



Canton Area
School District
"Warrior Pride"

Book	Policy Manual
Section	200 Pupils
Title	Graduation Requirements
Code	217
Status	Second Reading
Adopted	October 13, 2005
Last Revised	March 8, 2007

Purpose

The Board shall acknowledge each student's successful completion of the instructional program appropriate to the student's interests and needs by awarding diplomas and certificates at graduation ceremonies.

Authority

The Board shall adopt the graduation requirements students must achieve in accordance with state regulations.[1][2][3]

The Board shall include the district's graduation requirements in the Strategic Plan.[4][1][5]

The Board shall award a regular high school diploma to every student enrolled in this district who meets the requirements of graduation established by this Board.[6][7][4][1]

The Board shall permit a student with a disability, who has attended four (4) years of high school, to participate in commencement ceremonies with his/her graduating class and receive a certificate of attendance, even if the student's Individualized Education Program (IEP) prescribes continued educational services. The student may receive a high school diploma when s/he completes his/her Individualized Education Program (IEP).[8][9][10]

A list of all candidates for the award of a diploma shall be submitted to the Board for its approval.

A requirement for graduation shall be the completion of required Keystone assessments, projects, and studies representing the instructional program assigned to grades 9 through 12, which shall be aligned with established state academic and common core standards. **In addition, students must meet any other graduation pathway as approved and defined by the PA Legislature, PDE, or LEA.** [7][11][12][13]

The Board requires that each candidate for graduation shall have earned ~~24~~ **22.25** credits.

- 4 credits English
- 3 or 4 credits Mathematics

- 3 or 4 credits Science (Science and Math Total 7)
 - 3 credits Social Studies
 - 2 credits Computer/Technology
 - ~~2~~ **1.50** credits Wellness
 - 4 credits Electives
 - ~~1 credit Graduation Project~~
 - .25 credit Health
 - ~~.25 credit Drivers Education~~
 - .50 credit community Service starting with the Class of 2008
- Total credits = ~~24~~ **22.25**

The fourth year of high school shall not be required for graduation if a student has completed all requirements for graduation and attends a postsecondary institution as a full-time student.[14][15]

A student may qualify for graduation by attending a district school part-time when officially enrolled part-time in a postsecondary institution.[16][15]

Delegation of Responsibility

The Superintendent or designee shall be responsible for planning and executing graduation ceremonies that appropriately recognize this important achievement.

Guidelines

Accurate recording of each student's achievement of established state academic and common core standards shall be maintained, as required by law and state regulations.[17][18]

Students and parents/guardians shall be informed in the Academic Planner of all graduation requirements students are required to complete.

Periodic warnings shall be issued to students in danger of not fulfilling graduation requirements.[19]

A student who has completed the requirements for graduation shall not be denied a diploma as a disciplinary measure, but the student may be denied participation in the graduation ceremony when personal conduct so warrants. Such exclusion shall be regarded as a school suspension.

Diplomas for Eligible Veterans

In order to honor and recognize honorably discharged eligible veterans who left high school prior to graduation to serve in World War II, the Korean War or the Vietnam War, the Board shall grant a diploma to a veteran who meets the applicable requirements of law and completes the required application.[6]

Upon proper application, the Board may award a diploma posthumously to a veteran who meets the stated requirements.

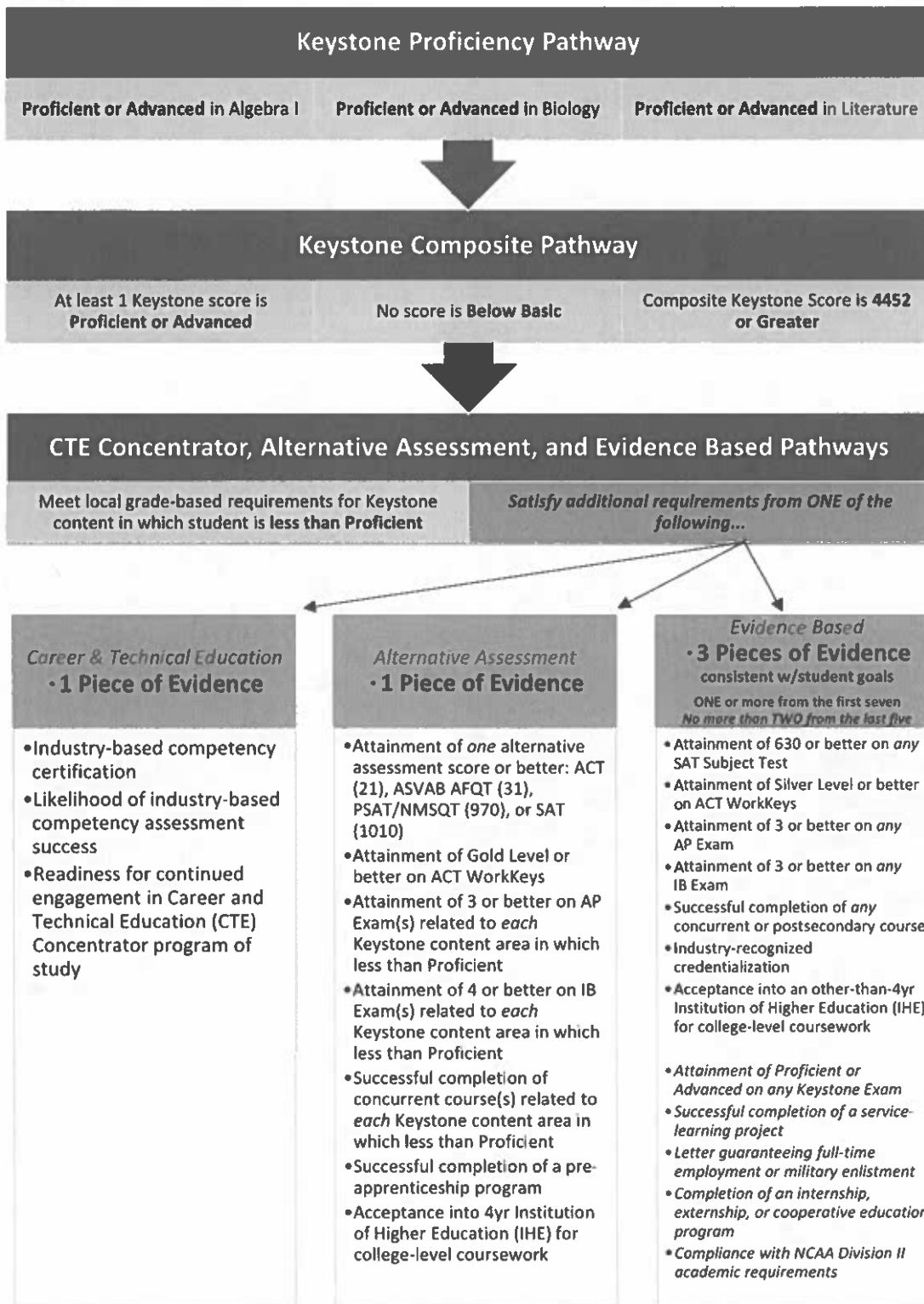
Candidates or family representatives shall submit a completed Application For Diploma to the Superintendent to request a diploma for an eligible veteran.

