

AGENDA ITEMS

August 11, 2025

1. Riverside School Board Meeting Minutes –06/16/25 (Motion #2)
2. Letter of Intent to Resign –Elizabeth Tinney, Secondary Teacher (Motion #7)
3. Letter of Intent to Resign –Stacey Best, Elementary Teacher (Motion #8)
4. Letter of Intent to Resign –Angela Mozda, Secondary Teacher (Motion #9)
5. List of Extra-Curricular Hires (Motion #20)
6. SAP Agreement (Motion #24)
7. Letter of Intent to Resign –Jessica Millan, Aide (Motion #28)
8. Letter of Intent to Resign –Diego Rojas, Coach (Motion #33)
9. Title III Consortium MOU (Motion #35)

President Armstrong announced that an Executive Session was held prior to the meeting.

A Regular Meeting of the Riverside School Board was held on the above date in the Riverside Administration Office with President Armstrong presiding and the following members present: Barbara Fedor, Linda Joyce, Laura Kobeski, Brandi Luckasavage, Mary Antoniaci McHugh (via telephone), Anthony Mattioli, Tara Meredith, and Dan Nenish.

Also present was Paul M. Brennan and Raymond C. Rinaldi II.

AUDIENCE QUESTIONS/COMMENTS ON ANY AGENDA ITEMS – Mary Burke

questioned the board about Ron Pavalonis being the coach before being hired referring to a Sunshine Act violation. He made a post on Facebook. Paul Brennan fielded the question and let her know that the district gave the head coach permission to allow recruiting players before school let out up at RHS. Mr. Pavalonis was involved with that. Paul made it clear that Ron was told that he was being recommended by the head coach for the position, but nothing is official until the board votes him in.

Motion by Mr. Nenish, seconded by Mrs. Meredith to approve minutes of May 12, 2025 Regular Meeting and to dispense with the reading and accept as delivered. Roll call vote: All in favor.

Motion by Ms. Kobeski, seconded by Mrs. Meredith to approve payrolls of 9 May 2025 of \$429,546.48 and 23 May 2025 of \$458,478.61. Roll call vote: All in favor.

Motion by Ms. Kobeski, seconded by Mrs. Meredick to approve estimated payrolls of 6 June 2025 of \$459,000 and 20 June 2025 of \$460,000. Roll call vote: All in favor.

Motion by Mrs. Meredick, seconded by Mrs. Luckasavage to approve Treasurer's Report for April 2025 and the un-reconciled ending balances for May 31, 2025. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Ms. Kobeski to approve and pay bills when found correct and funds are available. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mrs. Meredick pursuant to Section 687 of the PA School Code, to adopt the Budget for the 2025-2026 fiscal year appropriating a total of \$32,558,143 and fixing the levy on real estate of 128.73 mills or \$12.87 per \$1,000 of each assessed valuation and to allow for 2% discount for full payment by September 30, 2025 and to fix the penalty for delinquent real estate taxes at ten percent (10%) for all non-installment option taxes not paid by November 30, 2025. Roll call vote: All in favor.

Motion by Mrs. Meredick, seconded by Ms. Antoniaci McHugh pursuant to Act 511 of 1965, to enact on a continuing basis the following levies for the Riverside School District for the 2025-2026 fiscal year: (a) Local Service Tax – \$5.00 (School District Share); (b) Wage and Income Tax – 1 % (½% School District Share); (c) Real Estate Transfer Tax - 1% (½% School District Share); (d) Waste Disposal Tax – \$0.10 (cents per ton) or negotiated fee in lieu of Waste Disposal Tax. Roll call vote: All in favor.

Motion by Mrs. Joyce, seconded by Mrs. Meredick pursuant to Section 404 of the PA School Code of 1949 to nominate and elect Barbara Fedor as Secretary of the Board of Directors of the Riverside School District for a one (1) year term, July 1, 2025 to June 30, 2026. Roll call vote: YES, Joyce, Antoniaci McHugh, Mattioli, Luckasavage, Nenish, Meredick, Kobeski, Fedor, and Armstrong.

Motion by Mrs. Fedor, seconded by Ms. Antoniaci McHugh to decline the Board Secretary's annual stipend of \$1,700. Roll call vote: All in favor.

Motion by Mrs. Joyce, seconded by Mr. Nenish pursuant to Section 404 of the PA School Code of 1949 to nominate and elect Mary Antoniaci McHugh as Treasurer of the Board of Directors of the Riverside School District for a one (1) year term, July 1, 2025 to June 30, 2026. Roll call vote: YES, Joyce, Mattioli, Luckasavage, Nenish, Meredick, Kobeski, Fedor, and Armstrong. ABSTAIN, Antoniaci McHugh. MOTION CARRIED.

Motion by Ms. Antoniaci McHugh, seconded by Mrs. Meredick to decline the Board Treasurer's annual stipend of \$3,000. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Ms. Antoniaci McHugh to contract with Lincoln Financial for life insurance, Vision Benefits of America for vision coverage, and Lincoln Financial for dental coverage for District employees, where applicable, for the 2025-2026 school year as per the Collective Bargaining Agreements. Roll call vote: All in favor.

Motion by Ms. Antoniacci McHugh, seconded by Mr. Nenish to approve the list of insurance coverages for the 2025-2026 school year. Roll call vote: All in favor.

Motion by Mrs. Joyce, seconded by Mrs. Meredick to approve the following one-year service agreement for the 2025-2026 school year with Ehrlich Pest Control, pesticide spraying in all buildings at an estimated cost of \$2,001. Roll call vote: All in favor.

Motion by Mrs. Meredick, seconded by Ms. Kobeski to approve the list of depositories and signatories for the 2025-2026 fiscal year. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mrs. Meredick to approve the following contracts for the 2025-2026 school year:

COMPANY	SERVICE	ESTIMATED COST
CSIU	Data Processing Services	\$ 5,800
ADP	Payroll Services	\$ 30,500

Roll call vote: All in favor.

