

WW 5/13/22  
Bd App 6/9/22

**MEMORANDUM OF UNDERSTANDING**

between

**BRADFORD COUNTY HUMAN SERVICES AGENCY**

and

**CANTON AREA SCHOOL DISTRICT**

**FY 2022-2023**

**I. CASEWORKER OUTREACH PROGRAM**

**A. Purpose:**

This Agreement is entered into between BRADFORD COUNTY HUMAN SERVICES AGENCY (COUNTY) and the CANTON AREA SCHOOL DISTRICT (DISTRICT) for the provision of The Outreach Case Worker Program for the school year 2022-2023. This professional social services position is assigned to the Child and Adolescent Outreach Caseworker Program. This caseworker will provide a wide array of cross-agency services to students and their families in a variety of settings. Responsibilities include assessment of needs, short-term interventions, referral to appropriate community services and follow-up as needed. This position will act as the mental health liaison to the Student Assistance Program Teams in assigned schools. The position will provide services intended to reduce the need for more formal agency intervention. This position is supervised by the Child and Adolescent Outreach program supervisor.

The COUNTY outreach case worker will need a confidential space within the District to meet with students and families for the provision of those services. The DISTRICT will provide facilities for the use of COUNTY's Outreach Case Worker. The provision of the facilities by the DISTRICT should not in any way constitute an acceptance of educational responsibility for any student receiving services on-site who is not a resident of the DISTRICT.

**B. Provisions:**

*Bradford/Sullivan Counties Office of Mental Health will provide the following:*

- 1.) The Outreach caseworker & COUNTY will be knowledgeable about the Case Management Program's best practices and will be trained and will have received certification from an approved Children's Case Management/resource coordination training through the University Of Pittsburg Medical Center.
- 2.) COUNTY will ensure that this Memorandum of Understanding pertaining to the provision of Outreach Services are executed and in effect, MOU's should be negotiated annually, and need to be signed by the Mental Health Provider (Bradford County Human Services Agency)

and school district representative and the Mental Health Administrators. A copy of this MOU should be on file with the Bradford County Office of Mental Health.

- 3.) COUNTY will monitor services provided annually for adherence to best practices.
- 4.) COUNTY will establish a system of regular communication with all stakeholders.
- 5.) COUNTY will utilize state, county, and other relevant data available for annual planning and program improvement purposes.
- 6.) COUNTY will submit all required reports to the appropriate agencies. This could include, but is not limited to: a summary of the outreach caseworker services provided and the number and demographics of students served in said school district.
- 7.) COUNTY Outreach Caseworker's responsibilities will include:
  - The Outreach Caseworker will participate in training made available through the County Program by observing and working directly with higher level caseworkers and supervisory staff in order to learn and become knowledgeable regarding mental health program methods, procedures and rules and regulations regarding the provision of services to mental health consumers. Will attend both formal and informal training provided at the County, Regional, State and MCO levels to the purpose mission and vision of the recovery of mental health consumers.
  - Will participate in training made available through the County Program to learn and demonstrate knowledge of the functions of Children and Youth Services including regulations, policies, and procedures on Mandater Reporting
  - Coordinate and participate in Outreach Program Summer Activities. Activities include, but are not limited to; social skills building and healthy peer relationship building. With the help of the DISTRICT, 10-15 youth within the school district will be selected to participate in the COUNTY summer outreach program.
  - Assess and provide short-term intervention services for truancy cases referred by the school district. This may involve making contact with respective families, providing home visits, and troubleshooting issues with the DISTRICT and the families in order to improve attendance or assist with removing barriers to school attendance. This does not involve attending court hearings that are related to truancy.
  - Demonstrate the understanding of provider community resources available and assist families in obtaining those resources such as; basic housing assistance, food pantries, utilities assistance, transportation assistance, medical assistance along with community resources to address mental health needs

- Maintain appropriate documentation of contacts with children and their families, service providers, and schools districts. Document the service provided, outcome of the service and determine if follow-up is needed along with any state reporting requirements and data input into the state or joinder computer systems.
- Maintain and follow the mandated Client confidentiality Policy HIPPA
- Attend regularly scheduled staff meetings and appropriate trainings to further develop skills. Attend weekly supervision with the Child and Adolescent Outreach/ SAP Liaison Program Supervisor
- Perform other duties as related to complete program objectives

*The DISTRICT will provide the following:*

1. Private office space and access to internet in each building

## **II. STUDENT ASSISTANCE PROGRAM**

### **A. Purpose:**

This Agreement is entered into between BRADFORD COUNTY HUMAN SERVICES AGENCY (COUNTY) and the CANTON AREA SCHOOL DISTRICT (DISTRICT) for the provision of Student Assistance Program (SAP) Services for the school year 2022-2023. The SAP Process is intended to provide identified students with screening and referral to interventions for confidential help to safely and effectively deal with situations that may be causing a barrier to learning. To this end; the SAP Liaison can provide the following; mental health screening, group intervention with the support and presence of a person who is employed by the school district, effective and professional information at the required SAP Team meetings, consultative services to the District, and technical assistance to the District. The SAP Liaison will need a confidential space within the DISTRICT to meet with students and families for the provision of those services. The DISTRICT will provide facilities for the use of COUNTY Mental Health SAP Liaison. The provision of the facilities by the DISTRICT should not in any way constitute an acceptance of educational responsibility for any student receiving services on-site who is not a resident of the DISTRICT. The DISTRICT will provide the SAP liaison an internet connection in order to complete SAP screenings.

COUNTY will operate the Student Assistance Liaison Program by following all expectations, regulations, Best Practice recommendations outlined by the Pennsylvania Network for Student Assistance Services (PNSAS). COUNTY will have 1 bachelor's level Case Manager trained to provide SAP Liaison services which will address the mental health needs of referred students by the DISTRICTs SAP Team.

### **B. Provisions:**

*Bradford/Sullivan Counties Office of Mental Health will provide the following:*

1. The SAP Liaison & COUNTY will be knowledgeable about the Student Assistance Program best practices and will be trained and have received certification from an approved PNSAS SAP Trainer in the mandatory K-12 SAP Training and attend professional development webinars/trainings as offered by PNSAS.
2. COUNTY will ensure that this Memorandum of Understanding pertaining to the provision of SAP Services are executed and in effect. These MOU's should be negotiated annually, and need to be signed by the Mental Health Provider (Bradford County Human Services Agency) and school district representative and the Mental Health Administrators. A copy of this MOU should be on file with the Bradford County Office of Mental Health.
3. COUNTY will monitor services provided annually for adherence to best practices.
4. COUNTY will establish a system of regular communication with all stakeholders.
5. COUNTY will collaborate with PNSAS.
6. COUNTY will utilize state, county, SAP and other relevant data available for annual planning and program improvement purposes.
7. COUNTY will submit all required reports to the appropriate agencies. This could include, but is not limited to: a summary of the SAP Liaison services provided, the number and demographics of students served, aggregate data on the primary issues identified via screenings conducted, and completion of the Joint Quarterly Reporting System.
8. COUNTY SAP Mental Health Liaison's responsibilities may include the following:
  - Attending SAP team meetings
  - Providing consultation to include phone and in-person collateral communication with parents and school officials
  - Participating in team maintenance sessions with SAP teams
  - Participating in program evaluation activities with core team members
  - Facilitating and supporting the school-based aftercare plans for students who are returning to school from residential or out of home treatment.
  - Facilitating or co-facilitating school-based support groups with the support of school personnel within the group
  - Maintaining data for required reporting as determined by the local Mental Health Administration
  - Providing relevant training to students, parents, faculty and staff, including the marketing of SAP and SAP Services
  - Assisting the school with stakeholder in-service (i.e., school board, parents, school staff, community members, etc.)

- Collaborating with other agency providers
  - Providing student mental health screenings
  - Assisting students and their parents in the referral to and access of appropriate services
  - Additional duties as outline in letter of agreement
9. COUNTY will provide a Bachelor's Level Mental Health professional that will comply with any and all regulatory requirements to maintain a SAP Liaison.

*The DISTRICT will provide the following:*

1. Private office space as well as access to the internet connection
2. A copy of the schools crisis plan as well as their disciplinary policies and protocols so COUNTY MH SAP liaison can adhere and reinforce the schools policies
3. Timely notification of SAP Team Meetings and locations of those meetings
4. The DISTRICT SAP Team will notify parents or guardians of identified students in order to explain reason of referral, gather information, and obtain parent permission to involve their child in the Student Assistance Program. If DISTRICT is having barriers in communication with parent or guardians, the COUNTY SAP Liaison may then assist in this process.

### **III. ITEMS OF CONCERN:**

#### **A. Professional Liability**

All COUNTY staff is covered under a liability insurance policy and will remain covered as long as they are an employee of COUNTY

#### **B. Supervision and Responsibility**

COUNTY personnel are under the direct supervision of and are responsible to Bradford/Sullivan Counties Office of Mental Health and are expected to act in a manner consistent with Bradford/Sullivan Counties Office of Mental Health policy and procedures, as well as the policy and protocols of the school district that they are providing services to. All school crisis plans and disciplinary policies of the school will be reinforced and adhered to. Bradford/Sullivan Counties Office of Mental Health shall ensure that all Bradford/Sullivan Counties Office of Mental Health personnel who will have regular direct contact with students will secure all clearances required by law and forward all clearances to the DISTRICT Business Office prior to starting any working relationship with the District.

**C. Quality Assurance**

In order to assure the quality of service delivery and documentation, COUNTY will conduct records review and service monitoring in order to verify documentation and adherence to HIPPA guidelines and PA Code, title 55 articles referring to confidentiality guidelines, program standards and best practice guidelines. These reviews and monitoring's will be conducted per agency policies and procedures.

Any concern and/or complaint regarding the services being delivered will be directed to Bradford/Sullivan Counties Office of Mental Health Director at 570-265-1760. These issues can then be reviewed by both parties on an as-needed basis.

**IV. GENERAL PROVISIONS:**

- A. COUNTY and the aforementioned school district have exclusive control of the management, assets and affairs of their respective entities. Neither party by virtue of this agreement assumes any liability for any debts or obligations of either financial or legal in nature that may be incurred by the other party to this agreement.
- B. Neither the COUNTY nor the aforementioned school district may use the name of the other party in any promotional or advertising material unless review and express written approval of the intended use is first obtained from the party whose name is being used.
- C. Nothing in this agreement shall be construed as limiting the right of either party to affiliate or contract with any other party or organization on either a limited or general basis while the agreement is in effect.

**V. TERMS:**

- A. This agreement will be for one general school year while the school is in session. This agreement will renew for each additional school year unless written notice of termination is given by either party at least 90 days prior to the initial termination date.
- B. This agreement may be modified at any time but only by mutual written consent of both parties.
- C. This agreement may be terminated by either party at any time without cause upon written notice by the party giving a 60 day notice of such termination.
- D. COUNTY and said school district reserves the right to immediately terminate or suspend this agreement in instances where there is clear and present danger to the health and safety of either parties consumers receiving services under the terms of the agreement or if either party, at their discretion, feels there has been a serious violation of either parties policies or regulations.

- E. Any violation of State or Federal Regulations/Policies resulting in a criminal prosecution in which the outcome is a guilty plea or a conviction of a criminal offense by said school district or COUNTY may be considered a breach of the agreement and either party may declare said agreement terminated.
- F. Neither party shall be held responsible for delay or failure to perform hereunder when such delay of failure is due to fire, flood, epidemic, strike, acts of God or the public enemy, unusually severe weather, legal acts of the public authority, or delay or default that cannot reasonably be foreseen or provided against.

#### **VI. CONFIDENTIALITY:**

- A. COUNTY staff and representatives will be knowledgeable and adhere to all FERPA, HIPAA and Confidentiality Laws as put forth.
- B. All records, names and identities of students identified in the School Based Outreach program will be protected and adhered to per HIPPA Laws.
- C. If disclosures are requested for the benefit of the student, the laws relating to FERPA will be followed.
- D. The DISTRICT and COUNTY staff will be responsible to ensure the security of all student records and shall assure compliance with all regulations and laws concerning the retention of said records.
  - a. When a student is referred to the SAP Liaison designated by COUNTY for a screening, the record of services generated become the property of COUNTY 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.
  - b. All records generated by DISTRICT's Student Assistance Team, with respect to the individual students, are records of DISTRICT. The retention and disclosure of such records shall be governed by the policies of DISTRICT and applicable to Federal Laws which include FERPA and HIPPA.

#### **VII. COMPLAINTS:**

- A. COUNTY considers a complaint to be an expression of a concern by a consumer / parent / or colleague. COUNTY requests that such concerns are relayed as efficiently and timely as possible to the Mental Health Director. Concerns can be relayed in writing or by phone to our agency. Once a concern is received, a member of COUNTY management will contact the individual within 24 hours or within the next business day to hear said concern. COUNTY will then conduct an internal review of the concern through interviews, review of documentation, and a review of our internal policies. A written response from COUNTY Quality Assurance program will be

produced within 15 business days of said complaint with a follow-up in-person meeting by the MH Program Director and/ or MH supervisor.

- B. Complaints/concerns made toward the District will be directed to the appropriate school personnel to handle per their internal policies and procedures.

#### **VIII. INDEMNIFICATION:**

- A. It is hereby stipulated and agreed between COUNTY and said aforementioned school district, that within respect to any claim or action arising out of the activities described in this agreement, each party shall only be liable for payment of that portion of any and all liability, costs, expenses, demands, settlements or judgements resulting from negligence, actions, or omissions of its own agents, officers and employees.
- B. The DISTRICT agrees to indemnify and hold COUNTY harmless from all manner of suit, actions, damages, charges, and expenses, including attorney and counsel fees which COUNTY may sustain by reason of said school districts failure to perform this agreement except to the extent that such claims may be made as a result of the negligence of COUNTY, its employees or agents.
- C. COUNTY agrees to indemnify and hold said school district harmless from all manner of suit, actions, damages, charges, and expenses, including attorney and counsel fees which the said school district may sustain by reason of COUNTY failure to perform this agreement except to the extent that such claims may be made as a result of the negligence said school district named in this agreement, its employees or its agents.
- D. The DISTRICT will maintain property insurance, and COUNTY will maintain liability insurance for the duration of this agreement. COUNTY shall indemnify the DISTRICT for any property damage in the area occupied by COUNTY, which is beyond the normal wear and tear for such use.

#### **IX. PROHIBITION AGAINST ASSIGNMENT:**

Neither party shall assign any part of this agreement without prior written approval of the other party.

#### **X. ETHICS:**

COUNTY shall comply with all applicable standards of professional ethics/integrity, and shall perform services within areas of competence in accordance with the generally accepted standards and practices



**CANTON AREA SCHOOL DISTRICT**

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be executed the day and year before written.

**DISTRICT**

BY: CANTON AREA

\_\_\_\_\_  
Signature: SUPERINTENDENT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: SCHOOL BOARD DIRECTOR

\_\_\_\_\_  
Date

**BRADFORD COUNTY**

BY: COMMISSIONERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
John M. Sullivan

Bradford County Commissioners:

DARYL L MILLER

DOUGLAS MCLINKO

JOHN SULLIVAN

ATTEST:

\_\_\_\_\_  
Michelle L. Shedden  
Michelle Shedden, Chief Clerk

\_\_\_\_\_  
4/14/2022  
Date

SEAL:

**BRADFORD COUNTY HUMAN SERVICES AGENCY**

BY: BRADFORD/SULLIVAN COUNTY MENTAL HEALTH PROGRAM

\_\_\_\_\_  
Administrator: MAYME CARTER

\_\_\_\_\_  
Director: SHANNON CAHILL

\_\_\_\_\_  
4/12/22  
Date

\_\_\_\_\_  
4/11/2022  
Date

WW 5/13/22  
Bd App 6/19/22

## **LETTER OF AGREEMENT**

between

**BRADFORD COUNTY HUMAN SERVICES AGENCY**

on behalf of the

**BRADFORD/SULLIVAN COUNTY MENTAL HEALTH PROGRAM**

and

**CANTON AREA SCHOOL DISTRICT**

**FY 2022/2023**

### **I. CASEWORKER OUTREACH & STUDENT ASSISTANCE PROGRAM**

#### **A. Purpose:**

This Agreement is to define the relationship between the programs operated by the BRADFORD COUNTY HUMAN SERVICES AGENCY (COUNTY) and the CANTON AREA SCHOOL DISTRICT (DISTRICT) as it relates to joint operation and financing of School Based Outreach Services and Student Assistance Liaison Program Services.

