan and I have been answering questions and submitting evidence through Fed Monitor. This part must be completed by the end of March. A monitor will then review everything that we submitted and give us feedback and a report on our compliance.
- ❖ I am working on the ESSER PIMS report that is due the beginning of March. This involves reporting our ESSER expenditures for 2022-2023 and our projected expenditures for 2023-2024. This report also includes information on student population served in each category broken down by economically disadvantaged, special education, and race. Mr. Kiernan and Mrs. Terpstra provide the financial information to me for this report.



SUSQUEHANNA COMMUNITY SCHOOL DISTRICT  
3192 TURNPIKE STREET  
SUSQUEHANNA, PA 18847

**Board of Education Report**  
February 21, 2024  
Pete Supko, Curriculum Coordinator

- I am working on the following PIMS submissions:
  - Winter Keystone Reporting
    - We did not give the Winter Keystone this year
      - All students in Math and ELA are in classes that will help improve their scores and will take the Keystone Algebra I and Literature in the Spring
    - Access for ELL's (English Language Learners) Accountability
      - We do not have any ELL students this year
    - PVAAS Staff Student Subtest
      - It is the creation of unverified, pre-populated teacher-student rosters for PVAAS Roster Verification. Draft rosters created in PIMS give LEAs a head start in verifying rosters by removing as much of the teacher- and administrator-centric data entry work and time as possible. All staff data has been updated and submitted.
- I attended the Data Quality Network (DQN) meeting on 1/17/24. Discussion topics included PVAAS and Course submissions for both students and teachers. Our next meeting is scheduled for Wednesday 1/21/24.
- I began working on the CRDC (Civil Rights Data Collection) for the 21/22 school year. This collection is required every two years. I have been reading up on the CRDC submission to increase my knowledge of it. FOCUS, our SIS, was able to pull a lot of the information needed but it required some manual input for certain categories. This report takes several weeks to complete to ensure all data is correct. The CRDC has been submitted with no errors to report.
- I am working with the administrative team to begin preparing for our March 13 PD on Structured Literacy. In the HS Meghan Truskolaski and Jill Parks (both Reading Specialists) will be presenting on Structured Literacy. We met in early February to develop the PD. In the elementary school, Julie and the two Reading Specialists (Megan Beny and Liza Dooley) will present to the elementary faculty. Several teachers are not required to take this training and will be working on curriculum writing and data analysis. This includes HS Science, Math, and Social Studies teachers, along with Specialists from both buildings. All elementary teachers, ESL-certified teachers, special education teachers, and middle school teachers will be taking the training.



- I continue to work with the Science Curriculum Team to choose a new STEELS curriculum. We are currently on our third curriculum review with one more to go before February ends. One of the leading curriculums is OpenSciEd. Currently, they are building the elementary units with release in the Summer of 2024. OpenSciEd is different from the traditional science curriculum. It is designed for how students learn science best, for figuring out not learning about. It is collaborative not lecture-based. Students also are investigating not confirming vocabulary and facts. It is also highly rated on EdReports. Amplify Science is also being highly considered.
  - I am working with Carly Batzel and John Salinkas to modify their curriculum to incorporate the new STEELS standards. Our March PD will begin this process for HS Chemistry and Biology.
- I worked with Tammy Stone to submit the 339 Guidance Plan in the FRCPP portal. The plan is to be approved every 5 years and was last approved in August of 2020. Additionally, the plan is due in the portal the year after the Comprehensive Plan is due. We have submitted the plan and are awaiting approval and feedback from PDE.

# SUSQUEHANNA COMMUNITY SCHOOL DISTRICT

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Special Education Board Report

February, 2024

Elizabeth Shivock, Special Education Supervisor

- **Extended School Year** will be held this summer June 17 - July 18
  - 19 students determined eligible Grades K - 12
  - Job postings will go up this month
  - 2 classroom programs
  - Paperwork to be completed by the end of February
  
- **Early Intervention** meetings were held to assist students with special needs transition to school age programs
  - Held on February 9, 2024
  - 11 students currently receiving/eligible for early intervention services provided by NEIU that will transition to school age for the start of the 2024-2025 school year
  - 5 students require a classroom program
    - Will coordinate conversations with local Susquehanna County schools to discuss their incoming students and what programs or services may be available or needed
  
- **Professional Development** attended and anticipated for the upcoming month
  - Held at NEIU 19 in Archbald
  - Assistive Technology
    - Annual consideration to determine if students require AT
  - LEA Meeting January 2024
    - Review partial hospitalization process
    - New transition program - STRIVE
  - Gifted Network - Date Change to March 1, 2024
  - TACT-2 Therapeutic Behavior Management - Postponed
    - Decision making during a crisis
    - Appropriate use of consequences
    - Understanding childhood trauma
    - De-escalating emotional situations
    - Improving adult self-awareness

# Memorandum SCSD

**To:** S.C.S.D. Board Members  
**From:** Gary Kiernan, Business Manager  
**Date:** February, 21 2024  
**Re:** Business Office Report

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Greeting to all, hope everyone is doing well.