Motion by Ms. Antoniacci McHugh, seconded by Mrs. Luckasavage to authorize District auditors to make any necessary adjustments or budget transfers as determined by them during the District's financial audit for the 2024-2025 school year and to assign/commit/restrict resources in these or similar categories on the financial statements of the Riverside School District for the fiscal period ending June 30, 2025 for the purpose of future mandated cost, as per Governmental Accounting Standards Board Statement Number 54 (GASB 54). Roll call vote: All in favor.

Motion by Mrs. Meredick, seconded by Mr. Nenish to authorize the Administration to dispose of District and Food Service records up to and including the 2017-2018 school year in July 2025.

Roll call vote: All in favor.

Motion by Mrs. Joyce, seconded by Mrs. Luckasavage to accept the Act 44 Report as submitted by Mr. Scott Pentasuglio, Director of Compliance. Roll call vote: All in favor.

Motion by Mrs. Joyce, seconded by Mrs. Meredick to authorize the Principals to select the teachers for the 2024-2025 summer school program by utilizing an internal posting. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mrs. Meredick to appoint Don Cannon Boys' Freshman Basketball Coach effective the 2025-2026 school year at a stipend established as per the Collective Bargaining Agreement. Roll call vote: YES, Joyce, Antoniaci McHugh, Mattioli, Luckasavage, Nenish, Meredick, Kobeski, Fedor, and Armstrong.

Motion by Mr. Nenish, seconded by Mrs. Meredick to appoint Mark Prutisto Boys' Junior High Basketball Coach effective the 2025-2026 school year at a stipend established as per the Collective Bargaining Agreement. Roll call vote: YES, Joyce, Antoniaci McHugh, Mattioli, Luckasavage, Nenish, Meredick, Kobeski, Fedor, and Armstrong.

Motion by Mrs. Meredick, seconded by Mr. Nenish to appoint Jessica Millan Girls' Assistant Basketball Coach effective the 2025-2026 school year at a stipend established as per the Collective Bargaining Agreement. Roll call vote: YES, Joyce, Antoniaci McHugh, Mattioli,

Lukasavage, Nenish, Meredith, Kobeski, Fedor, and Armstrong.

Motion by Mr. Nenish, seconded by Mrs. Meredith to appoint Josh Godlewski Girls' Junior High Basketball Coach effective the 2025-2026 school year at a stipend established as per the Collective Bargaining Agreement. Roll call vote: YES, Joyce, Antoniaci McHugh, Mattioli, Lukasavage, Nenish, Meredith, Kobeski, Fedor, and Armstrong.

Motion by Mrs. Meredith, seconded by Mr. Nenish to appoint Ronald Pavalonis Football Junior High Coach effective the 2025-2026 school year at a stipend established as per the Collective Bargaining Agreement. Roll call vote: YES, Joyce, Antoniaci McHugh, Mattioli, Lukasavage, Nenish, Meredith, Kobeski, Fedor, and Armstrong.

Motion by Mrs. Meredith, seconded by Mr. Nenish to appoint Diego Rojas Football Junior High Assistant Coach effective the 2025-2026 school year at a stipend established as per the Collective Bargaining Agreement. Roll call vote: YES, Joyce, Antoniaci McHugh, Mattioli, Lukasavage, Nenish, Meredith, Kobeski, Fedor, and Armstrong.

Motion by Mrs. Meredith, seconded by Mr. Nenish to approve the 2025-2026 Intergovernmental Agreement for Special Education Services between the NEIU #19 and Riverside School District, pending review by Superintendent and District Solicitor. Roll call vote: All in favor

Motion by Mrs. Joyce, seconded by Mr. Nenish to appoint the list of applicants as Maintenance Seasonal Help Assignment Workers. Roll call vote: All in favor.

Motion by Mrs. Meredick, seconded by Mrs. Luckasavage to approve the following Use of

Facilities Request(s): **SCHOOL SPONSORED EVENT(s): Riverside Cheerleaders:**

Youth Cheer Camp - Riverside High School Gym – August 18 – 20, 2025 – 9:00 a.m. – 2:00

p.m.*; **Key Club/Riverside Cheerleaders/High School Student Council:** Homecoming Dance

– October 18, 2025 – 7:00 p.m. – 9:30 p.m.*. Use is contingent upon adherence to the Use of

Facilities Policy. *The Riverside School Board recognizes that this is a school-sponsored event.

Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mrs. Meredick to allow the Superintendent to fill any

position that may occur prior to the September 8, 2025 Board Meeting. Roll call vote: All in

favor.

Motion by Mrs. Joyce, seconded by Ms. Antoniaci McHugh to approve the 2025-2026 IDEA

Notice of Adoption of Approved LEA Policies, Procedures, and Use of Funds. Roll call vote:

All in favor.

Motion by Mrs. Joyce, seconded by Mrs. Meredick to appoint JoAnn Pepsin as Special

Education Supervisor effective the 2025-2026 school year at a salary of \$ 89,500. Roll call vote:

All in favor.

Motion by Mrs. Meredick, seconded by Mrs. Joyce to posts for the following Teacher Mentors

effective the 2025-2026 school year: Elementary Teacher Mentor, Special Education Teacher

Mentors (3), and School Speech Language Pathologist Mentor. Roll call vote: All in favor.

Motion by Mrs. Meredith, seconded by Mr. Nenish to approve the readings of the following Policy Guides: 812 – Property Insurance – 2nd reading; 813 – Other Insurance – 2nd reading; 113.4 – Confidential of Special Education Information – 1st reading; and 216.2 – Special Education Student Records – 1st reading. Roll call vote: All favor.

Motion by Mrs. Meredith, seconded by Mr. Mattioli to approve Pamela Little as a bus driver for the 2024-2025 school year. Proper clearances, insurance, and paperwork will be processed through Krise. Krise should notify Scott Pentasuglio if any clearances are in question or if a potential change occurs. Krise will also provide Riverside School District access to the clearances of their drivers. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mrs. Meredith to approve the Law Enforcement Memorandum of Understandings between the Riverside School District and the Taylor Police and the Riverside School District and the Moosic Police. Roll call vote: All in favor.

