

CONTRACT FOR SCHOOL BASED PHYSICAL THERAPY SERVICES 2024-2025 through 2026/2027 School Year

This contract is made and entered into this 9th Day of May, 2024 between Julie Sechrist ("Provider") located at 4316 Route 414, Canton, PA 17724 and the Canton Area School District, whose administrative offices are located at 509 E. Main St, Canton, PA 17724 ("District").

In consideration of the mutual terms, conditions and covenants contained herein, the parties agree as follows:

1. Obligations of Provider. Provider hereby agrees to provide physical therapy ("PT") services ("Services") for District's school age students as follows:
 - 1.1 To provide direct PT Services based on the individual student's evaluation results and the planned intervention goals on the Individual Education Plan (IEP).
 - 1.2 To provide consultative PT Services based on the individual student's evaluation results and the planned intervention goals on the IEP.
 - 1.3 To complete observations, screenings, and evaluations of referred students and written reports as required by established procedures. The evaluations and corresponding documentation will concentrate on access to and participation in school-based settings.
 - 1.4 To aide in the development of IEPs for students for the 2024-2025, 2025/2026 and 2026/2027 school year based on students' identified needs.
 - 1.5 To attend parent conferences, team meetings, IEP conferences, and other student-related meetings as needed to review evaluation results, therapy

services, and assist in the development of the IEPs when coincides with provider's stated schedule.

- 1.6 To sign in/out at each site upon arrival and departure based on District protocol and procedure.
- 1.7 To maintain documentation of services provided and outcomes using the DARTS data management system. The District will help define parameters for the access to the system.
- 1.8 To complete all required billing for eligible students per District guidelines.
- 1.9 To provide documentation of professional licensure and liability insurance.

2. Obligations of District

- 2.1 The District and Provider will designate a single point of contact to discuss programming and contract performance.
- 2.2 The District shall make available a private space to perform the Provider's services as well as for documentation and charting.
- 2.3 The District will coordinate all necessary paperwork needed for provider's services and will obtain written parent/guardian permission and physician referral for students. It will be the duty of the District to follow up with parent/guardian if paperwork is not received.
- 2.4 The District will provide Provider with a key fob to be used during school hours to allow for safe and readily accessible admittance of provider and student into the building if therapy is provided outside, such as on the playground.

- 2.5 Physical Therapy direct services will be limited to the typically scheduled day(s) mutually agreed upon between the Provider and District during the school calendar year when the school is in session. Special circumstances for alternate days will be arranged at the availability of Julie Sechrist.
- 2.6 The District hereby agrees to a fee of \$75.00 per hour for billable services consisting of: direct interventions, evaluations and assessments, screenings approved by support director, and billable collateral services. Billable collateral services to include: documentation/charting, quarterly progress notes, initial evaluation and re-evaluation paperwork, IEP and 504 plan paperwork, IEP and 504 plan meetings in person and on phone, and consultation time with educational team and/or aides for carryover and program planning. This rate shall be used for each year of the agreement.
3. Term and Termination. The Services described in the contract will be provided on the following date(s): July 1, 2024 through June 30, 2027. This Agreement may be terminated without cause upon thirty (30) days written notice to the other party.
4. Compensation and Method of Payment. Julie Sechrist will submit an invoice for Services within 10 days of the close of the month in which Services were provided. Payment shall be made by District within thirty (30) calendar days of the receipt of the invoice. Payment will be made via ACH, direct deposit to an account provided by Julie Sechrist.
5. Indemnity and Insurance Requirements. Julie Sechrist shall indemnify and hold harmless the District, its officers, agents, employees and assigns from and against all third-party claims, losses, costs, damages, expenses, reasonable attorneys' fees, and liability that any of them may sustain:

- a. arising out of Provider's failure to comply with any applicable local state or federal law in the performance of Services under this Agreement; and
- b. arising directly or indirectly out of Therapists' performance or lack of performance of this contract.

Julie Sechrist certifies that she currently has and agrees to maintain during the term of this Agreement, for herself, professional and general liability insurance with the loss per occurrence covered at not less than \$1,000,000.

Certificates of such insurance shall be furnished by Julie Sechrist to the District and shall contain the provision that the District be given 30 days' written notice of any intent to cancel or terminate by either Julie Sechrist or the insuring company. Failure to furnish insurance certificates or to maintain such insurance shall be a default under this contract and shall be grounds for immediate termination of this contract.

6. Contract Transfer. Neither party shall not assign, subcontract, or otherwise transfer any interest in this contract without the prior written approval of the other party.
7. Confidentiality of Student Information. During the course of the Julie Sechrist's performance of this contract, she will obtain any information pertaining to the students' official records, Julie Sechrist agrees that this contract shall not be construed by either party to constitute a waiver of or to in any manner diminish the provisions for confidentiality of students' official records.

For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the District hereby designates Julie Sechrist as a school official with a legitimate educational interest in the educational records of the students who participate in physical therapy, to the extent that access to the records are required by Mrs. Sechrist to carry out her services. Mrs. Sechrist agrees to maintain the confidentiality of the education records in accordance with the provisions of FERPA.

8. Entire Agreement. This contract constitutes and expresses the entire agreement and understanding between the parties concerning the subject matter of this contract.

IN WITNESS WHEREOF, the District and Julie Sechrist have executed this contract on the day and year first written above.

By: Julie Sechrist, PT
Julie Sechrist, PT, MSPT

5/9/24
Date

Attest: _____

Canton Area School District:

By: _____
Judith Sourbeer, President CASD

Date

Attest: _____

WW 04/12/24
Rd App 05/09/24

2400 Reach Road, PO Box 3609
Williamsport, PA 17701
Phone: (570) 323-8561
FAX: (570) 323-1738



33 Springbrook Drive
Canton, PA 17724
Phone: (570)673-6001
Fax: (570) 673-6007

Web address: <http://www.iu17.org>

BLaST Intermediate Unit 17 DaRTS Software Agreement

The background of this Agreement is as follows:

- I. This Software License Agreement is made and entered into as of the date of the last signature below by and between **BLaST Intermediate Unit** (Intermediate Unit 17, referred to throughout this Agreement as "**BLaST**"), is an intermediate unit established by and existing under Chapter 11 of the Public School Code of 1949, as amended, 24 P. S. §9-951 et seq., with its principle place of business at 33 Springbrook Drive, Township of Canton, Bradford County, Pennsylvania 17724. and **Canton Area School District**, (referred to throughout this agreement as the "**Purchaser**") with its principle place of business at 545 East Main Street, Canton, PA 17724.
- II. **BLaST** Technology Group provides various technology services to numerous entities, primarily public school districts and non-profit organizations.
- III. **Purchaser** desires to retain **BLaST** to provide certain technology services.

NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL COVENANTS CONTAINED IN THIS AGREEMENT, PURCHASER AND BLaST AGREE THAT:

1. **Effective Date.** The effective date of this Agreement shall be as set forth on Exhibit 1.
2. **Completion Date.** The completion date of this Agreement shall be as set forth on Exhibit 1.
3. **Description of Services.** **BLaST** shall provide **Purchaser** the services as set forth on Exhibit 1.
4. **Cost and Payment.** The cost for the services and the payment schedule shall be as set forth on Exhibit 1.
5. **Best Efforts.** **BLaST** shall use its best efforts to assure reliability and security of its services.

BLaST shall not be responsible for work delayed or invalidated because of technological problems, software problems, system failures, or similar problems beyond the control of **BLaST**.
6. **Additional Services.** **BLaST** shall not be obligated to provide to **Purchaser** any additional services unless otherwise set forth in a writing signed by both parties.

7. **Ownership.** All programs, systems, and special form designs, which may be made available by **BLaST to Purchaser** as a part of the services provided under this Agreement, shall remain the property of **BLaST** unless otherwise set forth on Exhibit 1 or in some other writing signed by both parties.

8. **Entire Written Agreement.** **BLaST HAS MADE NO WARRANTIES OR REPRESENTATIONS, EXPRESSED OR IMPLIED, CONCERNING THE TECHNOLOGY SERVICES OTHER THAN THOSE CONTAINED IN THIS AGREEMENT.**

9. **Entire Agreement.** This document represents the entire Agreement between **BLaST and Purchaser** and all prior conversations, agreements, or representations related to this Agreement are deemed to have been integrated into it.

10. **Indemnification.** The Parties agree to indemnify, defend and hold harmless each other and each other's respective employees, directors, officers, subcontractors, and agents from and against all claims, actions damages, losses, liabilities, fines, penalties, costs or expenses (including without limitation reasonable attorneys' fees) suffered by the indemnified party arising from or in connection with any breach of this agreement, or any negligent or wrongful acts or omissions in connection with this agreement, by the indemnifying party or by its employees, directors, officers, sub contractors, or agents. The Parties indemnification obligation shall survive the expiration or termination of the agreement. Each party shall hold the other harmless from any liability, including court costs and expenses of litigation, by reason of claims arising out of the use or misuse of the software and hardware products used to provide the technology services, which are subject of this Agreement. Each party waives its right of subrogation against the other with respect to any claim in any way arising out of, or related to, the subject of this Agreement.

11. **Alteration of Agreement.** No alterations of this Agreement shall be binding on either party unless they are in writing signed by both parties.

12. **Severability.** If any clause of this Agreement is declared invalid or unenforceable for any reason, its invalidity shall not affect any other clause or provision the interpretation of which is not affected by the invalid provision.

13. **Notices.** All notices required by this Agreement shall be delivered by certified mail to the parties at the addresses in paragraphs I and II of the background of this Agreement.

14. **Governing Law.** This Agreement shall be governed by and construed under the laws of the Commonwealth of Pennsylvania.

15. **Survival of Agreement.** This Agreement shall be binding on the successors and assigns of both parties.

17. **Captions.** The underscored captions appearing at the beginning of each section of this Agreement are for reference and convenience only and shall be totally disregarded whenever an interruption of this Agreement is required.

18. **Nondisclosure**: Unless prior written consent is obtained from a party hereto, the other party will keep in strictest confidence all information identified by the first party as confidential, or which, from the circumstances, in good faith and in good conscience, should be treated as confidential; provided that (a) the owner thereof has taken reasonable measures to keep such information secret; and (b) the information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable through proper means by the public. Such information includes but is not limited to all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, complications, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or not stored, compiled, or memorialized physically, electronically, graphically, photographically, or in writing. A party shall be excused from these nondisclosure provisions if the information has been, or is subsequently, made public by the disclosing party, is independently developed by the other party, if the disclosing of the information, or if the disclosure is required by any law or governmental or quasi-governmental rule or regulation.

Purchaser shall not disclose to third parties the rates, terms, or conditions of this Agreement or any proprietary or confidential information of the Purchaser, except as necessary for the operation of Purchaser's business and under non-disclosure agreement between Purchaser and third parties, or as required by law.

Such information shall also include (without limitation) the following information of Purchaser and/or and Consortium Participant, regardless of its economic value: course content and design information and procedures, price/fee lists, school and student data and other records, details of Purchaser's operations, contacts, business plans, products and services, and any document or information containing information, data or records relating to any student, his/her education and/or his/her identity.

IN WITNESS WHEREOF, the parties have set their hands and seals on the dates indicated.

Tim Confer
Director of Technology

Dr. Christina Steinbacher-Reed
Executive Director

SIGNATURE

SIGNATURE

DATE

DATE

WITNESS:

CANTON AREA School District:

PRINTED NAME

PRINTED NAME

SIGNATURE

SIGNATURE

TITLE

TITLE

DATE

DATE

EXHIBIT - 1

Specification for DaRTS Software Services to be provided: 2024 - 2025 Fiscal Year.

Scope: The BLaST IU17 Technology Division shall provide **Canton Area School District** with secured access to the DaRTS application servers running in BLaST's data center.

License Details and Costs:

Application Use

Penn Data, IEP, Child Accounting, Services Rendered / ACCESS Module

\$2,500.00 per year for the base package and \$175.00 per teacher per year.

- **Please fill in:** 20 # of teachers/users

*Initial deployment includes 8 hours of training that may be split into 2 sessions.
Customized software development, reports and data exports \$110.00 per hour.*

E-Signature Module

\$500.00 per year for E-Signature module access and \$1.50 per document requesting signatures.

- There are no limitations on the number of electronic signatures requested per document.
- E-Signature totals are tracked and billed separately at the end of each month.

Effective date: July 1, 2024

Completion date: June 30, 2025

* Alterations to this contract shall be agreed upon in writing by both parties.

NW 04/19/24
Bd App 05/09/24
Revised

**MINUTES
CANTON AREA SCHOOL DISTRICT
MARCH 14, 2024**

The regular meeting of the Canton Area School District Board of Education was held in the Canton Jr./Sr High School Library on Thursday, March 14, 2024 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. John Ambruch, Mr. Dave DeCristo, Mr. Bill Holland, Mrs. Arica Jennings, Mr. Tom Resavage, and Mr. Denny Sourbeer.

OTHERS PRESENT

Dr. Amy Martell, 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; Mrs. Sherry Lambert and Mr. Matt Jennings, newspaper reporters; Mrs. Asti Tillotson, Ms. Cinda Dewey, Mr. Lucas Drever, and Mr. Tom Hojnowski.

MINUTES

A motion was made by Mrs. Arica Jennings and seconded by Mr. John Ambruch to approve the minutes of the regular meeting of February 8, 2024.