Legal

1. 22 PA Code 4.24
2. 22 PA Code 4.51
3. 22 PA Code 4.52
4. 22 PA Code 4.13
5. Pol. 100
6. 24 P.S. 1611
7. 24 P.S. 1613
8. 24 P.S. 1614
9. 22 PA Code 11.27
10. Pol. 113
11. 22 PA Code 4.12
12. Pol. 102
13. Pol. 127
14. 22 PA Code 11.4
15. 22 PA Code 11.8
16. 22 PA Code 11.5
17. Pol. 213
18. Pol. 216
19. Pol. 212
- Pol. 233

217 GRADUATION REQUIREMENTS ATTACHMENT - ACT 158 PATHWAY GRAPHIC.pdf (171 KB)

Act 158 Pathway Graphic



Dear Members of the Canton Area School District Board of Directors,

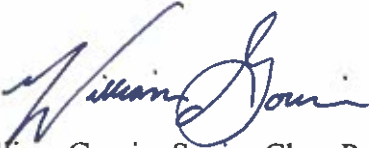
I write to you today to inform you of two proposals that the senior class cares deeply about. We hope that after receiving this letter that you as a board would look over the proposals outlined below and if seen fit would approve them at the next board meeting.

First, the Canton Senior Class of 2022 would like to propose a dedication of our high school library to Mr. Jefferey J. Wynne. Mr. Wynne was a man of unconditional kindness and untainted character, these attributes are exactly the kind of traits that we all hope to possess as warriors. He educated countless students and dedicated a portion of his life to this school district, the same school district that may soon forget his great influence on countless students. We as a class were the last class Mr. Wynne ever taught and we believe that if we neglect to memorialize him then no one ever will. That is a sad reality, one that I hope we do not have to face. For many years we have no problem dedicating our sports fields to the greats of Canton athletics, yet when it comes time to memorialize an educator, a friend, and a humble man we seem to be of no interest. That is not and will never be the "Warrior Way." Athletics are important, they teach character and hard work, but they do not teach the necessary skills to live a successful life. That teaching is done in the classroom and it was taught by Jefferey Wynne and countless others that this school has quickly forgotten. As an advisor to Canton's National Honors Society Mr. Wynne placed an emphasis on hardworking and talented students, as a Coach of Scholarship Challenge he dedicated his time to the concept of obtaining and retaining knowledge, and as a teacher of the English language he showed us what it means to understand life and pursue humble goals. Nonetheless, his job didn't cease at the end of the school day, instead he was a friend to those in need and a close confidant for almost all his students regardless of the time of day. That is the type of teacher worth dedicating and neglecting that truth will taint our reputation as a district. I hope that when the time comes that our high school library is memorialized and further known as The Jefferey J. Wynne Memorial Library.

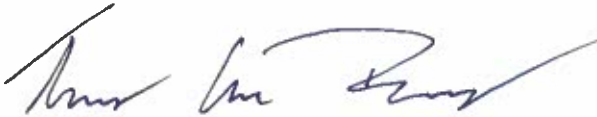
In addition to the first proposal, the senior class would like to continue a tradition we started last year that the Graduation Ceremony be conducted outside on the Miller A. Moyer football field. Last year showed how new traditions can become great successes, and our class would like to continue that success. Last year's ceremony showed us how great an outdoor graduation can be and we hope that we too are deserving of such a ceremony. Nonetheless, we acknowledge that the set up would be difficult as both the football field and the Auditorium would have to be prepared in case of inclement weather that would force an inside ceremony. However, the senior class is willing to offer its hand in helping in setting up this time consuming ceremony. We acknowledge that there are difficulties that come with this type of ceremony, but they are not difficulties that can't be overcome by the maintenance staff and the senior class working together in setting up this ceremony. We hope that our reasoning for this proposal is seen as just and we look forward to hearing your thoughts.

In conclusion, I would like to personally thank you for your time and consideration in looking over our proposals above. It is not everyday that we as a district get to work together in accomplishing great things such as these. I hope that we both can see the opportunity presented to us now and take advantage of that. I look forward to hearing from you at the next board meeting.

Sincerely,



William Gowin, Senior Class President



Theresa Beers, Senior Class Vice President



Mya Allen, Senior Class Secretary



Conner Foust, Senior Class Treasurer



Emmi Ward, Senior Class Historian



Chelsie Swartz, Senior Advisor

WW 2/18/22
Bd App 3/10/22

Canton Area School District

**REQUEST FOR PROPOSAL
INTERNAL CONNECTIONS EQUIPMENT AND/OR SERVICES and RELATED MAINTENANCE**

Response Deadline: March 4, 2022, 9:00 AM EST

1.0 INTRODUCTION

- 1.1 Canton Area School District issues this Request for Proposals ("RFP") for technology equipment and/or services and related maintenance. The District intends to apply for discounts on the equipment/services listed in this RFP through the federal E-rate program. Several criteria and restrictions pertinent to the E-rate program are included herein and must be met by the successful vendor in order for the proposal to be considered a Qualified Proposal.
- 1.2 Issuing Officer and Technical Contact for Questions and Information
Mark Jannone
Business Manager
Canton Area School District
509 East Main Street
Canton, PA 17724
570-673-3191
mjannone@canton.k12.pa.us
- Prospective Vendors must direct and confine all inquiries and communications concerning this procurement to the Issuing Officer and correspondence is preferred to be made via e-mail. Although there is no due date for questions, the District encourages prospective Vendors to submit any questions they may have as soon as possible. Questions should include "E-rate Technology RFP" in the subject line to ensure that the issuing officer identifies the email as relating to this procurement.
- 1.3 One complete hard copy must be delivered to the Canton Area School District Administrative Office, to the attention of:
Mark Jannone
509 East Main Street
Canton, PA 17724
on or before 9:00 AM EST February 28, 2022. The proposal must be labeled as "Technology Bid." All required Vendor information, certifications and attachments must be included with the proposal. The District intends to select the successful Vendor and have the final contract presented to the Canton Area School Board no later than its March 2022 meeting.
- 1.4 The District will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply. The District reserves the right to ask clarifying questions of Vendors. The price of E-rate eligible services will be most heavily weighted in the review of proposals.
- 1.5 The successful bidder(s) will be advised of selection by the Issuing Officer through the issuance of a notification of intention to recommend the award via email. Any notification of the selection of the successful bidder shall have no legal effect unless and until the parties negotiate a mutually acceptable agreement that is approved by the Canton Area School Board. Unsuccessful bidders also will be notified via email.

- 1.6 All personnel (contractors and subcontractors) that will be working on this project in the schools must observe all security and safety procedures of each school facility and must secure all record checks required by Pennsylvania law which include Act 34 Criminal Record Check, Act 151 Fingerprints, Act 114 Child Abuse History Clearance.

On-site work at the school sites cannot commence until the provider has obtained all relevant certifications, licenses, permits and/or required qualifications for its workers and has presented required documentation for the personnel to work in the District's locations.