#### **B. Provisions:**

1. The COUNTY will designate a qualified casework level position to provide information and referral, assessment of needs, prevention and short term intervention for students and families in the DISTRICT.
2. The COUNTY will assure that the designated position has completed the appropriate level of training and supervision to act in this capacity and attends SAP Team Meetings as scheduled.
3. The COUNTY and DISTRICT will jointly determine the array of services to be provided, including but not limited to, home visits, small groups, individual and family meetings, mental health screenings, and prevention education services
4. The COUNTY will assure that the School Based Outreach worker position will serve as the SAP liaison for mental health screenings and services and provide the appropriate level of training and supervision to act in this capacity.
5. The COUNTY and DISTRICT will establish truancy protocols for referral, assessment and intervention services and supports to be provided by the School Based position.
6. School Based Outreach Services will provide thirty (30) hours per week at DISTRICT on a 10 month basis. Two months during the summer months is devoted to the school based outreach summer program serving identified Youth in the DISTRICT. Every effort will be made to limit vacation time during the school year. Back up and day to day supervision will be provided by the COUNTY.
7. Each caseworker is required to work seven and one half (7.5) hours a week at COUNTY to attend staff meetings and to allow sufficient time to complete paperwork. If the DISTRICT is

in need during this time, the caseworker has the option to leave COUNTY to attend to DISTRICT's needs.

8. The DISTRICT will define an internal system to schedule time in each building and develop a system to make referrals and request activities.
9. The COUNTY and DISTRICT agree to design a system to collect data on services provided for further analysis, program development, and grant writing and consumer satisfaction.
10. The COUNTY and DISTRICT agree to jointly fund the annualized cost of these services through a combination of program and grant funding.

**C. Terms:**

1. The DISTRICT agrees to pay **\$12,000** towards this position in the FY 2022-2023 school year.
2. The first half of the payment is to be paid by **07/01/2022** and the second half of the payment is to be paid by **01/01/2023**.
3. This agreement shall be in effect from **7/1/2022 to 6/30/2023**.

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APPROVED AS TO LEGALITY AND FORM

  
\_\_\_\_\_  
Agency Solicitor: RICHARD SHEETZ

12 April 2022

\_\_\_\_\_  
Date

**CANTON AREA SCHOOL DISTRICT**

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be executed the day and year before written.

**DISTRICT**

BY: CANTON AREA

\_\_\_\_\_  
Signature: SUPERINTENDENT

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature: SCHOOL BOARD DIRECTOR

\_\_\_\_\_  
Date

**BRADFORD COUNTY**

BY: COMMISSIONERS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
John M Sullivan

Bradford County Commissioners:

DARYL L MILLER

DOUGLAS MCLINKO

JOHN SULLIVAN

ATTEST:

\_\_\_\_\_  
Michelle Shedden, Chief Clerk

\_\_\_\_\_  
4/27/22  
Date

SEAL:

**BRADFORD COUNTY HUMAN SERVICES AGENCY**

BY: BRADFORD/SULLIVAN COUNTY MENTAL HEALTH PROGRAM

\_\_\_\_\_  
Administrator: MAYME CARTER

\_\_\_\_\_  
4/11/22  
Date

\_\_\_\_\_  
Director: SHANNON CAHILL

\_\_\_\_\_  
4/11/2022  
Date

Bd App 6/9/22

# FIELD TRIP REQUEST

Destination(s):

Pa Summer Convention  
PSU Main Campus

How many subs  
are needed:

0

Date of Trip June 9-11, 2022 Day of Week Tues-Thu Leave Time 8 AM Return to School 3 PM

Number of Students/Adults \_\_\_\_\_ Circle One VAN BUS -- If you want a (VAN), who will drive? \_\_\_\_\_

Where will the bus load for the trip? Back of Science wing

Students will: (check one) \_\_\_\_\_ Ride their regular bus home after the field trip.

☒ Arrange their own transportation home after the field trip.

Class or Grade Description

Ag Experience

Person in Charge

Toni Hynowski

Other Chaperones going: \_\_\_\_\_

Objective of Trip:

Summer Convention - Public Speaking  
Delegate Wildlife

Estimated Cost  
Of Trip -  
Including Subs

Additional Information, if any:

Cost of van

## REGULATIONS

1. Persons in charge will submit a final list of persons riding the bus (including adults) to the Principal before leaving school grounds.
2. Parental permission slips will be obtained by person in charge. These will also be turned in to the Principal before leaving school grounds.
3. Students will observe the riding rules of the school. Buses are supposed to have copies of riding rules posted. Driver distractions from within the bus are to be avoided.
4. No students are to be let off the bus at any location other than the school when returning from the field trip, unless prior arrangements have been approved by the Principal or Business Manager.
5. Any irregularities of the trip (including bus and driver problems) will be reported to the Principal immediately.
6. When students have to make other arrangements to get home, the person in charge and chaperones will stay with the students until all have left the school grounds.

[Signature]  
SIGNATURE OF PERSON IN CHARGE

## ROUTING INSTRUCTIONS

Forward completed form to your Principal. If approved, Principal will forward to Business Office. Business Office will return original request to Principal after busing arrangements. Principal will keep the original form in their office and will send a copy of the form to the person in charge.

## APPROVALS

Principal:

Approved

[Signature]

Date

5/12/22

Business Manager:

Approved

Date

5/12/22

THIS SPACE FOR BUSINESS  
OFFICE USE ONLY

DN 5/21/22

WW 5/20/22  
Bd App 6/9/22

**MINUTES  
CANTON AREA SCHOOL DISTRICT  
MAY 12, 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, May 12, 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 Cassie Blaney, District Solicitor; Mrs. Amy Repard, Special Education Supervisor; Mr. Matt Jennings, Mr. Jared Wilcox, Mr. Tom Cochran, Mr. Dale Keltz, Mrs. Marcie Jennings, Ms. Katelyn Andrus, Ms. Becca Jennings, and Mrs. Courtney Roberts.

**MINUTES**

A motion was made by Mr. Gary Black and seconded by Mrs. Arica Jennings to approve the minutes of the regular meeting of April 14, 2022.

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

**APPOINTMENT OF OFFICERS**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Eric Anderson to appoint the following officers:

1. Ryan Allen, Board Treasurer, July 1, 2022 - June 30, 2023
2. Mark Jannone, Board Secretary, July 1, 2022 - June 30, 2026

Roll Call 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:

- **HB 2022: School-Based Behavioral Health Assistance.** This bill would allow a behavioral health representative, stationed in a school under the supervision of a superintendent or other chief administrative officer or their designee, to use evidence-based programs for students that provide a positive school climate, crisis management, suicide prevention strategies, or skills to communicate with peers and adult, manage emotions, setting goals, establishing and maintaining positive relationships, making responsible decisions that support success in school and life. The representative also would be able to utilize early intervention services for students to deal with grief, trauma, anger, anxiety, or sadness. A public school who allows a behavioral health

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representative to interact with their students is required to develop a policy and plan to provide social and mental support services for all students and enter into a MOU with the behavioral health assistance entity with which the representative is affiliated or employed, to include parental and legal guardian communication plans.

- **HB 2023: Behavioral Health Awareness Model Curriculum.** This bill would require the PA Department of Education to develop a model curriculum to assist school entities in providing behavioral health education. The bill also would allow a school entity to provide to professional educators four hours of training on behavioral health awareness that could be applied toward meeting professional education requirements.
- **HB 2024: Mental Health Instruction Study.** This bill would commission a Mental Health Instruction Study to determine the extent to which schools are currently providing mental health instruction in their curriculum. Data collected from this study will serve as the basis for recommendations for the improvement of mental health instruction in our Commonwealth's schools, including recommending future legislation.
- Thanked the Canton Moose for their tremendous food donation for our staff during Teacher Appreciation week last week. Each year, they always reach out to the district to ensure that they can support us with a meal, and they never disappoint with the work they do. Thank you very much to Jimmy and Becky Colton and all the Moose staff who support the district with this endeavor.
- Congratulated and thanked the following employees for their time and dedication to the Canton Area School District:
  - **Sarah Brown** – Sarah has worked for the school district for 20 years as a custodian and custodian supervisor. Sarah was always supportive of her staff and made sure they were diligent in the work they had done to ensure our buildings would always look clean. Many times over my past six years here, I have received comments on not only how nice our students and staff are, but also how clean our facilities look. Sarah was a huge contributor to the cleanliness of our facilities. Thank you Sarah and we wish you the best of luck as you enter retirement.
  - **Elizabeth "Beth" Cole** – Beth has worked in the district for 25 years - 23 of those years as a kindergarten teacher. It is very rare that one teacher in our elementary school spent their entire teaching career at one grade level. Prior to being a teacher, Beth was a long-term substitute and a paraprofessional. In recent years, it was my pleasure to see how Beth would always attempt to reach out and support some of our neediest families to see if she could be an additional support outside of the school setting. Thank you, Beth, for the impact you have made in the past 25 years with our students and their families. Your support will be greatly missed by all, and I wish you nothing but the best in your retirement.
  - **Bob Rockwell** – Bob has worked in the district for 35 years as an educator, athletic director, and baseball coach. A lifelong educator within the Canton Junior Senior High School, Mr. Rockwell had a knack for connecting with all students both in the classroom and on the baseball field. Bob always believed that every student deserves a chance. He also believed it was our responsibility as educators and coaches to place our students/athletes in positions where they can be successful. Bob was a master at ensuring that not only did all students and athletes learn in the classroom and on the baseball field, but they did it with dignity and respect. Bob will not be completely gone. He plans to continue to help and support our district and the student athletes as the athletic director. Thank you, Bob, for the countless hours you have spent in the classroom, on the field, and attending sporting events to support all Canton Warriors. We will miss you as a mentor on the field and in the classroom, but we welcome your continued support as our athletic director. Thank you for being the model of what we call the WARRIOR WAY!
- The CHS Guide to Graduation and calendar has been updated and is published on our CHS webpage. This guide provides all of the details that lead up to and include the commencement ceremony at 6:00 p.m. on June 3, 2022, outside on the football field.
- Seventh and eighth graders have completed their PSSA testing in Math, ELA and Science as of this week. Both our staff and students have worked hard throughout the school year to prepare for these state assessments, and we look forward to the results during the summer months. While we know that the state assessments are merely another method of assessment, we are expecting to see growth in the results for each individual student.
- We have made it a priority to decrease the truancy rate of students at CHS during the 2021/2022 school year. We have identified 68 (16%) students who have been absent more than ten days of school. These absences do not include quarantine or medical excuses. We have identified these students and referred them to our tier II team for planning, intervention, and support. Of those 68

students, 16 (4%) required a tier III intervention that involves a truancy hearing, a fine or fines and Children and Youth involvement and support.

- All formal and informal observations are complete and Mr. Wells is currently working with each staff member as they successfully complete their Act 13 goals.
- Upcoming events: May 12<sup>th</sup> - Chorus Concert, May 17<sup>th</sup> - Band Concert, May 27<sup>th</sup> - Move Up day, May 31<sup>st</sup> - sixth grade graduation.
- The special education department is currently preparing for the ESY Program. The ESY program runs June 13 - June 30, 2022, Monday through Thursday.
- The special education department is getting ready to start the 6/30 count. This count tells us which students exit from special education services, a discipline report, and various factors of our special education staff and personnel.

#### **CITIZEN RECOGNITION - AGENDA RELATED**

Mr. Dale Keltz again approached the board requesting that the Pledge of Allegiance be removed from the agenda.

#### **BUSINESS**

##### **Treasurer's Report**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Treasurer's Report as presented for April 30, 2022. (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 Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the bills for April, 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 Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the tax additions, exemptions and exonerations.

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

##### **Transportation Changes**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the transportation changes.

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

##### **Bids**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the General Business, Art, Shop, Science, Custodial and Fall Athletic bids for the 2022/2023 school year, not to exceed the combined threshold of \$36,481.63.

Roll Call Vote: All eight members present voted yea.



Mr. Bill Holland was absent.  
Motion carried.

### **Contracts**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Superintendent and/or Business Manager to sign contracts related to budgeted items for the 2022/2023 school year.

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

### **Daily Depositories**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Chemung Canal Trust Company and First Citizens Community Bank as daily depositories for the 2022/2023 fiscal year.

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

### **Gaming Funds**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to accept the state's distribution of gaming funds to provide homestead/farmstead relief per Act of 2006 in the amount of \$375,791.88.

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

### **Homestead/Farmstead Exclusion**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to resolve that the Canton Area School District Board of Directors approve the homestead and farmstead exclusion real estate tax assessment reductions in the amount of \$262.96 as authorized for the school year beginning July 1, 2022 under the provision of the Homestead Property Exclusion Program Act (Part of Act 50 of 1998) and the Taxpayer Relief Act (Act 1 of 2006.)

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

### **Referral Agreement**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Linkage Letter/Referral Agreement between CONCERN and Canton Area School District effective 2022/2023 and 2023/2024 school years.

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

### **Agreement**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Physical Therapy Services Agreement between Pivot Physical Therapy of Pennsylvania, LLC d/b/a Pivot Physical Therapy and Canton Area School district for the 2022/2023 school year.

Roll Call Vote: All eight members present voted yea.

Mr. Bill Holland was absent.  
Motion carried.

### **Memorandum of Understanding**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Memorandum of Understanding between BLAST IU 17 and Canton Area School District for the purpose of providing curriculum consultation services effective July 1, 2022 through June 30, 2023.

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

### **Dual Enrollment Agreements**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the following Dual Enrollment Agreements:

- a. Lackawanna College, effective July 1, 2022 through June 30, 2023.
- b. Keystone College, September 1, 2022 through June 30, 2023.

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

### **Engagement Letter**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Engagement Letter from EFPR Group, LLP to perform our financial audits of the fiscal years 2021/2022, 2022/2023, and 2023/2024 in the amounts of \$27,500.00, \$28,500.00, and \$29,500.00, respectively.

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

### **Agreement**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to accept the Sponsor-to-Sponsor Agreement between Bradford Tioga Head Start, Inc. and Canton Area School District effective July 1, 2022 through June 30, 2023.

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

### **PERSONNEL**

#### **Retirement**

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to accept the retirement letter from Elizabeth Cole, elementary teacher, effective June 30, 2022, with 25 years of service at Canton Area School District.

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

#### **Resignation**

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to accept the letter of resignation from Bethany Fulmer, part-time paraprofessional, effective May 10, 2022.

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

#### **Retirement**

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to accept the retirement letter from Robert Rockwell, high school business teacher, effective June 3, 2022, with 35 years of service at Canton Area School District.

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

#### **New Employees**

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to approve the following new employees, pending completion of required paperwork:

- a. Todd Nagy, special education teacher, 2022 Summer School 7/5/22 - 8/1/22 (16 days) at \$200.00/day with no benefits.
- b. Megan Everts, special education teacher, 2022 ESY 6/13/22-6/30/22 (12 days) at \$23.97/hour with no benefits.