Voice Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

REPORTS

Superintendent

Dr. Amy Martell, Superintendent, reported on the following items:

- Updated the board on current district enrollment numbers.
- District student, Lucas Drever, presented details about the history of the FFA and its name. He will also attend the May meeting to give an update on 2023/2024 FFA activities.
- Secretary of Education, Khalid Mumin, will visit NTCC on Friday, March 22, 2024.
- Dr. Martell attended the PCCD mandatory Safety Coordinator Training with Central IU10. The state mandated that the District School Safety Coordinator attend this training once. Any future change to the District School Safety Coordinator will require that individual to attend this training prior to board appointment as the District School Safety Coordinator.
- CSM Darryl Jannone, Varsity Softball Coach, Student Learning Monitor, and School Safety Coordinator, will join us at the May or June executive session for the 2023/2024 school safety report. This confidential report is for school directors only and submission to the Pennsylvania Department of Education is required.
- The Director of Security for Troy Guthrie requested a meeting with CSM Jannone in order to review our School Safety Initiative and to get a tour of our campus. He wanted to familiarize himself with our campus in the event of a nearby emergency requiring use of our facility. In addition, CSM Jannone will attend and participate in an active shooter drill at Guthrie on April 24, 2024.
- At last month's board meeting, Dr. Martell shared an elementary school diploma for Adam Metzgar. Since then; the district received a 1922 football photo and Mr. Metzgar's 1924 high school diploma.

We will memorialize the items in the district archives and post the football photo on our social media with names of the football players.

- We held our second Safe Schools Committee meeting on March 6, 2024. Topics discussed included substance use awareness, the Memorandum of Understanding with the Canton Police Department (August 1, 2024 to July 31, 2026), 2024/2025 in-service plans, safety drills, behavioral health awareness, Safe2Say Something, Second Step Curriculum, high school room changes, transportation safety, CSBBH grant, school counselor updates, suicide risk assessment process, and 2024/2025 PREPaRE training.
- Canton Fire Chief, Ray Miller, requested that the Canton Fire Department purchase Knox Boxes for installation at the school for the department's use. He spoke about upgrading to iPads for the department and suggested reflective signs and numbers inside the buildings would be helpful in times of dark smoke.

CITIZEN RECOGNITION - AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Treasurer's Report as presented for February 29, 2024. (A copy is in the supplemental file.)

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Bills

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

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Tax Additions, Exemptions and Exonerations

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

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Transportation Changes

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the transportation changes.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

NTCC Budget

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the 2024/2025 Northern Tier Career Center Budget.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Activity Run Rates

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Activity Run Rates for the 2024/2025 school year.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Wage Addendum

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the wage addendum for past employees which states: Individuals who have previously been employed at Canton Area School District for five or more consecutive years and elect to terminate regular employment but continue to be employed as a substitute will be paid their last obtained hourly rate or \$16.50 per hour, whichever is less. A period of dormancy of more than one full year will void said individual from this wage addendum.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Referral Agreement

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Linkage Letter/Referral Agreement between CONCERN and Canton Area School District, effective 2024/2025 and 2025/2026 school years.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Grant

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to authorize the business office to apply for the Public School Facility Grant for the Canton Elementary and Canton High School buildings independently of each other, for the purpose of replacing each building's chiller and/or boilers and controls for each.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Resolution

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to adopt the "Authorized Official Resolution" naming Dr. Martell and Mr. Mark Jannone as authorized signers for the elementary and high school grant documents listed in the previous agenda item.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Proposal

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the proposal from The Nutrition Group with a guaranteed profit of \$37,848.68 for Canton Area School

District cafeteria operations for the 2024/2025 school year.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Linkage Letter

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Linkage Letter between BLaST IU 17 and Canton Area School District for the purpose of cooperation and continuity of care for the benefit of the students in our district.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

PERSONNEL

New Hires

A motion was made by Mr. John Ambruch and seconded by Mr. Ryan Allen to approve the hiring of the following new employees, pending completion of required paperwork:

- a. Cindy Chaapel, part-time (nine month) cafeteria worker, \$15.00 per hour, no benefits.
- b. Melanie Marren, part-time (nine month) cafeteria worker, \$15.00 per hour, no benefits.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Volunteer List Additions

A motion was made by Mr. John Ambruch and seconded by Mr. Ryan Allen to approve the following additions to the volunteer list; all required paperwork has been completed:

- a. Tim McAninch - Track, retroactive to 2/19/24
- b. Beth Cole - Elementary School, retroactive to 2/26/24
- c. Erica Coles - Jr. High Band Field Trip, retroactive to 3/1/24
- d. Jim Watkins - Jr. High Baseball, retroactive to 3/11/24
- e. Allyson Butcher - Softball, retroactive to 3/11/24

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Substitute List Addition

A motion was made by Mr. John Ambruch and seconded by Mr. Ryan Allen to approve the following addition to the substitute list, pending the completion of all paperwork:

- a. Lauren Gleckner, prospective Teacher Substitute

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Unpaid Days

A motion was made by Mr. John Ambruch and seconded by Mr. Ryan Allen to approve unpaid days for the month of February 2024, for the following employees:

- a. Employee #1043 - 2 days

- b. Employee #1858 - 5.5 days
- c. Employee #1835 - 1 day
- d. Employee #1857 - 1.5 days
- e. Employee #1846 - .5 day

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

FINANCE/POLICY

Second Reading

A motion was made by Mr. John Ambruch and seconded by Mr. Ryan Allen to approve the second reading of the following new/revised policies:

- a. No. 121 - Field Trips (revised)
- b. No. 122 - Extracurricular Activities (revised)
- c. No. 200 - Enrollment of Students (revised)
- d. No. 202 - Eligibility of Nonresident Students (revised)
- e. No. 217 - Graduation (revised)
- f. No. 254 - Educational Opportunity for Military Children (new)
- g. No. 702 - Gifts, Grants, Donations (revised)

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

OTHER ITEMS

Library Reports

A motion was made by Mr. Ryan Allen and seconded by Mr. John Ambruch to approve the Canton Jr/Sr High School and Canton Area Elementary School Library Board Reports for the second quarter (December - February) of the 2023/2024 school year.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Field Trip Requests

A motion was made by Mr. Ryan Allen and seconded by Mr. John Ambruch to approve the following overnight field trip requests:

- a. From Randy Frye, District Jazz - Senior High, April 11-12, 2024 at Central Columbia High School.
- b. From Tom Hojnowski, Penn State Summer Convention, June 11-13, 2024 at The Pennsylvania State University, State College, PA.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Revisions

A motion was made by Mr. Ryan Allen and seconded by Mr. John Ambruch to approve the revisions to the resources on the Grade 10-11 English curriculum maps.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Book Donation

A motion was made by Mr. Ryan Allen and seconded by Mr. John Ambruch to accept the donation of the book "The Rebellious Recovery" to the Canton High School Library from BLAST.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Popcorn Maker Donation

A motion was made by Mr. Ryan Allen and seconded by Mr. John Ambruch to accept the donation of a commercial popcorn maker for use at any district events from Nikki Marbaker and Billy Watts, owners of A & A Country Market.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Agenda Addition

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to add to the agenda the approval of a contract with Melanie Marren to provide transportation services at a rate of \$50 per day.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Contract

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to approve the contract with Melanie Marren to provide transportation services at a rate of \$50 per day.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

CITIZEN RECOGNITION - NON-AGENDA RELATED

There were no comments.

Announcements

There was an Executive Session prior to the Board Meeting, at 4:45 p.m., to discuss personnel matters.

The next Board Meeting will be held Thursday, April 11, 2024, at 5:00 p.m. in the Canton Jr/Sr High School Library, Canton, PA.

Meeting Adjourned

A motion to adjourn was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer.

Voice Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Mrs. Sourbeer adjourned the meeting at approximately 5:42 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary

ww 04/19/24
Bd App 05/09/24

**ATHLETIC COMMITTEE MEETING
MINUTES
CANTON AREA SCHOOL DISTRICT
MARCH 28, 2024**

The Canton Area School District Board of Education held an Athletic Committee meeting on, March 28, 2024 at 5:00 p.m. in the High School Library.

BOARD MEMBERS PRESENT

Mr. John Ambruch, Mr. Bill Holland, Mrs. Arica Jennings, and Mr. Denny Sourbeer.

OTHERS PRESENT

Mrs. Amy Martell, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Donnie Jacopetti, High School Principal; Mr. Lyle Vermilya, Mr. Levi Vermilya, Mr. Link Vermilya, Mr. Chris Landis, Mr. Mark Inman, Mrs. Shawna Wesneski, and Mr. Ronnie Vermilya.

SESSION CALLED TO ORDER

Committee Chairperson, Mr. Denny Sourbeer, called the meeting to order.

COMMITTEE DISCUSSION

Mr. Jannone distributed a spreadsheet that showed itemized costs for each sport for the last two years, for review. This led to a discussion that the district should alter the administrative regulation that pertains to lodging and meal money. After discussion, it was determined that the administration would bring a revised document to the board for review. In addition, Mr. Jannone would meet individually with the coaches to attempt to find reductions in expenditures.

Mr. Jacopetti informed the committee that unless anyone had an objection the high school would begin including marching band and color guard as eligible to receive an athletic letter.

MEETING ADJOURNED

The meeting was adjourned at approximately 6:00 p.m.

Respectfully submitted,

Mark Jannone
Business Manager

WW 04/19/24
Bd App 05/09/24

**MINUTES
CANTON AREA SCHOOL DISTRICT
APRIL 11, 2024**

The regular meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Thursday, April 11, 2024 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. John Ambruch, Mr. Dave DeCristo, Mr. Bill Holland, Mrs. Arica Jennings, Mr. Tom Resavage, and Mr. Denny Sourbeer.

OTHERS PRESENT

Dr. Amy Martell, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Michael Wells, Elementary School Principal; Mr. Donald Jacopetti, High School Principal; Mrs. Amy Repard, Special Education Supervisor; Mrs. Sherry Lambert and Mr. Matt Jennings, newspaper reporters.

MINUTES

A motion was made by Mr. John Ambruch and seconded by Mr. Ryan Allen to approve the minutes of the regular meeting of March 2024.

Voice Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

REPORTS

Superintendent

Dr. Amy Martell, Superintendent, reported on the following items:

- Tyler Sechrist will be presenting a short slideshow presentation.
- SB 454 - Interscholastic Sports for Phys. Ed Requirement - Physical Education --
 - (a) The board of school directors in every school district shall establish a curriculum aligned with Pennsylvania academic standards on health, safety and physical education.
 - (b) The board of school directors shall permit students to satisfy the physical education curriculum requirement under subsection (a) by participation in an interscholastic sport. A student may utilize participation in an interscholastic sport to satisfy the physical education requirement twice per school year, the utilization of which must be during the interscholastic sport's season.
"Interscholastic sport" shall mean athletic contests or competitions conducted between or among schools.
Amendment passed - moved from "shall" to "may". Passed on first consideration by the Senate Education Committee.
- Health Advisory - Respiratory Illness overview of changes:
The Pennsylvania Department of Health (DOH) provides this guidance based upon available information and is subject to change. This guidance is intended to replace PA-HAN-656. The new CDC Respiratory Virus Guidance recommends that people with respiratory virus symptoms (not better explained by another cause) stay home and away from others until at least 24 hours after resolution of fever (without using fever-reducing medications) AND overall improvement in symptoms. For COVID-19, this differs from the previous recommendation of a minimum of five days of isolation following symptom onset or a positive test but it does align with previous

guidance for other respiratory virus illnesses. This recommendation addresses the period of greatest infectiousness and highest viral load for most people, typically in the first few days of illness and when symptoms, including fever, are worst. A residual risk of disease transmission may remain after fever is gone and symptoms improve depending on the virus, person, and circumstances. Therefore, for five days after leaving isolation, CDC also recommends taking additional precautions to help protect others. These precautions may include masking, diligent hand hygiene, and cough etiquette, distancing, testing, and/or actions to improve air quality.

Board Committee Chairpersons

- **Athletic Committee:** Chairperson, Mr. Denny Sourbeer, reported that the Athletic Committee met on March 28, 2024 at 5:00 p.m. in the high school library. The purpose of the meeting was to review the past few years' worth of expenses for each sport and to recommend potential savings. As a result of the discussion, the administrative regulation that is used to define the procedure followed regarding certain athletic expenses will be adjusted to better control the use of meal money for post season events. The committee was also informed the high school will be offering an athletic letter for Marching Band and Color Guard.

CITIZEN RECOGNITION - AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Treasurer's Report as presented for March 31, 2024. (A copy is in the supplemental file.)

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Bills

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the bills for March 2024.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Tax Additions, Exemptions and Exonerations

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

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Transportation Changes

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the transportation changes.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

A La Carte Pricing

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Canton Area School District Cafeteria a la carte pricing for the 2024/2025 school year:

Adult Lunch	\$4.75	16.9 oz. Water	\$ 1.00
Adult Hot Breakfast	\$1.50	Switch Beverage	\$ 1.50
Main/Alternate Entrée	\$2.75	Chips	\$ 1.00
Pudding Cup	\$1.00	Fruit Snacks	\$ 0.90
Extra Fruit/Veggie	\$0.75	Rice Crispy Treat	\$ 1.25
Extra Cereal	\$0.75	Cookie Cake	\$13.00
Adult Salad	\$2.75	Pack of Grandma Cookies	\$ 1.15
Hoagie/Wrap/Sandwich	\$2.75	Ice Cream	\$ 1.25
Yogurt	\$2.75	Flavored Water	\$ 1.25
Juice	\$0.75	Sparkling Ice/Kick Start	\$ 2.25
Milk	\$0.50		

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Central Treasury Reports

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the third quarter (January - March) central treasury reports for Canton Area Elementary School and Canton Jr/Sr High School.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Retainer

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the retainer for legal counsel in the amount of \$5,000.00 plus discounted rate of \$100.00 per hour for additional professional services, as necessary, between Canton Area School District and Brann, Williams, Caldwell & Blaney for the 2024/2025 school year.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Club Addition

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the addition of a new account/club to the Canton Jr/Sr High School Central Treasury in the name of Archery Club.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Authorization for Expenditure

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the authorization for expenditure to purchase Amplify (K-2 curriculum), in the amount of \$11,000.00.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Grant

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to authorize the

business office to apply for the Public School Facility Grant for the Canton Area School District, for the purpose of replacing equipment independently (chillers and/or boilers and controls for each).