- 1.7 The District is exempt from Pennsylvania Sales and Use Tax and has other federal and state tax exemptions afforded to public school entities and/or similar political subdivisions. This notice shall serve to satisfy any notification required by the provider as to these tax exemptions. Vendors must ensure that their cost proposals specifically include all applicable taxes, fees and surcharges from which the District is not exempt or that is imposed or assessed by Vendor, as required in Appendix A.

1.8 **Reasons for Disqualification of Proposals**

If any of the following conditions occur, Vendor's proposal is automatically disqualified from being evaluated.

- 1.8.1 Vendor's proposal is submitted after proposals have been opened and reviewed by the District.
- 1.8.2 Vendor is on Red Light Status with the FCC or is delinquent on a debt to a state or federal governmental agency or entity.
- 1.8.3 Vendor is not authorized to do business in Pennsylvania.
- 1.8.4 Vendor has not been in business for at least 5 years performing services or furnishing equipment required in the bid.
- 1.8.5 Vendor does not have an E-rate SPIN number.
- 1.8.6 Vendor cannot provide all equipment and services listed in Appendix A unless otherwise noted in this RFP that separate contracts may be awarded for subsets of equipment and/or services.
- 1.8.7 Vendor proposal includes equipment from Huawei or ZTE, in accordance with FCC rules.

2.0 **SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL - Equipment Purchase and Equipment Warranties**

- 2.1 Included in this proposal is Appendix A which itemizes the quantity, model and description of each component or service included in this procurement. Proposals must include Appendix A, completed in the exact format as Appendix A with all required information, showing per unit prices and percentage of E-rate eligibility for each component.
- 2.2 An equipment manufacturer and product number may be listed in Appendix A, but the District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Appendix A list and is compatible, as well as interoperable, with the District's existing network equipment that is listed in Appendix A. Should a Vendor wish to include equipment manufactured by a different company, they should add three new columns to Appendix A to the right of the original equipment name, showing alternative equipment name, manufacturer and part number. Vendors that propose other manufacturer's products are required to submit project specifications and document that the equipment is compatible and interoperable with the District's existing equipment.
- 2.3 Proposals must include a description of the manufacturer's equipment warranty for each component listed in Appendix A in the appropriate column. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.

- 2.4 Appendix A also may request pricing on separate basic maintenance services which should have a separate cost.
- 2.5 Proposals are requested that are preferred turn-key, comprehensive solution that addresses all requirements set forth in Appendix A.
- 2.6 Subcontractors must be identified in the proposal. If the successful Vendor would like to use additional subcontractors that were not identified in the proposal/contract, specific approval must be granted in writing by the District.
- 2.7 Prices quoted must include the cost for all normal operating and reference manuals and all connecting cables required for installation of the equipment. Power cords shall be included in the cost of the equipment.
- 2.8 Equipment must be drop-shipped from manufacturer distribution warehouse to:
Canton Area School District
509 East Main Street
Canton, PA 17724.

3.0 E-RATE REQUIREMENTS - Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor's contract:

- 3.1 Vendor must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD's website at www.usac.org/sl in the Forms section.
- 3.2 Discounted Bills: Should the District so choose, Vendor must agree to provide discounted bills to the District which reflect the net charges due to the District after E-rate discounts have been reflected (also known as the "non-discount" amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E-rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay. If the District's actions or failure to act are responsible for the non-payment of the Vendor's invoice with USAC, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.
- 3.3 Reimbursement Option: Should the District choose to pay for any equipment or services in full, Vendor must agree to promptly process the District's E-rate reimbursement forms that the District will submit to the SLD in order to receive the E-rate funds.
- 3.4 Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
- 3.5 If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-rate funding, Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.

- 3.6 Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services and any subcontractors to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment, and shall be subject to inspection and audit by the District.
- 3.7 In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:
- Where labor is involved, maintaining detailed, signed individual timesheets
 - Ensuring that ineligible charges are not submitted to USAC
 - Invoicing to USAC that is consistent with the contract and the District's Form 471
 - Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
 - Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
 - When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
 - Documenting that E-rate-funded services were provided within the allowable contract period and program year
 - Charging proper FRN(s)
 - Ensuring that invoices and USAC forms are submitted to the District in a timely manner
 - Ensuring that USAC forms are filled out completely, accurately and on time
 - Maintaining a fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

4.0 CONDITIONS, CONTRACT and BILLING

- 4.1 The District reserves the right to:
- Amend, modify, cancel this RFP or not award any contract.
 - Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers.
 - Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.
 - District intends to award a single contract for all equipment/services in Appendix A; however, the District reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
 - Negotiate terms and conditions to meet requirements consistent with this RFP.
 - Request providers to clarify their RFP proposals.
- 4.2 **Timeline for Purchase of Equipment** - The purchase of equipment will be contingent upon E-rate approval and a Notice to Proceed or Purchase Order by the District after E-rate approval has been received. The District will require contract language to enable the cancellation of such a contract without penalty if the District's E-Rate application is not approved.
- 4.3 **Equipment Substitution** - If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain SLD's approval of a service substitution request.

- 4.4 Lowest Corresponding Price - Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.
- 4.5 The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract-term coincide with an E-rate "program year" or an extended-service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.
- 4.6 Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:
- Date of invoice
 - Date(s) of service
 - Funding Request Number ("FRN")
 - Vendor SPIN
 - Detailed description of services performed and materials supplied that matches District's contract specifications and Form 471 descriptions of same
 - Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
 - Invoice on Vendor's letterhead or on a Vendor-generated form
 - Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

5.0 INFORMATION TO BE INCLUDED IN PROPOSAL - In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

- 5.1 Provide a description of the nature and scope of your firm's business endeavors, including history of the company.
- 5.2 Provide a description of your firm's previous and ongoing relationship, if any, with the District.
- 5.3 Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.
- 5.4 Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 5.5 Provide a description of the firm's experience with the federal E-rate program.
- 5.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).
- 5.7 Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor's principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.

- 5.8 Provide contact name and contact information for a person authorized to negotiate terms and conditions.
- 5.9 Provide contact name and contact information where questions related to the proposal can be directed with a statement certifying that this person (or his/her authorized representative) will be available in February 2022 – April 2022 in order to assist with the completion of the District's E-rate applications, as requested.
- 5.10 Provide a copy of terms and conditions for the proposed contract.
- 5.11 Pennsylvania **Right-to-Know Law** - Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, the price of winning bid is not confidential information.
- 5.12 Pennsylvania **Prevailing Wage Act** - Vendor is hereby notified that Pennsylvania Prevailing Wage Act may apply to certain aspects of this request.

6.0 EVALUATION - In accordance with applicable state law, 24 P.S. Section 8-807.1, the District is required to select the proposal of the "lowest responsible bidder" in the event that the District decides to award a contract. In order for a bidder to be eligible to be considered a "responsible" bidder, the bidder must comply with the following:

- 6.1 Submit a timely proposal and not be disqualified under Section 1.8.
- 6.2 The proposal must include all of the required information in Section 5.
- 6.3 Information submitted in response to Section 5.5 must confirm the bidder is familiar with and experienced with the federal E-rate program.
- 6.4 Bidder must indicate their willingness to be bound by the terms of the RFP.
- 6.5 A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 2.2.

APPENDIX A

LIST OF EQUIPMENT AND SERVICES

All applicable taxes, fees, shipping and surcharges from which the District is not exempt or that is imposed or assessed by Vendor must be shown below or they will not be paid by the District.