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

#### **Substitute List Additions**

A motion was made by Mr. Eric Anderson and seconded by Mr. Gary Black to approve the following additions to the substitute list, pending completion of required paperwork:

- a. Kay Stermer, cafeteria
- b. Tyler Jannone, custodian
- c. Penny Morgan, paraprofessional
- d. Judy Watson, bus driver

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

#### **Volunteer List Additions**

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

- a. Samantha Driscoll, elementary class/field trip, retroactive to 4/21/22
- b. Cindy Yellenic, band and chorus field trip chaperone, retroactive to 4/19/22
- c. Desi Space, elementary field trip chaperone

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 the following unpaid days for the month of April, 2022, for the following employees:

- a. Employee #1819, .50 day
- b. Employee #1774, 9 days

- c. Employee #1829, 1 day
- d. Employee #1246, .50 day

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

## **FINANCE/POLICY**

### **Policy First Reading**

A motion was made by Mrs. Arica Jennings and seconded by Mr. Eric Anderson to approve the first reading of the following new/revised board policies:

- a. (revised) #100 - Comprehensive Planning
- b. (new) #215.1 - Academic Acceleration
- c. (updated) #218 - Student Discipline
- d. (updated) #220 - Student Expression/Dissemination of Materials and attachment
- e. (revised) #227 - Controlled Substances/Paraphernalia
- f. (revised) #808 - Food Services

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

## **OTHER ITEMS**

### **2022 Tentative Class List**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Gary Black to accept the Canton Area School District Jr./Sr. High School tentative class list of 2022.

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

### **Letter**

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Gary Black to approve the letter to Canton Borough in reference to the 2022 Graduation Parade.

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. Denny Sourbeer and seconded by Mr. Gary Black to approve the overnight field trip request from Randy Frye to the Pennsylvania Choral Director's Association at Messiah University July 31, 2022 through August 2, 2022.

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. Denny Sourbeer and seconded by Mr. Gary Black to approve the overnight field trip request from Maureen Martz to the FCCLA State Officer Training in State College, PA May 13, 2022 through May 15, 2022.

Roll Call Vote: All eight members present voted yea.

Mr. Bill Holland was absent.  
Motion carried.

**CITIZEN RECOGNITION - NON-AGENDA RELATED**

There were no comments.

**Announcements**

An Executive Session was held prior to the Board Meeting, at 4:30 p.m., to discuss safety and personnel matters.

The next Board Meeting will be held Thursday, June 9, 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 5:30 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone  
Business Manager/Board Secretary



Canton Area  
School District  
"Warrior Pride"

WW 4/29/22  
1st Rdg 5/12/22  
2nd Rdg 6/9/22

Book	Policy Manual
Section	100 Programs
Title	Comprehensive Planning
Code	100
Status	Second Reading 6/9/22
Adopted	June 21, 2007
Last Reviewed	August 9, 2017

### **Purpose**

The Board recognizes the importance of comprehensive planning in developing and guiding the district's goals, and the educational programs and operation of the schools. Participation by educational stakeholders is a critical element of such planning.

### **Authority**

The Board shall provide guidance in the district's comprehensive planning process, and shall ensure active participation by Board members, administrators, teachers, other district personnel, students, parents/guardians and representatives from local businesses and the community.

As part of the comprehensive planning process, the Board directs that the district develop and implement individual plans and components as required by law, regulations, and funding and program requirements.[1]

The Board directs that the goals and action plans developed through comprehensive planning shall be continuously monitored and reviewed to ensure students are achieving at high levels.

### **Professional Education**

The district shall develop and submit a professional education plan to the Secretary of Education for approval every three (3) years, as required by law and regulations. Prior to approval by the Board and submission to the Secretary of Education, the professional education plan shall be made available for public inspection and comment in the district's administrative offices.[1][2][3][4]

### **Induction**

The district shall develop and submit an induction plan to the Department of Education for approval every six (6) years, as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the induction plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][4][5]

### **Student Services**

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The district shall develop and implement a written plan every six (6) years for providing a comprehensive and integrated K-12 program of student services, as required by law and regulations. Prior to approval by the Board, the student services plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][6][7]

#### Special Education

The district shall develop and submit a special education plan to the Department of Education for approval every three (3) years, and shall implement such plan as required by law and regulations. Prior to approval by the Board and submission to the Department of Education, the special education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][8][9]

#### Gifted Education

The district shall develop and implement a gifted education plan every six (6) years, as required by law and regulations. Prior to approval by the Board, the gifted education plan shall be made available for public inspection and comment in the district's administrative offices and the nearest public library for a minimum of twenty-eight (28) days.[1][10][11]

#### Delegation of Responsibility

The Superintendent shall be responsible for organizing the comprehensive planning process, ensuring participation in accordance with Board policy and submitting the required plans to the Department of Education.

The Superintendent or designee shall be responsible for implementing the goals and action plans developed through comprehensive planning and providing written quarterly progress reports to the Board.

#### NOTE:

Language on making the plans available at "the nearest public library" is included in the official sign-off sheet for PDE's comprehensive planning tool. Chapter 4 Regulations only require the plans to be made available for public inspection and comment, generally.

## Legal

1. 22 PA Code 4.13
2. 22 PA Code 49.17
3. 24 P.S. 1205.1
4. Pol. 333
5. 22 PA Code 49.16
6. 22 PA Code 12.41
7. Pol. 146
8. 22 PA Code 14.104
9. Pol. 113
10. 22 PA Code 16.4
11. Pol. 114
12. 22 PA Code 4.20
- 22 PA Code 4.4
- Pol. 002
- Pol. 004
- Pol. 101
- Pol. 105
- Pol. 107
- Pol. 109
- Pol. 701





Canton Area  
School District  
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WW 4/28/22  
1st Rdg 5/12/22  
2nd Rdg 6/9/22

Book	Policy Manual
Section	200 Pupils
Title	Academic Acceleration
Code	215.1
Status	Second Reading 6/9/22

### Purpose

The Canton Area School District is committed to academic and personal success for every student; therefore, the Board ensures that the academic needs for all students shall be met to the fullest extent possible. This includes providing education with high academic standards and rigor, which will promote the maximum academic, social-emotional, and physical development of each student. The district supports academic acceleration as an appropriate and the best practice for students who meet the criteria for such placements.

### Definitions

**Acceleration**, in the world of gifted education, refers to educational strategies which provide opportunities for students to more rapidly achieve their education goals. It means matching the level, complexity, and pace of the curriculum to the readiness and motivation of the student. Different options for acceleration include: Acceleration by Grade, Acceleration by Subject, and Curriculum Compacting.

**I. Acceleration by Grade** is the advancement of a student to the next grade depending on diagnostic assessments at a 95% mastery and the decision of the GIEP (Gifted Individual Education Plan) team (including the parent). An example of such a "skip" would be a fourth grade student who is accelerated to sixth grade. These strategies typically shorten the number of years a student spends in the K-12 system. In practice, a student is placed on a full-time basis in a higher-grade level than is typical given the student's age for the purpose of providing consistent access to appropriately challenging learning opportunities. Grade-based acceleration is commonly known as "grade skipping," but it can include other means to shorten the number of years a student remains in the K-12 school system. The exception is early entrance to kindergarten, which does not shorten the number of years the student spends in the K-12 system but shortens the wait time to start school.

**II. Content-Based Acceleration or Acceleration by Subject** is the advancement of a student who meets the criterion of a 95% mastery of the subject (i.e. a 6<sup>th</sup> grader enrolled in a 7<sup>th</sup> grade Algebra class). Content-based acceleration includes a variety of strategies. These strategies provide students with advanced content, skills, or understandings before the expected age or grade level. Students typically remain with peers of the same age and grade for most of the school day but receive higher-grade-level instruction in an advanced grade. Content-based acceleration can also refer to allowing students to work on higher grade-level instruction in their regular classrooms in lieu of grade-level instruction. An example is A third-grade student performing above grade level in reading and math goes to a fourth-grade classroom every morning for instruction in these subjects and returns to the third-grade classroom for instruction in other subject areas.

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**III. Curriculum Compacting** is a technique allows teachers to pre-assess students to determine whether they have achieved grade-level proficiency in a specific academic area. Teachers then adjust curriculum by providing replacement instruction or activities, which enables a more challenging and productive use of the students' time. The time gained may be used for more advanced content instruction or to participate in enrichment activities. Basically, standard curriculum is compressed into a shorter period of time, allowing the student to study related material while his/her classmates master standard content.

### **Guidelines**

To promote this policy, the district shall offer and support accelerated and advanced academic programs for students both outside of and within the regular classroom, and support the appropriate placement of students with identified needs for an accelerated or advanced academic program.

To qualify for admission to an accelerated or advanced academic program, students must have national achievement test scores in the ninety-third (93rd) percentile or higher in the content area targeted for acceleration; must have achieved a score of Advanced on state required test scores; must have maintained a ninety-three percent (93%) academic average; and must earn a ninety-three percent (93%) or better on any pretest or course waiver test, related to the specific content area, that may be administered as part of the acceleration criteria.

To be considered for Acceleration by Grade, the following criteria must be reviewed by the building level team:

1. Two written teacher recommendations.
2. Written parent consent.
3. Maintain straight A's in content area classes.
4. Achieve a score of Advanced in all areas of most recent PSSA test.
5. Achieve a score of 95% or above on the local assessment for the grade which will be accelerated.

The building level team will consist of the building principal, the school psychologist, guidance counselor, a current grade level teacher, gifted teacher, and the Supervisor of Support Services. The team will review the data and make a recommendation for acceleration to the GIEP (Gifted Individual Education Plan) Team.

**Disclaimer:** The Acceleration Policy and recommendations for acceleration are not intended to take the place of enrichment opportunities.

It shall be the responsibility of the Supervisor of Special Education or designee to inform all staff members affected by the decision; this includes the building principal, the building guidance counselor, and classroom and special areas teachers.

*Acceleration will not be completed without receipt of written parent permission.*

### **Delegation of Responsibility**

The Supervisor of Special Education or designee shall compile an ongoing list of all academically accelerated or advanced students and their current and projected course of study, and submit a monthly report to the Superintendent and the administration team.

### **Best Practices**

Specific recommended elements of a policy to meet accessibility, equity, and openness criteria include the following:

1. Access to referral for consideration of acceleration is open to all students. The policy shall be applied equitably and systematically to students referred for acceleration.
2. All student populations are served. The acceleration policy will be comprehensive in addressing acceleration for all grades, K-12, and all students who demonstrate advanced academic ability in

one or more

3. content areas.

4. Student evaluation is fair, objective, and systematic. A fair, objective, and systematic evaluation of the student should be conducted using the appropriate instruments for the type of acceleration being considered.

Parents and guardians are allowed open communication about the policy and procedures. Written consent is required from parents or legal guardian(s) to evaluate the referred student for possible acceleration placement.

#### Legal

1. 24 P.S. 1531

2. 24 P.S. 1532

3. 22 PA Code 4.12

4. 22 PA Code 4.42

5. Pol. 212

6. Pol. 217

24 P.S. 1533



Canton Area  
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WW 4/29/22  
1st Rdy 5/12/22  
2nd Rdy 6/9/22

Book Policy Manual  
Section 200 Pupils  
Title Student Discipline  
Code 218  
Status Second Reading 6/9/22  
Adopted May 12, 1994  
Last Revised October 12, 2006

### Purpose

The Board **recognizes** that student conduct is closely related to learning. An effective educational program requires a safe and orderly school environment.

### Authority

The Board shall establish fair, reasonable and nondiscriminatory rules and regulations regarding the conduct of all students in the district.[1][2][3][4][5]

The Board shall adopt a Code of Student Conduct to govern student discipline, and students shall not be subject to disciplinary action because of race, sex, color, religion, sexual orientation, national origin or handicap/disability. Each student must adhere to Board policies and the Code of Student Conduct governing student discipline.[1][2][4][5][6][7][8][9]

**{X} The Board shall approve the inclusion of restorative practices in the Code of Student Conduct to address violations where applicable.[9][10]**

The Board prohibits the use of corporal punishment by district staff to discipline students for violations of Board policies, **the Code of Student Conduct** and district rules and regulations.[11]

Any student disciplined by a district employee shall have the right to **be informed of the nature** of the infraction **and the applicable rule or rules violated**.[12]

**When** suspensions and expulsions **are imposed, they** shall be carried out in accordance with Board policy.[7][12]

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[5][7][13][14][15][16]

### On and Off-Campus Activities

**This policy and the Code of Student Conduct apply to the behavior of students at all times during the time they are under the supervision of the school or at any time while on school property, while present at school-sponsored activities, and while traveling to or from school and school-sponsored activities or at other times while riding in school-provided means of**

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**transportation ("on-campus").** This policy **and the Code of Student Conduct** also apply to student **behavior** that occurs **at other times and places ("off-campus")** when:[3]

1. The conduct **involves, threatens or makes more likely violence, use of force or other serious harm directed at students, staff or the school environment;**
2. **The** conduct materially and substantially disrupts **or interferes with** the school **environment or the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;**
3. **The conduct interferes with or threatens to interfere with the rights of students or school staff or the safe and orderly operation of the schools and their programs;**
4. The conduct involves the theft or vandalism of school property; **or**
5. The proximity, timing **or motive for** the conduct **in question or other factors pertaining to the conduct** otherwise **establish** a direct **connection** to attendance at school, **to the school community, or to a school-sponsored activity. This would include, for example, but not be limited to, conduct** that would violate the Code of Student Conduct if **it occurred** in school **that is committed in furtherance of a plan made or agreed to in school, or acts of vandalism directed at the property of school staff because of their status as school staff.**

### **Delegation of Responsibility**

The Superintendent or designee shall ensure that reasonable and necessary rules and regulations are developed to implement Board policy governing student conduct.

The Superintendent or designee shall publish and distribute to all staff, students and parents/guardians the rules and regulations for student behavior contained in the Code of Student Conduct, the sanctions that may be imposed for violations of those rules, and a listing of students' rights and responsibilities. A copy of the Code of Student Conduct shall be available in each school library and school office and may be **included** in student handbooks **and on the district website.**[1][8]

The building principal shall have the authority to assign discipline to students, subject to **Board** policies, **administrative** regulations, **the Code of Student Conduct and school** rules, and to the student's due process right to notice, hearing, and appeal.[7][12][17][18]

Teaching staff and other district employees responsible for students shall have the authority to take reasonable actions necessary to control the conduct of students in all situations and in all places where students are within the jurisdiction of this Board, and when such conduct interferes with the educational program of the schools or threatens the health and safety of others, **in accordance with Board policy, administrative regulations, the Code of Student Conduct and school rules.**[17]

Reasonable force may be used by teachers and school authorities under any of the following circumstances: to quell a disturbance, obtain possession of weapons or other dangerous objects, for the purpose of self-defense, and for the protection of persons or property.[11]

### **Referral to Law Enforcement and Reporting Requirements**

For reporting purposes, the term **incident** shall mean an instance involving an act of violence; the possession of a weapon; the possession, use, or sale of a controlled substance or drug paraphernalia as defined in the Pennsylvania Controlled Substance, Drug, Device and Cosmetic Act; the possession, use, or sale of alcohol or tobacco; or conduct that constitutes an offense listed under the Safe Schools Act. [19][20][21]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents committed by students on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and

regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[16][19][20][22][23][24]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[16][19][25]

In accordance with state law, the Superintendent shall annually, by July 31, report all new incidents to the Office for Safe Schools on the required form.[16][20][26][27][28][29]

**When a student's behavior indicates a threat to the safety of the student, other students, school employees, school facilities, the community or others, district staff shall report the student to the threat assessment team, in accordance with applicable law and Board policy. [30][31]**

The Superintendent shall report to the Board the methods of discipline imposed by administrators and incidences of student misconduct, in the degree of specificity required by the Board.

