

WW 02/14/25
Bd App 03/13/25

**MINUTES
CANTON AREA SCHOOL DISTRICT
FEBRUARY 13, 2025**

The regular meeting of the Canton Area School District Board of Education was held in the Canton Jr/Sr High School Library on Thursday, February 13, 2025 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, Mrs. Sarah Neely, Mr. Tom Resavage, and Mr. Denny Sourbeer.

OTHERS PRESENT

Dr. Amy Martell, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Donald Jacopetti, High School Principal; Attorney Cassie Blaney, District Solicitor; Mrs. Amy Repard, Special Education Supervisor; Mrs. Asti Tillotson, Food Service Director; Mr. Matt Jennings, Newspaper Reporter; Ms. Tessa Stone, Ms. Sara Ross, Mrs. Cori West, Mrs. Dana Vermilya, Mr. Curt Route, Mr. Link Vermilya, Mr. Ronnie Vermilya, Mr. Levi Vermilya, Mr. Greg Taylor, and Mr. Mark McMurray.

MINUTES

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the minutes of the regular meeting of January 9, 2025.

Voice Vote: All nine members present voted yea.
Motion carried.

REPORTS

Superintendent

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

- Current enrollment: elementary students = 421, high school students = 354, home-school students = 35, CAVE students = 3, charter school students = 27, out-of-district placements = 9.
- Celebrating National School Counseling Week, February 3-7, 2025, the Canton Area School District honors Mrs. West and Mrs. Watson. School counselors are integral to the school as they are frequently directly involved to safeguard the emotional and mental health for our students.
- The school counselors have completed the Chapter 339 K-12 Future Ready Comprehensive Counseling Plan, which is on the agenda for approval. They have worked hard on this plan, which if approved, will be a five-year plan implemented 2025-2030.
- Updated the board on FFA Spirit Week activities as well as their donation collections for the Ronald McDonald House.
- CASD Bocce Team #2 is ranked second in the NTL while Bocce Team #1 is ranked third. League playoffs will be held February 28th at Liberty High School.
- Mrs. Barr's Life Skills classes are heading out to CHOP, Stull's, New Life Church, and assisting our maintenance department to gain work experience and learn job skills for post-high school life.

Board Committee Chairpersons

- **Buildings, Grounds, & Security Committee:** Mr. Jannone explained that the Buildings and Grounds Committee met with a TRANE representative to discuss overhauling both building chillers. This would be paid for with a Facilities Improvement Grant of \$500,000.

CITIZEN RECOGNITION – AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Treasurer's Report as presented for January 13, 2025. (A copy is in the supplemental file.)

Roll Call Vote: All nine members present voted yea.
Motion carried.

Bills

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the bills for January.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Tax Additions, Exemptions and Exonerations

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the 2024/2025 IDEA 619 Agreement.

Roll Call Vote: All nine members present voted yea.
Motion carried.

BLaST Budget

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the proposed 2025/2026 BLaST I.U. 17 General Operations budget and Submission of Board of Directors Election Ballot.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Letter of Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Letter of Agreement between Canton Area School District and MAC's Driving Academy, effective June 1, 2025.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Bid

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to accept the bid from ZITO for internet services at 1,000 MB for \$1,000.00 a month.

Roll Call Vote: All nine members present voted yea.

Motion carried.

NTCC Budget

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the 2025/2026 NTCC Budget.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Letter of Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Letter of Agreement between Canton Area School District and The Meadows Psychiatric Center for the 2025/2026, 2026/2027, and 2027/2028 school years.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Memorandum of Understanding

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Supervisor Stipend Memorandum of Understanding for Unified Champion Schools Bocce Ball.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Authorization for Expenditure

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Authorization for Expenditure in the amount of \$8,500.00 and the Server Hosting Agreement between BLaST and the Canton Area School District.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Plan

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Act 93 Compensation Plan, effective July 1, 2025 through June 30, 2028.

Roll Call Vote: All nine members present voted yea.
Motion carried.

PERSONNEL

Retirement

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to accept the following retirement:

- a. Michele Gowin, Administrative Secretary II, effective March 9, 2025, with 21 years of service to the district.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Resignations

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to accept the following resignations:

- a. Cindy Chaapel, part-time 9-month cafeteria worker, retroactive to 2/12/25.
- b. Don Cron, professional staff, effective 06/30/25, contingent upon affirmative vote on agenda item I.4.b.

Roll Call Vote: All nine members present voted yea.
Motion carried.

New Position

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to approve the creation of the following Act 93 position, starting in the 2025/2026 school year:

- a. Assistant Principal K-12, salary, days and benefits per Act 93 Compensation Plan.

Roll Call Vote: All nine members present voted yea.
Motion carried.

New Hires

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to approve the following new hires for the 2025/2026 school year:

- a. Sara Ross, PK-12 Special Education Teacher, M24 Step 1, \$71,565.00, effective August 4, 2025, with full benefits, pending completion of required employment paperwork and contingent upon expansion of her teacher certification to include 7-12 special education by the start of the 2026/2027 school year.
- b. Don Cron, Assistant Principal K-12, \$98,000.00, effective 7/01/25.

Roll Call Vote: All nine members present voted yea.
Motion carried.

New Hire

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to approve the following new hire:

- a. Alexa Dapp, part-time 9-month cafeteria worker, 5.5 hours per day, \$15.00 per hour with no benefits, effective 2/18/25, sick and personal time prorated per policies 334 and 336.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Substitutes

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to approve the following substitutes, pending completion of required paperwork:

- a. Shannon Loveland, Paraprofessional, retroactive to 2/10/25.
- b. Wendy Route, Teacher, retroactive to 2/3/25.
- c. Jacqueline Shattuck, Guest Teacher.
- d. Logan Hawley, Cafeteria.
- e. Michele Gowin, Secretary.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Volunteer List Additions

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to approve the following additions to the volunteer list; all required paperwork has been completed:

- a. Allyson Butcher, Softball, retroactive to 1/9/25.