Compatibility: Although functionally equivalent may be submitted for consideration, the equipment listed below must be interoperable and compatible with the District's existing switches and wireless equipment, and the vendor must document compatibility and interoperability with such equipment. Specific questions about this requirement may be addressed with the Issuing Officer.

DATA PROVIDED BY DISTRICT				DATA PROVIDED BY VENDOR			
Equipment Description	Manufacturer	Part Number	Quantity	Unit Cost	Extended Cost	Warranty Information	% E-rate Eligibility
Juniper Networks EX3400-24P data switch	Juniper Networks or equivalent	EX3400-24P	2				
Juniper Networks EX4600-40F-AFO	Juniper Networks or equivalent	EX4600-40F-AFO	1				
Juniper Networks JNP-QSFP-40G-LR4 optical transceiver	Juniper Networks or equivalent	JNP-QSFP-40G-LR4	4				
Palo Alto Networks PA-400 series rack mount tray	Palo Alto Networks or equivalent	PAN-PA-400-RACKTRAY	1				
Palo Alto Networks PA-460 firewall	Palo Alto Networks or equivalent	PAN-PA-460	1				
Palo Alto Networks PA-460 professional subscription bundle 3YR	Palo Alto Networks or equivalent	PAN-PA-460-BND-PRO-3YR	1				
Palo Alto Networks VM-100 NGFW credits 3YR	Palo Alto Networks or equivalent	PAN-SOFTWARE-NGFW-CR	16				
Palo Alto Networks PA-460 premium support 3YR	Palo Alto Networks or equivalent	PAN-SVC-PREM-460-3YR	1				
QSFP+ fiber switch expansion module	Juniper Networks or equivalent	QFX-EM-4Q	2				
QSFP+ direct attach cable 1 meter	Juniper Networks or equivalent	QFX-QSFP-DAC-1M	2				
QSFP+ direct attach cable 3 meter	Juniper Networks or equivalent	QFX-QSFP-DAC-3M	3				
5000VA Leibert Vertiv UPS 208/240V input 120/208/240V output rackmount or equivalent option	Leibert or equivalent	not specific	1				

Canton Area School District
REQUEST FOR PROPOSAL
INTERNAL CONNECTIONS EQUIPMENT AND/OR SERVICES and RELATED MAINTENANCE

Response Deadline: March 18, 2022, 1:00 PM EST

1.0 INTRODUCTION

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Mark Jannone
509 East Main Street
Canton, PA 17724
on or before 1:00 PM EST March 18, 2022. The proposal must be labeled as "Technology Bid." All required Vendor information, certifications and attachments must be included with the proposal. The District intends to select the successful Vendor and sign the final contract by March 21, 2022.
- 1.4 The District will review the proposals for compliance with the procedural requirements set forth in Section 5 and may reject any proposal that materially fails to comply. The District reserves the right to ask clarifying questions of Vendors. The price of E-rate eligible services will be most heavily weighted in the review of proposals.
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 - 1.8.7 Vendor proposal includes equipment from Huawei or ZTE, in accordance with FCC rules.

2.0 SCOPE OF SERVICES REQUESTED IN THIS REQUEST FOR PROPOSAL - Equipment Purchase and Equipment Warranties

- 2.1 Included in this proposal is Appendix A which itemizes the quantity, model and description of each component or service included in this procurement. Proposals must include Appendix A, completed in the exact format as Appendix A with all required information, showing per unit prices and percentage of E-rate eligibility for each component.
- 2.2 An equipment manufacturer and product number may be listed in Appendix A, but the District will consider proposals for equipment manufactured by other companies that is equivalent to the quality and functionality of the Appendix A list and is compatible, as well as interoperable, with the District's existing network equipment that is listed in Appendix A. Should a Vendor wish to include equipment manufactured by a different company, they should add three new columns to Appendix A to the right of the original equipment name, showing alternative equipment name, manufacturer and part number. Vendors that propose other manufacturer's products are required to submit project specifications and document that the equipment is compatible and interoperable with the District's existing equipment.
- 2.3 Proposals must include a description of the manufacturer's equipment warranty for each component listed in Appendix A in the appropriate column. Descriptions should be specific and include the number of years covered by the warranty. E-rate rules allow for a 3-year manufacturer's warranty to be included as long as the costs are bundled with the cost of the equipment and not broken out separately.
- 2.4 Appendix A also may request pricing on separate basic maintenance services which should have a separate cost.

- 2.5 Proposals are requested that are a preferred turn-key, comprehensive solution that addresses all requirements set forth in Appendix A.
- 2.6 Subcontractors must be identified in the proposal. If the successful Vendor would like to use additional subcontractors that were not identified in the proposal/contract, specific approval must be granted in writing by the District.
- 2.7 Prices quoted must include the cost for all normal operating and reference manuals and all connecting cables required for installation of the equipment. Power cords shall be included in the cost of the equipment.
- 2.8 Equipment must be drop-shipped from manufacturer distribution warehouse to:
Canton Area School District
509 East Main Street
Canton, PA 17724.

3.0 E-RATE REQUIREMENTS - Vendors submitting proposals under this RFP must agree to meet the following conditions relating to the E-rate program and be willing to include such requirements in the Vendor's contract:

- 3.1 Vendor must agree to submit to the SLD a completed Form 473 prior to July 1 of each calendar year. This form is available on the SLD's website at www.usac.org/sl in the Forms section.
- 3.2 **Discounted Bills:** Should the District so choose, Vendor must agree to provide discounted bills to the District which reflect the net charges due to the District after E-rate discounts have been reflected (also known as the "non-discount" amount). The Vendor will then invoice USAC using the Form 474 SPI form for the E-rate discount amount. Vendor shall be solely responsible for timely filing invoices with USAC. Accordingly, Vendor understands and agrees that District will NOT be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits late to USAC for payment, if USAC refuses to pay the invoice due to late filing. Further, Vendor understands and agrees that District shall not be liable to Vendor and Vendor shall have no recourse against the District for any discounted amount that Vendor submits to USAC for payment if Vendor is at fault for USAC's refusal to pay. If the District's actions or failure to act are responsible for the non-payment of the Vendor's invoice with USAC, the District shall not be liable to Vendor and Vendor shall have no recourse against the District for the amount at issue until both the District and the Vendor have exhausted their administrative remedies of appeal to USAC and/or the FCC.
- 3.3 **Reimbursement Option:** Should the District choose to pay for any equipment or services in full, Vendor must agree to promptly process the District's E-rate reimbursement forms that the District will submit to the SLD in order to receive the E-rate funds.
- 3.4 Vendor must separately itemize the cost of E-rate eligible and ineligible products and/or services on all invoices. To determine what items are eligible, vendor must contact the equipment manufacturer or contact USAC at 888-203-8100.
- 3.5 If Vendor learns of any federal, state or local investigation conducted by any regulatory authority or law enforcement authority that could have an adverse impact on the District's ability to continue to receive the benefit of E-rate funding, Vendor must notify the District within 30 calendar days of learning of such investigation. The District reserves the right to cancel the agreement without penalty if the investigation impedes the District's ability in any way to receive the benefit of E-rate funding, subject to any investigation of wrongdoing.
- 3.6 Vendor shall maintain all bids, quotes, records, correspondence, receipts, vouchers, delivery information, memoranda and other data relating to Vendor's services and any subcontractors to the District. All such records shall be retained for 10 years following completion of services and/or installation of equipment,

and shall be subject to inspection and audit by the District.