Motion by Mrs. Joyce, seconded by Mrs. Meredith to appoint Erica Hann as Aide effective the 2025-2026 school year. This position is for 6 hours per day, 5 ½ hours paid, ½ hour unpaid lunch, at \$15.00 per hour. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mrs. Meredith to authorize Atty. Raymond C. Rinaldi, II to sign the attached stipulation for settlement filed to Lackawanna County Case number 2023 CV 4992. Roll call vote: All in favor.

Motion by Mrs. Joyce, with regret, seconded by Mrs. Meredick to approve the Letter of Intent to Retire from Patricia West, Aide, effective June 9, 2025. Roll call vote: All in favor.

Motion by Ms. Kobeski, seconded by Mr. Mattioli to approve the Letter of Intent to Resign from Tanya Davis, Secondary Teacher, effective August 31, 2025. Roll call vote: All in favor.

Motion by Mrs. Meredick, seconded by Mrs. Joyce to post for the following teachers effective the 2025-2026 school year: Special Education Teacher and Spanish Teacher. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mrs. Meredick to approve the attached RIVERSIDE ADMINISTRATOR COMPENSATION PLAN effective July 1, 2025. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mrs. Joyce to approve the attached Policy 328. COMPENSATION PLAN AND EVALUATION. Roll call vote: All in favor.

Motion by Mr. Nenish, seconded by Mr. Mattioli to approve the attached ADDENDUM NO. 3 TO SUPERINTENDENT'S CONTRACT DATED MAY 9, 2022. Roll call vote: All in favor.

Motion by Mrs. Meredick, seconded by Mrs. Joyce to approve the Memorandum of Understanding between the Riverside School District and the Riverside Educational Support Personnel Association. Roll call vote: All in favor.

Solicitor's Report - None

Academic Affairs Committee - None

NEIU Report - None

Athletic Committee – Mr. Nenish congratulated and thanked all the coaches.

Board Policy Committee - None

Facilities Committee - None

Finance Committee - None

Student Activities & Communications – None

Superintendent's Report - Paul thanked Patti West and Tanya Davis for their hard work and dedication with our students. Patti is retiring and Tanya has resigned. He mentioned that the end of the year is a magical time for our seniors. He gave credit to the TOP 4 and their speeches at graduation and thanked PNC Field and their organization for allowing us to use such a great venue for our kids and their families. He mentioned Tavian Branch committing to Rutgers. He highlighted our all-region and all-decision track and field stars (both female and male).

OLD BUSINESS - None

OPEN – Kim Owens (Taylor) talked about cheer items. She wanted to celebrate senior night and have banners for cheer and band like football has. Dan Nenish directed her to talk to Dan Digwood about the ceremony and to talk to the football boosters about the banners and collaborating with them. Steve Kulikowski (Moosic) and John Davies (Moosic) spoke to the board about the potential to use the field inside our track for varsity Soccer matches. They talked about having the student body present because it was on campus, the terrain of the field is better as compared to Moosic and the new concession stand. Dan Nenish (board member) answered their questions and explained that the Moosic field is what the athletic committee is considering.

RSD may be able to add top soil like they did up top at the track area. He explained that the same situation that they are explaining with it being a dustbowl by mid-season is the same thing that happens up top which is why they left in the first place. Dan hinted toward another option that he is looking into. Mary Burke (Taylor) spoke up and stated that she wanted to crush the rumors that she was running for election to get our superintendent removed from the position. She explained that she loved Paul and that Paul always treated her very well when he was her boss. Paul Brennan (superintendent) thanked her for that and joked that "just so you know this will be in the minutes". Marian Maurer (Moosic) spoke up and reiterated a similar message, stating that "Paul was always good to her daughter Kayla." Paul Brennan (superintendent) thanked her. Ron Pavalonis (Moosic) thanked the board for being hired as the junior high football coach and talked a little bit more about football. Eugene Gallagher (Taylor) started by stating that he was not running for anything. He indicated his affiliation with Ms. Burke and Ms. Maurer in terms of being their campaign manager. He mentioned that he gets passionate and he is sorry for any inappropriate comments that he has made in the past. He also said that he will not do anything to remove the superintendent if his team wins. He mentioned that "Paul's dad took him under his wing when he was a kid and was a second father to him and he wouldn't be able to look him in the eye." He rambled on for another minute or two. "Now don't get me wrong, I will run over my own mother when I get passionate about a topic." Paul Brennan (superintendent) added that his statement would also be in the minutes. Eugene laughed and said, "He used to be close with some others even people on the board and would not want any ill will toward them even if he didn't like them." Barb Fedor (board member) asked him to keep her family and his ill intentions out of his mouth. Eugene responded back to Barb Fedor by stating, "What's the problem it seems as if you and Mrs. Armstrong are very agitated that I am

here.” Paul Brennan (superintendent) interrupted the comments and said “Thank you for your time today!” and ended the group conversation.

Motion by Mrs. Meredick, seconded by Mr. Nenish to adjourn. Roll call vote: All in favor.

01 JUL 2025

Elizabeth Tinney

171 West Acorn Hill Drive
Olyphant, PA 18447
mrstinney.chem@gmail.com
215-804-5147

July 1, 2025

Paul Brennan/ Chris Lazor/ Vito Qualia

Riverside School District

Dear Paul,

I am writing to formally resign from my position as Secondary Science teacher at Riverside Jr/Sr High School. I have accepted a position as a chemistry teacher in my home district of Mid Valley. This decision did not come easily, as the past three and a half years have been deeply fulfilling and meaningful to me both professionally and personally.

Working at Riverside and being part of the Viking family has been an incredible experience. I've grown as an educator, collaborated with exceptional colleagues whom I now consider family, and had the joy of working with truly inspiring students. I am so grateful for the opportunities I've had here, and leaving a place that I love is bittersweet.

I want to thank you for the support, leadership, and trust you've extended to me over the years. I will always look back on my time here with pride and gratitude. Being a Viking will forever hold a special place in my heart.