The Governor announced his 2024-25 proposed state budget. The impact on the district is as follows: Basic Education funding, our largest subsidy will be increasing by \$191,269 to \$8,896,076, special education funding will be increasing by \$35,658 and the Ready to Learn Block Grant will remain at \$192,774. Special Education historically is greatly underfunded. The other State subsidies are reimbursed based on our aide ratio and the amount expended.

Transportation is running smoothly.

The district will be going through a state monitoring of federal Title funds to determine that the district followed spending and procurement regulations as it applies to federal funding. Julie Gallo and myself have been uploading data for the offsite review.

We are early in the budget process. Things are progressing well. Departments are putting together their wish lists. Tom Ballard, Chuck Cuevas and myself will be going through the 24-25 maintenance requisitions where we determine what general maintenance supplies we will need for next school year. There will likely be an increase in most general supplies due to economic inflationary pressures. One area of saving will be for winter salt and related items. Knock on wood it has been a great winter as far as snow/ice goes. We should have a surplus of these items at year end.

2023-24 tax collections have come to an end. Evelyn did a great job, once again, completing the year end reconciliations. No material errors to report. The county will be implementing a credit/debit card usage option for tax payers to pay their school/county taxes online for the upcoming tax year. This will help to streamline tax collecting and give tax payers who choose to pay by card a convenient option for payment. As with all credit/debit transaction, there will be a fee for this option usually in the 2-3% range.

As always, if you should have any questions or concerns on this or anything, stop in the office or give me a call.

Book	Policy Manual
Section	100 Programs
Title	Discrimination/Title IX Sexual Harassment Affecting Staff
Code	104
Status	First Reading
Adopted	February 21, 2007
Last Revised	September 16, 2020

### **Authority**

The Board declares it to be the policy of this district to provide to all persons equal access to all categories of employment in this district, regardless of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability. The district shall make reasonable accommodations for identified physical and mental impairments that constitute disabilities, consistent with the requirements of federal and state laws and regulations.[1][2][3][4][5][6][7][8][9][10][11][12]

The Board also declares it to be the policy of this district to comply with federal law and regulations under Title IX prohibiting sexual harassment, which is a form of unlawful discrimination on the basis of sex. Such discrimination shall be referred to throughout this policy as Title IX sexual harassment. Inquiries regarding the application of Title IX to the district may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the U.S. Department of Education, or both.

The Board directs that the foregoing statement of Board policy be included in each student and staff handbook, and that this policy and related attachments be posted to the district's website.

The Board requires a notice stating that the district does not discriminate in any manner, including Title IX sexual harassment, in any district education program or activity, to be issued to all students, parents/guardians, employment applicants, employees and all unions or professional organizations holding collective bargaining or professional agreements with the district. All discrimination notices and information shall include the title, office address, telephone number and email address of the individual(s) designated as the Compliance Officer and Title IX Coordinator.

### **Reports of Title IX Sexual Harassment and Other Discrimination and Retaliation**

The Board encourages employees and third parties who believe they or others have been subject to Title IX sexual harassment, other discrimination or retaliation to promptly report such incidents to the building principal or building administrator. A person who is not an intended victim or target of discrimination but is adversely affected by the offensive conduct may file a report of discrimination.

If the building principal or building administrator is the subject of a complaint, the complainant or the individual making the report shall direct the report of the incident to the Title IX Coordinator.

The complainant or the individual making the report may use the Discrimination/Sexual Harassment/Retaliation Report Form attached to this policy for purposes of reporting an incident or incidents in writing; however, verbal reports of an incident or incidents shall be accepted, documented and the procedures of this policy and the relevant attachments followed.

## Discrimination

**Discrimination** shall mean to treat individuals differently, or to harass or victimize based on a protected classification including race, color, age, creed, religion, sex, sexual orientation, genetic information, ancestry, national origin, marital status, pregnancy, or handicap/disability.