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

PERSONNEL

Resignations

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to accept the following resignations:

- a. Eric Machmer, full-time (12 month) Custodian, effective 3/25/24, with five months of service to the district.
- b. Ginnette Moskowitz, 7-12 Spanish Teacher, effective 5/31/24, with three years of service to the district.
- c. Rebecca Hulslander, part-time (9 month) Paraprofessional, effective 5/31/24, with two years of service to the district.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Retirement

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to accept the following retirement:

- a. Karen Nelson, full-time (9 month) Paraprofessional, effective 5/31/24, with 16.5 years of service to the district.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

New Hire

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to approve the hiring of Taran Carlisle, current Special Education Teacher, for the 2024 Extended School Year program, June 10-27, 2024 (Monday - Thursday, 12 days) at the CAEA contracted hourly rate for detention monitor.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

2024 ESY Paraprofessional

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to approve the hiring of Jodi Peterson for the position of paraprofessional for the 2024 Extended School Year program, June 10 - 27, 2024 (Monday - Thursday, 12 days) at the current paraprofessional substitute rate.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Substitute List Additions

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to approve the following addition to the substitute list, pending completion of required paperwork:

- a. Rebecca Adams, teacher and nurse, retroactive to 3/22/24

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Volunteer List Additions

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to approve the following additions to the volunteer list; all required paperwork has been completed:

- a. Todd Siedhof, softball, retroactive to 3/14/24
- b. Scott Inman, junior high baseball, retroactive to 3/25/24
- c. Leah Strong, track, retroactive to 3/18/24
- d. Arica Jennings, elementary and high school field trip and dance chaperone, retroactive to 3/14/24
- e. Andrew Whitehead, junior high baseball, retroactive to 3/22/24

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Unpaid Days

A motion was made by Mr. Ryan Allen and seconded by Mr. Bill Holland to approve unpaid days for the month of March 2024, for the following employees:

- a. Employee #1785 - .5 days
- b. Employee #1743 - 2 days
- c. Employee #1846 - 1 day
- d. Employee #1858 - 7 days
- e. Employee #1857 - 1 day
- f. Employee #1744 - 1 day
- g. Employee #1835 - 1 day

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

FINANCE/POLICY

First Reading

A motion was made by Mr. John Ambruch and seconded by Mrs. Arica Jennings to approve the first reading of the following revised policy:

- a. No. 903 Public Comment in Board Meetings

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

OTHER ITEMS

Handbooks

A motion was made by Mr. John Ambruch and seconded by Mrs. Arica Jennings to approve the following handbooks for the 2024/2025 school year:

- a. Canton Jr/Sr High School Athletic, Extra, & Co-Curricular Code of Conduct
- b. Canton Jr/Sr High School Academic Planner
- c. CASD Special Education Handbook

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Social Event

A motion was made by Mr. John Ambruch and seconded by Mrs. Arica Jennings to approve the following off-campus social event:

- a. 2023/2024 Junior/Senior Prom at the Manley-Bohlayer Sechrist Farm on May 4, 2024.

Roll Call Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Health and Safety Plan

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to re-affirm the ARP ESSER Health and Safety Plan.

Voice Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

CITIZEN RECOGNITION - NON-AGENDA RELATED

There were no comments.

Announcements

There was an Executive Session prior to the Board Meeting, at 4:45 p.m., to discuss personnel matters.

The next Board Meeting will be held Thursday, May 9, 2024, at 5:00 p.m. in the Canton Jr/Sr High School Library, Canton, PA.

Meeting Adjourned

A motion to adjourn was made by Mr. Ryan Allen and seconded by Mr. Dave DeCristo.

Voice Vote: All eight members present voted yea.
Mrs. Sarah Neely was absent.
Motion carried.

Mrs. Sourbeer adjourned the meeting at approximately 5:56 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary

CANTON AREA SCHOOL DISTRICT | 2023-2024 CALENDAR

Board Approved: ~~January 12, 2023~~, August 10, 2023
Updated 03/22/24

WW 04/19/24
Bd App 05/09/24

JULY 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					

4 **Independence Day**

JANUARY 2024						
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			

1/3-1/17 **Wave 2 Keystone Exams**

- 1 **New Year's Day**
- 12 Late Start / AM Act 80
- 15 **End of 2nd Marking Pd (day 90)**
- 16 canceled (weather) MU 02/16/24
- 19 canceled (weather) MU 04/05/24
- 17 In-Service Day #4
- 18 In-Service (Act 80)
- 23 canceled (weather) MU 04/04/24
- 29 2 hr delay (weather)

S-18/T-19

AUGUST 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		

- 18 New Teacher Induction
- 21 LFS Training for new teachers
- 22 In-Service Day #1 / HS Open House
7th grade Orientation / Ag Meetings
- 23 In-Service Day #2
- 24 **Students' First Day**

S-6 / T-8

FEBRUARY 2024						
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		

- 12 Late Start / AM Act 80
- 16 Make-Up from 01/16/24

S-21/T-21

SEPTEMBER 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 **Labor Day**
- 14 Open House Elementary School
- 22 Late Start / AM Act 80

S-20/T-20

MARCH 2024						
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						

- 20 **End of 3rd Marking Pd (day 135)**
- 29 **Good Friday**

S-20/T-20

OCTOBER 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				

- 9 In-Service Day #3
- 27 Late Start / AM Act 80
- 27 **End of 1st Marking Period (day 45)**

S-21/T-22

APRIL 2024						
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				

- 4/22-4/26 **PSSA ELA grades 3-8**
- 4/29-5/3 **PSSA Math, Science & make ups grades 3-8**
- 1 Possible snow make up day #7
- 2 Possible snow make up day #6
- 3 Possible snow make up day #5
- 4 Make-Up from 01/23/24
- 5 Make-Up from 01/19/24
- 8 Early Dismissal / PM Act 80 (this is a change from a late start/AM Act 80)

S-19/T-19

NOVEMBER 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		

- 9 Early Dismiss/PM Act 80 Conf/3 hrs extended day (3:30-6:30 trade-off on 5/24)
- 10 Conf/Act 80
- 22 Early Dismissal
- 23 **Thanksgiving Day**
- 24 **Fri after Thanksgiving Day**
- 27 **Monday after Thanksgiving**
- 28 Possible Snow Make Up Day #1

S-18/T-18

MAY 2024						
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	

- 5/13-5/24 **Keystone Exams**
- 23 **NTCC Awards Day**
- 24 Early Dismiss/In-Service PM - (trade-off for 11/9 - 3 hours)
- 26 Baccalaureate
- 27 **Memorial Day**
- 29 6th Grade Graduation
- 31 **Students' Last Day (180) 10:30 Dismissal**
- 31 Commencement

S-22/T-22

DECEMBER 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						

12/4-12/15 **Wave 1 Keystone Exams**

- 11 2 hr delay (weather)
- 15 Late Start / AM Act 80
- 21 Early Dismissal
- 22 **Christmas Eve Day observed**
- 25 **Christmas Day**
- 26-29 Holiday Break

S-15/T-15

JUNE 2024						
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						

S-0/T-0

CANTON AREA SCHOOL DISTRICT 2024-2025 CALENDAR

ww 04/19/24
Bd App 05/09/24

Board Approved: ~~January 11, 2024~~, May 09, 2024

The Board of Directors reserves the right to make changes to this calendar as needed

July 2024						
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 2025						
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 New Year's Day
***2 Late Start / AM Act 80**
15 End of 2nd MP (Day 90)
20 Inservice Day #4

S-21 / T-22

August 2024						
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

19 New Teacher Induction
20 LFS Training for New Teachers
22 Inservice Day #1; Ag Meetings; HS Open House; 7th gr Orientation; Kindergarten Orientation
23 Inservice Day #2
26 Students First Day

S-5 / T-7

February 2025						
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	

***10 Late Start / AM Act 80**
17 Act 80 Day

S-20 / T-20

September 2024						
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 Labor Day
12 Open House Elementary
***20 Late Start / AM Act 80**

S-20 / T-20

March 2025						
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 Early Dismissal / PM Act 80**
6 Possible Snow Make Up #2
7 Possible Snow Make Up #3
10 Possible Snow Make Up #1
24 End of 3rd MP (Day 135)

S-18 / T-18

October 2024						
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		

14 Inservice Day
***25 Late Start / AM Act 80**
29 End of 1st MP (day 45)

S-22 / T-23

April 2025						
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 Early Dismissal / PM Act 80**
18 Good Friday

S-21 / T-21

November 2024						
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

***7 Early Dismissal / PM Act 80 Conf (3:30-6:30 trade off 5/23/25)**
8 Conferences (Act 80)
***27 Early Dismissal**
28 Thanksgiving Day
29 Friday after Thanksgiving

S-19 / T-19

May 2025						
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 Possible Snow Make Up #4
22 NTCC Awards Day
***23 Early Dismissal PM Inservice (trade off for 11/7/24 - 3 hrs)**
25 Baccalaureate
26 Memorial Day
28 6th Grade Graduation
30 Students' Last Day (180) 10 30 Dismissal
30 Commencement

S-20 / T-20

December 2024						
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				

2 Monday after Thanksgiving
***3 Late Start / AM Act 80**
***20 Early Dismissal**
23 Holiday Break
24 Christmas Eve
25 Christmas Day
26-31 Holiday Break

S-14 / T-14

June 2025						
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					

Assessment	Gr	Dates
Keystones Wave 1	8-12	12/04/24-12/18/24
Keystones Wave 2	8-12	01/06/25-01/17/25
PSSA ELA	3-8	04/21/25-04/25/25
PSSA MATH	3-8	04/28/25-05/02/25
PSSA SCIENCE	4,8	04/28/25-05/02/25
Spring Keystones	8-12	05/12/25-05/23/25

ww 04/19/24
BD App 05/09/24

Northern Tier Counseling, Inc.
School Social Work Services
2024-2025 School Year

LETTER OF AGREEMENT
BETWEEN
NORTHERN TIER COUNSELING, INC.
AND
CANTON AREA SCHOOL DISTRICT
April 1st, 2024

NORTHERN TIER COUNSELING, INC., further known as (NTC) and CANTON AREA SCHOOL DISTRICT, further known as (CASD) agree to the following service agreement.

NTC will provide the following professional services to the Canton Area School District:

- One (1) 10 month Mental Health Professional

As non-licensed Mental Health Professional's/Social Workers receive their Pennsylvania Social Work licensure and/or the PDE School Social Work Certification, a rate increase will be reviewed and negotiated with the district.

Per the Pennsylvania Code § 5210.3 Definition of Staff

A Mental Health Professional is defined as —A person trained in a generally recognized clinical discipline including, but not limited to, psychiatry, social work, psychology or nursing, rehabilitation, or activity therapies who has a graduate degree and mental health clinical experience.

Expected hours of employment:

Hour of employment will be Monday-Friday 7:30-3:30 following the Canton Area School District Calendar. It is expected that staff attend work on In Service days and Act 80 days to participate in staff professional development days.

The 10-month Social Workers are expected to work a minimum of 37.5 hours per work for a total of 184 “teacher/student” days, per the 2024-2025 Canton School Calendar.

Staff Responsibilities:

The Mental Health Professional is responsible for supporting students and advocating for their emotional, mental, and physical wellbeing. Their duties include counseling students, connecting at-risk youth with helpful resources, and conducting home visits to provide additional support. The Mental Health Professional can implement behavioral plans developed by the students' support team. They can provide psycho educational groups and providing case management services for the family. They can provide crisis assessments, de-escalation, and planning post crisis.

The School Social Workers are responsible for designing and delivering programs that improve student outcomes. They lead, advocate, and collaborate to promote equity and access for all students by connecting their School Social Work program to the school's academic mission and school improvement plan. School Social Workers deliver developmentally appropriate activities and services directly to students or indirectly for students because of the School Social Workers interaction with others. The School Social Worker can provide Mental Health Evaluations, Safety Assessments, crisis intervention, and short-term counseling. Their role is to assess and refer students to longer-term more appropriate services as needed.

ITEMS OF CONCERN:

1. **Professional Liability**

- a. All Northern Tier Counseling staff are covered under a corporate umbrella liability insurance policy and will remain covered as long as they are an employee of Northern Tier Counseling. The policy covers 1 million per incident with a 3 million aggregate. The policy covers the practitioner's malpractice, general liability, and worker's compensation. The policy is renewed every year and required by law. Copies of the policy deck page will be provided to the districts per request.

2. **Supervision and Responsibility:**

- a. Northern Tier Counseling personnel are under the direct supervision of and are responsible to Northern Tier Counseling and are expected to act in a manner consistent with Northern Tier Counseling policy and procedures as well as the policy and protocols of the school district that they are providing services. All school crisis plans, and disciplinary policies of the school will be reinforced and adhered to. Northern Tier Counseling shall ensure that all Northern Tier Counseling personnel who will have regular direct contact with students will secure all clearances required by law.

3. **Quality Assurance:**

- a. To ensure quality-of-service delivery and documentation, Northern Tier Counseling will conduct medical record audits to verify documentation and adherence to confidentiality laws. These audits will be conducted per corporate policy and procedures to ensure compliance with licensing and billing regulations.
- b. Any significant concerns and or complaints regarding the services being delivered will be directed to Northern Tier Counseling's Director of Children's Services; Amy Carr LCSW. These issues can then be reviewed by both parties on an as needed basis.
- c. Quality assessment surveys will be done at least annually. Outcomes available upon request.

4. **General Provisions:**

- a. Northern Tier Counseling and the school district have exclusive control of the management, assets, and affairs of their respective corporations. 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 Northern Tier Counseling nor the 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 shall first be obtained from the party whose name is being used.
- c. Nothing in this agreement should 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.

TERM OF CONTRACT:

1. 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.
2. This agreement may be modified at any time but only with the mutual written consent of both parties.
3. Northern Tier Counseling 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 party's policies or regulations.
4. 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 Northern Tier Counseling may be considered a breach of the agreement and either party may declare said agreement terminated.
5. 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.

PAYMENT FOR SERVICES

For the 2024-2025 the following rates are assigned:

One (1) 10 month Mental Health Professional at Canton Area School District- \$80,000/year bill at \$8,000 per month over a 10-month period.

Services will be billed to the Canton Area School District monthly starting on August 1st, 2024, and conclude on May 31st, 2025.