#### NOTES:

Act 116 of 2002 defines graffiti as it relates to criminal mischief offenses and defines defiant trespassers – Title 18, Sec. 3304 (3503)

**PSBA Revision 3/22 © 2022 PSBA**

## Legal

1. 22 PA Code 12.3
2. 22 PA Code 12.4
3. 24 P.S. 510
4. Pol. 103
5. Pol. 103.1
6. 22 PA Code 12.2
7. Pol. 113.1
8. Pol. 235
9. Pol. 832
10. Pol. 146.1
11. 22 PA Code 12.5
12. Pol. 233
13. 22 PA Code 10.23
14. 20 U.S.C. 1400 et seq
15. Pol. 113.2
16. Pol. 805.1
17. 24 P.S. 1317
18. 24 P.S. 1318
19. 22 PA Code 10.2
20. 24 P.S. 1303-A
21. 35 P.S. 780-102
22. 22 PA Code 10.21
23. 22 PA Code 10.22
24. 24 P.S. 1302.1-A
25. 22 PA Code 10.25
26. Pol. 218.1
27. Pol. 218.2
28. Pol. 222
29. Pol. 227
30. 24 P.S. 1302-E
31. Pol. 236.1
- 20 U.S.C. 7114
- 22 PA Code 12.1 et seq
- 22 PA Code 403.1
- 34 CFR Part 300
- Mahanoy Area School District v. B.L., 594 U.S. \_\_\_\_\_ (2021)
- Pol. 122
- Pol. 123
- Pol. 805



Canton Area  
School District  
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WW 4/29/22  
1st Edg 5/12/22  
2nd Edg 6/9/22

Book	Policy Manual
Section	200 Pupils
Title	Student Expression/Dissemination of Materials
Code	220
Status	Second Reading 6/9/22
Adopted	June 21, 2007
Last Revised	March 12, 2020

### Purpose

The right of public school students to freedom of speech is guaranteed by the Constitution of the United States and the constitution of the Commonwealth. The Board respects the right of students to express themselves in word or symbol and to **disseminate nonschool materials to others** as a part of that expression. The Board also recognizes that the exercise of that right **is not unlimited and** must be **balanced with** the district's responsibility to maintain a safe and orderly school environment and to protect the rights of all members of the school community.[1]

This policy addresses student expression in general **as well as dissemination** of **expressive** materials that are not part of district-sponsored activities (**nonschool materials**).

**This policy does not apply to** materials sought to be **disseminated** as part of the curricular or extracurricular programs of the district, **which** shall be regulated **separately** as part of the school district's educational program.

### Definitions

**For the purposes of this policy, dissemination shall mean students distributing or publicly displaying nonschool materials to others:**

1. **On school property or during school-sponsored activities by placing such materials upon desks, tables, on or in lockers, walls, doors, bulletin boards, or easels; by handing out such materials to other persons; or by any other manner of delivery to others; or**
2. **At any time or location when creating or sending information using email, websites, online platforms, social media channels or other technological means that are owned, provided or sponsored by the school district.**

**Expression** means verbal, written, technological or symbolic representation or communication.

**Nonschool materials** means any printed, technological or written materials, **regardless of form, source or authorship**, that are not prepared as part of the curricular or approved extracurricular programs of the district. This includes, but is not limited to, fliers, invitations, announcements, pamphlets, posters, **online discussion areas and digital** bulletin boards, personal websites and the like.

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## Authority

### Limitations on Student Expression

Students have the right to express themselves unless such expression is likely to or does materially **and** substantially **disrupt or** interfere with the educational process, including school activities, school work, discipline, safety and order on school property or at school functions; threatens serious harm to the school or community; encourages unlawful activity; or interferes with another's rights. **Student expression is prohibited to the extent that it:**[1]

1. Violates federal, state or local laws, Board policy or district rules or procedures;
2. Is defamatory, obscene, lewd, vulgar or profane;[2]
3. Advocates the use or advertises the availability of any substance or material that may reasonably be believed to constitute a direct and serious danger to the health or welfare of students, such as tobacco/**vaping products**, alcohol or illegal drugs;
4. Incites violence, advocates use of force or threatens serious harm to the school or community;
5. Materially **and** substantially **disrupts or** interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions;
6. Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs; **or**
7. Violates written district procedures on time, place and manner for **dissemination** of otherwise protected expression.

Student expression that occurs on school property or at school-sponsored events, **or occurs at any time or place when created or communicated using district-provided equipment, email, websites or other technological resources**, is **subject to** this policy. **The limitations, prohibitions and requirements of this policy shall apply to expression that occurs outside the foregoing circumstances only when and to the extent that the out-of-school expression:**[1][2]  
[3][4]

1. **Incites violence, advocates use of force or otherwise threatens serious harm directed at students, staff or the school environment;**
2. **Materially and substantially disrupts or interferes with the educational process, such as school activities, school work, discipline, safety and order on school property or at school functions; or**
3. **Interferes with, or advocates interference with, the rights of any individual or the safe and orderly operation of the schools and their programs.**

### Dissemination of Nonschool Materials

The Board requires that **dissemination** of nonschool materials shall occur only at the places and during the times set forth in written procedures. Such procedures shall be written to permit the safe and orderly operation of schools, while recognizing the rights of students to engage in protected expression.  
[1][3]

The Board requires that students who wish to **disseminate** nonschool materials on school property shall **obtain approval by submitting** them at least one (1) school day in advance to the building principal or designee, who shall forward a copy to the Superintendent.[1]

If the nonschool materials **include matters prohibited by** this policy, the building principal or designee shall **promptly** notify the students **of the nature of the violation and** that they may not **disseminate** the materials **until the violation is corrected and the materials are resubmitted for approval.**

If notice **of disapproval** is not given during the period between submission and the time for the planned **dissemination**, students may **consider the request approved and** proceed with dissemination **as requested, subject to all other established procedures and requirements relating to** time, place and manner of **dissemination**. Students may **nonetheless** be **directed to cease or suspend dissemination** if it is later **determined that** the materials **or the dissemination of them are in violation of** this policy **or implementing rules and procedures.**

Students who **disseminate** printed **nonschool** materials shall be responsible for clearing any litter that results from their activity and shall schedule the event so that they do not miss instructional time themselves.

**Printed nonschool materials displayed in a fixed location of a school building** shall **bear the date when placed in each location.** The district may remove the materials within ten (10) days of the posting or other reasonable time as stated in **applicable** procedures.

#### Review of Student Expression

Review **of nonschool materials proposed for dissemination** shall be **conducted promptly so as to avoid unreasonable delay in dissemination.**

School officials shall not censor or restrict nonschool materials or other student expression for the sole reason that it is critical of the school or its administration, or because the views espoused are unpopular or may make people uncomfortable.

Student-initiated religious expression is permissible, **and apart from regarding** time, place and manner, shall not be **restricted unless** the expression violates some other **aspect** of this policy, e.g., because it is independently determined to be **in violation** of this policy **for reasons other than the religious nature of the content.**

Appeal of the reviewer's decision may be made to the Superintendent and then to the Board, in accordance with Board policy and district procedures.[5]

#### Delegation of Responsibility

The Superintendent shall assist the building principal in determining the designation of the places and times nonschool materials may be **disseminated** in each school building. Such designations may take into account maintenance of the flow of student traffic throughout the school and shall limit **dissemination** of nonschool materials to noninstructional times.

**When** student **dissemination of** nonschool materials **or other student expression violates** this policy, the building principal may determine **what if any disciplinary or other consequences should be imposed.** Disciplinary actions shall be **in accordance with applicable Board policy and** the Code of Student Conduct.[6][7]

**The Superintendent shall ensure that building principals and other staff involved in reviewing nonschool materials proposed for dissemination and evaluating whether violations of this policy have occurred receive training regarding applicable standards and procedures. Special emphasis shall be given to understanding the limitations on school officials' authority to regulate off-campus student expression, as well as the need to articulate in detail the nature and extent of disruption to or interference with the school environment thought to be caused by on or off-campus student expression and the specific manner by which the student expression involved is thought to have caused it.**

This Board policy and any procedures written to implement this policy shall be referenced in student handbooks so that students can access them for further information.

**PSBA Revision 3/22 © 2022 PSBA**

Legal

1. 22 PA Code 12.9
  2. 22 PA Code 12.2
  3. 24 P.S. 510
  4. 24 P.S. 511
  5. Pol. 219
  6. Pol. 113.1
  7. Pol. 218
- Pol. 816
- Mahanoy Area School District v. B.L., 594 U.S. \_\_\_\_ (2021)

220 ATTACH.docx (33 KB)

## STUDENT EXPRESSION/DISSEMINATION OF MATERIALS

These procedures address the **dissemination by students** of nonschool materials that are not part of the curricular or extracurricular program of the district. Materials sought to be **disseminated** as part of the curricular or extracurricular program of the district will be regulated as part of the district's educational program and are not subject to the time, place and manner provisions set forth herein.

Students may **disseminate** nonschool materials, provided that the form of expression and/or the use of public school facilities and equipment is/are in accordance with Board Policy 220 (**Student Expression/Dissemination of Materials**), the **Code of Student Conduct**, these procedures and the school dress code, if applicable. **It is the responsibility of students intending to disseminate nonschool materials to become familiar with the provisions of Board Policy 220 and pertinent provisions of the Code of Student Conduct.**

The district has no responsibility to assist students in or to provide facilities for the **dissemination** of nonschool materials.

### Dissemination of Nonschool Materials

The **dissemination** by students of all nonschool materials will be governed by the following procedures:

1. All nonschool materials, together with a copy of the plan of **dissemination**, must be submitted to the building principal no later than **10 a.m. on the school day** prior to the **requested dissemination**. **The building principal** will forward such information to the Superintendent or designee for approval. The plan will set forth in detail the desired time, place and manner of **dissemination**, as well as **the individuals involved**.
2. Identification of the individual student or at least one (1) responsible person in a student group will be required upon submission for approval. The person wishing to **disseminate** such material must provide in writing **their** name, address, telephone number and organization, if any. This information will be filed in the building principal's office.
3. The Superintendent or designee will review the material, determine if it constitutes expression **that is prohibited by Board policy**, and inform the building principal or designee of **the** decision. The building principal or designee will notify the student(s) planning to **disseminate** nonschool materials of the decision to grant or deny permission. If the decision is to not permit the **dissemination**, the building principal or designee will specify the reasons for the decision **as well as** the changes in the content of the material or in the plan of **dissemination** which must be made, if any, in order to secure such permission. If the student(s) desiring to **disseminate** such material make(s) such changes in a manner satisfactory to the Superintendent or designee prior to the planned **dissemination**, the building principal or designee may then grant permission to **disseminate**.

*Time -*

**When** permission **has been** granted, students may **disseminate** approved nonschool materials only at school-sponsored activities.

*Place -*

Nonschool materials may not be **disseminated** during any regularly scheduled class unless specifically authorized by the Superintendent or designee.

*Manner -*

Materials approved to be **disseminated** may be required to display the appropriate district disclaimer, as directed by the building principal or designee.

All nonschool materials must bear the district disclaimer.

DISCLAIMER: THE CANTON AREA SCHOOL DISTRICT IS NOT RESPONSIBLE FOR, AND DOES NOT ENDORSE, ANY STATEMENT, SENTIMENT OR OPINION PUBLISHED OR EXPRESSED IN THIS DOCUMENT. THIS DOCUMENT IS NOT PART OF, AND HAS NOT BEEN DISTRIBUTED AS PART OF, THE DISTRICT'S CURRICULAR OR EXTRACURRICULAR PROGRAMS.

Any student who **disseminates** materials will be responsible for cleaning any **resulting** litter, including any discarded pamphlets, fliers or other documents.

No student will harass or otherwise interfere with the **dissemination** of approved nonschool materials by student(s), nor may a student in any way compel or coerce a student to accept any materials.

Disciplinary Consequences

Any student who violates any provision of Board Policy 220 or these procedures will be subject to disciplinary action, **in accordance with Board policy and the Code of Student Conduct**, which may **in appropriate cases** include suspension and/or expulsion from school.

Student Handbook

A copy of this procedure will be published in student handbooks.



Canton Area  
School District  
"Warrior Pride"

WW 4/29/22  
1st Rdg 5/12/22  
2nd Rdg 6/9/22

Book	Policy Manual
Section	200 Pupils
Title	Controlled Substances/Paraphernalia
Code	227
Status	Second Reading 6/9/22
Adopted	November 13, 1997
Last Revised	November 10, 2011
Last Reviewed	November 23, 2016

### **Purpose**

The Board recognizes that the abuse of controlled substances is a serious problem with legal, physical and social implications for the whole school community. As an educational institution, the schools shall strive to prevent abuse of controlled substances.

### **Definitions**

For purposes of this policy, **controlled substances** shall include all:[1][2]

1. Controlled substances prohibited by federal and state laws.
2. Look-alike drugs.
3. Alcoholic beverages.
4. Anabolic steroids.
5. Drug paraphernalia.
6. Any volatile solvents or inhalants, such as but not limited to glue and aerosol products.
7. Substances that when ingested cause a physiological effect that is similar to the effect of a controlled substance as defined by state or federal law.
8. Prescription or nonprescription (over-the-counter) medications, except those for which permission for use in school has been granted pursuant to Board policy.[3][4]

For purposes of this policy, **under the influence** shall include any consumption or ingestion of controlled substances by a student.

For purposes of this policy, **look-alike drug** shall include any pill, capsule, tablet, powder, plant matter or other item or substance that is designed or intended to resemble a controlled substance prohibited by this policy, or is used in a manner likely to induce others to believe the material is a controlled substance.

5/20  
DW 5/18/22

## **Authority**

The Board prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.[5][6][7]

The Board may require participation in drug counseling, rehabilitation, testing or other programs as a condition of reinstatement into the school's educational, extracurricular or athletic programs resulting from violations of this policy.

In the case of a student with a disability, including a student for whom an evaluation is pending, the district shall take all steps required to comply with state and federal laws and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[8][9][10][11][12][13]

## **Off-Campus Activities**

This policy shall also apply to student conduct that occurs off school property **or during nonschool hours to the same extent as provided in Board policy on student discipline.**[14]

## **Delegation of Responsibility**

The Superintendent or designee shall develop administrative regulations to identify and control substance abuse in the schools which:

1. Establish procedures to appropriately manage situations involving students suspected of using, possessing, being under the influence, or distributing controlled substances.[15][16][17]
2. Disseminate to students, parents/guardians and staff the Board policy and administrative regulations governing student use of controlled substances.
3. { } Provide education concerning the dangers of abusing controlled substances.
4. { } Establish procedures for education and readmission to school of students convicted of offenses involving controlled substances.

## **Guidelines**

Violations of this policy may result in disciplinary action up to and including expulsion and referral for prosecution.[14][18][19]

The Superintendent or designee shall immediately report required incidents and may report discretionary incidents involving possession, use or sale of controlled substances on school property, at any school-sponsored activity or on a conveyance providing transportation to or from a school or school-sponsored activity to the local police department that has jurisdiction over the school's property, in accordance with state law and regulations, the procedures set forth in the memorandum of understanding with local law enforcement and Board policies.[13][15][16][20][21][22]

The Superintendent or designee shall notify the parent/guardian of any student directly involved in an incident involving possession, use or sale of controlled substances as a victim or suspect immediately, as soon as practicable. The Superintendent or designee shall inform the parent/guardian whether or not the local police department that has jurisdiction over the school property has been or may be notified of the incident. The Superintendent or designee shall document attempts made to reach the parent/guardian.[13][20][23]

In accordance with state law, the Superintendent shall annually, by July 31, report all incidents of possession, use or sale of controlled substances to the Office for Safe Schools.[13][16]

In all cases involving students and controlled substances, the need to protect the school community from undue harm and exposure to drugs shall be recognized.