With warm regards,

Liz Tinney

.11 JUL 2025

Stacey Best
125 Highland Road
Roaring Brook Twp., PA 18444
570-687-7767
July 11, 2025

Principal Dave Walsh
Riverside Elementary East
900 School Street
Moosic, PA 18507

Dear Mr. Brennan,

I am writing to formally resign from my position as a 6th grade ELA teacher at Riverside Elementary East, effective August 31, 2025.

This decision was not made lightly, as teaching at Riverside for the past 20 years has been both a rewarding and memorable experience. I've truly enjoyed working with the students and collaborating with my amazing 6th grade team. However, after much consideration, I've decided to pursue a new teaching opportunity at CCA for personal reasons.

Thank you for the opportunity to be a part of the Riverside School District. I'm so grateful for the wonderful experiences I've gained and the relationships I've built during my time here. Riverside will always have a special place in my heart.

It is my understanding that my contracted salary and benefits will continue until August 31st. If this is not correct, please do not accept this resignation letter and notify me immediately.

Sincerely,
Stacey Best

16 JUL 2025

Angela Mozda
100 White Birch Rd.
Moscow, PA 18444
570-903-8660

Mr. Paul Brennan
Riverside School District
Administration Office
601 S. Main St.
Taylor, PA 18517

Dear Paul,

I am writing to formally resign from my position of Spanish teacher, effective immediately. This resignation is contingent upon the continuation of my employment benefits through August 31, 2025. If this condition cannot be met, I respectfully request that this letter not be accepted, and I ask to be notified accordingly.

Riverside has been so much more than just a place of work for me over the past 18 years — it's been a true home. I've had the privilege of growing alongside my students, building lasting relationships with colleagues, and becoming part of a community that has shaped both my career and my life in very meaningful ways. Making this decision has been incredibly difficult, and it comes with a heavy heart. No matter where life leads next, I will always consider Riverside my home.

I want to sincerely thank you for your trust and support throughout my time here. It has been an honor to serve the district, and I am grateful for the opportunities I've had to grow both personally and professionally.

Warm regards,

A handwritten signature in cursive script that reads "Angela Mozda". The signature is written in dark ink and is positioned below the "Warm regards," text.

POSITION**APPLICANT**

ART CLUB ADVISOR	LISA TEMPLES
AV CLUB ADVISOR	RON GEISE
BOOK CLUB ADVISOR	KATHERINE RADLE
COMMUNITY SERVICE/KEY CLUB ADVISOR	JESSICA TRESCAVAGE
DRAMA CLUB ADVISOR	CHRISTINA McDERMOTT
e-SPORTS CLUB ADVISOR	PATRICK DUFFY
ELEMENTARY AFTER-SCHOOL DETENTION MONITOR	JANICE PENN
FRESHMAN CLASS ADVISOR	CHRISTINA McDERMOTT
FUTURE BUSINESS LEADERS OF AMERICA	TRAVIS TOTH
HONOR SOCIETY ADVISOR	STEPHANIE MCMANUS
JUNIOR CLASS ADVISOR	CHRISTINE JANESKO
JUNIOR CLASS ADVISOR	SUZI TAYLOR
MASS MEDIA ADVISOR	JAMIE TRESCAVAGE
POWER LIFTING CLUB ADVISOR	MOHAMED GANIM
PUBLIC RELATIONS - ELEMENTARY	SHAWN MUPRHY
SCHOLASTIC COMPETITION ADVISOR	RON GEISE
STEM CLUB ADVISOR	TRAVIS TOTH
SENIOR CLASS ADVISOR	STEPHANIE MCMANUS
SENIOR CLASS ADVISOR	MORGAN MICKAVICZ
SKI CLUB ADVISOR	DAWN CHILEK
SOPHOMORE CLASS ADVISOR	JAMIE TRESCAVAGE
SPRING PLAY ADVISOR	RON GEISE
SPRING PLAY ADVISOR	CHRISTINA McDERMOTT
SPRING PLAY ADVISOR	CHRISTOHER SPEICHER
STUDENT COUNCIL ADVISOR - EAST	PAM INSALACA
STUDENT COUNCIL ADVISOR - HS	DAWN CHILEK
STUDENT COUNCIL ADVISOR - WEST	ROSEMARY WINCOVITCH
VIKING NATION CLUB ADVISOR	KIM WEIDOW
WORLD LANGUAGES CLUB	No Applicants
YEARBOOK ADVISOR	ELIZABETH TINNEY
DEPARTMENT CHAIR - GUIDANCE	JOHN YAREM
DEPARTMENT CHAIR - HEALTH & FINE ARTS	RICHARD GRAVINE
DEPARTMENT CHAIR - LANGUAGE ARTS	FRANCES O'SHEA
DEPARTMENT CHAIR - MATHEMATICS	MICHAEL KOLESSAR
DEPARTMENT CHAIR - SCIENCE	DAWN CHILEK
DEPARTMENT CHAIR - SOCIAL STUDIES	DANIEL DIGWOOD



1200 Line Street
Archbald PA 18403-1918
(570) 876-9220

Eliza Vagni
Director of Educational Programs

Student Assistance Program (SAP) Letter of Agreement 2025-2026

This Letter of Agreement is between the "The Northeastern Educational Intermediate Unit (NEIU)" and _____ SCHOOL DISTRICT. Both parties agree to cooperate in providing services for the Student Assistance Program (SAP).

SECTION A: Provider Agency (NEIU) Responsibilities

The Northeastern Educational Intermediate Unit (NEIU) agrees to adhere to all related federal, state and local laws pertaining to the delivery of drug and alcohol rehabilitation services and any other statutory or regulatory provisions pertaining to the Student Assistance Program. Additional responsibilities of the SAP liaison provider agency include:

1. NEIU contact: *Eliza Vagni*, may be contacted at 570-876-9220, evagni@iu19.org
2. NEIU agrees to appoint a representative to attend and participate in the previously established SAP County Coordination Team/and or SAP District Council Meetings that will be held periodically throughout the year.
3. NEIU agrees to designate a qualified liaison to provide SAP services to the district as outlined in Section A of this Letter of Agreement. The SAP liaison will act as an ad hoc member of the building Student Assistance Program core team (hereafter referred to as the SAP team). The SAP liaison will serve as a member of the core team as a Drug and Alcohol liaison. The SAP liaison will attend 1 or more scheduled core team meetings per month for the purpose of consultation, recommendations, referrals, case management, and follow-up services.
4. The SAP liaison will provide contact information for student –screenings/assessments for D&A treatment, if recommended by the SAP team and parent/guardian permission is secured. NEIU will secure releases of information from the student/parent/guardian prior to disclosing information to agencies that may be involved in handling a referral. These contacts will be completed by the liaison in a timely manner.