Payment for services is expected within 30 days from the receipt of the bill.

CONFIDENTIALITY

1. All records, names, identities, of persons treated, counseled, or medicated will be protected and adhered to per such HIPPA and confidentiality laws.
2. If disclosures are requested for the benefit of the student, the laws governing such releases of information will be followed. A written release of information is required for such disclosures. Children under the age of 14 will also need the written release consent from their legal guardians for such disclosures to occur.
3. Northern Tier Counseling staff will be responsible for ensuring the security of all client records and shall assure compliance with all regulations and statutes concerning the retention of said records.
4. Regulatory requirements related to FERPA will be monitored and recognized.

COMPLAINTS/GREIVANCES

1. Northern Tier Counseling considers a complaint or grievance to be an expressed concern by a consumer / parent / or colleague. Northern Tier Counseling requests that such concerns are put in writing and forwarded to the Clinical Director; Amy Carr, LCSW. Northern Tier Counseling will then address said concern through its internal grievance and complaint policies. A written response from Northern Tier Counseling's compliance program will be produced within 15 days of said complaint with a follow-in-person meeting by the Program Director.
2. Complaints made toward the district will be directed to the appropriate school personnel to handle per their internal policies and procedures.
3. Should an issue not be able to resolve through the Clinical Director; the Northern Tier Counseling, Inc., President/CEO should be contacted. Additionally, the Mental Health Director within Bradford County Human Services could also be contacted.

IMENDNIFICATION

1. It is hereby stipulated and agreed between Northern Tier Counseling and the aforementioned school district, that with 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 judgments resulting from negligence, actions, or omissions of its own agents, officers, and employees.
2. The School District agrees to indemnify and hold Northern Tier Counseling harmless from all manner of suit, actions, damages, charges, and expenses, including attorney and counsel fees which Northern Tier Counseling may sustain by reason of said school

districts failure to perform this agreement except to the extent that such claims may be made because of the negligence of Northern Tier Counseling, its employees, or agents.

3. Northern Tier Counseling agrees to indemnify and hold said school district named in this agreement harmless from all manner of suit, actions, damages, charges, and expenses, including attorney and counsel fees which said school district may sustain by reason of Northern Tier Counseling's failure to perform this agreement except to the extent that such claims may be made as a result of the negligence of said school district named in this agreements or its employees, or agents.

PROHIBITION AGAINST ASSESSMENT

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

ETHICS

Social Workers employed by Northern Tier Counseling, Inc., and Licensed in the State of Pennsylvania are bound by their licensing Board of Ethics.

Northern Tier Counseling 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.

For: NORTHERN TIER COUNSELIN, INC. For: SCHOOL DISTRICT

 4/10/24


Northern Tier Counseling, Inc., Pres./CEO Date

Paul DeNault

Print Name

District Superintendent Date

Print Name

 4/10/24

Northern Tier Counseling, Inc., CFO Date

Matthew Lee

Print Name

District Business Manager Date

Print Name

WW 04/19/24
Bd App 05/09/24

Northern Tier Counseling, Inc.
Partial Hospitalization Program Contract
2024-2025 School Year

**LETTER OF AGREEMENT
BETWEEN
NORTHERN TIER COUNSELING, INC.
AND
CANTON AREA SCHOOL DISTRICT**

Purpose:

This agreement is entered into between NORTHERN TIER COUNSELING, INC., and the CANTON Area School District for the provision of *Children / Adolescent Partial Hospitalization services*. A Partial Hospitalization program is defined as: *Partial hospitalization*—A nonresidential treatment modality which includes psychiatric, psychological, social, and vocational elements under medical supervision. It is designed for patients with moderate to severe mental or emotional disorders. Partial hospitalization patients require less than 24-hour care, but more intensive and comprehensive services than are offered in outpatient treatment programs. Partial hospitalization is provided on a planned and regularly scheduled basis for a minimum of 3 hours, but less than 24 hours in any 1 day. Per regulation the goal of a Partial Hospitalization Program is as follows:

§ 5210.6. Goal and objectives.

The goal of partial hospitalization is to increase the level of patient functioning. The service may be provided to clients with chronic or acute mental disorders who require active treatment. Its objectives include the following:

- (1) The diversion of patients from acute psychiatric inpatient units or to shorten the length of stay.
- (2) Crisis stabilization and treatment of chronically ill patients currently in treatment who require more intensive service for some period of time, than is provided in outpatient or aftercare programs.
- (3) The return to the community of intermediate or long-term patients.

Northern Tier Counseling offers a licensed Children's and Adolescent Partial Hospitalization program under the direction and licensure of the Department of Human Services. It therefore is under a set of regulations that monitors quality and staff ratios per the 5210.31 regulations to have one clinical staff person for every 5 students and 2 hours of psychiatric time per every 2 students per week. Northern Tier Counseling will follow all staffing regulations set forth by the Department of Human Services. The

psychiatric time will be covered by Northern Tier Counseling, Inc., psychiatrist or a Psychiatric Certified CRNP, “Certified Registered Nurse Practitioner”. Northern Tier Counseling will supply a full-time teacher and a teacher’s aide for the program. Maximum classroom size is 15.

The services will include but not be limited to assessment and evaluation, medication management, therapeutic treatment interventions, psycho educational groups, family counseling, and any requested meetings with school personnel.

Provisions:

1. Northern Tier Counseling will provide:

- a. A Mental Health Professional is defined as—A person trained in a generally recognized clinical discipline including, but not limited to, psychiatry, social work, psychology or nursing, rehabilitation or activity therapies who has a graduate degree and mental health clinical experience. This Mental Health Professional will work under the supervision of the facilities Clinical Director and Psychiatric staff. NTC will also cover all required credentialing and licensure requirements to comply and enable onsite partial hospitalization services under The Department of Human Services.
- b. The Mental Health Professional will assess, evaluate, and staff all cases with Northern Tier Counseling’s Clinical Director and/or psychiatrist upon their admission and referral. This staffing will determine the child’s level of care needs and required interventions towards successful clinical outcome. The Mental Health Professional will also manage any and all referrals for additional services that may be recommended in addition to the onsite treatment.
- c. The Mental Health Professional will oversee the clinical service provision to all clients. They will develop the initial treatment plans for all students. They will coordinate Discharge Planning in a timely fashion for all students.

ITEMS OF CONCERN:

1. Professional Liability

- a. All Northern Tier Counseling staff are covered under a corporate umbrella liability insurance policy and will remain covered as long as they are an employee of Northern Tier Counseling. The policy covers 1

million per incident with a 3 million aggregate. The policy covers the practitioner's malpractice, general liability, and worker's compensation. The policy is renewed every year and required by law. Copies of the policy deck page will be provided to the districts per request.

2. Supervision and Responsibility:

- a. Northern Tier Counseling personnel are under the direct supervision of and are responsible to Northern Tier Counseling and are expected to act in a manner consistent with Northern Tier Counseling policy and procedures as well as the policy and protocols of the school district that they are providing services. All school crisis plans, and disciplinary policies of the school will be reinforced and adhered to. Northern Tier Counseling shall ensure that all Northern Tier Counseling personnel who will have regular direct contact with students will secure all clearances required by law.

3. Quality Assurance:

- a. To ensure quality-of-service delivery and documentation, Northern Tier Counseling will conduct medical record audits to verify documentation and adherence to confidentiality laws. These audits will be conducted per corporate policy and procedures to ensure compliance with licensing and billing regulations.
- b. Any significant concerns and or complaints regarding the services being delivered will be directed to Northern Tier Counseling's Director of Children's Services; Amy Carr LCSW. These issues can then be reviewed by both parties on an as needed basis.
- c. Quality assessment surveys will be done at least annually. Outcomes available upon request.

4. General Provisions:

- a. Northern Tier Counseling and the school district have exclusive control of the management, assets, and affairs of their respective corporations. 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 Northern Tier Counseling nor the 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 shall first be obtained from the party whose name is being used.
- c. Nothing in this agreement should 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.

TERM OF CONTRACT:

1. 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.
2. This agreement may be modified at any time but only with the mutual written consent of both parties.
3. Northern Tier Counseling 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 party's 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 party's policies or regulations.
4. 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 Northern Tier Counseling may be considered a breach of the agreement and either party may declare said agreement terminated.
5. Neither party shall be held responsible for delay or failure to perform hereunder when such delay or 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.

PAYMENT FOR SERVICES

1. Northern Tier Counseling will bill all appropriate insurances upon the student's admission to the Partial Program.
 - a. If the student is not covered by insurance, Northern Tier Counseling staff will aid in the process of applying for insurance coverage.
 - b. If Parent/guardian, School District, and the treatment team- led by the psychiatrist are in agreeance that the child should attend the Partial Program and their insurance has denied payment or has exhausted the Partial benefit; then the district will pay \$75.00 per day for continued placement at the Partial Program. This placement will be reviewed every 20 treatment days to ensure quality care and appropriate discharge planning is occurring.
 - c. The School District will be charged a rate of \$135.00 per day per student for the teaching component of the child.

- d. Attendance reports will be shared with the School District monthly.
- e. If the student is absent from the program the referring District will be charged \$125.00 per day per absence.
- f. If a student exceeds 10 days absent days from Partial; either excused or unexcused, the school will be notified on day 10. A team meeting will be scheduled to determine if an Attendance Plan needs to be developed to monitor attendance or if the student should be discharged from Partial.
- g. If the student is absent due to a medical or psychiatric inpatient hospitalization, the School District will be notified immediately upon our notification of the admission.
 1. If the Inpatient hospitalization exceeds more than 10 consecutive school days, the School District will be notified on day 10. At this time, the District and Partial Program will be encouraged to hold a clinical team meeting or CASSP meeting to determine the clinical plan for the student.

CONFIDENTIALITY

1. Northern Tier Counseling is a licensed Child and Adolescent Partial Hospitalization Program in the Commonwealth of PA under the Department of Human Services. It is therefore required to follow and maintain all HIPPA and Confidentiality Laws as put forth.
2. All records, names, identities, of persons treated, counseled, or medicated will be protected and adhered to per such HIPPA and confidentiality laws.
3. If disclosures are requested for the benefit of the student, the laws governing such releases of information will be followed. A written release of information is required for such disclosures. Children under the age of 14 will also need the written release consent from their legal guardians for such disclosures to occur.
4. Northern Tier Counseling staff will be responsible for ensuring the security of all client records and shall assure compliance with all regulations and statutes concerning the retention of said records.
5. Regulatory requirements related to FERPA will be monitored and recognized.

COMPLAINTS/GREIVANCES:

1. Northern Tier Counseling considers a complaint or grievance to be an expressed concern by a consumer / parent / or colleague. Northern Tier Counseling requests that such concerns are put in writing and forwarded to the Clinical Director; Amy Carr, LCSW. Northern Tier Counseling will then address said

concern through its internal grievance and complaint policies. A written response from Northern Tier Counseling's compliance program will be produced within 15 days of said complaint. There will be an option of an in-person meeting by the Program Director to ideally resolve the grievance.

2. Complaints made toward the district will be directed to the appropriate school personnel to handle per their internal policies and procedures.
3. Should an issue not be able to resolve through the Clinical Director; the Northern Tier Counseling, Inc., President/CEO should be contacted. Additionally, the Mental Health Director within Bradford County Human Services could also be contacted.


INDemnIFICATION


1. It is hereby stipulated and agreed between Northern Tier Counseling and the aforementioned school district, that with 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 judgments resulting from negligence, actions, or omissions of its own agents, officers, and employees.
 - a. The School District agrees to indemnify and hold Northern Tier Counseling harmless from all manner of suit, actions, damages, charges, and expenses, including attorney and counsel fees which Northern Tier Counseling may sustain by reason of said school districts failure to perform this agreement except to the extent that such claims may be made because of the negligence of Northern Tier Counseling, its employees, or agents.
 - b. Northern Tier Counseling agrees to indemnify and hold said school district named in this agreement harmless from all manner of suit, actions, damages, charges, and expenses, including attorney and counsel fees which said school district may sustain by reason of Northern Tier Counseling's failure to perform this agreement except to the extent that such claims may be made as a result of the negligence of said school district named in this agreements or its employees, or agents.

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

ETHICS: Northern Tier Counseling 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.

For: **NORTHERN TIER COUNSELIN, INC.** For: **SCHOOL DISTRICT**

 _____	4/10/24	_____
Northern Tier Counseling, Inc., Pres./CEO	Date	District Superintendent Date
PAUL DeNault	_____	_____
Print Name		Print Name

 _____	4/10/24	_____
Northern Tier Counseling, Inc., CFO	Date	District Business Manager Date
Matthew Lee	_____	_____
Print Name		Print Name

ww 04/19/24
Bd App 05/09/24

Profile

LEA Name	AUN	
Canton Area SD	117081003	
Address Line 1		
509 E Main St		
Address Line 2		
City	State	Zip
Canton	PA	17724
LEA Phone Number	LEA Phone Extension	
5706733191		
Single Point of Contact Name		
Amy Martell		
Phone Number	Phone Extension	
5706733191		
Email		
amartell@canton.k12.pa.us		
Chief Administrator Name		
Dr Amy Martell		
Phone Number	Phone Extension	
(570) 673-3191	(570) 673-3191	
Email		
amartell@canton.k12.pa.us		

Narratives

1. Describe the procedure for notifying all students, parents, and professional staff prior to a flexible instructional day being instituted.

Please make sure that you address the following components in your response:

- Immediately before or on the FID, how will you notify all of your stakeholders that the district has decided to implement a FID? (Please identify all methods of communication, including the instance where the Internet is not accessible, or a power outage occurs.)
- Ensure you differentiate between informing parents/guardians and students vs staff.
- Ensure the procedure for notifying all stakeholders before a flexible instructional day is instituted is detailed and precise.