- b. Todd Siedhof, Softball, retroactive to 1/13/25.
- c. Kelsey Herman, Jr. High Softball, retroactive to 1/15/25.
- d. Kareem Ragab, Jr. High Softball, retroactive to 1/17/25.
- e. Wendy Route, elementary classroom, retroactive to 2/3/25.
- f. Dave Ward, Jr. High Baseball, retroactive to 2/5/25.
- g. Jim Watkins, Jr. High Baseball, retroactive to 2/7/25.
- h. Susan Stull, elementary classroom, retroactive to 2/7/25.
- i. Joan Williams, elementary classroom, retroactive to 2/7/25.
- j. Scott Inman, Jr. High Baseball, retroactive to 2/10/25.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Unpaid Days

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to approve unpaid days for the month of January 2025, for the following employees:

- a. Employee #1898, 22 days
- b. Employee #1765, 4.5 days
- c. Employee #1762, .5 days
- d. Employee #1778, .75 days

Roll Call Vote: All nine members present voted yea.
Motion carried.

FINANCE/POLICY

Second Reading

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the second reading of the following revised policies:

- a. No. 610 Purchases Subject to Bid/Quotation
- b. No. 616 Payment of Bills

Roll Call Vote: All nine members present voted yea.
Motion carried.

First Reading

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the first reading of the following revised policies:

- a. No. 227 Controlled Substance/Paraphernalia
- b. No. 351 Controlled Substance Abuse
- c. No. 882 Automated External Defibrillator (AED)

Roll Call Vote: All nine members present voted yea.
Motion carried.

Rescindment

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to rescind the December 5, 2024 second reading of the following revised policies:

- a. No. 103 Discrimination/Harassment Affecting Students
- b. No. 104 Discrimination/Harassment Affecting Staff

Roll Call Vote: All nine members present voted yea.
Motion carried.

OTHER ITEMS

Revisions

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to approve the revisions to the following curriculum guides:

- a. Movie Studies
- b. AP Psychology
- c. 10th grade Modern America

Roll Call Vote: All nine members present voted yea.
Motion carried.

Field Trips

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

- a. From Randy Frye, Regional IV Chorus in Lewisburg, PA from 3/19/25 - 3/21/25.
- b. From Randy Frye, All-State PMEA Competition in Mt. Pocono, PA from 4/9/25 - 4/12/25.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Plan

A motion was made by Mr. Ryan Allen and seconded by Mr. Denny Sourbeer to accept the 339 K-12 Comprehensive Counseling Plan.

Roll Call Vote: All nine members present voted yea.
Motion carried.

CITIZEN RECOGNITION – NON-AGENDA RELATED

Mr. Mark McMurray addressed the board to say that he is sad to see that Shelly Gowin is leaving the district. He stated that she is very good at what she does.

Mrs. Dana Vermilya addressed the board to ask them to consider adding a golf team. She stated that that five or six students are interested in playing. Mr. Dave DeCristo inquired about the expenses involved.

Mr. Curt Route addressed the board to offer further information regarding the addition of a golf team. He explained where everyone plays and that there would be no cost to the district.

Announcements

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

We have four student teachers who started with us in late January for their spring semester:

- a. Angelina Colon – K-12 Music Education – with Randy Frye.
- b. Levi Storrs – 4-8 – with Jaime Fitch.
- c. Ashley LaGrelus – 7-12 Earth & Space Science – with Casey Aylesworth.
- d. David Wootten – 7-12 Social Studies/Citizenship – with Brandy McRoberts.

The next Board Meeting will be held Thursday, March 13, 2025, 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. Bill Holland.

Voice Vote: All nine members present voted yea.
Motion carried.

Mrs. Sourbeer adjourned the meeting at approximately 5:34 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary

**BUILDINGS AND GROUNDS COMMITTEE MEETING
MINUTES
CANTON AREA SCHOOL DISTRICT
February 11, 2025**

*ww 2/21/25
Bd App 03/13/25*

The Canton Area School District Board of Education held a Building and Grounds Committee meeting on Thursday, February 11, 2025, at 5:45 p.m. in the high school library.

BOARD MEMBERS PRESENT

Mr. David DeCristo and Mrs. Arica Jennings were present.

OTHERS PRESENT

Dr. Amy Martell, Superintendent; Mark Jannone, Business Manager and Matt Pinczes from TRANE were present.

SESSION CALLED TO ORDER

Mr. Jannone called the meeting to order at 5:45 p.m. and explained that the district was approved for a Facilities Grant in the amount of \$500,000 to be used to improve the district's chillers in both buildings. At this time, he turned the meeting over to Matt Pinczes to discuss TRANE's proposed solution.

Mr. Pinczes described the process of TRANE's full system overhaul which would leave the chillers with a full, 5-year parts and labor warranty.

Mr. DeCristo asked for a list of specific parts and processes that will be a part of the project.

Mr. Pinczes indicated that he will provide this information as well as provide a commitment letter for the board to consider at the March board meeting.

MEETING ADJOURNED

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

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary

**MINUTES
CANTON AREA SCHOOL DISTRICT
FEBRUARY 13, 2025**

ww 02/21/25
Bd App 3/13/25
(Revised)

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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, Mrs. Sarah Neely, Mr. Tom Resavage, and Mr. Denny Sourbeer.

OTHERS PRESENT

Dr. Amy Martell, Superintendent; Mr. Mark Jannone, Business Manager/Board Secretary; Mr. Donald Jacopetti, High School Principal; Attorney Cassie Blaney, District Solicitor; Mrs. Amy Repard, Special Education Supervisor; Mrs. Asti Tillotson, Food Service Director; Mr. Matt Jennings, Newspaper Reporter; Ms. Tessa Stone, Ms. Sara Ross, Mrs. Cori West, Mrs. Dana Vermilya, Mr. Curt Route, Mr. Link Vermilya, Mr. Ronnie Vermilya, Mr. Levi Vermilya, Mr. Greg Taylor, and Mr. Mark McMurray.

MINUTES

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the minutes of the regular meeting of January 9, 2025.

Voice Vote: All nine members present voted yea.
Motion carried.