Vagni / 2025

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NEIU is an Equal Opportunity Employment, Educational and Service Organization

5. The SAP liaison will provide referral information for identified students. Referral information should include identification of agencies and/or resources that may serve the needs of identified students and their families. The NEIU liaison may assist the identified student and/or family in connecting with the appropriate services.
6. The SAP liaison will provide follow-up with parents and students as requested.
7. The SAP liaison will provide postvention assistance to core teams, students, family, and faculty with significant events that would adversely affect the school and community (i.e. student death or other tragic event), as needed/requested by the district.
8. The SAP liaison will provide technical assistance to core teams regarding best practices for SAP as per state standards and guidelines.
9. The SAP liaison will provide crisis response consultation via phone while not in the building and on-site during scheduled times available in district.
10. The SAP liaison will provide education groups offered to students referred through the core team. Student participation in these groups shall be provided only with parental permission in accordance with school policies. (Best practice: at least one of the co-facilitators of the team should be school district personnel).
11. The SAP liaison will provide curricular assistance offered to students based on requests from the school district. Examples of programs to be taught may include, but not be limited to: Botvin's LifeSkills program, Too Good for Drugs, Red Ribbon Awareness, student assemblies and classroom presentations on specified topics.
12. The SAP liaison will provide aftercare services for identified students that have returned to the school following treatment. This may include assistance in aftercare planning or educational groups.
13. The SAP liaison will assist with faculty in-service and student orientation within the limits of staff availability.
14. The SAP liaison will provide educational resources to school personnel, students, families, and community as requested and within the limits of staff availability.
15. The SAP liaison will facilitate and/or participate in core team maintenance.
16. The SAP liaison will consult with schools around strategies for engaging parents in the SAP process.
17. The SAP liaison will provide technical assistance to the school districts for policy development in areas related to his/her field of expertise.

Vagni / 2025

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SECTION B: School District Responsibilities

The *SCHOOL DISTRICT/SAP Team Member(s)* agree to comply with all related federal, state, and local laws pertaining to the delivery of drug and alcohol rehabilitation services within school districts, including but not limited to the Family Education Rights and Privacy Act (FERPA) and the Protection of Pupil Rights. The school district also agrees to provide a SAP team that complies with the BEC 24 P.S. 15-1547 for membership, training, common planning times, and on-going maintenance. Additional responsibilities of the school district include:

1. The school district will designate a contact person between the team and the NEIU to ensure effective communication.
2. The school district will appropriate a safe and private space in the school where the SAP liaison can provide services; provide for secure storage of student records; and adhere to SAP confidentiality provisions.
3. The school district will provide copies of the district's alcohol, tobacco, and other drug policy, suicide/mental health crisis policy, school calendar, a schedule of special activities, and any other school policies, which may affect Student Assistance Program services.
4. The school district will provide family and community education about the Student Assistance Program.
5. The school district will provide faculty, pupil personnel and student orientation to the Student Assistance Program, which includes staff, services, and referral procedures.
6. The school district will provide release time as established by the core team for referred students. Release time shall coincide with the normal school day and will be designed so that instructional time is not abused.
7. The school district will contact parents or guardians of identified students in order to explain referral, gather information, and obtain permission to involve students in the Student Assistance Program.
8. Each school building within the district will submit data (on-line reporting) by June 30, regarding the Student Assistance Program as requested to the Departments of Health, Education, and Public Welfare.
9. The school district will appoint a representative from Central Office along with the Building Administrator(s) or designee(s) to attend and participate in the established SAP County Coordination Team and/or SAP District Council Meetings that will be held within the school year.

SECTION C: Records

Provider and School District agree to the following regarding records:

All records generated by the school district's Student Assistance Team, with respect to individual students, are records of the district; the retention and disclosure of which shall be governed by the policies of the district and applicable federal laws which include:

FERPA (Family Education Rights and Privacy Act of 1974) and HIPAA (Health Insurance Portability and Accountability Act of 1996) regulations should govern procedures regarding any records developed from agency screenings or assessments.

FERPA, amended in 2002 provides parental rights to inspect, review, amend and control disclosure from a child's school record.

HIPAA is a federal mandate that requires safeguards that protects health information and provides guidelines for disclosing protected information. HIPAA is designed to regulate the exchange of confidential and sensitive information. It requires providers of health care services, including behavioral health providers to keep information secure and available only to authorized personnel by defining standards and methods that will safeguard information

Protection of Pupil Rights Law (HATCH Amendment 2002) (BEC 20 USC 1232h) which states that "...No student shall be required, as part of any program, to submit to a survey, analysis, or evaluation that reveals information concerning: ... Mental and/or psychological problems... without the consent of the parent."

When a student has been referred to a liaison designated by the provider agency for screening/or assessment, the records generated become the property of the provider and are regulated by the applicable Mental Health laws (PA Code Title 55) which requires parental consent for release of information when the child is under the age of 14; for Drug and Alcohol (42 CFR Part 2, Chapter 1) which states that it is the minor patient (student) of a Drug and Alcohol facility or program that controls the release of records and that the minor can receive Drug and Alcohol treatment without the consent of his or her parents.

SECTION D: Conflict Resolution Process

Should there be a conflict between the Core Team and the Provider agency (liaison); the conflict resolution process should work through the levels as follows:

- Step 1. Members of the Core Team and Provider Agency Liaison meet to discuss conflict.
- Step 2. School Building Administrator and Administrator of the Local Provider Agency meet.
- Step 3. School District Central Office Administrator, County Drug and Alcohol Administrator meet.
- Step 4. Chief School Administrator/Superintendent, Office of Drug and Alcohol Programs Representatives, and Pennsylvania Network for Student Assistance Services' Regional Coordinator meet.
- Step 5. Commonwealth SAP Interagency Committee meets.