{ } No student may be admitted to a program that seeks to identify and rehabilitate the potential abuser without the intelligent, voluntary and aware consent of the student and parent/guardian.

#### Anabolic Steroids

The Board prohibits the use of anabolic steroids by students involved in school-related athletics, except for a valid medical purpose. Body building and muscle enhancement, increasing muscle bulk or strength, or the enhancement of athletic ability are not valid medical purposes. Human Growth Hormone (HGH) shall not be included as an anabolic steroid.[24]

Students shall be made aware of the dangers of steroid use; that anabolic steroids are classified as controlled substances; and that their use, unauthorized possession, purchase, or sale could subject students to suspension, expulsion and/or criminal prosecution.[18][25]

#### Reasonable Suspicion/Testing

If based on the student's behavior, medical symptoms, vital signs or other observable factors, the building principal has reasonable suspicion that the student is under the influence of a controlled substance, the student may be required to submit to drug or alcohol testing. The testing may include but is not limited to the analysis of blood, urine, saliva, or the administration of a Breathalyzer test.

#### NOTES:

Off-Campus Activities - Content related to off-campus conduct is now located in Policy 218 Student Discipline.

Maintenance – make sure any drug testing policy has been reviewed by district solicitor. See Andrews & Price memo for guidance.

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## Legal

1. 35 P.S. 780-102
2. 21 U.S.C. 812
3. Pol. 210
4. Pol. 210.1
5. 24 P.S. 510
6. 24 P.S. 511
7. 22 PA Code 12.3
8. 20 U.S.C. 1400 et seq
9. 22 PA Code 10.23
10. Pol. 103.1
11. Pol. 113.1
12. Pol. 113.2
13. Pol. 805.1
14. Pol. 218
15. 24 P.S. 1302.1-A
16. 24 P.S. 1303-A
17. 42 Pa. C.S.A. 8337
18. Pol. 233
19. Pol. 236
20. 22 PA Code 10.2
21. 22 PA Code 10.21
22. 22 PA Code 10.22
23. 22 PA Code 10.25
24. 35 P.S. 807.1
25. 35 P.S. 807.2
- 22 PA Code 403.1
- 35 P.S. 780-101 et seq
- 35 P.S. 807.1 et seq
- 20 U.S.C. 7114
- 20 U.S.C. 7118
- 21 U.S.C. 801 et seq
- 34 CFR Part 300
- Pol. 122
- Pol. 805



Canton Area  
School District  
"Warrior Pride"

WW 4/29/22  
1st Rdg 5/12/22  
2nd Rdg 6/9/22

Book	Policy Manual
Section	800 Operations
Title	Food Services
Code	808
Status	Second Reading 6/9/22
Adopted	May 13, 2010
Last Revised	September 12, 2019

### Purpose

The Board recognizes that students require adequate, nourishing food and beverages in order to grow, learn and maintain good health. The Board directs that students shall be provided with adequate space and time to eat meals during the school day.

### Authority

The food service program shall be operated in compliance with all applicable state and federal laws and regulations, as well as federal guidelines established by the Child Nutrition Division of the United States Department of Agriculture (USDA).<sup>[1][2][3][4][5][6][7][8][9][10]</sup>

The district shall ensure that, in the operation of the food service program, no student, staff member, or other individual shall be discriminated against on the basis of race, color, national origin, age, sex or disability.<sup>[11][12]</sup>

Food sold by the school may be purchased by students and district employees but only for consumption on school premises. The price charged to students shall be established annually by the district in compliance with state and federal laws.<sup>[4][13]</sup>

Nonprogram food shall be priced to generate sufficient revenues to cover the cost of such items. A **nonprogram food** shall be defined as a food or beverage, other than a reimbursable meal or snack, that is sold at the school and is purchased using funds from the child nutrition account. **Nonprogram foods** include but are not limited to adult meals and a-la-carte items. All revenue from the sale of nonprogram food shall accrue to the child nutrition program account.<sup>[13][14]</sup>

### Delegation of Responsibility

Operation and supervision of the food service program shall be the responsibility of the

{ } Superintendent.

{X} Business Manager.

{ } Food Services Director.

{ } Cafeteria Supervisor.

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The individual responsible for the operation and supervision of the food service program shall present to the Board each month for its approval a statement of receipts and expenditures for cafeteria funds.[4]

Cafeterias shall be operated on a nonprofit basis. A periodic review of the cafeteria accounts shall be made by the [3][4]

{ } Superintendent.

{X} Business Manager.

{ } auditor.

The individual responsible for the operation and supervision of the food service program shall ensure that school meals meet the standards required by the School Breakfast Program, the National School Lunch Program and the Special Milk Program.[2][3][4][6][7][8][9][10]

The Superintendent or designee shall comply with state and federal requirements for conducting cafeteria health and safety inspections and ensuring employee participation in appropriate inspection services and training programs.[15][16][17][18]

The Superintendent or designee shall develop and disseminate administrative regulations to implement this policy.

The Superintendent or designee shall annually notify students, parents/guardians and employees concerning the contents of this policy and applicable administrative regulations. Notification shall include information related to nondiscrimination.[12]

### **Guidelines**

To reinforce the district's commitment to nutrition and student wellness, foods served in school cafeterias shall:[19]

1. Be carefully selected to contribute to students' nutritional well-being and health.
2. Meet the nutrition standards specified in law and regulations and approved by the Board.
3. Be prepared by methods that will retain nutritive quality, appeal to students, and foster lifelong healthy eating habits.
4. Be served in age-appropriate quantities, at reasonable prices.

{ } The district shall use USDA Foods for school menus available under the Child Nutrition USDA Foods Programs.

All funds derived from the operation, maintenance or sponsorship of the food service program shall be deposited in the separate cafeteria fund, in the same manner as other district funds. Such funds shall be expended in the manner approved and directed by the Board, but no amount shall be transferred from the cafeteria fund to any other account or fund; however, district advances to the food service program may be returned to the district's general fund from any surplus resulting from its operation.[4]

Surplus accounts shall be used only for the improvement and maintenance of the cafeteria.[4]

### **Free/Reduced-Price School Meals and Free Milk**

The district shall provide free and reduced-price school meals and/or free milk to students in accordance with the terms and conditions of the National School Lunch Program, the School Breakfast Program and the Special Milk Program.[20][21]

The district shall conduct direct certification three (3) times per year using the Pennsylvania Student Eligibility System (PA-SES) to identify students who are eligible for free school meal benefits without the need for submission of a household application. Direct certification shall be conducted:[20][21]

1. At or around the beginning of the school year.
2. Three (3) months after the initial effort.
3. Six (6) months after the initial effort.

The district may also conduct direct certification on a weekly or monthly basis.

**If the district is operating the NSL Program under the Community Eligibility Program (CEP), Direct Certification shall be done at least once during the year.**

#### Accommodating Students With Special Dietary Needs

The district shall make appropriate food service and/or meal accommodations to students with special dietary needs in accordance with applicable law, regulations and Board policy.[22][23][24][25]

#### School Meal Service and Accounts

To ensure the effective operation of the district's food service program and delivery of school food program meals to students, the district shall:

1. Assign individual school meal accounts to each student for the purchase of meals served in school cafeterias, which ensure that the identity of each student is protected.
2. Notify parents/guardians when the student's school meal account reaches a low balance.
3. Notify parents/guardians when the student's school meal account reaches a negative balance. The notice shall include information on payment options.
4. Provide a school food program meal to each student who does not have the money to pay for the school food program meal or who has a negative balance in **their** school meal account, **except when** the student's parent/guardian has specifically provided written notice to the district to withhold a school food program meal.[3]

When a student owes money for five (5) or more school food program meals, the district shall make at least two (2) attempts to contact the student's parent/guardian and shall provide the application for free/reduced-price school meal benefits to the parent/guardian to apply for benefits under federal school meal programs. The district may offer assistance to parents/guardians with applying for free/reduced-price school meal benefits.[3][20][21]

Communications regarding a low balance or money owed by a student for school meals shall be made to the student's parent/guardian.[3]

School staff may communicate a low balance or money owed by a student for school meals to a student in grades 9-12; such communication shall be made to the individual student in a discreet manner.[3]

{X} The district shall be permitted to contact the student's parent/guardian by means of a letter addressed to the parent/guardian that is delivered by the student.[3]

District schools shall be prohibited from:[3]

1. Publicly identifying or stigmatizing a student who cannot pay for a school food program meal or who has a negative school meal account balance. It shall not constitute public identification or stigmatization of a student for a school to restrict privileges and activities of students who owe money for school meals if those same restrictions apply to students who owe money for other

school-related purposes.

2. Requiring a student who cannot pay for a school food program meal to perform chores or other work to pay for the meal, unless chores or other work are required of all students regardless of their ability or inability to pay for a school food program meal.
3. Requiring a student to discard a school food program meal after it was served to the student due to the student's inability to pay for the meal or due to a negative school meal account balance.

This policy and any applicable procedures or administrative regulations regarding school meal charges and school meal accounts shall be communicated annually to school administrators, school food service personnel, other appropriate school staff, and contracted food service personnel.

The district shall provide parents/guardians with a written copy of this policy and any applicable procedures or administrative regulations at the start of each school year, when a student enrolls in school after the start of the school year, and when a parent/guardian is notified of a negative school meal account balance.

{X} The district shall annually inform parents/guardians, students and staff about the contents of this policy and any applicable procedures via the district website, student handbooks, newsletters, posted notices and/or other efficient communication methods.

#### Collection of Unpaid Meal Charges

Reasonable efforts shall be made by the district to collect unpaid meal charges from parents/guardians. Efforts taken in the collection shall not have a negative impact on the student involved, but shall focus primarily on the parents/guardians responsible for providing funds for meal purchases.

#### Procurement

Procurement of goods or services for the food service program shall meet the requirements of applicable law, regulations and Board policy and procedures.[26][27][28]

#### Professional Standards for Food Service Personnel

The district shall comply with the professional standards for school food service personnel who manage and operate the National School Lunch and School Breakfast Programs. For purposes of this policy, **professional standards** include hiring standards for new food service program directors and annual continuing education/training for all individuals involved in the operation and administration of school meal programs. Such professional standards shall apply to both district-operated food service programs and contracted food service programs.[6][7][18][29]

#### School Food Safety Inspections

The district shall obtain two (2) safety inspections per year in accordance with local, state, and federal laws and regulations.[16][17][30]

The district shall post the most recent inspection report and release a copy of the report to members of the public, upon request.

#### School Food Safety Program

The district shall comply with federal requirements in developing a food safety program that enables district schools to take systematic action to prevent or minimize the risk of foodborne illness among students.[8][10][16]

The district shall maintain proper sanitation and health standards in food storage, preparation and service, in accordance with applicable state and local laws and regulations and federal food safety requirements.[17][30][31]

## NOTES:

Language related to provisions for alternative meals being served to students if the student is not eligible for free/reduced-price school meals and the student's account reaches a negative balance of more than fifty dollars (\$50) in a school year was removed based on recent food service audits conducted by PDE stating that the language is in violation of the USDA regulations. Although alternative meal provisions were added to the PA School Code 24 P.S. Sec. 13-1337 under Act 16 of 2019, PDE's Child Nutrition Programs issued a memo regarding Revised Meals for Students with Insufficient Funds and Local Meal Charge Policies stating that the provision of law regarding alternative meals **does not apply to any student in any school that participates in the National School Lunch or School Breakfast Programs whether or not the student qualifies for free and reduced-price school meals**. School entities should work with their solicitor if they wish to use the alternative meal provisions from 24 P.S. Sec. 13-31337 under Act 16 of 2019.

When a district contracts for food services, use master as-is except delete the paragraphs under Guidelines starting with "Surplus accounts..." and "All funds derived..."

Summer Food Service – 42 U.S.C. Sec. 1751 et seq  
7 CFR Part 225

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## Legal

1. 2 CFR Part 200
2. 24 P.S. 1335
3. 24 P.S. 1337
4. 24 P.S. 504
5. 24 P.S. 807.1
6. 42 U.S.C. 1751 et seq
7. 42 U.S.C. 1773
8. 7 CFR Part 210
9. 7 CFR Part 215
10. 7 CFR Part 220
11. 7 CFR 210.23
12. FNS Instruction 113-1 (USDA)
13. 42 U.S.C. 1760
14. 7 CFR 210.14
15. 3 Pa. C.S.A. 5713
16. 42 U.S.C. 1758(h)
17. 7 CFR 210.13
18. 7 CFR 210.30
19. Pol. 246
20. 42 U.S.C. 1758
21. 7 CFR Part 245
22. 7 CFR 15b.40
23. Pol. 103.1
24. Pol. 113
25. Pol. 209.1
26. Pol. 610
27. Pol. 626
28. Pol. 827
29. 7 CFR 210.15
30. 7 CFR 220.7
31. 7 CFR 210.9
- P.L. 111-296
- 7 CFR Part 15
- Pol. 103

UW 5/27/22  
Bd App 6/9/22



*Department of Student Services*

**Williamsport, PA 17701  
570-323-8561**

**Canton, PA 17724  
570-673-6001**

**IDEA Agreement-Project # 062-23-0-017—CFDA #84.027**

*This Agreement* entered into this 1<sup>st</sup> day of July, 2022, by and between the Board of Education of *Bradford, Lycoming, Sullivan and Tioga (BLaST) Intermediate Unit #17*, hereinafter called ("BLaST"), and *Canton Area School District* hereinafter called ("School District").

**Background**

BLaST, on the first day of July 1999, entered into a Contract with the Department of Education of the Commonwealth of Pennsylvania, hereinafter called ("Department"). BLaST agreed to furnish all certified personnel, facilities, materials and other services (in consultation with the Department) needed to perform the services described in the Grant Agreement and to comply with the terms and conditions of the Grant Agreement and the Department's most current IDEA Application Guidelines, which contract, grant agreements, and guidelines are set forth as Exhibit 1 of this Agreement and are hereby incorporated by reference into this Agreement.

The Department has authorized BLaST to enter into an Agreement with the School District whereby the furnishing of all certified personnel, facilities, materials and other services (in consultation with the Department) needed to perform the services described in Grant Agreement and compliance with the terms and conditions of the Grant Agreement and the Department's most current IDEA Application Guidelines set forth in Exhibit 1 will be the sole obligations of the School District and will no longer be a responsibility of BLaST. BLaST has determined that the estimated IDEA allocation for the School District is **\$212,796.34** as set forth in Exhibit 2 which is hereby incorporated by reference into this Agreement. The said funds must be used to supplement the provision of special educational and related services for eligible school age children as set forth in Exhibit 3 which is hereby incorporated by reference into this contract.