3.7 In addition to the foregoing, Vendor must maintain and enforce an internal E-rate audit process that ensures that Vendor complies with all E-rate program rules and regulations. This process must include the following:

- Where labor is involved, maintaining detailed, signed individual timesheets
- Ensuring that ineligible charges are not submitted to USAC
- Invoicing to USAC that is consistent with the contract and the District's Form 471
- Ensuring that services or products are not provided to the District without District's express written permission or official purchase authorization
- Ensuring that District-approved substitute services or products are prominently noted on invoices submitted to USAC and the District
- When E-rate eligible services or equipment are allocated or installed in multiple buildings, support for the allocation consistent with the amount and buildings identified in the Form 471
- Documenting that E-rate-funded services were provided within the allowable contract period and program year
- Charging proper FRN(s)
- Ensuring that invoices and USAC forms are submitted to the District in a timely manner
- Ensuring that USAC forms are filled out completely, accurately and on time
- Maintaining a fixed asset list of E-rate-supported equipment provided to the District with detailed information for each item (model number, serial number, product description) and made available to the District in electronic format upon project completion.

4.0 CONDITIONS, CONTRACT and BILLING

4.1 The District reserves the right to:

- Amend, modify, cancel this RFP or not award any contract.
- Modify or add to the requirements contained in this RFP at any time after the issuance of this RFP for compliance by all providers.
- Increase or decrease the quantities of equipment at the same price listed in the successful contract; or entirely omit an item or group of items to be purchased to reflect actual District needs at the time that orders are placed. Such additional quantities will be purchased at the price indicated on the contract. Such modifications are expressly anticipated and included within the scope of this RFP.
- District intends to award a single contract for all equipment/services in Appendix A; however, the District reserves the right to award a contract for any or all parts of the RFP to one or more service providers.
- Negotiate terms and conditions to meet requirements consistent with this RFP.
- Request providers to clarify their RFP proposals.

4.2 **Timeline for Purchase and Delivery of Equipment** - The purchase of equipment will be contingent upon a Notice to Proceed or Purchase Order by the District after School Board approval has been received. The District will require contract language to enable the cancellation of such a contract without penalty if the equipment cannot be delivered prior to July 15, 2022.

4.3 **Equipment Substitution** - If the model specified in the contract is discontinued by the manufacturer after the award of this contract, the only acceptable substitute will be the manufacturer's standard replacement in a configuration that meets or exceeds the specifications and operating capabilities of the "as specified" unit. Further, the substituted equipment must be able to meet the FCC's Service Substitution Criteria. The Proposer must agree to cooperate with the District to provide the information necessary to obtain SLD's approval of a service substitution request.

4.5 **Lowest Corresponding Price** - Per FCC rules, vendors must offer the Lowest Corresponding Price when submitting proposals. Lowest Corresponding Price (LCP) is defined as the lowest price that a service

provider charges to nonresidential customers who are similarly situated to a particular E-rate applicant (school, library, or consortium) for similar services. See 47 CFR, Part 54, Section 54.500(f). Service providers cannot charge E-rate applicants a price above the LCP for E-rate services. See 47 CFR Section 54.511(b). There is a rebuttable presumption that rates offered within the previous 3 years are still compensatory.

- 4.6 The District reserves the right to extend or abbreviate the contract period if such extension or abbreviation is necessary to make the Contract-term coincide with an E-rate "program year" or an extended-service end date for an E-rate program year pursuant to a "service delivery deadline extension," as those terms are defined by the Federal Communications Commission and/or USAC.
- 4.7 Vendor shall itemize, price, and invoice separately any materials or services that are ineligible for E-rate funding. Vendor must include the following information on all invoices to the District for E-rate eligible equipment and/or services:
- Date of invoice
 - Date(s) of service
 - Funding Request Number ("FRN")
 - Vendor SPIN
 - Detailed description of services performed and materials supplied that matches District's contract specifications and Form 471 descriptions of same
 - Clear, concise breakdown of amount(s) to be billed to USAC (discounted portion of eligible charges) and amount(s) to be billed to the District (non-discounted amount of eligible charges)
 - Invoice on Vendor's letterhead or on a Vendor-generated form
 - Proper E-rate discount percentage as set forth by the applicable FRN and USAC funding commitment decision letter ("FCDL")

5.0 INFORMATION TO BE INCLUDED IN PROPOSAL - In addition to the other information required to be provided, Vendor also will include with their proposal responses to the following questions:

- 5.1 Provide a description of the nature and scope of your firm's business endeavors, including history of the company.
- 5.2 Provide a description of your firm's previous and ongoing relationship, if any, with the District.
- 5.3 Provide proof that the Vendor and all subcontractors are authorized to do business in Pennsylvania.
- 5.4 Provide the names and contact information of at least 5 current Pennsylvania K-12 clients of similar size to the District that can attest to the quality of work provided by your company using or procuring similar goods and/or services as requested in this RFP.
- 5.5 Provide a description of the firm's experience with the federal E-rate program.
- 5.6 Provide federal Tax ID Number, E-rate SPIN Number, and FCC Registration Number (FCCRN).
- 5.7 Provide certification that the Vendor currently is not subject to the Red Light Rule and will notify the District if they are placed on Red Light Status with the FCC. Further, provide a certification that the Vendor's principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation, by any Federal department or agency, from transactions involving the use of Federal funds. Where Vendor is unable to certify to any of the Statements in this certification, Vendor shall attach an explanation to their offer.
- 5.8 Provide contact name and contact information for a person authorized to negotiate terms and conditions.
- 5.9 Provide contact name and contact information where questions related to the proposal can be directed

with a statement certifying that this person (or his/her authorized representative) will be available in March 2022 – April 2022 in order to assist with the completion of the District's E-rate applications, as requested.

- 5.10 Provide a copy of terms and conditions for the proposed contract.
- 5.11 **Pennsylvania Right-to-Know Law** - Vendor is required to clearly identify any specific information that they deem as proprietary and request to be withheld from public view. Vendor must provide one copy of its redacted proposal with all proprietary information omitted. District intends to comply with the Pennsylvania Right to Know law concerning requests for release of documents regarding this procurement, including the release of proposals after bid opening. Per E-rate regulations, the price of winning bid is not confidential information.
- 5.12 **Pennsylvania Prevailing Wage Act** - Vendor is hereby notified that Pennsylvania Prevailing Wage Act may apply to certain aspects of this request.

6.0 EVALUATION - In accordance with applicable state law, 24 P.S. Section 8-807.1, the District is required to select the proposal of the "lowest responsible bidder" in the event that the District decides to award a contract. In order for a bidder to be eligible to be considered a "responsible" bidder, the bidder must comply with the following:

- 6.1 Submit a timely proposal and not be disqualified under Section 1.8.
- 6.2 The proposal must include all of the required information in Section 5.
- 6.3 Information submitted in response to Section 5.5 must confirm the bidder is familiar with and experienced with the federal E-rate program.
- 6.4 Bidder must indicate their willingness to be bound by the terms of the RFP.
- 6.5 A bidder that opts to submit a proposal for an alternative manufacturer has submitted required documentation that satisfies the requirements of Section 2.2.