REPORTS

Superintendent

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

- Current enrollment: elementary students = 421, high school students = 354, home-school students = 35, CAVE students = 3, charter school students = 27, out-of-district placements = 9.
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- Updated the board on FFA Spirit Week activities as well as their donation collections for the Ronald McDonald House.
- CASD Bocce Team #2 is ranked second in the NTL while Bocce Team #1 is ranked third. League playoffs will be held February 28th at Liberty High School.
- Mrs. Barr's Life Skills classes are heading out to CHOP, Stull's, New Life Church, and assisting our maintenance department to gain work experience and learn job skills for post-high school life.

Board Committee Chairpersons

- **Buildings, Grounds, & Security Committee:** Mr. Jannone explained that the Buildings and Grounds Committee met with a TRANE representative to discuss overhauling both building chillers. This would be paid for with a Facilities Improvement Grant of \$500,000 and a local funds match of \$125,000.

CITIZEN RECOGNITION - AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Treasurer's Report as presented for January 13, 2025. (A copy is in the supplemental file.)

Roll Call Vote: All nine members present voted yea.
Motion carried.

Bills

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the bills for January.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Tax Additions, Exemptions and Exonerations

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the tax additions, exemptions and exonerations.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Agreement

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the 2024/2025 IDEA 619 Agreement.

Roll Call Vote: All nine members present voted yea.
Motion carried.

BLaST Budget

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Roll Call Vote: All nine members present voted yea.
Motion carried.

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Roll Call Vote: All nine members present voted yea.
Motion carried.

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Roll Call Vote: All nine members present voted yea.
Motion carried.

NTCC Budget

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Roll Call Vote: All nine members present voted yea.
Motion carried.

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Motion carried.

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Motion carried.

Plan

A motion was made by Mr. Denny Sourbeer and seconded by Mr. Ryan Allen to approve the Act 93 Compensation Plan, effective July 1, 2025 through June 30, 2028.

Roll Call Vote: All nine members present voted yea.
Motion carried.

PERSONNEL

Retirement

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to accept the following retirement:

- a. Michele Gowin, Administrative Secretary II, effective March 9, 2025, with 21 years of service to the district.

Roll Call Vote: All nine members present voted yea.
Motion carried.

Resignations

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to accept the following resignations:

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- b. Don Cron, professional staff, effective 06/30/25, contingent upon affirmative vote on agenda item I.4.b.

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Motion carried.

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Motion carried.

Substitutes

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to approve the following substitutes, pending completion of required paperwork:

- a. Shannon Loveland, Paraprofessional, retroactive to 2/10/25.
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- c. Jacqueline Shattuck, Guest Teacher.
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Roll Call Vote: All nine members present voted yea.
Motion carried.

Volunteer List Additions

A motion was made by Mr. Tom Resavage and seconded by Mrs. Sarah Neely to approve the following additions to the volunteer list; all required paperwork has been completed:

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Roll Call Vote: All nine members present voted yea.
Motion carried.

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Roll Call Vote: All nine members present voted yea.
Motion carried.

FINANCE/POLICY

Second Reading

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the second reading of the following revised policies:

- a. No. 610 Purchases Subject to Bid/Quotation
- b. No. 616 Payment of Bills

Roll Call Vote: All nine members present voted yea.
Motion carried.

First Reading

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Roll Call Vote: All nine members present voted yea.
Motion carried.

Rescindment

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to rescind the December 5, 2024 second reading of the following revised policies:

- a. No. 103 Discrimination/Harassment Affecting Students
- b. No. 104 Discrimination/Harassment Affecting Staff

Roll Call Vote: All nine members present voted yea.
Motion carried.

OTHER ITEMS

Revisions

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- b. AP Psychology
- c. 10th grade Modern America

Roll Call Vote: All nine members present voted yea.
Motion carried.

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Motion carried.

Plan

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- d. David Wootten - 7-12 Social Studies/Citizenship - with Brandy McRoberts.

The next Board Meeting will be held Thursday, March 13, 2025, 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. Bill Holland.

Voice Vote: All nine members present voted yea.
Motion carried.

Mrs. Sourbeer adjourned the meeting at approximately 5:34 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary

Revised 02/13/2025

CANTON AREA SCHOOL DISTRICT – JOB DESCRIPTION FOR:

CUSTODIAN (2,080 Hours Per Year)

SUPERVISOR: Assigned Custodial Supervisor.

PAYROLL CLASSIFICATION: Classified, Custodial.

SHIFT DIFFERENTIAL:

- A custodian working an eight (8) hour shift that ends prior to 6:00 PM shall be afforded a half hour UNpaid lunch. Timing of lunch is to be determined by Supervisor.
- A custodian working an eight (8) hour shift that extends beyond 6:00 PM shall be afforded a half hour paid lunch. Timing of lunch is to be determined by Supervisor.
- A custodian working an eight hour shift shall be afforded two (2) ten (10) minute breaks. Timing of lunch is to be determined by Supervisor

EVALUATION

Employees are evaluated per Board Policy 313 Evaluation of Employees and newly hired classified employees will be observed / evaluated based on Board Policy 308.1.

DEFINITION

Under supervision, to maintain an assigned school facility, group of buildings, or office space in a clean, orderly, and secure manner following a predetermined schedule; and to do other related work as required.

ESSENTIAL DUTIES

- Sweep, mop, general cleaning and disinfecting.
- Vacuum rugs and carpets.
- Dust, wash, and polish furniture and woodwork.
- Empty and clean waste receptacles, including trash barrels.
- Clean and disinfect restrooms, locker rooms, and showers.
- Wash windows and walls, and polish metalwork.
- Set up classrooms and other school areas for special events or meetings.
- Clean and remove classroom furnishings and content for summer cleaning.
- Perform emergency cleanup service resulting from breakage, vandalism, spilling, and illness.
- Lock and unlock gates and doors, and set security systems.
- Assist in receiving and distributing supplies and equipment.
- May perform minor maintenance tasks in keeping assigned areas safe and operational.
- May occasionally be asked to perform routine ground functions.
- Assist in reporting and preventing facility vandalism.