In the event the district would need to utilize a Flexible Instructional Day, all School District students, parents, and staff members will be notified through our global connect system. This system places a phone call to the main parent phone number in our student information system and will include a recorded message with specific instructions about the Flexible Instructional Day, how to log student attendance, how to access the instructional materials, and instructions for families in need of accommodations including technological accommodations for the day. In addition, the intouch connect system sends a text message to any mobile phone on record in our student information system. This text message will direct students and parents to the School District Website for detailed instructions about the Flexible Instructional Day, how to log student attendance, how to access the instructional materials, and instructions for families in need of accommodations including technological accommodations for the day. Additionally we will use Facebook and Twitter to message followers and again direct them to the website for instructions about the Flexible Instructional Day, how to log student attendance, how to access the instructional materials, and instructions for families in need of accommodations including technological accommodations for the day. Parents who subscribe to our intouch email messaging system will receive notification that the flexible instructional day has been instituted and a link to the district website with instructions about the Flexible Instructional Day, how to log student attendance, how to access the instructional materials, and instructions for families in need of accommodations including technological accommodations for the day will be included in email. Additionally, students in grades 5-12 have iPads, chromebooks, and Google Classroom accounts. They will be alerted of the flexible instructional day through the school district app on their device as well as receive messages sent from their instructors through google classroom with instructions about the Flexible Instructional Day, how to log student attendance, how to access the instructional materials, and instructions for families in need of accommodations including technological accommodations for the day. Finally, we will notify the public through our local media outlets (WNEP, WIGGLE, WETM, WILQ, WGRC, KC101) that a Flexible Instructional Day has been initiated. Our local media outlets traditionally

report this information on their morning broadcast as well as on their websites and mobile applications.

2. Describe the procedure for instituting a flexible instructional day, using your primary plan, which should allow most, if not all, students to participate on an equitable basis for a single day as a result of one of the reasons cited in Section 1506, such as severe weather.

Please make sure that you address the following components in your response:

- What is your primary, meaning main or one, method of instruction for elementary and/or secondary students (Using devices? Internet/hotspots? Packets? Or some other primary approach?)
- How will the FID day be structured? Explain or provide a sample of your daily schedule.
- Which primary mode of instruction (Synchronous/Asynchronous/Both) will you implement during the FID?
- How will students receive the materials so they can complete assignments/participate in the FID?

Once the students, parents and staff have been notified of the flexible instructional day, primary implementation of the day's activities will be accessed through the district website. A Link to Flexible Instructional Day Activities will be made active on the District Website. 1. Student will need to enter their first and last name into the site for attendance purposes and to gain access to the activities 2. Once they have access, they will choose their school of attendance by Elementary (K-6), Middle School (7-8) and High School (9-12), Elementary and Middle School: students will select their specific grade. Once the grade level is selected, the menu of instructional activities for each subject will be made available. High School: students will select their learning activities based on the major department areas of their current schedule (English, Math, Science, Social Studies, World Language, Art, Music, Family & Consumer Science, Business, Technology Education, and Physical Education). Each department will have instructional activities for students based on the specific courses offered in the department. All Grades Delivery of Service Guidance: SDI, IEP accommodations - There will be accommodations and modifications for curriculum and lessons based on the requirements for the IEPs. Accommodations are necessary to measure the academic achievement and functional performance as well as individual needs of students. Access to Internet: In the event households do not have home access to devices or the internet, each district building will have Flexible Instructional Day folders that include all the activities that are available digitally on the district website. The 12-month district administrators and support staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials, or detailed directions over the phone, to parents and students who cannot access the information through the

district website. Additionally, upon request, teachers may provide students with an offline version of the learning activities prior to the Flexible Instructional Day.

3. Describe the responsibilities of professional staff during a flexible instructional day, using your primary plan.

Please make sure that you address the following components in your response:

- Include all staff members' responsibility and availability to students who need help with assignments.
- Include staff, professionals, administrators, tech support, guidance, counselors, and health service providers.
- Include how paraprofessionals and other support staff will work with students in need of accommodations, modifications, or adaptations (Examples – students in need of special education aids and services, EL students, etc.).

The use of the internet and other technology is an integral part of our FID program. We have considered alternative methods for delivering instruction as well as accessing the teacher support needed. We also considered how teachers can provide support to students in completing the work. These descriptions below outline the district contingency plan: Alternative Method of Delivering Instruction: If there are student issues with availability of technology or student access to the materials and instructors during a flexible instructional day, they can have access to direct instruction over the phone. Access to Materials and Resources: In the event households do not have home access to devices or the internet, each district building will have Flexible Instructional Day folders that include all the activities that are available digitally on the district website that may be picked up by families on the day of the Flexible Instructional Day. In addition, folders will have been provided to students with copies of the instructional materials, detailed directions prior to the Flexible Instructional Day. Professional Staff providing assistance to students: The 12-month district administrators, faculty, and support staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials, or detailed directions over the phone, to parents and students who cannot access the information through the district website. Note: Teachers will have provided students with an offline version of the learning activities in a, FID folder, prior to the Flexible Instructional Day. These folders will also be available at the district offices during the Flexible Instructional Day for pick up. Relevancy of materials and resources when a FID is initiated: The lessons provided on that Flexible Instructional Day will be within the scope of the district planned instruction. In other words, our high school faculty plan with unit plans as well as student learning maps. The lessons will be current with the unit plan and student learning map that is current with planned instruction. In grades 4-6, planned instruction is created with unit plans and student learning maps. The lessons for a Flexible Instructional Day will be

current with planned instruction. In grades K-3, lessons are planned weekly not in unit plans as the upper grades - the design of instruction with the Flexible Instructional Day for these grades will be within the scope of grade level planning that is appropriate from the weekly planned instruction. Compliance with compulsory attendance laws: For the contingency plan students will not have been able to access the instructional materials online. For attendance, they will have to notify the district or teacher that they have access to the Flexible Instructional Day materials. If families are coming to the district office to pick up FID folders: Student (or Parent) will need to enter their (their child's) first and last name onto a sign in sheet in the district office for attendance purposes. If families are using the FID folders with hard copies of the materials: Option 1: Student (or Parent) will need to call the district office to verbally sign their child in on the sign in sheet in the district office for attendance purposes. Option 2: Student (or Parent) will need to SMS message the classroom teacher to sign their child in for attendance purposes. Some classes may use ClassDojo for this purpose. Option 3: Student (or Parent) will need to sign in by completing a POST on the social media attendance post *organized by grade level or *organized by high school content area. Tracking Attendance in this contingency plan: Students unable to participate due to unforeseen circumstances, such as a localized power outage or an absence when FID folders were handed out or forgetting a device or packet, may adhere to local policies governing the submission of student work for credit, but these students may not be considered in attendance on the flexible instructional day. In the event students were unable to gain access to the materials prior to or on the Flexible Instructional Day, a hard copy of the activities will be provided to the students on the next regular school day. Students will turn in the materials required either on-line or through hard copy. Students will have seven (7) calendar days to complete the Flexible Instructional Day activities for full credit. Plan for all students that need modifications or accommodations in the contingency plan (SDI, IEP accommodations): There will be accommodations and modifications for curriculum and lessons based on the requirements for the IEPs. Accommodations are necessary to measure the academic achievement and functional performance as well as individual needs of students.

4. What procedure will identify student participation during a flexible instructional day to enforce attendance under Article XIII, for your primary plan?

Please make sure that you address the following components in your response:

- How do teachers keep track of attendance? How do teachers keep track of participation?
- If you are going to use completion of assignments as proof of participation then the assignments must be submitted on the FID or immediately upon return to school.

- Students who did not participate during the FID should be reported as having either excused or unexcused absences accordingly.

Staff Responsibilities for a FID - Flexible Instructional Day activities will be developed in advance with the following guidelines: High School and Middle School - Instruction and assignments require a minimum of 30 minutes and a maximum of 40 minutes of student work for each instructional period. Elementary School - Instruction and assignments require a minimum of 45 minutes and a maximum of 70 minutes for Math and English Language Arts. Instruction and assignments require a minimum of 25 minutes and a maximum of 40 minutes for Science and Social Studies. Instruction and assignments require a minimum of 20 minutes and a maximum of 30 minutes for Art, Music, Computer Science, and Health/PE. Teaching Staff: The Flexible Instructional Day is a workday for teachers. Teachers may choose to physically report to their assigned building or log in remotely to the Flexible Instructional Day Teacher Portal from any site with interactive access, including their home. Because each teacher has been equipped with a laptop computer and an iPad, every teacher has the technological capability to access the digital files needed to complete the Flexible instructional Day and to provide support to students who have questions regarding the assignment activities. Teachers will be available by email during the normal operating hours of their assigned building and will respond to email messages from students within 40 minutes. Act 93 Staff: The Act 93 staff are expected to physically report to their assigned building for the Flexible Instructional Day. The 12-month district administrators and support staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials, or detailed directions over the phone, to parents and students who cannot access the information through the district website. Technology Staff: The Technology staff are expected to physically report to their assigned building for the Flexible Instructional Day. Paraprofessional and Support Staff: The Support staff are expected to physically report to their assigned building for the Flexible Instructional Day in order to access technology and internet supports. The 12-month district administrators and support staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials, or detailed directions over the phone, to parents and students who cannot access the information through the district website.

false Our public school entity will rely entirely upon a primary plan and will not have a contingency or backup plan, so if the primary plan fails, then a make-up day will be used.

5. Provide a contingency plan(s) - alternative methods of delivering instruction and support for students, should there

be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day.

Please make sure that you address the following components in your response:

- What methods of instruction will be used for elementary and/or secondary students (Using devices? Internet/hotspots? Packets? Or some other primary approach?) when your primary plan fails or is not accessible by all students?
- How will the FID day be structured? Explain or provide a sample of your daily schedule.
- Which modes of instruction (Synchronous/Asynchronous/Both) will you implement during the FID in your backup plan(s)?
- How will you ensure access to the materials and resources required for instruction and completing assignments during the FID using your contingency or backup plans?

Student Participation: Once notified that the Flexible Instructional Day has been initiated, students will be required to access the district website to: 1. Students will need to enter their first and last name into the site for attendance purposes and to gain access to the activities. 2. Once they have access, they will choose their school of attendance by Elementary (K-6), Middle School (7-8) and High School (9-12). This will give the student access to their instructional materials for the day.

Assignment Completion: Students will complete assignments in the online platform for the classroom. Assignments must be turned in online on the Flexible Instructional Day (FID). Tracking Student Attendance: (Option 1 -Login) Students will log into Google classroom or other online platform and post their last name, first name on the attendance post. (Option 2- Assignments) Assignments must be turned in online on the FID day. (Option 3- Hard Copy Assignments) In the event that these assignments are not turned in on the FID day because the student was accessing hard copies of the instructional materials on the FID day. Immediately the day after the FID day once they are back to school in person face-to-face the assignments must be turned in. Note - Grading Policy Decision: In the event students were unable to gain access to the materials prior to or on the Flexible Instructional Day, a hard copy of the activities will be provided to the students on the next regular school day. Students once they complete and turn in the materials required either on-line or through hard copy. Students will have seven (7) calendar days to complete the Flexible Instructional Day activities for full credit. They will not be counted as present on the Flexible Instructional Day this day will be counted as an absence. Tracking Student Attendance (contingency plan): Students unable to participate due to unforeseen circumstances, such as a localized power outage or an absence when FID folders were handed out or forgetting a device or packet, may adhere to local policies governing the submission of student work for credit, but these students may not be considered in attendance on the flexible instructional

day. In the event students were unable to gain access to the materials prior to or on the Flexible Instructional Day, a hard copy of the activities will be provided to the students on the next regular school day. Students will turn in the materials required either on-line or through hard copy. Students will have seven (7) calendar days to complete the Flexible Instructional Day activities for full credit. With access to the Internet - Reporting of an Issue: Direct reporting within the online platform to the teacher, posting in the google classroom. In the case of students grades K-6, parents will be able to report an issue with the SMS messaging systems used directly with the classrooms (ClassDojo and others). Without access to Internet - Report if there is an issue The 12-month district administrators, faculty, and support staff will report on Flexible Instructional Days and will be available to provide the copies of the instructional materials, or detailed directions over the phone, to parents and students who cannot access the information through the district website. Contact will be to the district offices, directly. Student Reporting no access to materials: Contact will be to the district offices, directly.

6. Describe the responsibilities of professional staff during a flexible instructional day using your contingency plan(s) - i.e. should there be issues with the availability of technology or access to the materials and instructors.

Please make sure that you address the following components in your response:

- Include all staff members' responsibility and availability.
- Include teachers, professionals, administrators, tech support, guidance, counselors, and health service providers.
- Include how paraprofessionals and other support staff will work with students needing accommodations, modifications, or adaptations (Examples – students needing special education aids and services, EL students, etc.).

Tracking Student Attendance: Once notified that the Flexible Instructional Day has been initiated, students will be required to access the district website to: 1. Students will need to enter their first and last name not the site for attendance purposes and to gain access to the activities 2. Once they have access, they will choose their school of attendance by Elementary (K-6) Middle School (7-8) and High School (9-12) This will give the student access to their instructional materials for the day. Students who did not participate during the FID will be reported as excused or unexcused absences. Teachers tracking attendance and participation: (Option 1 -Login) Students will log into Google classroom or other online platform and post their last name, first name on the attendance post. (Option 2- Assignments) Assignments must be turned in online on the FID day. (Option 3- Hard Copy Assignments) In the event that these assignments are not turned in on the FID day because the student was accessing hard copies of the instructional materials on the FID day. Immediately the day after the FID day once

they are back to school in person face-to-face the assignments must be turned in. (contingency plan): Students unable to participate due to unforeseen circumstances, such as a localized power outage or an absence when FID folders were handed out or forgetting a device or packet, may adhere to local policies governing the submission of student work for credit, but these students may not be considered in attendance on the flexible instructional day. Assignments to Gauge

Attendance/Participation: These assignments must be turned in online on the FID day or immediately the day after the FID day once they are back to school in person face-to-face. Receiving Credit Grading Policy Decision: In the event students were unable to gain access to the materials prior to or on the Flexible Instructional Day, a hard copy of the activities will be provided to the students on the next regular school day. Students once they complete and turn in the materials required either on-line or through hard copy. Students will have seven (7) calendar days to complete the Flexible Instructional Day activities for full credit.