APPENDIX A

LIST OF EQUIPMENT AND SERVICES

All applicable taxes, fees, shipping and surcharges from which the District is not exempt or that is imposed or assessed by Vendor must be shown below or they will not be paid by the District.

Compatibility: Although functionally equivalent may be submitted for consideration, the equipment listed below must be interoperable and compatible with the District's existing switches and wireless equipment, and the vendor must document compatibility and interoperability with such equipment. Specific questions about this requirement may be addressed with the Issuing Officer.

DATA PROVIDED BY DISTRICT				DATA PROVIDED BY VENDOR			
Equipment Description	Manufacturer	Part Number	Quantity	Unit Cost	Extended Cost	Warranty Information	% E-rate Eligibility
Ubiquiti Access Point WiFi 6 Long-range	Ubiquiti or equivalent	U6-LR-US	8				
Ubiquiti Access Point WiFi 6 Pro	Ubiquiti or equivalent	U6-Pro-US	91				
Ubiquiti Access Point AC HD	Ubiquiti or equivalent	UAP-AC-HD-US	91				
Ubiquiti Access Point AC SHD	Ubiquiti or equivalent	UAP-AC-SHD-US	8				
Ubiquiti Access Point XG	Ubiquiti or equivalent	UAP-XG-US	6				
Ubiquiti Access Point nanoHD	Ubiquiti or equivalent	UAP-nanoHD-US	91				
Ubiquiti WiFi BaseStation XG	Ubiquiti or equivalent	UWB-XG-US	6				
ExtremeCloud IQ Pilot Tier 0 Cloud RTU Licensee and EW TAC 1YR - Term: 9/9/2022 - 9/8/2023	Extreme Networks or equivalent	CIQ-PTO-C-EW-1YR-K12	61				
ExtremeCloud IQ Pilot Tier 0 Cloud RTU Licensee and EW TAC 1YR - Term: 8/24/2022 - 9/8/2023	Extreme Networks or equivalent	CIQ-PTO-C-EW-1YR-K12	30				

WW 2/18/22
Bd App 3/10/22

**MINUTES
CANTON AREA SCHOOL DISTRICT
FEBRUARY 10, 2022**

The regular meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Thursday, February 10, 2022 at 5:00 p.m.

MEETING CALLED TO ORDER

Our President, Mrs. Judy Sourbeer, called the meeting to order, welcomed all in attendance, and reminded the audience to please sign in if they had not done so.

All stood and recited the Pledge to the Flag.

BOARD MEMBERS PRESENT

Mrs. Judy Sourbeer, President; Mr. Ryan Allen, Mr. Eric Anderson, Mr. Gary Black, Mr. Scott May, Mrs. Arica Jennings, Mr. Tom Resavage, and Mr. Denny Sourbeer.

OTHERS PRESENT

Dr. Eric Briggs, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Michael Wells, Elementary School Principal; Mr. Donald Jacopetti, High School Principal; Attorney Cassi Blaney, District Solicitor; Mrs. Amy Repard, Special Education Supervisor; Ms. Rachel Heitzenrater and Mr. Matt Jennings, newspaper reporters; Mr. Dale Keltz, Mr. Michael Shultz, Mrs. Courtney Roberts, Mrs. Pamela Denlinger, Ms. Cathy Asbury, Mrs. Angie Schoonover, Ms. Sylvia Adams, Ms. Brianna Ellison, and Mr. Kain Adams.

MINUTES

A motion was made by Mr. Eric Anderson and seconded by Mr. Denny Sourbeer to approve the minutes of the regular meeting of January 13, 2022.

Voice Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

REPORTS

Superintendent

Dr. Eric Briggs, Superintendent, reported on the following items:

- Earlier this week, Governor Wolf gave his budget proposal for the upcoming year. Dr. Briggs shared some of the highlights from the budget that have impact on public education:

Increases:

- BEF: over \$1.5 billion increase (22%), with \$1.25 billion driven through the Fair Funding Formula and a \$300 million increase for Level-Up.
- Special Education: \$200 million increase (16.7%)
- Pre-K Counts: \$60 million increase (24%)
- Career/Technical Education: \$6 million increase (6%)
- Student Transportation: \$16 million increase (2.7%)

Level-Funding:

- Ready-to-Learn Block Grants
- Teacher Professional Development
- CT Equipment Grants
- Nonpublic and Charter Student Transportation
- Early Intervention
- School Food Services
- Textbooks
- Materials and Equipment for Nonpublic Schools
- Safe Schools Initiative

- Trauma-Informed Education
- Congratulated the wrestling team for earning a state playoff berth for the first time in school history in the PIAA AA team wrestling duals. Although the outcome of the first state dual meet was not what we wanted, we continue to be proud of our student athletes. Dr. Briggs also wished the girls' and boys' basketball teams good luck as they get ready to enter the district playoffs in the coming weeks.
- Congratulated Isaiah Niemczyk and Caiden Williams for reaching the 500-rebound milestone in basketball earlier this week. Dr. Briggs also recognize Mr. Tyler Sechrist for being named the WNEP Coach of the Year, and Caiden Williams, Riley Parker, and Weston Bellows for also being named to the WNEP All Star Team.
- The CHS National Honor Society is developing a more detailed process to monitor members and their performance in an attempt to maintain the elite nature of the society. The council will meet quarterly to monitor and evaluate the performance of its members.
- Elementary teachers are finishing up their mid-year reviews on their Act 13 evaluation goals by meeting with Mr. Wells to review the local data collected on student academic achievement and performance.
- The elementary school just completed their mid-year DIBELS and Study Island Benchmark assessment data to prepare for the final home stretch before PSSA assessments are administered later this spring.
- On March 15th, the elementary school will be having their spring Title I Family Night. This event is usually heavily attended by students and parents at the elementary school and we are excited to have this event back in person this spring.
- BOCCE is playing today, February 10th at 4:00 PM. Our team is 1-1 with two games to go against Athens.
- Recognized Darlene Young on her retirement after 19.5 years of service in the Canton Area School District. Darlene supported students in our English programs and this year supported students with disabilities at our high school. After speaking with her briefly, she shared that she enjoyed working with our students the most as part of being a teacher in the district. She will be missed by our students and our faculty.
- Recognized Kim Cole who resigned this week to move to a different school district after 15 years of service as a paraprofessional in our district. Kim has always done an excellent job supporting our students with disabilities in regular education classrooms and in out of district placements. She will be missed for the work she has done.
- Recognized Janice Brown. Janice was a part-time cafeteria worker for 13.5 years in the district. She was a dependable worker who always gave 100% each day she came into the cafeteria. She will be missed by her colleagues and the students she served.
- Thanked Nick Porter for two years of service to the Canton Area School District as a custodian. We appreciate the dedicated time and effort he put forth as a custodian at our elementary school.
- Shared with the board an issue that we are currently working through that is not only an issue within the Canton Area School District, but around the country: the substitute teacher shortage. There are many factors contributing to this issue; however, one of the leading causes of this issue is the lack of teachers entering the field. For example, in the year 2010/2011, the state issued 21,045 teaching certificates. In 2019/2020, the state issued only 6,937 teaching certificates. Over the next month, our administrative team will be meeting to explore creative options on how to address this issue. One of the greatest supports which has helped to get through this year is the development of the Student Learning Monitor position (SLM). However, this only addresses the substitute issue at the high school. Over the next few weeks, Dr. Briggs will be sharing data with the board on the options being explored with the hope to come to the board with a proposal on how to address this situation as an agenda item at the March board meeting. Areas of focus will include substitute teacher pay, CASD substitutes vs. an outside agency providing substitute coverage, tracking professional staff attendance, and potential incentive systems for teachers around the area of teacher attendance. Our hope is to have something permanently in place for the start of the 2022/2023 school year but look to make some minor changes from March through the end of this school year.