QUALIFICATIONS

Equivalent to the completion of 12th grade

Knowledge of:

- Basic cleaning methods, procedures, and techniques;
- Cleaning materials, supplies, and equipment;
- Safe working methods and procedures.

Ability to:

- Perform moderately medium to heavy manual activities;
- Efficiently and effectively use cleaning materials, supplies, and equipment;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.

PHYSICAL DEMANDS: Travel among school buildings, frequent walking throughout the building, sitting at desk for periods of time, standing for extended periods of time; adequate range of motion in upper extremities for the ability to exert 50-75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects; ascending and descending ladders, stairs, scaffolding, and ramps; possess manual dexterity to operate equipment and use hand tools; handle and work with various materials and objects; exposure to hot, cold, wet, humid and/or windy conditions caused by weather may occasionally be experienced

SENSORY ABILITIES: perceiving the nature of sound, near and far vision, depth perception, providing oral information as needed to complete tasks

TEMPERAMENT: Ability to work independently and as a member of a team; must be courteous; must be cooperative, congenial, and service-oriented to promote these qualities within the school organization

COGNITIVE ABILITY: Ability to follow written and verbal directions as well as to give directions or directives to others, ability to create and delegate assignments, ability to complete assigned tasks with minimal supervision, ability to read, ability to write, ability to exercise good judgment in prioritizing tasks, ability to communicate effectively

Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.

Memorandum of Understanding
Between
The Canton Area School District
And
The Canton Area Education Association

This Memorandum of Understanding (hereinafter referred to as the "MOU") is made by and between the Canton Area School district (hereinafter referred to as the "District") and the Canton Area Education Association (hereinafter referred to as the "CAEA"). The District and the Association shall be referred to as "the Parties".

WHEREAS, both the District and the Association are dedicated to providing education of the highest standards to the students of the District:

WHEREAS, both the District and the Association acknowledge that the welfare of the students attending the District is paramount in the determination of this MOU;

NOW, THEREFORE, intending to be legally bound hereby, the Parties agree as follows:

1. **Application.** The parties agree that Mr. Garrett Wesneski will use two personal days that he will earn in the summer 2025 for QBS training on the following dates 03/05/2025 and 03/06/2025. He let us know, upon hire, that he may have to take days for his varsity wrestling coach obligations to the Troy ASD as he is coming to the CASD mid-year and mid-season from Troy ASD.

This allowance is non-precedent setting and shall not be used by either party for such claims.

2. **Enforcement:** Any disagreement over the interpretation or application of this MOU shall be subject to the grievance procedure set forth in the provisions of the collective bargaining agreement between the District and the Association.

3. **Term:** This MOU shall expire at the end of the 2024-2025 school year.

- 4. Successors and Assigns.** This MOU shall be binding on the parties thereto, their successors, and assigns.

CANTON AREA SCHOOL DISTRICT

By: _____

Date: _____

Superintendent

By: _____

Date: _____

Board President

Board Approval Date: March 13, 2025

CANTON AREA EDUCATION ASSOCIATION

By: _____

Date: _____

President

ww 03/07/25
Bd App 03/13/25

CANTON AREA SCHOOL DISTRICT AUTHORIZATION FOR EXPENDITURE

A.F.E. # 24/25-02

PROJECT NAME: Sewer Grinder Pump - Silvertip

PROJECT DESCRIPTION AND JUSTIFICATION:

Replace grinder pump for the sewer ejection process.

BUDGETED AMOUNT: \$0

ESTIMATED USEFUL LIFE: 20 Years

ESTIMATED COST: \$12,900

ESTIMATED COMPLETION DATE: 2/14/2025

JULY	\$0
AUGUST	\$0
SEPTEMBER	\$0
OCTOBER	\$0
NOVEMBER	\$0
DECEMBER	\$0

JANUARY	\$0
FEBRUARY	\$0
MARCH	\$12,900
APRIL	\$0
MAY	\$0
JUNE	\$0

TOTAL \$12,900

RATE OF RETURN: N/A

PAYBACK PERIOD: N/A

SPONSOR: 

DATE
3/4/2025

BUSINESS MGR.: 

3/4/2025

SUPERINTENDENT: 

3/4/2025

BOARD PRESIDENT: _____

3/4/2025



Canton Junior-Senior



***High School
Academic Planner
2025-2026***

ADMINISTRATION

Dr. Amy Martell, Superintendent
Mr. Donnie Jacopetti, High School Principal
Mr. Don Cron, K-12 Assistant Principal
Mrs. Amy Repard, Supervisor Special Education
Mr. Dave Loomis, School Psychologist
Mr. Bob Rockwell, Athletic Director
Mr. Mark Jannone, Business Manager

SCHOOL COUNSELING DEPARTMENT
Mrs. Jessica Watson, School Counselor
jwatson@canton.k12.pa.us
570-673-3000

Mrs. Jamie May, Guidance Secretary
jmay@canton.k12.pa.us
570-673-3000

Dear Student and Parent,

The staff at CHS is committed to providing the best quality education for your child with their academic success being at the forefront of all that we hope to accomplish within the next four years. Each day, we give our best effort to help every student at CHS learn at high levels, develop appropriate social skills, and discover the importance of hard work, perseverance, and dedication to academic success. Our goal is to empower our students by implementing knowledge and essential college and career readiness skills that will result in success beyond high school.

This year's academic plan was developed and designed by our local experts in the field and encourages academic success through a rigorous curriculum rich in opportunities. Please review the academic planner with your child and consider taking an active role in both facilitating and supporting their academic decisions and career pathway choices.

We are proud of the long standing tradition of excellence that has been established here at CHS and look forward to serving not only your students but, every student, every day-the Warrior Way!

With Warrior Pride,

Mr. Jacopetti, Principal

EVERY STUDENT - EVERY DAY "THE WARRIOR WAY!"

VISION STATEMENT

Canton students are leaders, communicators, and citizens who value learning and their rural community.

MISSION STATEMENT

We focus on learning - Every child, Every day, "The Warrior Way!"