7. What procedure will be used for identifying student participation during a flexible instructional day to enforce attendance under Article XIII using your contingency plan(s), i.e. should there be issues with the availability of technology or student access to the materials and instructors during a flexible instructional day?

Please make sure that you address the following components in your response:

- How do teachers keep track of attendance? How do teachers keep track of participation?
- If you are going to use completion of assignments as proof of participation then the assignments must be submitted on the FID or immediately upon return to school.
- Students who did not participate during the FID should be reported as having either excused or unexcused absences accordingly.

Teachers keep track of attendance on a FID day the same way they track attendance on a regular school day in our attendance tracking tool with CSIU. Assignments that are submitted on the FID day or immediately upon return to school may be used for tracking attendance. Students who do not participate in the FID day or who do not submit work immediately upon return to school will be marked absent. Those marked absent may have been marked with excused or unexcused absences according to those policies.

English Language Arts (ELA) courses grades K-8

Does your LEA offer English Language Arts courses in grades K-8?

Yes

Alpha Numeric Descriptor	Standard Descriptor
CC.1.2.K.A	With prompting and support, answer questions about key details in a text
CC.1.2.K.L	Actively engage in group reading activities with purpose and understanding

Lesson Title

How will I understand what I read? (Demonstrate Comprehension)

Lesson Goals (planned instructional outcomes)

Assessment Prompt 1: With prompting and support, students will define what a key detail is; Assessment Prompt 2: With prompting and support, the students will identify key details in an informational text; AP 3: With prompting and support, students will answer questions about key details in text; AP 4: Students will recall at least one key detail from an informational text.

Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)

AP #1: Students will define key details after listening to the teacher model and read aloud, "Young Martin Luther King Jr. I have a dream". To help myself identify the key details in a text, as I read I ask myself questions before I read, during my reading, and after I read. This helps me remember important information or KEY DETAILS in the text. I do- 1st read: (Teacher reads the questions on the graphic organizer aloud - states: as I read the text. I'm going to be thinking about these questions) Teacher reads text aloud. I's tell 2's what a key detail is (words or parts in a book that help us answer questions.) 2's tell I's why key details are important (to help us answer questions or so we don't get things mixed. AP #2: With prompting and support. the students will identify key details in an informational text. 2nd read: (Teacher reads the questions again.- states: as I read the text this time. I am going to put a post-it note next to the key details in my text.) After the second read, teacher rereads one page of information where a post-it note was placed. With support, 2's tell I's one key detail from the story. Teacher reads a different page where a post-it note was placed. With support, I's tell 2's a different key detail from the story. AP #3: With prompting and support. students will answer questions about key details in a text. 3rd read: (Teacher reads the questions again.- states: as I read the text this time, I am going to stop at my post-it notes and see if I can answer some questions and begin writing on my graphic organizer.) I do: Stop at the post-it note and model: This key detail tells me 'who the story is about' so I am going to write it here on the graphic organizer. so I can remember 'who' the text is about. We do: Go to the next post -it note and work together to come up with where that information will go on the G.O. AP#4: Students will recall a key detail from a text. You do: Depending on how well students are doing, stop at the next post-it note and have students work in pairs to recall a key detail in the text and decide where it fits on the G.O. and write it in. Continue this throughout the remainder of the text. *Prompt and support students frequently as recommended in the standard*

Resources (materials and/or tools required to complete the activities)

Internet: Students will view the following lesson on Seesaw and begin competing the assignment (link). The students will submit their responses on Seesaw. Teacher will see responses and provide feedback.

Assessment(s) (evidence of learning)

Classroom setting: Together, the students will develop a class story that includes details. They must include true information and facts in their story. The teacher will prompt the students by asking who, what, where, when, why, and how questions to enforce the inclusion of key details within their story. The teacher will write/draw the story using key details from the students. Internet: After watching the Seesaw video, students will complete the worksheet assignment on Seesaw "A Big Rug" with the assistance from an adult who can read the story and questions to the student. The student will then submit their work via Seesaw

Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)

The majority of the lesson is whole group. I will partner students according to their ability level. Struggling students will be partnered with a tier 1 student. Re-teaching will be available for students who have difficulty with the independent assessment assignment or summarizing strategy. Students will have an opportunity to work with the teacher or a partner for the activity. When completing the worksheet, "A Big Rug" - students will have an opportunity to verbally answer the question or to only check the box rather than write in the word. Also, this worksheet would need to be read to individual students by a teacher, student mentor, paraprofessional, or parent in order for them to answer the questions asked.

Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)

Internet not available: Students will view the Story Comprehension Graphic organizer then complete the worksheet "A Big Rug" with the assistance from an adult who can read the story and questions to the student. If possible, the parent can take a picture of the completed worksheet and send it to the teacher.

ELA courses grades 9-12

Does your LEA offer English Language Arts courses in grades 9-12?

Yes

Alpha Numeric Descriptor	Standard Descriptor
CC.1.2.9-10.D	Determine an author's particular point of view and analyze how rhetoric advances the point of view
CC.1.2.9-10.L	Read and comprehend literary nonfiction and how informational text on grade level, reading independently and proficiently.
CC.1.4.9-10.B	Write with a sharp, distinct focus identifying topic, task, and audience.

Lesson Title	I Am Malala
Lesson Goals (planned instructional outcomes)	Students will read and analyze Malala Yousafzai's use of rhetoric in her speech to the 2013 United Nations Youth Assembly
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)	Assignments, activities, and links will be posted on Google classroom and / or in packet form. 1. Students will visit Quizlet.com to review key vocabulary terms (Link on Google classroom or printed flashcards for those without internet access). 2. Students will read Malala Yousafzai's "Address to United Nations Youth Assembly" (Link on Google classroom or printed for those without internet access). 3. Students will complete a SOAPStone Organizer as they read the speech. (Link on Google classroom or printed for those without internet access). 4. Students will complete a Quick-Write: How does Malala Yousafzai use rhetoric in paragraphs 1-6 to advance her purpose. (Link on Google classroom or printed handout).
Resources (materials and/or tools required to complete the activities)	Internet access or paper copies of resources, Access to Quizlet or paper copies of flashcards; Malala Yousafzai's 2013 Address to the UN Youth Assembly (online or printed), SOAPStone Organizer,
Assessment(s) (evidence of learning)	Quick-Write assignment and rubric
Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)	Printed versions of assignments with enlarged text when needed, students can listen to the reading or watch the video of Malala Yousafzai giving the speech orally, Students can complete a guided reading at Commonlit.org, Text-dependent guided reading questions completion

instead of Soapstone organizer completed organizer given to students, Extra time and/or teacher feedback and opportunity for improvement prior to grading.

Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)

Completion of work through printed resources.

Math courses grades K-8

Does your LEA offer math courses in grades K-8?

Yes

Alpha Numeric Descriptor	Standard Descriptor
CC.2.4.3.A.1	Solve problems involving measurement and estimation of temperature, liquid volume, mass or length.

Lesson Title
EQ: How do I measure objects to the nearest $\frac{1}{4}$ inch? Introductory Lesson #2
Lesson Goals (planned instructional outcomes)
1. Identify the $\frac{1}{2}$ inch tick mark on a ruler, 2. Identify and compare the location of a $\frac{1}{4}$ tick mark from the $\frac{1}{2}$ mark, 3. Identify that a $\frac{1}{4}$ inch tick mark is equivalent to $\frac{2}{4}$ of an inch tick mark, 4. Measure lengths of an object to the nearest $\frac{1}{4}$ inch.
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome) Students that do not have internet access will be mailed a worksheets to complete. Completion of the worksheets can be sent using photos through a Classdojo app account or completed worksheets can be dropped off at the Canton Area School District. 1. Log into your Seesaw account 2. Find "Measure to the Nearest $\frac{1}{4}$ " Lesson 2. 3. Watch the video link on Seesaw or Youtube: Link 4. Read and listen to the instruction provided for the opening page. 5. Read and listen to the instructions provide for the activities 6. Submit the activity when complete. 7. Look for teacher corrections or suggestions following submission of work in your Seesaw account
Resources (materials and/or tools required to complete the activities) https://app.seesaw.me/pages/shared/activity?share_token=MHWn3NhmRTeMG4fdWzixgg&or_empty_id=prompt.d38db103-1de2-4bfc-9325-b466d8a9Sd3f Ruler or tape measure. pencil or other acceptable writing utensil. (for students with no internet) Computer. _Laptop, tablet. or iPad. - Login information for your SeeSaw account Internet access
Assessment(s) (evidence of learning)
Completion of internet activities and submission to the teacher. Students with no internet make take photos of the worksheets mailed to the and send the photo the teacher through the Classdojo app or drop off the completed work at the elementary school.
Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)
All directions on the internet based assignment are read to the students. Students without internet access and IEP's will have a Paraprofessional, ELA teacher. or Learning Support teacher call them and read the directions to them or make any other adaptations or accommodations that are indicated in the student's IEP or 504 plan ...

Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)

Students that do not have internet access will be mailed a worksheets to complete. Completion of the worksheets can be sent using photos through a Classdojo app account or completed worksheets can be dropped off at the Canton Area School District.

Math courses grades 9-12

Does your LEA offer math courses in grades 9-12?

Yes

Alpha Numeric Descriptor	Standard Descriptor
AL.2.2.1.2	Apply the concept of linear rate of change (slope) to solve problems.
AL.2.2.1.1	Identify, describe, and/or use constant rates of change.

Lesson Title
Finding Slope
Lesson Goals (planned instructional outcomes)
Students will be able to identify different types of slope within their household. Students will be able to calculate the slope given a line/two ordered pairs and apply this concept to a real life scenario.
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)
1. Visit Types of Slope to recall the 4 types of slope. • Alternative: Review your graphic organizer from class if you do not have internet access. 2. Identify each type of slope within your house (or outside!). Take a picture and label the slope as positive, negative, zero, or undefined. Upload your pictures to Google Classroom. • Alternative: Describe/sketch the 4 items and their slopes on paper. Turn in when we return to school. 3. Visit Kahn Academy to review how to find the slope from a g@qjl and with two ordered pairs. • Alternative: Review your slope note sheet from class. 4. Visit Quizlet to view flashcards and practice finding slope. • Alternative: Complete the attached sheet for practice
Resources (materials and/or tools required to complete the activities)
• Computer with internet access (Youtube, Google Classroom, Kahn Academy, Quizlet) • 4 household items with various slope OR
• Classroom Notes • 4 household items to determine slope • Practice Sheet (see attached)
Assessment(s) (evidence of learning)
Students will complete the following task and submit their results via Google Classroom or provide the teacher a paper copy upon returning to school: Find the slope of a line that passes through (8, 2) and (1, 3). Graph the points (-4, 7) and (6, 12). Draw a line and find the slope. A runner traveled 3 miles in 1/2 hour. He then traveled a total of 12 miles in 2 hours. What is his average rate of change (slope)?
Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)
• Students will be able to access additional lessons with examples via Study Island • For students completing practice sheet (without

internet access), first example will be completed with additional notes (may be color coded) • Graphic organizer will be provided for students. • Zoom with teacher/coteacher for additional help

Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)

For students completing practice sheet (without internet access), first example will be completed with additional notes (may be color coded)

Science - grades 9-12

Does your LEA offer science courses in grades 9-12?

Yes

Alpha Numeric Descriptor	Standard Descriptor
BIO.B.3.2	Analyze the sources of evidence for biological evolution.
BIO.B.3.2.1	Interpret evidence supporting the theory of evolution (i.e., fossil. anatomical, physiological, embryological. biochemical. and universal genetic code).

Lesson Title
Evidence for Evolution
Lesson Goals (planned instructional outcomes)
By the end of the lesson the student will_ be able to identify at least 3 sources of evidence for evolution.
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)
By the end of the lesson the student will_ be able to identify at least 3 sources of evidence for evolution.
Resources (materials and/or tools required to complete the activities)
Evidence for Evolution Packet Pencil iPad. smartphone or computer - if submitting the packet via Google Classroom. .
Assessment(s) (evidence of learning)
students will be assessed upon turning in their packet or submitting that through google classroom
Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)
If completing the packet without internet: Regular or learning support teacher will omit questions on a student by student basis and contact the students via phone to further explain the lesson as needed. If completing the packet virtually: Regular or learning support teacher will aid Ells and IEP students virtually by discussing the packet in a Zoom meeting. Questions may be omitted as needed on a student by-student basis.
Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)
If completing the packet without internet: Regular or learning support teacher will omit questions on a student by student basis and contact the students via phone to further explain the lesson as needed.

Social Studies - grades 9-12

Does your LEA offer social studies courses in grades 9-12?

Yes

Alpha Numeric Descriptor	Standard Descriptor
C.1.2.2.2	Standard
Lesson Title	
State Government Structure	
Lesson Goals (planned instructional outcomes)	
Summarize the Legislative process in_ the PA_General Assembly list the process of passing a bill in the state of PA list and discuss the duties of the Governor's cabinet and identify which cabinets also exist in US's Government	
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)	
Brainstorm - what are the 10 things you think of when someone says "American Government"? Students will create their own Graphic Organizers that explains how the General Assembly of the USA works Venn Diagram that explains how the process of making a law in the USA and PA's Government is alike and different Use a list of cabinets from PA and circle the ones that the USA government has too. Analyze the similar and different cabinets and discuss why they are found at each respective level of government.	
Resources (materials and/or tools required to complete the activities)	
Power Point Federal Government Structure - Flow Graph Making a Law in PA flow chart Venn Diagram - Compare and Contrast the USA and PA's Government List of PA Cabinets in the Executive Branch	
Assessment(s) (evidence of learning)	
Reflection assignment (short writings) and graphs that are completed with the PPT.	
Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)	
All information is found on the PowerPoint. If a student needs · additional assistance, teacher can highlight appropriate information that will be needed to compete the graph	
Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school) all materials can be provided in online or paper modes.	

Career Technology Education / Center Program Exemplars

Does your public school entity offer five (5) or more PDE approved CTE courses?