## **Witnesseth**

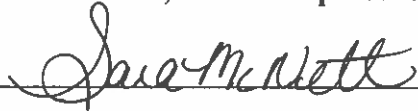
In Consideration of the mutual covenants, and intending to be legally bound, the parties hereto agree as follows:

1. BLaST hereby agrees to transfer the funds (estimated) set forth in Exhibit 2 to the School District to be administered in accordance with Exhibits 1 and 3 of this Agreement.
2. The School District agrees to accept the funds set forth in Exhibit 2 and to comply with the provisions set forth in Exhibits 1 and 3 of this Agreement.
3. The School District agrees and assumes sole responsibility for compliance with all of the terms and conditions set forth in Exhibits 1 and 3 of this Agreement. Upon the execution of this Agreement, the School District consents to a delegation of all duties and responsibilities imposed upon BLaST as set forth in Exhibits 1 and 3, and BLaST is hereby relieved of any and all responsibility for compliance with the terms and conditions of Exhibits 1 and 3 and the duties and responsibilities set forth therein.
4. The undersigned authorized representatives of the School District hereby certify that the School District's governing body has adopted the terms of this Agreement and has authorized the undersigned in its behalf to enter into this Agreement.
5. Upon execution of this Agreement, the School District hereby agrees to indemnify and save and hold harmless BLaST, members of the Board, officers, agents, servants, and employees from any loss, liability, damages, costs (including, without being limited to, court costs or administrative proceedings, and in the amount of any judgment, award, or decision) and expenses (including, but without being limited to, counsel fees) reasonably paid or incurred in connection with any civil action, administrative proceeding, or arbitration proceeding instituted against BLaST, members of the Board, officers, agents, servants, and employees, arising from duties performed by School District hereunder or from the payment or administration by BLaST of the District IDEA allocations

The School District agrees that the foregoing is intended to be as broad and inclusive as is permitted by the law of the Commonwealth of Pennsylvania, and that if any portion thereof is held invalid, it is agreed that the balance shall; notwithstanding, continue in full legal force and effect.

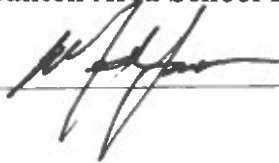
The parties hereto, intending to be legally bound hereby, execute this Agreement the 1st day of July 2022.

**BLaST, IU #17 Representative**



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**Canton Area School District Representative**



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2400 Reach Road • P O. Box 3609  
Williamsport, PA 17701  
570.323.8561 570.323.1738 Fax

33 Springbrook Drive  
Canton, PA 17724  
570.673.6001 570.673.6007 Fax

[www.iu17.org](http://www.iu17.org)


**To:** Business Manager  
**District:** Canton Area School District  
**From:** Sara McNett  
**RE:** IDEA Agreement

May 12, 2022

As a reminder, IDEA pass-through funds are subject to procurement standards under Uniform Guidance (UG). To assist us in our required monitoring efforts, please indicate the procurement process that you anticipate utilizing while expending IDEA pass-through funds during 2022-23. Please sign and return to us prior to June 30, 2022. Thank you for your assistance.

Please check all that apply:

- ☐ 1. Our school district plans to engage in a competitive RFP or formal bid process in order to procure goods/services that will be funded with federal IDEA funds.
- ☒ 2. Our school district plans to fund our own employees' salaries/benefits with federal IDEA funds and will track time/effort for these employees.
- ☐ 3. Our school district wishes to consider a sole source designation for BLaST IU 17 to provide eligible Special Education services to our school district as in-kind services funded with federal IDEA funds.

  
\_\_\_\_\_  
Signature

*Business Mgr.*  
\_\_\_\_\_  
Title

*Canton ASD*  
\_\_\_\_\_  
School District

*5/20/2022*  
\_\_\_\_\_  
Date

**ESTIMATED 2022-2023 IDEA  
PASSTHROUGH**

Disbursement Based  
on 12/1 Child Count  
(Direct Dollars Paid to  
School District)

Exhibit 2

District	City	Amount
Athens Area School District	Athens, PA	\$ 464,823.28
Canton Area School District	Canton, PA	\$ 212,796.34
Northeast Bradford School District	Rome, PA	\$ 164,055.28
Sayre Area School District	Sayre, PA	\$ 221,117.98
Towanda Area School District	Towanda, PA	\$ 288,879.94
Troy Area School District	Troy, PA	\$ 317,411.30
Wyalusing Area School District	Wyalusing, PA	\$ 293,635.17
East Lycoming School District	Hughesville, PA	\$ 338,809.81
Jersey Shore Area School District	Jersey Shore, PA	\$ 412,515.80
Loyalsock Township School District	Montoursville, PA	\$ 291,257.56
Montgomery Area School District	Montgomery, PA	\$ 164,055.28
Montoursville Area School District	Montoursville, PA	\$ 337,621.00
Muncy School District	Muncy, PA	\$ 185,453.79
South Williamsport Area School	South Williamsport, PA	\$ 196,153.05
Williamsport Area School District	Williamsport , PA	\$ 889,227.15
Sullivan County School District	Laporte, PA	\$ 158,111.24
Northern Tioga School District	Elkland, PA	\$ 435,103.12
Southern Tioga School District	Blossburg, PA	\$ 463,634.48
Wellsboro Area School District	Wellsboro, PA	\$ 304,334.43
		\$ 6,138,996.00

### **Allowable/Unallowable Costs**

Costs must be: necessary, reasonable, allocable, and documented.

Guiding questions:

- Is the cost reasonable and necessary for the program?
- Do sound business practices support the expenditure?
- Does the expense support the purpose of the grant?
- Is the expense in compliance with laws, regulations, and grant terms?
- Is the price comparable to that of similar goods or services in the geographic area?
- Is the purchase for excess cost of educating students with disabilities?

For a particular cost to be allowed, it must be an excess cost of providing special education and related services for IDEA Part B.

Costs that are allowed can include, but may not be limited to, the following. However, every effort must be made to allocate ACCESS reimbursable costs to state or local funding whenever possible:

- Extended school year (ESY) programs including ESY transportation and ESY for students with disabilities placed out of state through the Special Education Plan Revision Process (SEPRN)
- Supplemental education costs to support the implementation of the Cordero court decision
- Training programs for parents, teachers and professionals/paraprofessionals who work with students with disabilities
- Occupational and physical therapy
- Hearing impaired services
- Vision impaired services
- Physically impaired services
- Audiology
- Assistive technology specialist
- Orientation and mobility specialists
- Psychiatrists (MD certified for SED)
- Adaptive physical education
- Work experience coordinator and job coaches
- Speech therapy
- Special education teachers
- Clerical staff directly working with allowable professional staff
- Teacher's aides or Paraprofessional personnel
- Bus aides
- Assistive devices
- Psychological services
- Social worker
- IEP specified nursing functions
- Program Monitoring and Evaluation
- Coordinated Early Intervening Services (optional -- available to school districts and public charter schools)



WW 5/27/22  
Bd App 4/9/22

## **Inter-Governmental Agreement for shared Special Education Services**

This AGREEMENT is made this First day of July 2022 between **Canton Area School District**, **Area School District, Canton, PA**, and **BLaST, Intermediate Unit #17**, of Williamsport, Pennsylvania, and Canton, Pennsylvania ("IU"). In consideration of the promises and covenants contained in this Agreement and intending to be legally bound, the parties agree as follows:

### **RESPONSIBILITIES OF THE IU**

During the 2022-2023 school year, the IU shall provide and operate the programs and services enumerated in "Appendix A" attached hereto. For purposes of this agreement, the phrase "programs and services" shall mean the following:

- a. Professional or paraprofessional staff in such numbers and with such certification, licensure, or training as is required to implement this agreement in accordance with all applicable provisions of state and federal law in effect on the above date.
- b. Supervision, administration, classroom management, and evaluation of all professional and paraprofessional staff used to implement this agreement and other duties as described in the supervisor job description attached to this contract (Appendix B).
- c. Administrative and clerical support services from departments or programs within the IU other than the Special Education Department, when required in the judgment of the IU for the effective and efficient implementation of this agreement.
- d. Provision of criminal background information on all individuals for whom such information is required by Section III of the Public School Code of 1949, 24 P.S. s 1-111.

The IU shall ensure that the programs and services provided in accordance with paragraph 1 comply with all requirements of state and federal law in effect on the above date, to the extent that such compliance does not depend on the performance or actions of the District, the Commonwealth or federal governments, or any other individual or entity beyond the control of the IU. When compliance with the requirements of state or federal law, including the provision of a free appropriate public education, depends upon the performance, actions, or cooperation of the District, the IU shall make every effort to advise the District accordingly.

On or before May 1, for each ensuing year that the parties renew this agreement, the IU shall establish and shall notify the District in writing of the unit cost of each program or service enumerated in or added to Appendix A for the ensuing year. The IU shall base the unit cost for a

program or service on the actual cost that the IU estimates it will incur to provide the program or service in accordance with Paragraph 1 during the term of this agreement, or any renewal year. These estimated unit costs shall be incorporated into Appendix A and shall thereby be incorporated into this Agreement.

**Reconciliations** – Immediately upon the cost of the term of this Agreement and upon the conclusion of any renewal year thereafter, the IU shall calculate the total, actual costs that it incurred in the implementation of this Agreement. The cost calculations shall be made by taking the total costs incurred in providing a particular program or service and dividing it by the total number of days or hours of service provided, then multiplying the resultant daily or hourly cost times the number of days or hours of use by the District. On or before November 1, the IU shall issue a statement containing the total thus calculated and the total payments received from the District in accordance with this Agreement during the preceding year. If the amount expended is greater than the amounts received from the District, the statement shall include a bill for the difference. If the amount is less than the amounts received from the District, the statement shall so indicate, and the IU shall reimburse the difference to the District according to the process described in Section D.

For those programs or services provided to local school districts, the IU shall follow the school calendar and schedule adopted by the District in which the service(s) is/are provided.

### **RESPONSIBILITY OF THE DISTRICT**

On or before April 1, the District shall identify those programs and services that the District wishes the IU to provide in accordance with this agreement.

The District shall pay the IU according to the schedule contained in Section D.

The District shall assure the following for programs or services included in this contract:

- a. Furnished classrooms and other space comparable in size and consideration to classrooms with the District to which non-exceptional students are typically assigned and which are located in reasonable proximity to the regular ebb and flow of building activities, unless the identified needs of the students assigned to the program or service require otherwise.

Allocation of classrooms and other instructional space is the responsibility of the various school districts participating in this Agreement. Fair-share of space and/or compensation for their equal share is the responsibility of the participating school districts. Fair share allocations shall be determined no later than August 1, and not changed thereafter without written consent of all districts participating in this Agreement.

- b. Compliance with all applicable provisions of the Asbestos Hazard Emergency Response Act of 1986 and its implementing regulations, including preparation and maintenance of a management plan covering the building.
- c. Compliance with accessibility and other applicable building standards under any state or federal law in effect on the above date, including but not limited to Section 504 of the Rehabilitation Act of 1973 and its implementing regulations,

the Americans with Disabilities Act and its implementing regulations, the Pennsylvania Human Relations Act and its implementing regulations, and Act 166 of 1998.

- d. Assistance, cooperation, and participation of District staff in the development and implementation of adaptations and support services necessary to enable students assigned to the program or service to participate to the maximum extent possible in mainstream or integrated educational or extracurricular activities.
- e. The same regular education support and ancillary services as provided to non-exceptional students.
- f. Application of building or district discipline and student conduct policies in a manner consistent with state and federal laws applicable to exceptional students in effect on the above date.
- g. Curriculum development and provision of such in-service programs, training, and mentor programs to IU staff necessary to implement this agreement in accordance with state and federal law and the terms of any applicable labor agreements to which the IU is party.

### **COORDINATED RESPONSIBILITIES**

The District shall remain responsible for the multidisciplinary evaluation and reevaluation (MDE) and IEP development and revision processes for all exceptional or thought-to-be exceptional students who reside within the District. The IU shall make appropriate members of its staff available at reasonable times and locations for participation as needed in MDE's and IEP planning conferences. Nothing in this paragraph, however, shall require the IU to make available any staff member not directly involved in the provision of programs or services in accordance with this agreement. The IU shall adhere to all recommendations of the IEP team to the extent that implementation of those recommendations is within the scope of the programs and services enumerated in this agreement. The District shall adhere to all recommendations of the IEP team that require the provision of programs, services, accommodations, or support not within the scope of the programs and services enumerated in this agreement.

### **PAYMENT SCHEDULE**

The District agrees to pay the IU a total of **\$104,395.66** for the programs and services provided pursuant to this agreement in five (5) scheduled payments on or before the dates listed below.

1.	August 31, 2022	20%	<b>\$20,879.13</b>
2.	October 31, 2022	20%	<b>\$20,879.13</b>
3.	December 30, 2022	20%	<b>\$20,879.13</b>
4.	February 28, 2023	20%	<b>\$20,879.13</b>
5.	April 28, 2023	20%	<b>\$20,879.13</b>

Final reconciliation of actual costs shall be made on or before November 1 of the following year and subsequent billing if necessary.



## LIABILITY

The IU agrees to indemnify, defend, and hold harmless both the District and any director, officer, agent or employee of the District against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional, or support staff provided by the IU under the terms of this Agreement or from the maintenance or operation of any equipment or vehicles provided or used by the IU under the terms of this Agreement. The IU shall maintain sufficient liability insurance for this purpose.

The District agrees to indemnify, defend, and hold harmless both the IU and any director, officer, agent, or employees of the IU against all claims, damages, losses, or penalties that result either from the acts or omissions of the administrative, professional, paraprofessional or support staff of the District or from the maintenance, use, or operation of any real property, equipment, or vehicles. The District shall maintain sufficient liability insurance for this purpose.

None of the administrative, professional, paraprofessional, or support staff provided by the IU under the terms of this Agreement shall be considered employees or agents of the District for any purpose, and none of the administrative, professional, paraprofessional, or support staff of the District shall be considered employees or agents of the IU for any purpose. The IU agrees to indemnify, defend, and hold harmless the district against all claims, damages, losses, or penalties resulting from any determination, whether judicial, administrative or otherwise, that any of the foregoing staff members provided by the IU under the terms of this Agreement is an employee or agent of the District. The District agrees to indemnify, defend, and hold harmless the IU against all claims, damages, losses, or penalties resulting from the determination, whether judicial, administrative or otherwise, that any of the foregoing staff members provided by the District under the terms of this agreement is an employee or agent of the IU.

This Agreement is intended to and shall be construed as consistent with all applicable state and federal laws in effect on the above date. To the extent that the law is construed as inconsistent with the language of this Agreement, the law shall supersede the language as the contractual expression of the parties' intent and may be enforced as such.

This Agreement constitutes the entire Agreement and understanding between the IU and the District concerning the programs and services to which it applies. It supersedes and repeals all prior or contemporaneous Agreements and understanding, written or oral on this subject. Any modification to this Agreement shall be in writing executed by the legal representatives of the parties.

While it is the intent of both parties to honor the provision of this Agreement, both reserve the right to terminate the Agreement due to any unforeseen actions by non-contract parties such as the Pennsylvania Department of Education. Such termination shall be effected in a manner that maintains the rights of students, parents and IU employees.

**BLaST Intermediate Unit #17**

BY: *Sarah McWett* ATTEST: *Almee Pepper*

**Canton Area School District Area School District**

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_

Ww 6/3/22  
Bd App 6/9/22

## **Occupational Therapy Services Agreement**

LISA INMAN  
Canton, Pennsylvania  
[linman@frontiernet.net](mailto:linman@frontiernet.net)  
(570) 971-0062

This agreement is made between *Lisa Inman*, private provider of registered occupational therapy services, herein referred to as Lisa Inman, and *Canton Area School District*, herein referred to as the District.