INTRODUCTION

The course offerings at Canton Junior Senior High school are reviewed and revised each year to ensure that our student's ever changing needs are met.. The choices made using this planner as a resource will have a substantial impact on the pathway pursued after graduation. The staff and administration at CHS are committed to providing each student with the best educational programming available to ensure success. Each spring all students have an opportunity during the school day to select courses appropriate to their needs and future plans. At this time members of the counseling department will be meeting with students to discuss their course selections. Students are encouraged to involve their parents in the course selection process. A master schedule is finalized over the summer months and is available for student viewing on or around the middle of August.

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DUAL-ENROLLMENT

A dual-enrollment program is offered to Canton juniors and seniors. Students who enroll in the following Canton Jr./Sr. High School courses will have the opportunity to earn college credits at a discounted cost to the student. The colleges we have agreements with are Keystone and Lackawanna Colleges. Students should always check with individual post-secondary schools to make sure these courses will be accepted towards their degree and/or electives.

Lackawanna College

Canton Course	Course #	Lackawanna College Course	Credit	Cost Per Credit
Composition I	ENG 105	College Writing	3	\$100
Public Speaking	COM 125	Effective Speaking	3	\$100
Chemistry II with Lab	CHM 120	General Chemistry	4	\$100
Honors Pre-Calculus	MAT 120	College Algebra	3	\$100
AP English	ENG 110	Intro to Literature	3	\$100
AP Psychology	PSY 105	Intro to Psychology	3	\$100
AP Environmental Science	ESC 125	Intro to Environmental Studies	3	\$100
Honors Civics & Government	HIS 118	American Government	3	\$100
Fine Arts Survey	ART 105	Fine Arts Survey	3	\$100
Drugs and Behavior	PSY 245	Drugs and Behavior	3	\$100

Keystone College

Canton Course	Course #	Keystone College	Credit	Cost Per Credit
Human Anatomy & Physiology	BIOL 1110	Human Anatomy & Physiology	4	\$100
AP Biology	BIOL 1125	General Biology I	4	\$100
General Biology II	BIOL 1130	General Biology II	4	\$100
Statistics	MATH 2115	Statistics	3	\$100

Students may be able to receive dual enrollment credit from Northern PA Regional College

PENNSYLVANIA TRANSFER AND ARTICULATION CENTER

30-Credit Transfer Framework is a menu of foundation courses from which students can select up to 30 credits to transfer toward a degree at any PA TRAC college. Certain majors have specific requirements prescribed by external agencies. It is the student's responsibility to work with an advisor to select appropriate courses as they relate to the major. Other courses taken above that do not fit into the framework below may be FREE ELECTIVES.

Category I (Select 1 course)	Category II (Select 1 course)	Category III (Select no more than 2 courses)
ENG 105 College Writing	COM 125 Effective Speaking	MAT 120 College Algebra MATH 2115 Statistics

Category IV - must include lab (Select no more than 2 courses)	Category V (Select no more than 2 courses)	Category VI (Select no more than 2 courses)
BIO 1125 General Biology I BIO 1130 General Biology II BIO 1110 Human Anatomy & Physiology (3 credits)	PSY 105 Intro to Psychology HIS 118 American Government	ENG 110 Intro to Literature SPN 101 Elementary Spanish I

ARTICULATION AGREEMENT

Articulation agreements are formal agreements or partnerships between the school district and an educational institution. To take advantage of these agreements and the free credits the Career Technical Education (CTE) student must review the terms of the agreement, pass the end of program evaluation (NOCTI Exam) with competent or advanced, obtain a copy of the teacher-signed competency task list, apply and be admitted to the post-secondary institution. These articulated credits are good for up to three years from your date of high school graduation.

<u>CTE Program</u>	<u>LACKAWANNA COLLEGE</u>	<u>Credits</u>
General Agriculture.....	AGR 105- Basic Farm Maintenance.....	3 credits
General Agriculture.....	AGR 120- Plant Science.....	3 credits
General Agriculture.....	HOR 210 Green House Design.....	3 credits

CAREER TECHNICAL EDUCATION OPPORTUNITIES NORTHERN TIER CAREER CENTER

All students at Canton Jr/Sr High School have the option of attending the Northern Tier Career Center (NTCC) in their junior and senior year (sophomore year for cosmetology). The NTCC offers vocational-technical programs that provide students with the training and skills to enter into a career upon graduation from high school or to pursue advanced technical training at an accredited post-secondary institution.

All NTCC programs, as described here, are available to all students. However, please note that enrollment at the NTCC is limited to the district's annual allotment of openings within each program offered. Openings are based on a first come, first served basis. Students who attend the NTCC will receive 4 credits per school year for the program they have chosen there. While attending Canton High School, these students will receive courses in English, Social Studies, Math, or Science. These courses will give them 3 credits toward graduation per year.

Individual Education Programs (IEP) for students with disabilities selected to attend the NTCC will reflect the goals and objectives of the respective program for which they are enrolled. NTCC instructors are informed of any modifications or special services addressed in the IEP, and include curricular modifications into the student's program.

In order for a student to be eligible to attend the NTCC, the following requirements must be met:

1. Must have acquired 12 credits (meeting all 9th & 10th grade state and school district requirements) through grade 10, and pass all subjects in grade 11 (first semester). Concerns regarding qualifications for NTCC will be addressed on a case by case basis. The specific list of courses that must be successfully completed prior to attending NTCC are as follows:
 - a. **9th grade:** English 9, American History II, Algebra I or 1-A, Chemistry in the Environment or Honors Chem I, 1 Technology course, Physical Education 9, two or three electives (minimum of 7 credits).
 - b. **10th grade:** English 10, Modern America, Algebra II or 1-B, Biology, Physical Education 10, Health 10, 1 Technology course, two electives (minimum of 7 credits).
 - c. **11th grade:** Pass all courses 1st semester to remain at NTCC.
2. Have no more than a total of ten days absence during the previous school year of anticipated attendance at NTCC, unless excused for legal/doctor reasons.
3. Sign the enrollment form in the school counseling office. All students accepted in a program at NTCC must abide by the current Canton Jr/Sr High School student handbook and the current academic planner.