Note: The personnel indicated at each step do not preclude the inclusion of other individuals involved with the Student Assistance Program.

SECTION E: Agreement Terms

As a result of this agreement, SAP liaisons from the NEIU, are school officials and thus have a legitimate educational interest in participating as full members of the SAP Team.

This agreement will be in force throughout the 2025-2026 year. Effective dates of this agreement are September 1, 2025 (unless otherwise stated) through June 30, 2026. Agreements will be renewed on a yearly basis. Should either party choose to be released from this agreement, written notification must be made within thirty (30) days of termination to all parties whose signatures appear on this document. This agreement can be amended by mutual agreement of both parties.

Funding for work performed and services rendered by the NEIU will be provided by the Lackawanna/Susquehanna Office of Drug and Alcohol Programs ("SCA"). The SCA has received or is anticipating receiving state and federal funds from the Commonwealth of Pennsylvania, Department of Drug and Alcohol Programs ("DDAP"), and funds from other sources including SCA County, for the provision of drug and alcohol abuse treatment and prevention. Invoices and detailed accounting shall be submitted by NEIU, directly to the SCA.

SCHOOL DISTRICT

PROVIDER

Superintendent/Designee

Director of Educational Programs and Services

Date

Date

cc: SAP Liaisons
Building Administrators
SAP Team Coordinator/Point of Contact

Vagni / 2025

Serving the Schools of Lackawanna, Pike, Susquehanna, Wayne, and Wyoming Counties
NEIU is an Equal Opportunity Employment, Educational and Service Organization

20 JUN 2025

June 22, 2025

Dear Mr. Brennan,

I am writing to formally resign from my position as a paraprofessional at Riverside Elementary. This upcoming fall and winter, I will have to complete my pre-student teaching and student teaching for graduate school, therefore I will not have the availability to fulfill this position next school year.

Working at Riverside Elementary has been such a rewarding experience. This position has provided invaluable experiences that will support my growth as a future educator.

Sincerely,

Jessica Millan

A handwritten signature in cursive script that reads "Jessica Millan". The signature is written in dark ink and is positioned below the printed name.

20 JUL 2025

◀ Mail 8:28



To whom it may concern,

I will be stepping down from the Jr. High Assistant position due to my work schedule.

Thank you,
Diego Rojas

TITLE III CONSORTIUM

Memorandum of Understanding

Made this ____ day of _____ in the year 2025

Between

Riverside School District, of Lackawanna County, Pennsylvania, hereinafter referred to as
"Title III Consortium District,"

AND

NORTHEASTERN EDUCATIONAL INTERMEDIATE UNIT 19, of Northeastern Pennsylvania,
hereinafter referred to as "NEIU".

NOW THEREFORE in consideration of the mutual covenants herein contained and with the intent to be legally bound hereby, the parties agree as follows.

TITLE III EL FUNDS DEFINITIONS

PURPOSES

1. To help ensure that English learners, including immigrant children and youth, attain English proficiency and develop high levels of academic achievement in English.
2. To assist all English learners, including immigrant children and youth, to achieve at high levels in academic subjects so that all English learners can meet the same challenging State academic standards that all children are expected to meet.
3. To assist teachers, principals and other school leaders, State educational agencies, local educational agencies, and schools in establishing, implementing, and sustaining effective language instruction educational programs designed to assist in teaching English learners, including immigrant children and youth.
4. To assist teachers, principals and other school leaders, State educational agencies, and local educational agencies to develop and enhance their capacity to provide effective instructional programs designed to prepare English learners, including immigrant children and youth, to enter all-English instructional settings.
5. To promote parental, family, and community participation in language instruction educational programs for the parents, families, and communities of English learners.

LEAs must use Title III EL funds for the following activities:

1. Providing supplemental *effective language instruction educational programs* (LIEPs) that meet the needs of ELs and demonstrate success in increasing English language proficiency and student academic achievement;
2. Providing *effective professional development to classroom teachers* (including teachers in classroom settings that are not the settings of LIEPs), principals and other school leaders, administrators, and other school or community-based organizational personnel; that is:
 - Designed to improve the instruction and assessment of ELs;
 - Designed to enhance the ability to understand and implement curricula, assessment practices and measures, and instructional strategies for ELs;
 - Effective in increasing children's English language proficiency or substantially increasing the subject matter knowledge, teaching knowledge, and teaching skills of such teachers; and
 - Of sufficient intensity and duration (which shall not include activities such as, one-day or short-term workshops and conferences) to have a positive and lasting impact on the teachers' performance in the classroom.
3. Providing and implementing *other effective activities and strategies that enhance or supplement language*

instruction educational programs for ELs, which must include parent, family, and community engagement activities, and may include strategies that serve to coordinate and align related programs.

4. Immigrant funds (IMM), when awarded, should be used in a *supplemental manner in regard to EL funds*. IMM funds should not be used to supplant EL funded activities.

As with all Title III costs, these required Title III EL activities – effective LIEPs, effective professional development, effective parent, family, and community engagement activities, and immigrant activities – **must be supplemental to state and locally funded programming** the LEA is delivering to meet its civil rights obligations to EL students.