It is mutually agreed as follows:

1. Contract is effective July 1st, 2022 through June 30th, 2023.
2. Occupational therapy (O.T.) will be provided to students referred by the District for screenings, programming, assessment, consultation, meetings, and/or intervention.
3. \$65 per hour for O.T. Billable services consist of direct intervention, evaluations and assessments, screenings approved by the support director, and billable collateral services. Billable collateral services consist of minimal preparation/set-up, programming, documentation (session notes, progress monitoring/charting, quarterly progress reports, initial and re-evaluations reports, IEP and 504 paperwork, IEP and 504 meetings, and consultation with the educational team and/or aides (for carryover and programming).
4. Lisa Inman will sign into Canton Area Elementary and High School upon entering.
5. Payment to Lisa Inman for O.T. services rendered is dependent upon submission of the required billing invoices. Payment to Lisa Inman from the district will be received within 30 days upon receipt of documentation.
6. The Support Services will coordinate paperwork needed for Lisa Inman. The district will send parents/guardians the required paperwork needed to pursue an evaluation or re-evaluation and follow up with the parent/guardians if paperwork is not received.
7. Occupational therapy direct services will be limited to the typically scheduled days mutually agreed upon at the beginning of the school year between Lisa Inman and the District during the school calendar when the District is in session. Special circumstances for alternate days or as necessitated for rescheduling missed visits will be arranged based upon Lisa Inman's availability.
8. Lisa Inman will maintain professional liability coverage, up to date licensure and certification, child abuse, criminal records and FBI clearances available upon request.
9. O.T. sessions will take place at Canton Elementary or High School. At the District's

request, Lisa Inman will be available for alternative service delivery (ie: home instruction or teletherapy instruction as her schedule allows).

10. Lisa Inman will be provided with a key fob for entrance into the building and re-entering when outside with students.

5/27/22  
Date

Lisa A. Inman, OTR/L  
Lisa Inman, M.S., OTR/L

\_\_\_\_\_  
Date

\_\_\_\_\_  
School District Designee

C.A.S.D. O.T. contract 2022-23

# TREASURER'S REPORT

# G. I.

## CANTON AREA SCHOOL DISTRICT

5/31/2022

### GENERAL FUND ACCOUNT BALANCES

		<u>General Fund</u> <u>Checking</u>	<u>General Fund</u> <u>Savings</u>	<u>Procurement</u> <u>Cards Account</u>	<u>Special Acct.</u> <u>Checking</u>
BALANCE	05/01/22	6,089,064.04	10,029.39	7,465.99	405.71
RECEIPTS - REGULAR		811,752.19	0.00	0.00	3,500.00
INTEREST EARNED		3,278.75	7.27	0.00	0.00
DISBURSEMENTS		-2,028,254.92	0.00	-1,948.79	-400.00
BALANCE	05/31/22	4,875,840.06	10,036.66	5,517.20	3,505.71

### GENERAL FUND PASS THROUGH ACCOUNTS

		<u>Online Payment Acct.</u> <u>Checking</u>	<u>Payroll Acct.</u> <u>Checking</u>	<u>Lockbox Acct.</u> <u>Checking</u>
BALANCE	05/01/22	734.00	1.00	1.00
RECEIPTS - REGULAR		806.35	390,917.59	0.00
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		-733.00	-390,917.59	0.00
BALANCE	05/31/22	807.35	1.00	1.00

### OTHER FUNDS OF BOARD RESPONSIBILITY

		<u>Cafeteria Acct.</u> <u>Checking</u>	<u>High School</u> <u>Central Treas.</u> <u>Checking</u>	<u>Elementary</u> <u>Central Treas.</u> <u>Checking</u>	<u>H.R.A. 1 Account</u> <u>Checking</u>
BALANCE	05/01/22	487,437.71	170,043.03	13,225.63	26,599.73
RECEIPTS-REGULAR		100,564.61	63,524.13	1,135.75	0.00
INTEREST EARNED		332.09	122.95	8.82	16.49
DISBURSEMENTS		-35,058.22	-19,457.76	-583.10	-1,920.90
BALANCE	05/31/22	553,276.19	214,232.35	13,787.10	24,695.32

### GENERAL FUND CERTIFICATES OF DEPOSIT

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
1st Citizens Cmty. Bank	392	1,596,597.32	02/07/13	02/07/23	0.50%
TOTAL>>>		1,596,597.32	AVERAGE >>		0.50%

### DISPOSITION OF MATURED INVESTMENTS - GENERAL FUND

INVEST. INSTITUTION	C.D.#	PRINC.	DATE PURCH.	MATURITY	INT. RATE
					0.00%
TOTAL>>>		0.00	AVERAGE >>		0.00%

### LONG TERM DISTRICT LIABILITIES

LIABILITY	Original Issue	LOAN DATE & MATURITY	RATE	PRINCIPAL BALANCE	AMORTIZED BALANCE
General Obl. Bond 2014	\$5,040,000	2014 - 2022	2.00% - 2.35%	745,000	762,507
General Obl. Bond 2020	\$3,559,739	2025 - 2027	2.00%	3,220,000	3,442,400

# **RECEIPTS FOR THE MONTH ENDING 5/31/22** **CANTON AREA SCHOOL DISTRICT**

## **SUMMARY OF INCOME**

<b>TOTAL LOCAL</b>	<b>133,649.97</b>	<b>18.55%</b>
<b>TOTAL STATE</b>	<b>80,775.13</b>	<b>11.21%</b>
<b>TOTAL FEDERAL</b>	<b>505,942.04</b>	<b>70.23%</b>
<b>GRAND TOTAL</b>	<b>720,367.14</b>	

## **LOCAL INCOME**

### **ADMISSIONS**

Athletic Director	Gate Receipts	0.00
	<b>TOTAL ADMISSIONS</b>	<b>0.00</b>

### **INSURANCE**

School Claims Service	Cobra insurance premiums	4,125.90
	<b>TOTAL INSURANCE &gt;&gt;&gt;</b>	<b>4,125.90</b>

### **INTEREST**

First Citizens Community Bank	Gen. Fund Checking	3,278.75
First Citizens Community Bank	Gen. Fund Savings	7.27
First Citizens Community Bank	HRA	16.49
	<b>TOTAL INTEREST &gt;&gt;&gt;</b>	<b>3,302.51</b>

### **MISCELLANEOUS**

BLaST	First Citizens Community Bank donation	10,440.00
Bradford-Tioga Head Start	Lease	801.80
Cafeteria	Reimbursement for supplies purchased	113.08
Canton PTA	Field trip transportation	527.68
CASD Student	Computer replacement	250.00
CASD Students	Computer charger replacements	155.00
CASD Students	Recorder purchases	80.50
Central Treasury - HS	Reimbursement for Music purchases	349.87
Central Treasury - HS	Reimbursement for FCCLA purchases	937.70
Central Treasury - HS	Reimbursement for Drama purchases	49.08
Central Treasury - HS	Reimbursement for FFA purchases	37.26
Commonwealth of Pennsylvania	MER Record payment	63.88
Commonwealth of Pennsylvania	Field trip transportation	176.27
CxTec	Refund	6,396.00
District Magistrate	Fines	617.52
Herman, Kelsey	Jury duty	9.00
Music Theatre International	Deposit refund	340.00
Northern Tier Insurance Consortium	Wellness incentive	1,100.00
Northern Tier Regional Planning & Develop.	Field trip transportation	148.36
PA Distance Learning Charter School	Refund SY 20/21	454.92
Vending machine	Sales	203.15
	<b>TOTAL MISCELLANEOUS &gt;&gt;&gt;</b>	<b>23,251.07</b>

### **TAXES**

Berkheimer	E.I.T.	73,986.57
Bradford County	Delinquent Taxes	11,502.63
Bradford County	R.E. Transfer Tax	4,267.12
Lycoming County	Delinquent Taxes	2,252.05
Lycoming County	R.E. Transfer Tax	289.10
Tioga County	Delinquent Taxes	10,673.02
Tioga County	R.E. Transfer Tax	
	<b>TOTAL TAXES &gt;&gt;&gt;</b>	<b>102,970.49</b>

**TUITION**

Tuition	0.00
<b>TOTAL TUITION &gt;&gt;&gt;</b>	<b>0.00</b>

<b>TOTAL LOCAL INCOME &gt;&gt;&gt;</b>	<b>133,649.97</b>
--	-------------------

**STATE INCOME**

Commonwealth of Pennsylvania	Social Security Subsidy	80,775.13
	<b>TOTAL STATE INCOME &gt;&gt;&gt;</b>	<b>80,775.13</b>

**FEDERAL INCOME**

Commonwealth of Pennsylvania	ARP ESSER	46,246.33
Commonwealth of Pennsylvania	ARP ESSER 7%	86,265.60
Commonwealth of Pennsylvania	CARES Act - ESSER Fund	321,684.77
Commonwealth of Pennsylvania	Title I Improving Basic Programs	43,520.54
Commonwealth of Pennsylvania	Title II Improving Teacher Quality	8,224.80
	<b>TOTAL FEDERAL INCOME &gt;&gt;&gt;</b>	<b>505,942.04</b>

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PA - PROCUREMENT Payment Dates: 04/01/2022 - 04/30/2022

Payment Categories: Procurement Cards  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ 0001042022	04/05/2022	LESSONPIX INC.	SUBSCRIPTION		36.00
+ 0002042022	04/21/2022	WALMART	SUPPLIES		37.27
+ 0003042022	04/25/2022	SAM'S CLUB	SUPPLIES - CAFE		71.48
+ 0004042022	04/21/2022	GOTO TECHNOLOGIES USA, INC.	SUPPLIES - LASTPASS		38.16
+ 0005042022	04/26/2022	GOTO TECHNOLOGIES USA, INC.	SUPPLIES - LASTPASS		38.16
+ 0006042022	04/27/2022	BLICK ART MATERIALS	SUPPLIES		63.29
10 - GENERAL FUND					284.36
Grand Total All Funds					284.36
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					284.36
Grand Total Regular Checks					0.00
Grand Total All Payments					284.36

# G.2.

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PA - PROCUREMENT    Payment Dates: 05/01/2022 - 05/31/2022

Payment Categories: Procurement Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ 0001052022	05/12/2022	RESPONSIVE CLASSROOM	SUPPLIES		709.80
+ 0002052022	05/13/2022	APPLE INC.	SUPPLIES		21.19
+ 0003052022	05/19/2022	ACDA/CCSI	R FRYE CONFERENCE		151.00
+ 0004052022	05/19/2022	ACDA/CCSI	R FRYE REGISTRATION		215.00
+ 0005052022	05/19/2022	HOLIDAY INN	R FRYE RESERVATION		194.02
+ 0006052022	05/27/2022	WORKBOOK PUBLISHING	BOOKS		851.80
10 - GENERAL FUND					2,142.81
Grand Total All Funds					2,142.81
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					2,142.81
Grand Total Regular Checks					0.00
Grand Total All Payments					2,142.81

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card



## FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-05-20

Check Numbers: 0000062669 - 0000062698

Payment Categories: Checks, Credit Cards, Direct Deposits,  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062669	05/20/2022	AGORA CYBER CHARTER SCHOOL	TUITION		3,516.06
0000062670	05/20/2022	AMAZON CAPITAL SERVICES	SUPPLIES		1,227.69
0000062671	05/20/2022	AT & T	CELL PHONES		186.83
0000062672	05/20/2022	BALDWIN'S HARDWARE & GIFT SHOP	SUPPLIES		149.75
0000062673	05/20/2022	BLAST IU #17	21/22 5TH IL SPEC ED		15,438.71
0000062674	05/20/2022	CM REGENT LLC	INSURANCE PREMIUM		754.00
0000062675	05/20/2022	COMMONWEALTH CHARTER ACADEMY	TUITION		32,843.97
0000062676	05/20/2022	COMMUNITY FOUNDATION FOR THE	DED: CFTT - Full Payroll Pay Date: 5/20/2022	DED: CFTT - Full Payroll Pay Date: 5/6/2022	214.00
0000062677	05/20/2022	MAGISTERIAL DISTRICT COURT 42-3-01	DED: MISC - Full Payroll Pay Date: 5/20/2022	DED: MISC - Full Payroll Pay Date: 5/6/2022	10.00
0000062678	05/20/2022	FRONTIER COMMUNICATIONS OF CTN	TELEPHONE SVC		2,549.79
0000062679	05/20/2022	KEYSTONE ADVERTISING	SUPPLIES - SB		143.00
0000062680	05/20/2022	LONG COMMUNICATIONS	SUPPLIES		94.30
0000062681	05/20/2022	NORTHERN TIER CAREER CENTER	FINAL PMT		62,464.75
0000062682	05/20/2022	PA CYBER CHARTER SCHOOL	TUITION		9,332.45
0000062683	05/20/2022	PA DISTANCE LEARNING CHARTER SCHOOL	TUITION		1,166.56
0000062684	05/20/2022	PA LEADERSHIP CHARTER SCHOOL	TUITION		1,166.55
0000062685	05/20/2022	PITNEY BOWES	LEASE		126.00
0000062686	05/20/2022	PENNSYLVANIA PAPER & SUPPLY COMPANY	SUPPLIES		2,748.62
0000062687	05/20/2022	PENNSYLVANIA TRUST	PROF SVC		4,325.00

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-05-20

Check Numbers: 0000062689 - 0000062698

Payment Categories: Checks, Credit Cards, Direct Deposits,  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062688	05/20/2022	PIVOT PHYSICAL THERAPY	PROF SVC		1,116.25
0000062689	05/20/2022	REACH CYBER CHARTER SCHOOL	TUITION		8,165.90
0000062690	05/20/2022	JEFF SECHRIST	SUPPLIES		417.20
0000062691	05/20/2022	TAYLOR & FRANCIS GROUP, LLC	SUPPLIES		70.94
0000062692	05/20/2022	THOMPSON SPORTS & APPAREL	SUPPLIES	SUPPLIES - MISC	111.00
0000062693	05/20/2022	TOPS MARKETS LLC	FCCLA SUPPLIES	SUPPLIES	1,027.38
0000062694	05/20/2022	TULPEHOCKEN MT SPRING WATER	WATER		352.00
0000062695	05/20/2022	UNITED PARCEL SERVICE	UPS CHARGES		53.92
0000062696	05/20/2022	WYALUSING VALLEY HIGH SCHOOL	JH TRACK REG FEE		150.00
0000062697	05/20/2022	XEROX CORPORATION	COPIER LEASE		991.10
0000062698	05/20/2022	ZITO BUSINESS	INTERNET		1,250.00
D000001564	05/20/2022	REBECCA BELLOWES	BB BOOK - 20 GAMES		500.00 <sup>D</sup>
D000001565	05/20/2022	DANDY MINI MARTS INC.	FUEL		118.45 <sup>D</sup>
D000001566	05/20/2022	KRISTEN DECKER	5/11/22 OFFICIAL		172.50 <sup>D</sup>
D000001567	05/20/2022	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	28,132.83 <sup>D</sup>
D000001568	05/20/2022	EASTERN MANAGED PRINT NETWORK LLC	COPIER LEASE		351.00 <sup>D</sup>
D000001569	05/20/2022	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 5/20/2022		3,401.00 <sup>D</sup>
D000001570	05/20/2022	THOMAS JANESKI	5/4/22 OFFICIAL		80.00 <sup>D</sup>
D000001571	05/20/2022	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	10,440.17 <sup>D</sup>
D000001572	05/20/2022	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 5/20/2022	DED: TAP - Full Payroll Pay Date: 5/20/2022	5,512.15 <sup>D</sup>
D000001573	05/20/2022	MARK MCMURRAY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	14,752.24 <sup>D</sup>