No

CIP Code	CIP Title
Program/Course Name	Grade Level

PA Academic Standard(s) Addressed (include alpha numeric and standard descriptor) www.pdesas.org/Standard/View

Alpha Numeric Descriptor	Standard Descriptor

CTE-Programs of Study Task Grid(s) Addressed [Career and Technical Education Framework](#) All POS programs should enter task number and description from POS State developed task grid. For all CTE programs that do not have a developed state task number and description, enter the locally developed tasks.

Task Number	Task Description

Lesson Title
Lesson Goals (planned instructional outcomes)
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)
Resources (materials and/or tools required to complete the activities)
Assessment(s) (evidence of learning)
Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)
Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)

CIP Code	CIP Title
Program/Course Name	Grade Level

PA Academic Standard(s) Addressed (include alpha numeric and standard descriptor) www.pdesas.org/Standard/View

Alpha Numeric Descriptor	Standard Descriptor

CTE-Programs of Study Task Grid(s) Addressed Career and Technical Education Framework All POS programs should enter task number and description from POS State developed task grid. For all CTE programs that do not have a developed state task number and description, enter the locally developed tasks.

Task Number	Task Description

Lesson Title
Lesson Goals (planned instructional outcomes)
Activities (step-by-step directions for ensuring active student participation in support of planned instructional outcome)
Resources (materials and/or tools required to complete the activities)
Assessment(s) (evidence of learning)
Opportunities for Accommodations and Modifications that are provided for learners by instructors during the Flexible Instruction Day, not after the student returns to school (insert options for adaptations, alternatives, and/or assistive measures within the lesson for English Learners and students with IEPs.)

Adaptations for Students Without Internet Access (how will you provide instruction/alternative pathways for lesson completion for those without Internet access so that the work is completed at home during the FID and not when they return to school)

Signatures and Assurances
Upload of School Board Minutes or Affirmation Statement
Date of Approval

Uploaded Files

Assurances

- x Staff, students, and parents shall be made aware of notification procedures prior to the institution of a flexible instructional day and the means of notification shall be fully accessible.
- x Responsibilities shall be agreed upon and expectations shall be communicated to all staff, students, and parents prior to the institution of a flexible instructional day.
- x Attendance shall be strictly enforced in compliance with Article XIII during a flexible instructional day.
- x Students shall be provided health services during a flexible instructional day in compliance with Article XIV. Free Appropriate Public Education (FAPE) shall be afforded all students during a flexible instructional day in compliance with the Individuals with Disabilities Education Act (IDEA).
- x Should technology ever be employed during a flexible instructional day, policies and measures are in place to ensure the cyber-safety and security of students accessing online school services and digital resources.
- x Should technology ever be employed during a flexible instructional day, technical assistance and support shall be provided, as appropriate, to ensure access to instruction and resources.
- x A flexible instructional day will be strictly used for reasons cited under Section 1506.
- x No more than five (5) flexible instructional days can be used in a school year. If a flexible instructional day is used for a single building closure such as a water main break at a high school, then this would be counted as one of the five flexible instructional days for the school year.
- x Any accommodations or modifications required by a student with special needs or a disability to fully participate in a flexible instructional day will be provided on the flexible instructional day.
- x All instructional staff will be provided with the required materials, devices, and, if needed, access to the Internet in order to be able to

provide instruction to students remotely on a flexible instructional day.

x Should the district's primary and contingency plans for the implementation of a flexible instructional day fail, the district will use a make-up day in its school calendar because not all students would be able to participate in the flexible instructional day.

x The district shall continue to add make-up days in its school calendar

Superintendent/Chief Executive Officer/Executive Director	Date
Amy Martell	2024-04-17

WW 04/26/24
Bd App 05/09/24

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CANTON SCHOOL DISTRICT
545 East Main St. Canton, PA 17724
AND
BRADFORD-TIOGA HEAD START, INC.
5 Riverside Plaza, Blossburg, PA 16912
2024-2025**

I. PURPOSE

The purpose of this agreement is to establish working procedures between the Canton School District and Bradford-Tioga Head Start, Inc. for the provision of meals to the Canton 2 classroom in compliance with Federal, State, and Head Start (Program Performance Standards) regulations.

II. GOALS/OBJECTIVES

The outcomes to be achieved through this interagency agreement are:

Serving the Canton 2 classroom breakfast and lunch that meet the Child and Adult Care Food Program Standards, each day that the classroom is open. Canton School District will claim each meal through the School Lunch Program's Community Eligibility Provision (CEP).

III. TIMELINE

This Memorandum of Understanding is effective July 1, 2024, for the 2024-2025 school year and ends June 30, 2030, of the 2029-2030 school year. This agreement will end if the CEP is no longer reimbursable for Canton District or if Bradford-Tioga Head Start, Inc. is unable to participate in this program. Either party would then provide a 30-day notice to the other party.

IV. GUIDING PRINCIPLES

Bradford-Tioga Head Start, Inc. provides meals for children that will help meet their daily nutritional needs in an environment that will support and promote learning during meals. Breakfast and lunch times are structured and used as learning opportunities that support teaching staff-child interactions and foster communication and conversations that contribute to a child's learning. Family style meal service is used.

There is sufficient time for children to eat. Adults encourage children to try all foods.

V. AGENCY RESPONSIBILITIES:

Canton School District agrees to the following:

1. Ensure that each child in the Head Start Program receives meals that provide one-third to one-half of the child's daily nutritional needs.

2. Ensure that alternative items will be supplied for children with food allergies or special feeding needs when specified by a doctor and documented on an Individual Health Plan. This includes changes in milk.
3. Serve meals family style, in the Head Start classroom.
4. Serve meals that conform to USDA requirements in 7 CFR parts 210, 220, and 226 and are high in nutrients and low in fat, sugar, and salt. (See Child Meal Pattern attachments for breakfast and lunch).
5. Guarantee that meals will be delivered within the prescribed time period as mutually agreed upon by both parties. Breakfast is served at 8:45 and Lunch is served at 11:45.
6. Provide menu to the Head Start Nutrition Coordinator monthly.
7. Will not discriminate against any employee or applicant for employment because of race, color, national origin, age, sex or disability. The School District will take affirmative action to ensure that applicants are employed and that employees are treated while employed without regard to their race, color, national origin, age sex or disability. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The School District agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this Equal Opportunity clause.
8. Will comply with all provisions of Executive Order Number 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, and of the rules, regulations, and relevant orders of the Secretary of Labor.
9. Guarantees that there has not been any audit or CRE findings or sanctions within the past three years, which would indicate that the District was incapable of preparing proper meals, planning quality menus or maintaining adequate records.
10. Should the School District lose their Community Eligibility Provision funding, they will provide Bradford Tioga Head Start Inc. with a 30-day notice in order to secure new funding.

Bradford Tioga Head Start Inc. agrees to the following:

1. Will order meals, inclusive of milk, daily based on child attendance and number of adult meals required.
2. Will provide a class roster at the beginning of the year, and updates as changes to enrollment occur.
3. Using the class roster, will track the number of meals consumed daily and report to the School District.
4. Agrees to pay monthly for the number of adult meals ordered, according to mutually agreed price. This price will be determined annually through the Pennsylvania Department of Education's Sponsor to Sponsor agreement with Canton School District.

VI. CONFIDENTIALITY

Confidentiality must be maintained in accordance with all program policies and requirements of the Canton School District and Bradford-Tioga Head Start, Inc.

VIII. COMPLIANCE

Canton School District agrees to comply with the requirements of all applicable state, federal, and local laws, rules, regulations, ordinances, and Executive Orders prohibiting or relating to discrimination, including but not limited to, Executive Order No. 11246, as amended and supplemented and 41 C.F.R. Section 60-1.4.

In the event of termination or withdrawal of federal and/or state funding of the Head Start Program, for any reason outside Bradford-Tioga Head Start, Inc's. control, Bradford-Tioga Head Start, Inc. shall be permitted to terminate this agreement with 60 days written notice to the Contractor.

Bradford Tioga Head Start, Inc

Wendy Swingle Digitally signed by Wendy Swingle
Date: 2024.04.25 11:13:04 -04'00'

Signature

04/25/2024

Date

Wendy Swingle

Printed Name

Executive Director

Title

Canton School District

Signature

Date

Printed Name

Title

FINANCE/POLICY REVIEW COMMITTEE MEETING
MINUTES
CANTON AREA SCHOOL DISTRICT
April 25, 2024

WW 04/26/24
Rd App 05/09/24

The Canton Area School District Board of Education held a Policy Committee meeting on, April 25, 2024, at 6:00 p.m. in the High School Library.

BOARD MEMBERS PRESENT

Mrs. Arica Jennings, Mr. Ryan Allen, Mr. Bill Holland and Mr. John Ambruch were present.

OTHERS PRESENT

Dr. Amy Martell, Superintendent and Mr. Mark Jannone, Business Manager were present.

SESSION CALLED TO ORDER

Mrs. Jennings called the meeting to order.

COMMITTEE DISCUSSION

Mr. Jannone gave a detailed description of the proposed 2024/2025 budget. The following was discussed:

- The proposed budget contains \$21,793,185 in revenue, which includes \$3,429,776 in potential grant funding for capital projects. If we decide not to do the projects, that revenue will not be received.
- Proposed expenses were \$23,440,306, which includes about \$4,873,000 for capital projects. The capital projects are the replacement of boilers and chillers at both buildings and the milling, repair and overlay of asphalt throughout most of the district.
- The projected deficit of about \$1,647,121 would come from unreserved fund balance.
- The district's application for the School Safety and Security grant was rejected which means the district has to decide if we want to continue to fund the security guard with district money. The members present were in favor of continuing the security guard with district funds.

MEETING ADJOURNED

The meeting was adjourned at approximately 6:55 p.m.

Respectfully submitted,


Mark Jannone, Business Manager/Board Secretary

ww 04/26/24
Bd App 05/09/24

CANTON AREA SCHOOL DISTRICT

“WARRIOR PRIDE”

ADMINISTRATIVE OFFICES

509 East Main Street - Canton, PA 17724
Ph: (570) 673-3191 Fax: (570) 673-3680

OFFICE OF SUPPORT SERVICES

545 East Main Street - Canton, PA 17724
Ph: (570) 673-3983 Fax: (570) 673-4652



www.canton.k12.pa.us

CANTON AREA ELEMENTARY SCHOOL

545 East Main Street, Canton, PA 17724
Ph: (570) 673-5196 Fax: (570) 673-7929

CANTON JR. SR. HIGH SCHOOL

509 East Main Street, Canton, PA 17724
Ph: (570) 673-5134 Fax: (570) 673-5566

April 12, 2024

TO: Canton Area School District Board of Education
c: Amy Martell

FROM: Mark S. Jannone
Business Manager/Board Secretary

RE: 2024-2025 Bid Award Tabulation

Following is the breakdown of the 2024-2025 bids to be awarded at the 5/9/2024 School Board meeting. These figures do not include computer hardware/software, any audiovisual supplies or equipment.

	<u>2024 - 2025</u>	<u>2023 - 2024</u>	<u>2022 - 2023</u>	<u>2021 - 2022</u>
General/Business:	\$22,233.58	\$20,262.59	\$19,081.29	\$15,105.56
<i>High School Share:</i>	\$ 7,262.60	\$ 6,286.23	\$ 4,920.73	\$ 2,899.57
<i>Elementary Share:</i>	\$12,096.85	\$12,022.14	\$12,723.99	\$10,925.16
<i>Special Education:</i>	\$ 2,797.14	\$1,954.23	\$ 1,288.62	\$ 1,134.88
<i>Admin/Café Share:</i>			\$ 147.95	\$ 145.95
Art Only:	\$4,073.42	\$3,313.97	\$ 3,671.20	\$ 2,302.07
Athletic – Fall & Winter:	\$6,217.48	\$4,895.21	\$ 5,979.76	\$ 5,501.05
Custodial	\$1,999.80	\$3,656.98	\$ 1,795.76	\$ 1,836.26
Science	\$ 313.58	\$2,053.28	\$ 1,921.33	\$ 1,005.88
Shop	\$2,319.87	\$6,280.91	\$ 4,032.29	\$ 1,987.79
Bid Totals	\$37,157.84	\$40,462.94	\$36,481.63	\$27,738.61

Athletic Bid Breakdown:	Basketball (boys & girls)	\$1,220.68	\$1,311.06
	Cross Country	\$ 55.00	\$ 166.34
	Football	\$1,217.46	\$1,288.91
	Volleyball	\$1,351.70	\$1,148.41
	Wrestling	\$ 714.42	\$ 682.47
	Phys Ed & Nurses	\$1,658.22	\$ 298.01



pennsylvania
DEPARTMENT OF EDUCATION

COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF EDUCATION
607 SOUTH DRIVE
HARRISBURG, PA 17120
www.education.pa.gov

Sponsor-to-Sponsor Agreement

Between

Bradford Tioga Head Start, Inc.

373-59-579-8

(Purchaser)

and

Canton School District

117-08-100-3

(Seller)

July 1, 2024 through June 30, 2025

Any Child Nutrition Program (CNP) Sponsor selecting to purchase meals from another CNP Sponsor must prepare an agreement utilizing this document which may not be re-typed or changed in any way.

Agreement Page

The Pennsylvania Department of Education (PDE) provides this Sponsor-to-Sponsor Agreement; hereafter referred to as the Agreement, as a service to sponsors, therefore the PDE shall not be named as a party to this Agreement. The Sponsors are the responsible authorities, without recourse to the PDE and/or the United States Department of Agriculture (USDA) regarding the settlement and satisfaction of all issues arising under this Agreement. This includes, but is not limited to disputes, claims, protests of award or source evaluation.

This Agreement is made between the Sponsor purchasing meals, hereafter referred to as the Purchaser, and the Sponsor selling the meals, hereafter referred to as the Seller. A Sponsor is defined as a sponsor in any of the Child Nutrition Programs (CNP), such as the National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), and Summer Food Service Program (SFSP). This Agreement shall not be used between a Sponsor and a Food Service Management Company (FSMC).