4. Must, in the judgment of the High School Principal and the High School Counselor, have had a positive attitude and an acceptable conduct record.

NORTHERN TIER CAREER CENTER COURSES (COURSE NUMBERS #935 #936 #937)

HUMAN RESOURCES

Diversified Occupations (12th Grade Status) – 150 school days, 720 hours

This opportunity is available to SENIORS who are not enrolled in another NTCC program and allows students with specific career objectives in pathways that are not offered at NTCC to gain related experience for credit. Students complete theory classes through NTCC, including employability, career development, workplace readiness, technical skills, and safety. Students complete their remaining hours (minimum 15 hours per week) through paid part-time on-the-job experience at training sites, where they will develop skills in accordance with their individual training plans. Students will complete the NOCTI: 21st Century Skills for Workplace Success.

- Industry Credential Opportunities:
- CareerSafe: OSHA Safety
- National Safety Council: Forklift Operator Certification

Teacher Academy / Early Childhood Education – 900 hours

This program provides instruction in the physical, emotional, intellectual, and social development of children. Aspects of teaching and working with children from birth to elementary school age are included, such as health, wellness, safety, growth, behavior, and developmental milestones. Students will learn to attend to children's basic needs, organize activities, develop curriculum, prepare lesson plans, design and manage programs, and effectively deliver instruction in childcare, pre-school, and elementary settings. Theory in this course includes human development, psychology, ethical and professional responsibilities, communication, and the interaction of child, family, community, and schools. Clinical experiences will provide opportunities for students to develop the skills necessary to become successful future teachers and childcare providers while working directly with young children in childcare centers and schools.

Industry Credential Opportunities:

- Child Development Associate (CDA) National Credential
- American Red Cross: First Aid and CPR
- College credit opportunities: Dual enrollment anticipated and currently being explored

CONSTRUCTION TRADES

Building Construction Trades - 900 hours

This program of study covers construction and remodeling of buildings including carpentry, concrete, masonry, painting, drywall, cabinetry, roofing, plumbing, electrical, stairs, and interior/exterior finishes. Students study and practice all phases of building construction, from layout of site, foundation and wall construction, to roof framing and interior trim.

Industry Credential Opportunities:

- OSHA: 10-hour Safety Course, Construction
- National Safety Council: Forklift Operator Certification
- Penn College NOW – Dual Enrollment with Penn College of Technology: BCT 103, 109 & 234 (10 credits offered)

Mechanical Trades (HVAC-Plumbing-Electrical) - 900 hours

This Heating, Ventilation & Air Conditioning (HVAC) program combines classroom and practical learning experiences and prepares individuals to apply technical knowledge and skills to install, repair, and maintain home and business heating, air conditioning, basic plumbing, electrical, and refrigeration systems. Students will gain experience by working on equipment that is used daily in their own homes, such as furnaces, water heaters, electrical appliances, and air conditioning units.

Industry Credential Opportunities:

- OSHA: 10-hour Safety Course, Construction
- Air Conditioning, Heating & Refrigeration Institute: EPA 608
- National Safety Council: Forklift Operator Certification
- Penn College NOW – Dual Enrollment with Penn College of Technology: ACR 111 (5 credits offered)

HEALTH CARE

Health Assistant/Pre-Nursing - 900 hours

This course allows the student to advance at their own rate and allows for individuality in the choice of a specific career objective and provides skills for Medical Assistant, Nursing Assistant, and Dental Assistant. Introduction to EKG, Phlebotomy, Occupational and Physical Therapies are included. This course is for the student looking to further their education in health care as a Registered Nurse, LPN, OT, PT and other healthcare related fields. After completion of the nursing assistant curriculum, students are eligible to take the state exams (written & skill) for placement on the registry for long-term care nursing assistants. Clinical experiences may accompany portions of this course.

Industry Credential Opportunities:

- Pennsylvania Department of Health: Nurse Aide Registry
- American Red Cross: First Aid and CPR
- DVM-Instructional Systems: Dean Vaughn Learning Systems in Medical Terminology
- OSHA: 10-hour Safety Course, Healthcare
- Penn College NOW – Dual Enrollment with Penn College of Technology: MTR 104 (3 credits offered)

HUMAN SERVICES

Cosmetology - *1350 hours (Tech Prep)

This is a state licensed course designed to provide the student with fundamentals needed to prepare for the state board examination. Instruction is provided in chemical textures, hair coloring and lightening techniques, haircutting and hair design, microdermabrasion, glycolic peels, facials, superfluous hair removal, styling eyebrows, pedicures, manicures, and nail art. Practical experience is gained by providing services through the operation of an on-site clinic for classmates, fellow NTCC students, and clients from the community.

Industry Credential Opportunities:

Pennsylvania State Board of Cosmetology: Cosmetologist

**1250 hours are required by the Pennsylvania State Board of Cosmetology to take the State Board exam. In order to obtain sufficient hours, students will need to enroll in their 10th grade year. Summer school is no longer offered for completion of hours.*

MANUFACTURING

Welding Technology - 900 hours

The Welding program is taught in a simulated work environment to help develop hands-on experience, as well as theory and equipment and shop safety skills. The course is designed to equip students with skills and knowledge in shielded metal arc welding (SMAW), gas

HOSPITALITY

Food Production & Management - 900 hours

This course is designed to provide the student with the skills, knowledge, and attitudes necessary in food service and hospitality related careers. Specialized learning units include theory and work experience in the major areas of selection, purchasing, storage and preparation of ingredients, baking and desserts, restaurant management, and cold food preparation. The restaurant kitchen serves as the preparation laboratory, while the 40 seat restaurant provides experience in proper front-of-the house operations.