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2022-05-20

Check Numbers: 0000062669 - 0000062698

Payment Categories: Checks, Credit Cards, Direct Deposits,  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001574	05/20/2022	ROGER ORLANDI	5/12/22 OFFICIAL		85.00 D
D000001575	05/20/2022	GLENN POIRIER	5/4/22 OFFICIAL		80.00 D
D000001576	05/20/2022	PSEA HEALTH & WELFARE FUND	INSURANCE PREMIUM		502.64 D
D000001577	05/20/2022	ED ROOT	5/4/22 OFFICIAL	5/12/22 OFFICIAL	170.00 D
D000001578	05/20/2022	SANICO	SUPPLIES		1,310.60 D
D000001579	05/20/2022	KELSEY HERMAN	TUITION REIMBURSEMENT		1,548.00 D
D000001580	05/20/2022	ROBERT ROCKWELL	AD TRAVEL EXPENSES		32.76 D
D000001581	05/20/2022	ROBERT M SIDES INC.	SUPPLIES		34.00 D
D000001582	05/20/2022	SPORTSMANS	SUPPLIES - T		363.70 D
D000001583	05/20/2022	DOUGLAS VANDERPOOL	5/4/22 OFFICIAL		85.00 D
D000001584	05/20/2022	YAGGIE ANDREW JR.	REGULAR DAYS TRANS.		1,150.00 D
10 - GENERAL FUND					220,985.76
Grand Total All Funds					220,985.76
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					68,822.04
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					152,163.72
Grand Total All Payments					220,985.76

**FUND ACCOUNTING PAYMENT SUMMARY**

Bank Account: 50 - FOOD SERVICE FUND    Payment Date: 2022-05-27

Due Dates: 05/27/2022 - 05/27/2022

Payment Categories: Direct Deposits,

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000000031	05/27/2022	GENERAL FUND-CASD	REIMB FOR SUPPLIES PURCHASED		113.08 <i>D</i>
D000000032	05/27/2022	NUTRITION INC.	MAY INVOICE		32,594.51 <i>D</i>
50 - FOOD SERVICE FUND					32,707.59
Grand Total All Funds					32,707.59
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					32,707.59
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					0.00
Grand Total All Payments					32,707.59

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund      Payment Date: 2022-06-03

Check Numbers: 0000062699 - 0000062712

Payment Categories: Checks, Credit Cards, Direct Deposits,

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000062699	06/03/2022	AMAZON CAPITAL SERVICES	SUPPLIES		1,440.70
0000062700	06/03/2022	CANTON INDEPENDENT SENTINEL	ADVERTISING		16.00
0000062701	06/03/2022	GEORGE ELY ASSOCIATES INC.	SUPPLIES		415.74
0000062702	06/03/2022	JONES SCHOOL SUPPLY CO. INC.	SUPPLIES		125.00
0000062703	06/03/2022	KURTZ BROTHERS	SUPPLIES		1,099.48
0000062704	06/03/2022	LOCK HAVEN UNIVERSITY	TRACK REG FEE		450.00
0000062705	06/03/2022	PENELEC	ELECTRICITY		9,277.13
0000062706	06/03/2022	ROCKWELL H & SON	SUPPLIES		83.14
0000062707	06/03/2022	ROOF JEWELERS & AWARDS	SUPPLIES - MISC		160.00
0000062708	06/03/2022	STERICYCLE INC.	PROF SVC		378.39
0000062709	06/03/2022	STEVE SHANNON TIRE & AUTO CENTERS	SUPPLIES		28.50
0000062710	06/03/2022	UGI ENERGY SERVICES INC.	NATURAL GAS		7,335.37
0000062711	06/03/2022	UNITED PARCEL SERVICE	UPS CHARGES		31.00
0000062712	06/03/2022	UPMC	ATHLETIC TRAINER		2,727.27
D000001585	06/03/2022	BRADFORD COUNTY SANITATION INC	PROF SVC		190.00 <sup>D</sup>
D000001586	06/03/2022	LYNN DERSTINE	5/17/22 OFFICIAL		85.00 <sup>D</sup>
D000001587	06/03/2022	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	30,141.49 <sup>D</sup>
D000001588	06/03/2022	DOUGLAS A. MCNETT	LAWN MAINTENANCE		1,655.49 <sup>D</sup>
D000001589	06/03/2022	INGERSOLL-RAND FEDERAL CU	DED; CRED - Full Payroll Pay Date: 6/3/2022		3,401.00 <sup>D</sup>
D000001590	06/03/2022	LISA INMAN	PROF SVC		9,674.49 <sup>D</sup>
D000001591	06/03/2022	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	11,608.64 <sup>D</sup>

\* - Non-Negotiable Disbursement      + - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2022-06-03

Check Numbers: 0000062699 - 0000062712

Payment Categories: Checks, Credit Cards, Direct Deposits,  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000001592	06/03/2022	LESKO FINANCIAL SERVICES	DED: ANN1 - Full Payroll Pay Date: 6/3/2022	DED: TAP - Full Payroll Pay Date: 6/3/2022	5,512.15 <i>D</i>
D000001593	06/03/2022	MARK MCMURRAY	REGULAR DAYS TRANS.	FIELD TRIPS	14,351.42 <i>D</i>
D000001594	06/03/2022	NTSWA	PROF SVC		46.35 <i>D</i>
D000001595	06/03/2022	REAL DISPOSAL LLC	PROF SVC		696.00 <i>D</i>
D000001596	06/03/2022	ED ROOT	5/17/22 OFFICIAL		85.00 <i>D</i>
D000001597	06/03/2022	AMY L REPARD	REIMB FOR SUPPLIES PURCHASED		101.00 <i>D</i>
D000001598	06/03/2022	ROBERT ROCKWELL	REIMB FOR BB DISTRICT MEAL MONEY		164.19 <i>D</i>
D000001599	06/03/2022	ROBERT M SIDES INC.	SUPPLIES		189.97 <i>D</i>
D000001600	06/03/2022	YAGGIE ANDREW JR.	REGULAR DAYS TRANS.		1,150.00 <i>D</i>
10 - GENERAL FUND					102,619.91
Grand Total All Funds					102,619.91
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					79,052.19
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					23,567.72
Grand Total All Payments					102,619.91

\* - Non-Negotiable Disbursement

+ - Procurement Card Non-Negotiable

# - Payable within Payment

P - Prenote

D - Direct Deposit

C - Credit Card

CANTON AREA SCHOOL DISTRICT

05/31/2022 01:45:53 PM

Page 2 of 2

#G.4.

**M E M O**  
FROM THE DESK OF  
SHELLY GOWIN  
***CANTON AREA SCHOOL DISTRICT***

May, 2022

TO: Mark Jannone, Board of Education

RE: Transportation Changes

Following are changes that were made to transportation contracts since the last board meeting:

Doud Transportation

- Van 32 – Effective 4/25/22 - Add Student \$199.42
- Van 32 – Effective 4/28/22 – Remove Student \$183.81
- Van 39 – Effective 5/13/22 – Change Stop Order \$126.26
- Van 30 – Effective 5/23/22 – Remove Student \$118.93

#J.I.

## 2022 FINAL SENIOR CLASS LIST

FIRST NAME	LAST NAME
Mya	Allen
Ian	Bagley
Natalie	Baillie
Alexis	Baldwin
Theresa	Beers
Sarah	Begg
Tessa	Bobb
Brantson	Brown
Hunter	Chaapel
Dustin	Cole
Savannah	Cranmer
Conner	Davis
Cordell	Davy
Megan	Eagleberger
Madison	Fitch
Conner	Foust
Hali	Fuller
Trisha	Gilbert
Ezekiel	Gilliland
William	Gowin
Ethan	Groover
Hunter	Hartford
Alicia	Hernandez
Vincent	Hernandez
Marissa	Hess
Kerrick	Hughes
Leonard	Karpinski
Cooper	Kitchen
Nicholas	Krise
Melanie	Kropf

FIRST NAME	LAST NAME
Kylie	Landon
Rachel	Martin
Morgan	May
Morgan	Mays
Perry	McDonald
Gavin	Morse
Isaiah	Niemczyk
Coleman	Pidcoe
Garrett	Radney
Audrey	Rockwell
Ashton	Rockwell
Lucas	Russell
Sara	Saar
Heather	Shaffer
Katie	Shay
Mason	Shultz
Alisa	Sizemore
Michael	Skipper
Aubrey	Skwarlo
Felicity	Smith
Mason	Stiner
Ryan	Twist
Reed	Urban
Faith	Vogel
Emmi	Ward
Chayton	Wesneski
Shannon	Wesneski
Caiden	Williams
Olivia	Williams
Alexia	Zeigler



# CANTON AREA SCHOOL DISTRICT | 2021-2022 CALENDAR

Board Approved: January 14, 2021 updated June 9, 2022

#J. Z. C

JULY 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Independence Day observed

JANUARY 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1/3 – 1/14 Wave 2 Keystone Exams

10 2 hr delay (weather)  
14 Early Dismiss/In-Service PM  
14 End of 2<sup>nd</sup> Marking Period (day 90)  
17 In-Service Day #3 canx (weather)  
in-service make up day 3/11  
18 2 hr delay (weather)  
24 2 hr delay (weather)

S-20/T-20

AUGUST 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

23 LFS Training/new teachers  
23 New Teacher Induction  
24 In-Service Day #1  
24 7<sup>th</sup> Grade Orientation  
25 Act 80 Day  
26 Students' First Day

S-5 /T-6

FEBRUARY 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

3 1/2 day early dismissal (weather)  
4 canx (weather) make up 2/7  
7 Possible snow make-up day #2  
7 make up from 2/4  
14 Early Dismiss/In-Service PM  
21 Possible snow make up day #3  
25 canx (weather) make up 3/14

S-17/T-17

SEPTEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day  
16 Open House  
20 Early Dismiss/PM Act 80

S-21 /T-21

MARCH 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9 early dismissal (weather)  
11 Possible snow make-up day #4  
11 In-Service make up from 1/17  
14 Possible snow make-up day #5  
14 make up from 2/25  
21 Early Dismiss/In-Service PM  
25 End of 3<sup>rd</sup> Marking Period (day 135)

S-22/T-23

OCTOBER 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

11 In-Service Day #2  
25 Early Dismiss/PM Act 80  
28 End of 1<sup>st</sup> Marking Period (day 45)

S-20/T-21

APRIL 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4/25 - 4/29 PSSA ELA grades 3-8

14 Possible snow make up day #6  
15 Good Friday  
18 Possible Snow Make Up Day #7  
19 2 hr delay (weather)

S-18/T-18

NOVEMBER 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

11 Early Dismiss/PM Act 80 Conf/3 hrs extended day (3:30-6:30 trade-off on 5/27/22)  
12 Conf/Act 80  
24 Early Dismissal  
25 Thanksgiving Day  
26 Fri after Thanksgiving Day  
29 Monday after Thanksgiving  
30 Possible snow make up day #1

S-18 /T-18

MAY 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

5/2 – 5/13 PSSA Math, Science & make ups grades 3-8  
5/16 – 5/27 Keystone Exams

27 Early Dismiss/In-Service PM – (trade-off for 11/11/21 - 3 hours)  
29 Baccalaureate  
30 Memorial Day  
31 6<sup>th</sup> Grade Graduation

S-21/T-21

DECEMBER 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

12/1- 12/15 Wave 1 Keystone Exams  
3 3 hr early dismissal (weather)  
13 Early Dismiss/Act 80 PM  
22 Early Dismissal  
23 Christmas Eve Day observed  
24 Christmas Day observed  
27-30 Holiday Break  
31 New Year's Day Observed

S-16/T-16

JUNE 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

2 Students' Last Day (180) 10:30 Dismissal  
3 Commencement  
3 In-Service Day #4

S-2/T-3

# CANTON AREA SCHOOL DISTRICT | 2022-2023 CALENDAR #J. 2. 6

Board Approved: January-13, 2022 June 9, 2022

JULY 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 **Independence Day**

JANUARY 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1/4 – 1/18 Wave 2 Keystone Exams

2 **New Year's Day Observed**  
13 Early Dismiss/In-Service PM  
16 In-Service Day #4  
18 End of 2<sup>nd</sup> Marking Period (day 90)

S-20/T-21

AUGUST 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

22 LFS Training for new teachers  
23 New Teacher Induction  
24 In-Service Day #1  
25 In-Service Day #2  
26 Act 80 Day  
29 Students' First Day

S-4/T-6

FEBRUARY 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

13 Possible snow make up day #2  
24 Early Dismiss/In-Service PM

S-19/T-19

SEPTEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

5 **Labor Day**  
15 Open House  
23 Early Dismiss/PM Act 80

S-21/T-21

MARCH 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

10 Possible snow make up day #3  
24 Early Dismiss/In-Service PM  
24 End of 3<sup>rd</sup> Marking Period (day 135)

S-22/T-22

OCTOBER 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

10 In-Service Day #3  
28 Early Dismiss/PM Act 80  
31 End of 1<sup>st</sup> Marking Period (day 45)

S-20/T-21

APRIL 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

4/24 – 4/28 PSSA ELA grades 3-8

6 Possible snow make up day #5  
7 **Good Friday**  
10 Possible Snow Make Up Day #6  
11 Possible Snow Make Up Day #4

S-16/T-16

NOVEMBER 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

10 Early Dismiss/PM Act 80 Conf/3 hrs extended day (3:30-6:30 trade-off on 5/26/23)  
11 Conf/Act 80  
23 Early Dismissal  
24 **Thanksgiving Day**  
25 **Fri after Thanksgiving Day**  
28 **Monday after Thanksgiving**  
29 Possible snow make up day #1

S-18/T-18

MAY 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

5/1 – 5/12 PSSA Math, Science & make ups grades 3-8  
5/15 – 5/26 Keystone Exams

26 Early Dismiss/In-Service PM – (trade-off for 11/10/22 - 3 hours)  
28 Baccalaureate  
29 **Memorial Day**  
31 6<sup>th</sup> Grade Graduation

S-22/T-22

DECEMBER 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12/5 – 12/16 Wave 1 Keystone Exams

16 Early Dismiss/Act 80 PM  
22 Early Dismissal  
23 **Christmas Eve Day observed**  
26 **Christmas Day observed**  
27-30 Holiday Break

S-16/T-16

JUNE 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

2 Students' Last Day (180) 10:30 Dismissal  
2 Commencement

S-2/T-2

#J.41

**BOARD REPORT**  
**CANTON AREA SCHOOL DISTRICT LIBRARIES**  
**March 2022 – June 2022**

**Circulation: High School**

	<i>March</i>	<i>April</i>	<i>May</i>	<i>YEAR TOTAL</i>
<b>Fiction</b>	16	15	9	<b>323</b>
<b>Non-Fiction</b>	17	12	4	<b>251</b>
<b>Graphic Novels</b>	5	0	0	<b>39</b>
<b>Total</b>	<b>38</b>	<b>27</b>	<b>13</b>	<b>613</b>

**Inter-Library Loans**

0 received; 0 sent

**Circulation: Elementary School**

	<i>March</i>	<i>April</i>	<i>May</i>	<i>YEAR TOTAL</i>
<b>Fiction</b>	632	641	116	<b>4,962</b>
<b>Graphic Novels</b>	252	186	44	<b>1,629</b>
<b>Non-Fiction</b>	420	343	69	<b>3,362</b>
<b>Everybody/Easy</b>	601	456	95	<b>5,500</b>
<b>Total</b>	<b>1,905</b>	<b>1,626</b>	<b>324</b>	<b>15,453</b>

**Inter-Library Loans**

0 received; 0 sent

**Lending Library**

0

**Accessions**

- 118 new books processed in the high school this school year.
- 427 new books processed in the elementary school this school year.

**Special Projects**

- Students in grades K-6 submitted their votes for the Pennsylvania Young Reader's Choice Awards. The state winner for grades K-3 was *Dandy* by Ame Dyckman and the winner for grades 3-6 was *Nubby's Story* by Aubre Andrus. Students enjoyed reading the nominated books and getting to choose their favorite.
- Full inventories were conducted of the collections in both the elementary and high school libraries.

**Comments**

- The elementary library was able to add a great number of books to our collection this year thanks to generous donations from community members and the PTA.

**Professional Development**

- N/A