BUSINESS MANAGER

Mr. Mark Jannone, Business Manager, reported on the following:

- We expect to have a representative from Tremco Roofing to discuss options for a roofing project on both buildings. This is possible due to the fact that we intend to supplant approximately \$1.3

million of ESSER III funds to employee benefits which will free up an equal amount of local funds to be used for capital improvements. Mr. Jannone described the process of a roof restoration project. Mr. Resavage asked if the areas of roof that need repaired would be done so before the new material is applied. Mr. Jannone indicated that all repairs will be done and new flashing will be installed prior to the new material. He also indicated that he expects both buildings to be approximately \$2.3 million. Mr. Jannone stated that it is his expectation that approximately \$1.3 million would come from the freed up local funds described above, about \$500,000 from money that was intended to go into a capital reserve, and about \$500,000 out of Fund Balance.

BOARD REPORTS

- NTCC Representative - Mr. Tom Resavage (reported at the end of the meeting) reported that he attended the NTCC meeting; they passed their fiscal budget and added two new programs which are Early Childhood and Diversified Occupations. The Diversified Occupations program will be for seniors only and offered off-site. He also informed the board that the NTCC changed its Health and Safety Plan to make masks recommended but optional for asymptomatic close contacts.

CITIZEN RECOGNITION - AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Treasurer's Report as presented for January 31, 2021. (A copy is in the supplemental file.)

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Bills

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the bills for January, 2022.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Tax Additions, Exemptions and Exonerations

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

BLaST Budget and Ballot

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Proposed 2022/2023 BLA ST I.U. 17 General Operations budget and Submission of Board of Directors Election Ballot.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

NTCC Final Budget

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the 2022/2023 Northern Tier Career Center Final Budget.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Letter of Agreement

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Letter of Agreement between Canton Area School District and MAC's Driving Academy effective June 1, 2022.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

PERSONNEL

Resignation/Retirements

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to accept the following resignation/retirements:

- a. Nicholas Porter, evening custodian, with two years of service, effective January 29, 2022.
- b. Janice Brown, part-time cafeteria worker, with 13.5 years of service, effective February 4, 2022.
- c. Juanita Kim Cole, paraprofessional, with 15 years of service, effective February 4, 2022.
- d. Darlene Young, teacher, with 19.5 years of service, effective February 11, 2022.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

New Hires

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to approve the following new employees:

- a. Nora Barnes, full-time evening custodian at \$10.00 per hour with full benefits, retroactive to January 31, 2022, as all required paperwork was completed.
- b. Samantha Wilcox, full-time paraprofessional at \$12.00 per hour with full benefits effective February 14, 2022, pending completion of required paperwork.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Additions to Substitute List

- a. Mercedes Meuse, paraprofessional
- b. Amanda Ware, cafeteria, paraprofessional, and custodian
- c. Nicole Coxhead, guest teacher
- d. Janice Brown, cafeteria, retroactive to 2/7/22 as all paperwork is complete
- e. Nicholas Porter, custodian, retroactive to 1/31/22 as all paperwork is complete
- f. Penny Morgan, van driver

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Additions to Volunteer List

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to approve the following additions to the volunteer list, as all required paperwork has been completed:

- a. Lindsay Fitch, band, retroactive to 12/20/21
- b. Jamie Huffman, band, retroactive to 1/20/22
- c. Brian Huffman, band, retroactive to 1/20/22

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Unpaid Days

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to approve unpaid days for the month of December, 2021, for the following employees:

- a. Employee #1819, 10 days
- b. Employee #1246, 1 day

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

FINANCE/POLICY

Second Reading

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the second reading of the following revised policy:

- a. No. 336 - Personal Necessity Leave

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

First Reading

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the first reading of the following revised policy:

- a. No. 217 - Graduation Requirements

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

OTHER ITEMS

Meeting Minutes

A motion was made by Mr. Scott May and seconded by Mrs. Arica Jennings to accept the Occupational Advisory Committee Meeting Minutes and the Local Advisory Committee Meeting Minutes from the meetings held on December 20, 2021.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Field Trip Request

A motion was made by Mr. Scott May and seconded by Mrs. Arica Jennings to approve the field trip request from Tom Hojnowski for the State Legislative Leadership Conference March 13 - 15, 2022 in Harrisburg, PA.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Quarterly Reports

A motion was made by Mr. Scott May and seconded by Mrs. Arica Jennings to approve the second quarter (Oct - Dec) Canton Elementary and Canton Jr./Sr. High School Central Treasury Reports.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

Overnight Field Trip Requests

A motion was made by Mr. Scott May and seconded by Mrs. Arica Jennings to approve the following overnight field trip requests from Maureen Martz:

- a. FCCLA State Leadership Training/Conference to Seven Springs Resort in Champion, PA March 18 - 23, 2022 for State Officer Training.
- b. FCCLA State Leadership Conference to Seven Springs Resort in Champion, PA March 21 - 23, 2022 for FCCLA State Competition.

Roll Call Vote: All eight members present voted yea.
Mr. Bill Holland was absent.
Motion carried.

CITIZEN RECOGNITION - NON-AGENDA RELATED

Pam Denlinger thanked the board for receiving her email regarding concerns she had with a high school teacher. She asked the board to pass a resolution forbidding Critical Race Theory and LBGTQ+ instruction from our curriculum. She then went on to describe her understanding of the definition of Critical Race Theory. Secondly, she asked the board to resolve to not support LBGTQ+ agendas. Lastly, she asked the board to make a policy that forbids clubs and advisors of clubs to email all students without a parental approval having been given.

Sylvia Adams announced that she was attending the meeting in support of the Pride Club. She informed the board that statistically a large number of LBGTQ+ teens reportedly harm themselves or contemplate suicide and it is important for them to have a trusted adult outlet. She went on to describe her own struggles regarding LBGTQ+ discrimination. She ended by saying that if the Pride Club and its advisor helps at least one person, it's worth it.

Announcements

The next Board Meeting will be held Thursday, March 10, 2022, at 5:00 p.m. in the Canton Jr/Sr High School Library, Canton, PA.