Authorized Uses of Title III Funds at the LEA-Level

In addition to spending on the required activities above, LEAs may spend their Title III EL funds on *other supplemental activities*, including:

- Upgrading program objectives and effective instructional strategies;
- Improving the instructional program for ELs by identifying, acquiring and upgrading curricula, instructional materials, educational software, and assessment procedures;
- Providing ELs tutorials and academic or career and technical education, and intensified instruction, which may include materials in a language that the student can understand, interpreters, and translators;
- Developing and implementing effective preschool, elementary school, or secondary school language instruction educational programs that are coordinated with other relevant programs and services;
- Improving the English language proficiency and academic achievement of ELs;
- Providing community participation programs, family literacy services, and parent and family outreach and training activities to ELs and their families to improve the English language skills of ELs, and to assist parents and families in helping their children to improve their academic achievement and becoming active participants in the education of their children;
- Improving the instruction of ELs, which may include ELs with a disability, by providing for: the acquisition or development of educational technology or instructional materials; access to, and participation in, electronic networks for materials, training, and communication; and incorporation of these resources into curricula and programs;
- Offering early college high school or dual or concurrent enrollment programs or courses designed to help ELs achieve success in postsecondary education; and ESSA, Section 3115(d)(1).ESSA, Section 3115(d)(2). ESSA, Section 3115(d)(3). For more information on Title III and Early Learning, please see USDE 2016 Title III, Part A Guidance, Section F. ESSA, Section 3115(d)(4). ESSA, Section 3115(d)(5). ESSA, Section 3115(d)(6). ESSA, Section 3115(d)(7). ESSA, Section 3115(d)(8).
- Carrying out other activities that are consistent with the purposes of Title III subgrants.

If an LEA uses its Title III EL funds for one of the above authorized activities, it must ensure the funds are **supplemental**, including the requirement that the funds not be used to meet its civil rights obligations under Title VI of the Civil Rights Act and the EEOA.

Under the first presumption of supplanting an LEA **may not use** Title III funds to meet the requirements of federal, state, or local law. Under federal law, specifically Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act (EEOA), LEAs have legal obligations to ensure that ELs can meaningfully and equally participate in educational programs and services.

USDE guidance explains that to meet these civil rights obligations to EL students LEAs must:

- Identify and assess all potential EL students in a timely, valid, and reliable manner;
- Provide EL students with a language assistance program that is educationally sound and proven successful, consistent with *Castañeda v. Pickard* and the U.S. Supreme Court decision in *Lau v. Nichols*;
- Provide sufficiently well prepared and trained staff and support the language assistance programs for EL students;
- Ensure that EL students have equal opportunities to meaningfully participate in all curricular and extracurricular activities;
- Avoid unnecessary segregation of EL students;
- Ensure that EL students who have or are suspected of having a disability under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973 are identified, located, and evaluated in a timely manner and that the language needs of students who need special education and disability related services because of their disability are considered in evaluations and delivery of services;
- Meet the needs of EL students who opt out of language assistance programs;
- Monitor and evaluate EL students in language assistance programs to ensure their progress with respect to acquiring English proficiency and grade level content knowledge, reclassified EL students from language assistance programs when they are proficient in English, and monitor exited students to ensure they were not prematurely reclassified and that any academic deficits incurred in the language assistance program have been remedied. LEAs will continue to actively monitor reclassified ELs for a period of at least two years, using state and local resources as required by federal law.
- Evaluate the effectiveness of a school district's language assistance program(s) to ensure that EL students in each program acquire English proficiency and that each program is reasonably calculated to allow EL students to attain parity of participation in the standard instructional program within a reasonable period of time; and
- Provide all important information to parents who are not proficient in English in a language or mode of communication that they understand
- Implement an effective means of outreach to parents of ELs to inform the parents regarding how they can be involved in the education of their children and be active participants in assisting their children to attain English proficiency and succeed academically.
- Involve parents in the planning and evaluation of LIEP- Ex. Stakeholder Engagement Meeting

Because Title III funds may not be used to meet legal obligations, including civil rights obligations, **Title III may not be used to meet the obligations in the above list.**

This Memorandum of Understanding (MOU) will address the responsibilities of the consortium lead (NEIU) and its member LEAs (22 school districts within NEIU Region) related to the following:

Plan for professional development

1. Professional development will be designed to be sustained and intensive, including follow-up and coaching opportunities, rather than stand-alone sessions.
2. Representatives of the Title III Consortia will brainstorm topics for professional development every Spring (April/May) for the following school year.
3. One or more representatives from all consortium member districts, over a 3-year cycle will participate on a Title III Steering Committee for a one-year term. The intention of this steering committee will be to lead the consortium professional development planning initiatives and review information from Title III state-wide conference calls and webinars. The Title III Steering Committee will meet quarterly or whenever needed. Zoom meetings will be set-up in an effort to avoid travel and time away from

students. The NEIU ESL Coordinator will coordinate and lead the Steering Committee.

Cycle 1 (2025-2026)

1. Carbondale Area
2. Lakeland
3. Wallenpaupack
4. Riverside
5. Dunmore
6. Western Wayne
7. Mid Valley

Cycle 2 (2026-2027)

1. Wayne Highlands
2. Abington Heights
3. Valley View
4. Forest City
5. Elk Lake
6. North Pocono
7. Northeast Bradford

Cycle 3 (2028-2029)

1. Blue Ridge
2. Lackawanna Trail
3. Mountain View
4. Montrose
5. Old Forge
6. Susquehanna Community
7. Towanda Area

4. The Title III Consortia members have identified the following stakeholder groups:
 - a. ESL Teachers, Administrators, Curriculum Directors, LEAs, School Psychologists, Classroom Content Area Teachers, Special Education Supervisors and Teachers, Reading Specialists/Instructional Support Teachers/Title I Teachers/MTSS Specialists, Pre-K Teachers, CTC Teachers and Administrators, School Counselors, School Nurses, Special Area teachers (art, music, computer/technology, physical education, etc.), PIMS Coordinator, Parents/PTA/PTO, School Resource Officers, Students, Librarians, Paraeducators, Bus Drivers, Cafeteria Staff, Clerical Staff, Board of Education
5. **Possible topics identified for Professional Development for the 2025-2026 school year may include, but are not limited to:**
 - a. On-going training of the professional development modules for use with content teachers delivered by ESL Specialists to meet annual LEA members training requirements (ELD Series). Modules may be found in the NEIU ESL Digital Drive.
 - b. Beginning of Year ESL Activities, such as: goal-setting based on last year's evaluation, creation of action plan, updates to WIDA Screeners and scheduling
 - c. Qualitative and quantitative data analysis for program evaluation
 - d. On-going PDE Updates and Testing Information/District Requirements
 - e. Professional book study to enhance ESL Specialists' content knowledge
 - f. Continuation of support and resources in creating your ELD Curriculum
 - g. Programming considerations, such as: resource planning, newcomer support, on-site coaching for content/classroom teachers, communication with key stakeholders, best practices during remote and hybrid instruction, benchmarking, collaboration with Title I specialists for intervention support
 - h. Collaboration and Differentiation such as: alternate teaching strategies (flipped classroom,

power teaching, inquiry-based, stations), models of collaboration and implementation, focused professional development on differentiation for the varied levels of English proficiency (language acquisition) for content-area teachers