**Harassment** is a form of discrimination based on the protected classifications listed in this policy consisting of unwelcome conduct such as graphic, written, electronic, verbal or nonverbal acts including offensive jokes, slurs, epithets and name-calling, ridicule or mockery, insults or put-downs, offensive objects or pictures, physical assaults or threats, intimidation, or other conduct that may be harmful or humiliating or interfere with a person's school or school-related work performance, including when:[9]

1. Submission to such conduct is made explicitly or implicitly a term or condition of an employee's status; or
2. Submission to or rejection of such conduct is used as the basis for employment-related decisions affecting an employee; or
3. Such conduct is sufficiently severe, persistent or pervasive that a reasonable person in the complainant's position would find that it unreasonably interferes with the complainant's performance at work or otherwise creates an intimidating, hostile, or offensive working environment such that it alters the complainant's working conditions.

## Definitions Related to Title IX Sexual Harassment

**Formal complaint** shall mean a document filed by a complainant or signed by the Title IX Coordinator alleging Title IX sexual harassment and requesting that the district investigate the allegation under the grievance process for formal complaints. The authority for the Title IX Coordinator to sign a formal complaint does not make the Title IX Coordinator a party in the grievance process for formal complaints. The phrase "document filed by a complainant" refers to a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint.[15][18]

**Supportive measures** shall mean nondisciplinary, nonpunitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed.[18]

**Supportive measures** shall be designed to restore or preserve equal access to the educational program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the educational environment, or to deter sexual harassment. Supportive measures may include, but are not limited to:[18]

1. Counseling or Employee Assistance Program.
2. Extensions of deadlines or other course-related adjustments.
3. Modifications of work or class schedules.
4. Campus escort services.
5. Mutual restrictions on contact between the parties.
6. Changes in work locations.
7. Leaves of absence.
8. Increased security.
9. Monitoring of certain areas of the campus.

Email: jrushefski@scschools.org

Phone Number: 570-853-4921 Ext. 1304

The Compliance Officer and Title IX Coordinator shall fulfill designated responsibilities to ensure adequate nondiscrimination procedures are in place, to recommend new procedures or modifications to procedures and to monitor the implementation of the district's nondiscrimination procedures in the following areas, as appropriate:

1. Review - Review of personnel practices and actions for discriminatory bias and compliance with laws against discrimination to include monitoring and recommending corrective measures when appropriate to written position qualifications, job descriptions and essential job functions; recruitment materials and practices; procedures for screening applicants; application and interviewing practices for hiring and promotions; district designed performance evaluations; review of planned employee demotions, non-renewal of contracts, and proposed employee disciplinary actions up to and including termination.
2. Training - Provide training for supervisors and staff to prevent, identify and alleviate problems of employment discrimination.
3. Resources - Maintain and provide information to staff on resources available to alleged victims in addition to the school complaint procedure or Title IX procedures, such as making reports to the police, available supportive measures such as assistance from domestic violence or rape crisis programs, and community health resources including counseling resources.
4. Reports/Formal Complaints - Monitor and provide technical assistance to individuals involved in managing informal reports and formal complaints.

### **Guidelines**

#### **Title IX Sexual Harassment Training Requirements**

The Compliance Officer and Title IX Coordinator, investigator(s), decision-maker(s), or any individual designated to facilitate an informal resolution process related to Title IX sexual harassment shall receive the following training, as required or appropriate to their specific role:

1. Definition of sexual harassment.
  2. Scope of the district's education program or activity, as it pertains to what is subject to Title IX regulations.
  3. How to conduct an investigation and grievance process for formal complaints, including examination of evidence, drafting written determinations, handling appeals and informal resolution processes, as applicable.
  4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias.
  5. Use of relevant technology.
  6. Issues of relevance including when questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant.
  7. Issues of relevance, weight of evidence and application of standard of proof and drafting investigative reports that fairly summarize relevant evidence.
  8. How to address complaints when the alleged conduct does not qualify as Title IX sexual harassment but could be addressed under another complaint process or Board policy.
- All training materials shall promote impartial investigations and adjudications of formal complaints of Title IX sexual harassment without relying on sex stereotypes.[22][23]

Administrative Assistant Business/District Office  
Job Description – New Hire  
235 day employee

The position of Administrative Assistant Business/District Office is responsible for directly working with the Business Manager and Superintendent in a confidential capacity.