Meeting Adjourned

Mrs. Sourbeer adjourned the meeting at approximately 5:44 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary



ARP ESSER Health and Safety Plan Guidance & Template

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

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

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

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

1. How the LEA will, to the greatest extent practicable, implement prevention and mitigation policies in line with the most up-to-date guidance from the Centers for Disease Control and Prevention (CDC) for the reopening and operation of school facilities in order to continuously and safely open and operate schools for in-person learning;
2. How the LEA will ensure continuity of services, including but not limited to services to address the students' academic needs, and students' and staff members' social, emotional, mental health, and other needs, which may include student health and food services;
3. How the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policy on each of the following safety recommendations established by the CDC:
 - a. Universal and correct wearing of [masks](#);
 - b. Modifying facilities to allow for [physical distancing](#) (e.g., use of cohorts/podding);
 - c. [Handwashing and respiratory etiquette](#);
 - d. [Cleaning](#) and maintaining healthy facilities, including improving [ventilation](#);
 - e. [Contact tracing](#) in combination with [isolation](#) and [quarantine](#), in collaboration with State and local health departments;
 - f. [Diagnostic](#) and screening testing;
 - g. Efforts to provide COVID-19 [vaccinations to school communities](#);
 - h. Appropriate accommodations for children with disabilities with respect to health and safety policies; and
 - i. Coordination with state and local health officials.

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

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

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

LEAs may use the template to revise their current Health and Safety Plans to meet ARP requirements and ensure all stakeholders are fully informed of the LEA's plan to safely resume instructional and non-instructional school activities, including in-person learning, for the current school year. An LEA may use a different plan template or format provided it includes all the elements required by the ARP Act, as listed above.

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

Additional Resources

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

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

Health and Safety Plan Summary: **Canton Area School District**

Initial Effective Date: 6/10/2021

Date of Last Review: 3/22/2022

Date of Last Revision: 3/22/2022

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

The Canton Area School District will continue to implement, to the maximum extent possible, prevention and mitigation efforts, and develop policies and procedures that are aligned with the health and safety guidance from the Centers for Disease Control, Pennsylvania Department of Health, and the Pennsylvania Department of Education in order to ensure a safe reopening of schools for any summer programming and re-entry into school for the 2021-2022 school year.

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

The Canton Area School District will continue to monitor the allocation of resources to students and families while the students are in school and within the community. The district will use ESSER funds to address the unfinished learning needs of our students both academically and socially/emotionally. The district has partnered with the local Ministerium to continue with a food program for our students throughout the summer months until the start of school next fall. Additional resources will be added to the budget over the next three years to address the effects that the pandemic has had on students within our district.

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

ARP ESSER Requirement	Strategies, Policies, and Procedures
a. Universal and correct wearing of masks ;	As it pertains to the SARS-CoV-2 pandemic, the Canton Area School District will allow students, staff, and visitors to voluntarily wear masks-unless they are completing a quarantine as a close contact and still attending school. The district will collaborate with state department of health officials, as needed,

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>to determine any large-scale need for universal wearing of face masks and will enforce any state mandated orders pertaining to face masks. Therefore, all students bus drivers, and staff, while on district transportation (bus, van, etc) will be required to wear a face covering.</p>
<p>b. <u>Modifying facilities to allow for physical distancing (e.g., use of cohorts/podding);</u></p>	<p>As it pertains to the SARS-CoV-2 pandemic, the Canton Area School District will promote physical distancing to the maximum extent possible.</p>
<p>c. <u>Handwashing and respiratory etiquette;</u></p>	<p>As it pertains to the SARS-CoV-2 pandemic, the Canton Area School District will promote proper handwashing and respiratory etiquette by continuing to display signs/education materials. The district will also make public service announcements in the schools, encourage the school nurses to promote proper handwashing and respiratory etiquette, and encourage all other employee groups to promote proper handwashing and respiratory etiquette when practicable and appropriate.</p>
<p>d. <u>Cleaning and maintaining healthy facilities, including improving ventilation;</u></p>	<p>As it pertains to the SARS-CoV-2 pandemic, the Canton Area School District will continue to assess and replace HVAC filters when necessary. The district will provide cleaning and sanitizing solutions and materials to classrooms and employees for cleaning as needed and provide routine cleaning of facilities/ classrooms/buses by employees.</p> <p>The district installed air ionizers which will irradiate any living viruses, spores, or molds that could be present in the air.</p>
<p>e. <u>Contact tracing in combination with isolation and quarantine, in collaboration with the State and local health departments;</u></p>	<p>Consistent with Title 28 Pa. Code Chapter 27, the CASD will exclude from school any student or staff who are showing symptoms of COVID-19 or who have tested positive. Students and staff who exhibit symptoms of COVID-19 but do not test positive will be excluded from school until they are fever free, without medication, for at least 24 hours. in</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	<p>addition, as required by Title 28, the district will complete contact tracing, notification of close contacts, and provide this information to the PA-DOH.</p> <p>Effective January 3, 2022, asymptomatic students who were determined to be a close contacts will not be excluded from school so long as they are able and willing to properly wear a face covering during the predetermined time from last exposure.</p> <p>Students and staff who test positive for COVID-19 will be excluded from school for a minimum of 5 days. Positive COVID-19 students and staff cannot return until they are fever free, without medication, for at least 24 hours on or after day 5. Face coverings will be required on days 6-10 for students and staff who test positive for COVID-19.</p> <p>Household close contacts who live with a positive COVID-19 case and cannot isolate from the positive case will be required to quarantine for 5 days. The household close contact can return to school wearing a face covering on days 6-10.</p> <p>If parents / guardians, upon notice of exposure, decide to exclude their student, absences for the dates of quarantine will be legal / excused.</p> <p>Symptomatic students / staff and those who test positive regardless of symptoms, will be excluded from school for the remainder of the quarantine period or produce a negative test.</p> <p>Those exposed at home to a positive case will be excluded from school.</p>
<p>f. <u>Diagnostic</u> and screening testing;</p>	<p>As it pertains to the SARS-CoV-2 pandemic, the Canton Area School District will promote diagnostic and symptom screening by parents/students/employees who are symptomatic or have suspicion of COVID-</p>

ARP ESSER Requirement	Strategies, Policies, and Procedures
	19 exposure prior to arriving at the school campus and school buildings.
g. Efforts to provide vaccinations to school communities ;	This district does not provide vaccinations to students and staff and will not consider being a host to a vaccination clinic.
h. Appropriate accommodations for students with disabilities with respect to health and safety policies; and	As it pertains to the SARS-CoV-2 pandemic, the Canton Area School District will provide reasonable accommodations, as appropriate, to students with disabilities with respect to health and safety strategies.
i. Coordination with state and local health officials.	As it pertains to the SARS-CoV-2 pandemic, the Canton Area School District will participate in collaborative efforts with local and state health officials who desire coordination related to responses to the pandemic, when contacted directly.

Health and Safety Plan Governing Body Affirmation Statement

The Board of Directors/Trustees for **Canton Area School District** reviewed and approved the Health and Safety Plan on **March 10, 2022**

The plan was approved by a vote of:

_____ **Yes**

_____ **No**

Affirmed on: **March 10, 2022**

By:

(Signature of Board President)*

(Print Name of Board President)

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

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

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