All parties certify that he/she shall operate in accordance with all applicable Federal and State regulations governing the CNPs.

This Agreement shall be in effect from July 1, 2024 through June 30, 2025 This Agreement may only be for a one-year period and cannot contain guaranteed renewal clauses.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly authorized representative on the date signed.

Bradford Tioga Head Start, Inc.

Purchaser

Wendy Swingle Digitally signed by Wendy Swingle
Date: 2024.05.01 15:43:54 -04'00'

Purchaser's Authorized Representative Signature

Wendy Swingle

Purchaser's Authorized Representative Name

Executive Director

Purchaser's Authorized Representative Title

Canton School District

Seller

Mark Jannone Digitally signed by Mark Jannone
Date: 2024.05.02 16:23:59 -04'00'

Seller's Authorized Representative Signature

Mark Jannone

Seller's Authorized Representative Name

Business Manager

Seller's Authorized Representative Title

Terms and Conditions

A. General Information

1. This Agreement is entered into for the purpose of purchasing meals for the operation of a nonprofit food service program for Bradford Tioga Head Start, Inc. which will be supplied by Canton School District according to the terms of this Agreement.
2. This is an inter-entity agreement authorized by Title 2 CFR 200.318(e). The Purchaser ensures the prices agreed upon are competitive.
3. This Agreement is used for the Seller that prepares, cooks, and packages unitized or bulk-form meals, with or without milk, at the Seller's own facilities. Seller delivers meals ready-to-eat or heat to the site(s) determined by the Purchaser or the Purchaser picks meals up from the Seller. The Seller shall not provide the Purchaser with on-site staff or provide assistance with other administrative aspects of the CNPs.
4. If the Seller contracts with a FSMC, the Purchaser and the Purchaser's sites must have been included in the Request for Proposal (RFP). If added after the RFP was awarded (initial year contract), the Division of Food and Nutrition (DFN) must evaluate if adding the Purchaser/site will constitute a material change to the contract between the FSMC and the Seller. The Seller's FSMC shall not provide the Purchaser with on-site staff or provide assistance with other administrative aspects of the CNPs.
5. The Seller shall procure all products and services used to prepare meals in accordance with all applicable Federal and State regulations.
6. It is agreed by the parties hereto that there are no other considerations, favors, promises, or interests passing between the parties other than what is expressly stated in this Agreement.
7. All parties certify that all terms and conditions within this Agreement shall be considered a part of the Agreement as is incorporated therein.

B. Meal Requirements

1. The Seller will provide meals/snacks, inclusive or exclusive of milk, in accordance with this Agreement and the Federal regulations and policies applicable to the USDA CNPs.
2. It is agreed that the Purchaser and the Seller will utilize the same meal pattern in accordance with the applicable CNPs.
3. The meals/snacks, inclusive or exclusive of milk, will conform to the meal pattern or milk in accordance with the requirements for the following CNPs (check all that apply):
 - School Breakfast Program (SBP) (Title 7 CFR Part 220)
 - National School Lunch Program (NSLP) (Title 7 CFR Part 210)
 - Afterschool Snack Program (ASP) (Title 7 CFR Part 210)
 - Special Milk Program (SMP) (Title 7 CFR Part 215)
 - Child and Adult Care Food Program (CACFP) (Title 7 CFR Part 226)
 - Summer Food Service Program (SFSP) (Title 7 CFR Part 225)
4. Meals will be Exclusive of milk.
5. Meals will be provided to the Purchaser in the following manner: (check all that apply)
 - Unitized (individual) meals.
 - In bulk quantities. Seller to provide written instructions listing the planned portion size to be served of each food component to meet the meal pattern requirements and any food safety/ Hazard Analysis Critical Control Point (HACCP) procedures, including but not limited to, heating or cooling instructions.

6. Seller will provide (check all that apply):

- | | |
|--|---|
| <input type="checkbox"/> Trays | <input type="checkbox"/> Safe transportation containers |
| <input type="checkbox"/> Serving utensils, i.e. spoons, tongs, ladles | <input type="checkbox"/> Cleaning of safe transportation containers |
| <input type="checkbox"/> Eating utensils | <input type="checkbox"/> Cooler(s) |
| <input checked="" type="checkbox"/> Condiments | <input type="checkbox"/> Cleaning of cooler(s) |
| <input type="checkbox"/> Disposable paper supplies, including but not limited to paper plates, napkins, and cups | |
| <input type="checkbox"/> Other: | |

7. Meals must be delivered in food-grade containers approved by the state or local health departments that maintain the proper temperatures of food.
8. Seller will provide Purchaser with menus at a minimum of 1 weeks in advance of the first date listed on the menu. The menus must meet requirements established in Title 7 CFR Part 210, 215, 220, 225, and 226, as appropriate. Purchaser reserves the right to periodically suggest menu changes within the Seller's suggested food cost range throughout the agreement period.
9. Meals/snacks will be delivered or made available daily or other mutually agreed upon period in accordance with the appropriate menu cycle (21-day menus for NSLP, SBP, and ASP; 11-day menu for SFSP). Menu changes may be made only when agreed upon by both parties. When an emergency situation exists, which might prevent the Seller from delivering or offering a specified meal/snack component, the Seller shall notify the Purchaser immediately so substitutions can be agreed upon.
10. No payment will be made to the Seller for meals that are spoiled or unwholesome at the time of delivery or pick up, do not meet detailed specifications as developed by the Purchaser for each food component in the meal pattern, or do not otherwise meet the requirements of this Agreement.
11. The Seller shall not deliver nor bill for incomplete, damaged, or spoiled meals/snacks. The Seller will provide adequate refrigeration or heating to ensure the wholesomeness of food in accordance with state and/or local health codes. Upon delivery or pick up it is the Purchaser's responsibility to maintain adequate refrigeration or heating.
12. The Seller shall deliver the meals/snack(s) to site(s) at the specified site location(s) at the delivery time(s) listed on Attachment A, Site Information, unless there is a schedule change agreed to by both parties. If the Purchaser is picking up, then the meals/snack(s) shall be ready at the time specified on Attachment A, unless there is a schedule change agreed to by both parties.
13. The Seller shall provide a delivery slip with the date and number of meals/snack(s) delivered or picked up. The Purchaser's authorized representative or designee must sign the delivery slip and verify the condition of the meals. The Seller shall only bill the Purchaser for these meals/snacks. The name and address of the Seller and Purchaser must be clearly identified on each delivery slip and each invoice. Payment shall be to the Seller and not to any other party.
14. The Purchaser shall notify the Seller of any modifications and substitutions in meals for students/children whose disabilities restrict their diet. Meal modifications and substitutions shall be made on a case-by-case basis and must be supported by a medical statement with the required information when the modification or substitution cannot be made within the Program meal pattern. Meal substitutions or modifications may result in a different price, to which both parties must agree. There will be no additional charge to the student/child for such substitutions or modifications.
15. The Purchaser will order meals/snacks inclusive or exclusive of milk on a weekly basis notifying the Seller 1 days preceding the week of delivery or pick up. Orders will include totals for each site and each type of meal/snack inclusive or exclusive of milk.
16. The Purchaser reserves the right to increase or decrease the number of meals/snacks ordered with a minimum notice of 2 hours of delivery or pick up time.

17. The Purchaser reserves the right to add or delete sites and provide one (1) week's written notice to the Seller. If a site is added, the Seller would need to agree to the change. Either party reserves the right to cancel the Agreement and provide 30 days notice.
18. The Purchaser may request changes in delivery and packaging in cases of an emergency. Emergencies may include, but are not limited to, wars, acts of public enemies, strikes, work stoppages, natural disasters, acts of God, civil disorders, public health crisis, freight embargos, or loss or malfunctions of utilities, respectively, and which by exercise of due diligence there were unable to prevent. Any price adjustment resulting from the emergency, must be agreed upon by both parties in writing. Additionally, the length of the emergency period should be estimated and agreed to by both parties in writing.
19. The Seller agrees to supply meals/snacks, inclusive or exclusive of milk, to the Purchaser for the prices as described in Attachment B, Price Per Meal Rates.
20. Any costs incurred under this Agreement that does not meet the requirement of regulations are unallowable costs.

C. Certifications

1. If the Purchaser is a sponsor of the NSLP the Seller shall comply with the Buy American provision for agreements involving the purchase of food, Title 7 CFR §210.21 (d). The Seller shall purchase, to the maximum extent practicable, domestic commodities or products which are either an agricultural commodity produced in the United States (U.S.) or a food product processed in the U.S. substantially using agricultural commodities produced in the U.S. The Seller shall certify the percentage of U.S. content in the products supplied to the Purchaser. The Purchaser reserves the right to review Seller purchase records to ensure compliance with the Buy American provision.
2. The Seller shall comply with the mandatory standards and policies relating to energy efficiency contained in the State Energy Conservation Plan in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
3. The Seller shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations, Title 41 CFR Part 60.
4. For agreements in excess of \$100,000, the Seller shall comply with Sections 3702 of the Contract Work Hours and Safety Standards Act (Act), 40 U.S.C. §3701-3708, as supplemented by the Department of Labor Regulations, Title 29 CFR Part 5. Under Section 3702 of the Act, the Seller shall be required to compute the wages of every laborer on the basis of a standard workweek of 40 hours. Work in excess of the standard workweek is permissible, provided that the worker is compensated at a rate of not less than 1 ½ times the basic rate of pay for all hours worked in excess of forty hours in any work week.
5. The Seller agrees that state and/or local health and sanitation requirements will be met at all times. All food will be properly stored, prepared, packaged, and transported free of contamination and at appropriate temperatures following HACCP guidelines.
6. The Seller shall maintain state and/or local health certifications for any facility in which it prepares meals and shall maintain their health certification for the duration of the Agreement.
7. The Purchaser shall be legally and financially responsible for the conduct of the food service and shall ensure compliance with the rules and regulations of DFN and the USDA regarding CNPs.

D. Records

1. The Seller will maintain full and accurate records pursuant to the provisions of Federal regulations the Purchaser is required to meet. Recording responsibilities shall be on a calendar month basis supported by invoices, receipts, or other records. The Seller shall promptly submit itemized monthly invoices and daily delivery receipts to the Purchaser. These records are to be kept at the Purchaser's site.
2. The Seller shall provide meal allergen information and standardized recipes upon request by the Purchaser.

3. The Seller shall maintain and provide to the Purchaser production records for the School Nutrition Programs (SNP). The records must show how the meals provided contribute to the required food components in order to be creditable. Records and supporting documentation (recipes, manufacturer formulation statement, Child Nutrition label, etc.) shall be provided to the Purchaser. The Purchaser must maintain records for a period of three (3) years after the end of the fiscal year to which they pertain (or longer if an audit is in progress). The Seller may maintain this information for the Purchaser, under the Purchaser's name, in the PrimeroEdge Menu Planning system.
4. Upon request, the Seller shall make available all accounts and records pertaining to the program to representatives of PDE, USDA, the Office of Inspector General, and/or the General Accounting Office for audit and/or administrative review purposes.
5. This Agreement shall be construed under the laws of the Commonwealth of Pennsylvania. Any action or proceeding arising out of this Agreement shall be heard in the appropriate courts of the Commonwealth of Pennsylvania.
6. No waiver of any default shall be construed to be or constitute a waiver of any subsequent claim.
7. The Seller and Purchaser shall regard any silence, absence, or omission from Agreement specifications concerning any point as meaning that only the best commercial practices prevail. The Seller shall use materials (i.e., food, supplies, etc.) and workmanship of a quality normally specified by the Purchaser.
8. In the event of the Seller's nonperformance under this Agreement and/or the violation or breach of the Agreement terms, the Purchaser shall have the right to pursue administrative, contractual, and legal remedies against the Seller and shall have the right to seek appropriate sanctions and penalties.

E. Term and Termination

1. The Purchaser or the Seller may terminate the agreement for cause or for convenience by giving 60 days written notice.
2. At any time, because of circumstances beyond the control of the Purchaser or the Seller, either party may terminate the agreement by giving 10 days written notice to the other party.
3. Force Majeure. Neither the Seller nor the Purchaser shall be responsible to the other for losses should the fulfillment of the terms of the Agreement be delayed or prevented by causes beyond its control and without the fault or negligence of either party. Causes beyond a party's control may include, but are not limited to, wars, acts of public enemies, strikes, work stoppages, natural disasters, acts of God, civil disorders, public health crises, freight embargos, or loss or malfunctions of utilities, respectively, and which by the exercise of due diligence the Seller or Purchaser were unable to prevent.
4. The Purchaser is protected under the Commonwealth of Pennsylvania's Tort Claims Act (act), and as such, cannot and shall not be held responsible or other otherwise liable for those actions or inactions specifically enumerated under the Act. Based on the foregoing, each party agrees to protect, indemnify, and hold harmless the other party and its agents, employees, directors, officers, affiliates, consultants, and/or contractors from and against any and all damages, injuries (including bodily injury, dismemberment, and/or death), claims, liabilities, and costs (including reasonable attorneys' fees), which arise or may be suffered or incurred in whole or in part as a result of the acts or omissions of the indemnifying party, its agents, employees, directors, officers, affiliates, consultants, and/or contractors, and whether arising under this Agreement, to the extent permitted by law.

F. Additional Information

The Sponsor may add any additional items that need to be covered in the Agreement.

If the agreement is to begin after the start of the school year (July 1) or the start of the program year (October 1) and the beginning Agreement term date is later than July 1 or October 1, respectively, enter the beginning Agreement term date under this section. The ending Agreement term date will always be June 30 or September 30, respectively.

Do not repeat any items/specifications outlined above.

Additional Information

Bradford-Tioga Head Start, Inc. agrees to purchase adult meals from Canton School District for the agreed upon price listed below. The purchase of adult meals will follow the same guidelines and regulations as outlined above.

Breakfast – \$2.35

Lunch – \$4.75

Canton School District agrees to provide adult meals for the locations listed below.

Canton 1 classroom at 125 Sullivan St., Canton, PA - Lunch only

Canton 2 classroom at Canton Elementary School