Job Responsibilities:

- Bid Process
- Purchase Orders – Bids - approve and mail or fax Purchase Orders – prepare all complete purchase orders to submit for payment.
- Transportation – Athletic & Field Trips, etc.
- Transportation – keep track of physicals, licenses, clearances act 168 & Act 126
- Agenda Process: Collect all information, type agenda, make copies as needed and mail & email to board and administration. A complete process summary is located in the Agenda file. Correspondence.
- Policies – manage district policies – website
- School Calendars – March (for board approval) and revise as needed
- Workers Comp – when needed
- Safety Committee – Secretary – monthly meeting
- Drills – call 911 and Tri-guard
- Assist with deposits as needed – Activity fund/food service
- Cross training – payroll, general fund, HR
- Answering phones
- Secretarial duties as assigned.
- Knowledge of computers to include Word, Excel and Google.
- Sorting mail – Mail machine – must be ready to go by 1:00 pm

JANUARY 30, 2024



# Susquehanna Community School District

Special Education Department Elizabeth Shivoek, Special Education Supervisor  
Special Education - Gifted Education - Section 504 - Homeschool - Concussion Management - English Learners

February 6, 2024

Mr. John Rushefski, Ms. Amanda Cook, and Members of the Susquehanna Community Board of Education,

Please accept this letter as a formal request to attend a training at Northeastern Intermediate Unit 19 for Gifted Network Training. This training is designed to build capacity for considering and implementing gifted instructional procedures and practices. Please see details below regarding the specific date and time of the training. Thank you for your consideration!

**NEIU Gifted Network**

February 20, 2024 12:00pm - 3:00pm

Northeastern Intermediate Unit 19

Cost: \$0.00 plus mileage reimbursement

Kind Regards,

Elizabeth Shivoek  
Special Education Supervisor



Dear Susquehanna Community School Board Members,

I am requesting to take students to the Pennsylvania Music Educators Association District 9 Chorus Fest held on Friday, March 15, 2024, at Honesdale High School, and Pennsylvania Music Educators Association District 9 Band Fest, held on Friday, May 3, 2024 at Tunkhannock Area. The cost is about \$50.00 per student which includes a fest t-shirt, snacks, lunch, and dinner the day of the fest. The transportation costs are \$272.00 per trip. Students will be transported to fests by bus, and picked up after the concerts by their parents/guardians.

I nominated 8 students for Chorus Fest, and all of them have been accepted to attend. I plan on nominating 4 students for Band Fest when the time comes. The students will rehearse with their ensembles for the day, and perform a concert for their friends and family that evening. The ensembles are made up of about 100-120 students from school districts surrounding the area.

Thank you for your consideration and support!

Ms. Marissa Draim



SUSQUEHANNA COMMUNITY SCHOOL DISTRICT  
3192 TURNPIKE STREET  
SUSQUEHANNA, PA 18847

2/9/24

Board of Education,

I am requesting the following be approved by the Board of Education.

1. Permission for Mr. Wowk and Ms. Sussman to host a field trip at the Slanted Art Gallery on March 8, 2024.
2. Permission to hold the Susquehanna County Life Skills Prom at SCHS on May 17, 2024.
3. Permission for the Basketball Cheerleaders to compete in the Millionaire Magic Cheer Festival on March 3, 2024.
4. Permission for Mrs. McCloskey and students to attend the Friend to Fiend workshop at the IU on February 21, 2024. Cost would be for a substitute.
5. Permission for the Class of 2025 to hold Prom at Montdale Country Club on May 11, 2024.

Respectfully,

A handwritten signature in black ink, appearing to read 'Brent Soden', with a long horizontal flourish extending to the right.

Brent Soden  
Jr./Sr. High School Principal

February 2024

Dear Mr. Rushefski, Mr. Soden, and School Board Members,

Please consider the following requests for upcoming events through Student Council

- Permission to host a Blood Drive in coordination with the Red Cross on Tuesday April 2nd from 9am-2pm. The donors will be limited to students and staff of the district.
- Permission to hold a Stall Day fundraiser during the week of March 18th with all proceeds raised going to Four Diamonds. This is part of our Mini Thon partnership with them. Students will bring in money/ loose change for this fundraiser. As an incentive to raise funds, teachers will not be able to start class that day until they have counted all the money brought in. This will be a day and period TBD during the week of March 18th.
- Permission to hold a fundraiser at the Spring Sports Pep Rally/ Assembly for Four Diamonds. Students will pay to tape a teacher to the wall or pie a teacher in the face. All proceeds raised will go to Four Diamonds.
- Permission to have a Four Diamonds/ Mini Thon table at one game for each spring sport to raise collections and spread awareness about Four Diamonds. All proceeds collected will go to Four Diamonds.

Thank you.

Sincerely,

Kayle Gerchman