- i. Creation of a Welcoming Environment for ELs Shared Resource Repository and Checklist
- j. Family Engagement Planning and Programming Workshop to include: understanding the Title III funding requirements, applicable uses, and documentation of allowable activities
- k. Administrator PD Sessions
- l. Learning Disability versus Second Language Acquisition (target audience: school psychologists/special education directors/ ESL coordinators)
- m. Curriculum planning, course placement, and resource planning for SLIFE/SIFE students
- n. Structured Literacy training for ESL Specialists and Coordinators
- o. Handouts or references for educational systems by country/language
- p. Stakeholder planning session
- q. Utilize PATTAN resources to better serve the EL population (example: PLUSS Workshop)

Plan for ensuring that all English Learner (EL) students participate in the annual English language proficiency assessment

All students currently identified as ELs will take the WIDA ACCESS 2.0 Assessment each year. Each school district will make scheduling decisions pertaining to the testing. The school districts are responsible for properly coding the students within PIMS to ensure that each student is tested. The school district technology coordinator or designee will handle technology needs/requirements. ESL teachers or designees will obtain certification for test administration. Students will participate in all state testing as required by PDE.

Plan for program evaluation and continuous improvement, including data sharing and analysis

The Title III Consortium will...

1. The consortium will annually evaluate the effectiveness of funded activities using multiple data sources, including EL achievement data, English language proficiency gains, and feedback from stakeholder groups.
2. Collaboratively analyze data from the WIDA Access Assessments, PSSAs and Keystone Exams to determine future professional development needs.
3. Create a shared document listing outside resources used in ESL programming.
4. Work toward all English learners acquiring full proficiency in English at or better than expected growth.
5. Work to decrease the number of Long-term English Learners not making progress in English language proficiency.
6. Assist classroom teachers and administrators to understand and accept the specific language acquisition needs of English Learners and actively seek ways to better serve this population.
7. Assist Non-English parent(s) to access and participate in their child's education on an equal basis as their English-speaking peers (communication in a mode and language they can understand, timely notification of the English Language acquisition progress of their child, opportunities to participate in district programs)

Explanation of how funds will be spent to support the activities

The NEIU ESL Coordinator will complete the eGrants Consolidated Application in June in order to access the Title III funds. The funds will be placed in the NEIU Accounting system. Title III Consortium School Districts will access the funds by requesting funding for authorized activities and purchases such as those listed in section above entitled: "Authorized Uses of Title III Funds at the LEA-Level".

Each Title III Consortium district will receive a letter in September addressed to the ESL Coordinator

and/or Superintendent indicating the amount of allocation and the procedures for how to access the funds. The NEIU ESL Coordinator will provide forms for Title III Consortium Districts to complete in order to access funds for substitute teachers, supplies/materials and tutoring. The forms must be submitted by the first day of each month in order to receive payment within that month. Title III funds must be spent or encumbered by May 30 each year. Funds remaining after May 30 will be spent at the discretion of the NEIU ESL Coordinator and the Title III Steering Committee to support Title III programming for all Title III Consortium Schools.

The NEIU will set aside funds for professional development and district-level technical assistance from the consortium allocation. Each district will contribute to the professional development costs.

School districts within the NEIU geographic region who are *not* members of the Title III Consortia will be charged a fee per person to attend the professional development sessions.

LEAs receiving IMM funds will engage in a separate needs assessment and develop immigrant-specific activities distinct from Title III EL programming.

Procedure for the following:

Parental notification of Title III program placement

1. Parents will be notified of the Title III program placement and services. Parents will be provided the opportunity to opt out of supplemental Title III programming, if requested.
2. Parents will be notified of their child's placement in their preferred language. The school district will access ELD Portal PA or another language support program.

Equitable Services

Title III funds are subject to an equitable services requirement. In short, this means that the LEA must ensure that eligible private school students, their teachers, and other educational personnel are served by Title III. Non-public students qualify for Title III funding and should be given Title III services through the LEA. LEA's are responsible for non-public students in any non-public school within the LEA's geographic boundaries. Through the nonpublic consultation process, the Title III program and identification of eligible students should be determined. The numbers of nonpublic immigrant and EL students should be entered in the EL database.

The NEIU will send a letter to each non-public school in August/September notifying them of their obligation to report ELs to the public school. It is the responsibility of the nonpublic school to notify the school district of any potential EL throughout the remainder of the school year. The school district within the geographic boundary will be required to consult in a timely and meaningful fashion to determine the needs of the non-public school.

Identifying non-public EL students

The school district within the geographic boundary of the non-public school will screen the students to determine EL status. The school district will count the non-public students who qualify as an EL on their District Fact Sheet Template within PIMS on the October and other EL-related snapshots.

Providing supplemental instruction/services to non-public entities

The school district within the geographic boundary will meet and discuss with the non-public school to determine what supplemental services will be needed. Title III funds will be used to assist the non-public school. Not all requests from the non-public school will be approved. The decision will be based on: the needs of the EL students identified, the non-public school's request for supplemental services, the delivery of those supplemental services, a collaborative analysis/agreement of the benefit of those supplemental services based on student needs, and whether or not appropriate funding is available. The NEIU ESL Coordinator will assist

in the decision-making, if needed.

*Both parties represent that their respective Board of Education have taken the necessary action to authorize execution of this contract. **In the event that federal and/or state funding/requirements change, this agreement may become null and void.***

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day and year first above written.

SCHOOL DISTRICT NAME _____

By _____
Authorized Representative School District

Date _____

NORTHEASTERN EDUCATIONAL INTERMEDIATE UNIT 19

By _____
Authorized Representative

Date _____