Industry Credential Opportunities:

- National Restaurant Association: ServSafe Manager's Certification
- National Restaurant Association: ServSafe Allergen Certification
- Penn College NOW – Dual Enrollment with Penn College of Technology: FHD 118 & FHD 137 (4 credits offered)

INFORMATION TECHNOLOGY

Information Technology - 900 hours

This program prepares students to apply basic engineering principles and technical skills as they take the first step in pursuit of an IT career in cloud computing, network administration, mobility, security systems administration, programming, database management, and/or continuing education at a post-secondary institution. Taking a broad-spectrum approach, students will learn basic computer design and maintenance, security, networking, operating systems, IT operations, hardware and software problem diagnosis, troubleshooting, technical support, and web design. Students will gain the foundational knowledge and skills necessary to successfully pursue the post-secondary training and education that is required for most entry-level positions in IT.

Industry Credential Opportunities:

- CompTIA: IT Fundamentals Certification
- CompTIA: A+ Certification
- Penn College NOW – Dual Enrollment with Penn College of Technology: EET 145 (4 credits offered)

Machine Tool Technology - 900 hours

The MTT program is designed to prepare students with the skills and experience necessary to pursue post-secondary education and training in machining and engineering pathways or obtain entry level employment in the metal products or manufacturing industry. Students will be trained in the conventional areas of industrial machine setup,

metal arc welding (GTAW), and flux core arc welding (FCAW), as well as blueprint reading and fabrication.

Industry Credential Opportunities:

- American Welding Society: Level 1 Entry Welder Training
- OSHA: 10-hour Safety Course, General Contracting
- National Safety Council: Forklift Operator Certification
- Penn College NOW – Dual Enrollment with Penn College of Technology: WEL114, WEL116, WEL120, WEL123, WEL124 & WEL129 (12 credits offered)

TRANSPORTATION

Automotive Mechanics Technology - 900 hours

This program prepares individuals to apply technical knowledge and skills to the specialized area of automotive technology including engine diagnosis, engine repairs, heating & cooling systems, power train, brake suspension, steering systems, and computerized engine controls. Students study and practice all phases of engine repair and overhaul from diagnosis-problem solving to preventative maintenance.

Industry Credential Opportunities:

- Pennsylvania Department of Transportation: Certified Safety Inspector Cat I, Cat II, Cat III
- Environmental Protection Agency: 609 Motor Vehicle Air Conditioning Certification
- Automotive Service Excellence (ASE): Entry-Level Certification
- National Safety Council: Forklift Operator Certification

Diesel Mechanics Technology - 900 hours

This program prepares individuals to apply technical knowledge and skills to the specialized maintenance and repair of trucks, buses, and other commercial and industrial vehicles. Instruction in diesel engine mechanics, suspension and steering, brake systems, electrical electronic systems, preventative maintenance inspections, drive trains, HVAC systems, and auxiliary equipment installation and repair is included.

Industry Credential Opportunities:

- Pennsylvania Department of Transportation: Certified Safety Inspector Cat I, Cat II, Cat III
- Automotive Service Excellence (ASE): Entry-Level Certification
- Bendix: Brake Certification; MGM: Brake Certification
- Environmental Protection Agency: 609 Motor Vehicle Air Conditioning Certification

operation, and maintenance, to include lathes, mills, drills, and grinders, as well as in Computer Numerical Control (CNC) machine setup, programming and operation. Students will develop skills in industry-related mathematics and CAD/CAM software applications, in addition to the use of tools, gauges, precision instruments, and blueprints. Machinists are in exceptionally high demand and the field includes careers in engineering, manufacturing, machine maintenance, tool and die, and fabrication.

Industry Credential Opportunities:

- National Institute for Metalworking Skills, Inc. (NIMS)
- OSHA: 10-hour Safety Course, General Contracting
- National Safety Council: Forklift Operator Certification
- Penn College NOW – Dual Enrollment with Penn College of Technology: MTT 118 & MTT 119 (8 credits offered)

Collision Repair Technology - 900 hours

This program prepares individuals to apply technical knowledge and skills to the specialized areas of automotive reconstruction and restoration including panel replacement and repair, frame repair, plastic repair, refinishing, auto body related mechanics, automotive electricity, and estimating. Students study and practice all methods of auto body repair including the use of hand tools, welding practices, body and frame repair, refinishing processes, spray painting techniques, interior trim removal, upholstery, weather stripping, sheet metal repair, filler work, and plastic repair.

Industry Credential Opportunities:

- Pennsylvania Department of Transportation: Certified Safety Inspector Cat I, Cat II, Cat III
- Environmental Protection Agency: 6H Certification
- ICAR: Non-Structural (14 certifications available)
- National Safety Council: Forklift Operator Certification

- National Safety Council: Forklift Operator Certification
- Penn College NOW – Dual Enrollment with Penn College of Technology: DSM 119 & DSM 141 (4 credits offered)

CHS COURSE CATALOG

GRADUATION REQUIREMENTS

A summarization of the requirements for graduation is provided to assist you as you plan your course of study. Students must earn 22.25 credits and demonstrate proficiency in the Pennsylvania Academic Standards in order to graduate.

Courses	Required Credits
English	4
Science	3 or 4 (Science/Math must total 7)
Mathematics	3 or 4 (Science/Math must total 7)
Social Studies	3
Computer/Business Technology	2
Physical Education	1.5
Elective Classes	4
Health	.25
Community Service	.50
Total	22.25

ENGLISH DEPARTMENT

Graduation Requirement 4 English Credits

Program	Required Course 9th Grade	Required Course 10th Grade	Required Course 11th Grade	Required Elective Credit 12th Grade Elective Course Choices:
Honors	Honors English 9	Honors English 10:	Composition I Public Speaking I	Elective Recommendation: *AP English/Composition II *Composition I *Public Speaking I
College Prep	English 9	English 10	English 11	Elective Recommendation: *Composition I *Public Speaking I
Career Readiness	English 9	English 10	English 11	Elective

Electives

Electives:

*Composition I
College and Career Literacy
*Public Speaking I

Electives:

*Composition I
College and Career Literacy
*Public Speaking I

ENGLISH 9 (COURSE #109): In 9th grade, students will focus on analysis of reading and analytical writing grounded in evidence from the text. They will determine and evaluate an author's ideas, argument, specific claims, and counterclaims. Students will examine reasoning, both others' and their own, for validity and relevant evidence. They will also identify fallacious reasoning and false statements. 9th graders will analyze an author's use of rhetoric to advance a POV or purpose. Students will analyze how the author unfolds an analysis or series of ideas or arguments, including the order in which the points are made, how they are introduced and developed, as well as the connections made between them. Students are asked to acquire and use with independence academic and domain specific words at the college and career - readiness level. **Credit value: 1 credit. Required course in 9th grade. Prerequisite(s): None Recommendations: None**

HONORS ENGLISH 9 (COURSE #119): In 9th grade, students will focus on analysis of reading and analytical writing grounded in evidence from the text. They will determine and evaluate an author's ideas, argument, specific claims, and counterclaims. Students will examine reasoning, both others' and their own, for validity and relevant evidence. They will also identify fallacious reasoning and false statements. 9th graders will analyze an author's use of rhetoric to advance a POV or purpose. Students will analyze how the author unfolds an analysis or series of ideas or arguments, including the order in which the points are made, how they are introduced and developed, as well as the connections made between them. Students are asked to acquire and use with independence academic and domain specific words at the college and career - readiness level. **Credit value: 1 credit. Required course in 9th grade. Prerequisite(s): None Recommendations: Minimum of 95% in a previous English class as well as proficient or advanced on state assessment the previous year is recommended.**

ENGLISH 10 (COURSE #110): In 10th grade, students will analyze various forms of literature, including fiction, non-fiction and other mediums, on a variety of levels including theme development, author's assumptions and beliefs, complex development, point of view and its impact on meaning and text structure and rhetoric, while using textual evidence and their own life experiences. In addition, students will create their own writing samples using academic vocabulary, sufficient facts, concrete details, quotations, and other information with an awareness of projected audience knowledge. They will make important connections and distinctions, using varied transitions to link major sections of the text and provide description and evidence in their pieces of writing to create a cohesive and coherent whole in all writing. Students will also initiate and engage in meaningful collaborative discussion on grade-level topics heightened by their ability to reason, provide evidence and evaluate the views of others' while exploring their own beliefs and assumptions. This course prepares students for the Keystone Literature Exam. Students in this course will take the exam in May. **Credit value: 1 credit. Required course in 10th grade. Prerequisite(s): Successful completion of English 9 or Honors English 9. Recommendations:: None**

HONORS ENGLISH 10 (COURSE #120): In 10th grade, students will analyze various forms of literature, including fiction, non-fiction and other mediums, on a variety of levels including theme development, author's assumptions and beliefs, complex development, point of view and its impact on meaning and text structure and rhetoric, while using textual evidence and their own life experiences. In addition, students will create their own writing samples using academic vocabulary, sufficient facts, concrete details, quotations, and other information with an awareness of projected audience knowledge. They will make important connections and distinctions, using varied transitions to link major sections of the text and provide description and evidence in their pieces of writing to create a cohesive and coherent whole in all writing. Students will also initiate and engage in meaningful collaborative discussion on grade-level topics heightened by their ability to reason, provide evidence and evaluate the views of others' while exploring their own beliefs and assumptions. This course prepares students for the Keystone Literature Exam. Students in this course will take the exam in May. **Credit value: 1 credit. Required course in 10th grade. Prerequisite(s): Successful completion of English 9 or Honors English 9. Recommendations: Minimum of 95% in a previous honors class**

ENGLISH 11 (COURSE #111): In 11th grade, students will analyze and evaluate perspective in connection to purpose, audience, and task (biases). They will also cite strong and thorough textual evidence based on and related to the author's implicit and explicit assumptions and beliefs. Emphasis will be placed on the analysis of the interaction between and development of themes or ideas over the course of a text or multiple texts. Additionally, students will analyze and evaluate the impact of an author's rhetorical choices (i.e.-point of view, purpose, style) on his or her writing and reasoning, including claims and counterclaims, as well as precise language such as metaphor, simile, and analogy. They will analyze seminal and foundational U.S. and World texts based on reasoning and rhetoric, as well as works of literature that reflect

a variety of genres and major periods. Finally, students will conduct sustained research projects and/or make strategic use of digital media to answer a question by evaluating, organizing, and integrating multiple sources and complex ideas to make informed decisions on how the specifics relate to the whole. **Credit value: 1 credit. Required course in 11th grade. Prerequisite(s): Successful completion of English 10 or Honors English 10. Recommendations: None**

ENGLISH DEPARTMENT ELECTIVES

***AP ENGLISH/COMPOSITION II/INTRODUCTION TO LITERATURE (COURSE #122) (Lackawanna College/ENG 110):** This class is known as ENG 110: Introduction to Literature, as it is a dual-enrollment course through Lackawanna College: three college credits for \$300. ENG 110 is considered to be an Honors and College Preparation course and is a required option instead of English 12. This course introduces students to poetry, prose, and drama while acquainting them with critical frameworks for interpreting literature. The course will employ a holistic approach to writing as a process, requiring students to compose original, critical essays that discuss primary literary works. While requiring classes to employ sound research skills, the course will allow individual students to develop critical approaches related to their academic and personal experiences. Also, reading and writing skills will focus on the experience, interpretation, and evaluation of literature, along with writing for the AP exam, as well as careers and applying to college and for a job. Many timed and untimed essays will be required that apply MLA format, and rewriting is emphasized to improve writing skills. Students are expected to work independently and with partners/groups. AP Classroom will be utilized throughout the year with Daily Videos, Topic Questions, and Progress Checks. Midterm and final exams will be given. Students are encouraged to take the AP English Literature Composition Exam in May. (If a student signs up for and takes the AP Exam, then he/she will be exempt from the final exam.) **Credit Value: 1 high school credit Satisfies 12th grade English requirement. Prerequisite(s): 12th Grade status. Successful completion of English 9, English 10, English 11, or Honors English 11. Recommendations: Students should be able to read and comprehend college-level texts and write grammatically correct, complete sentences. Success of Composition I and above satisfactory completion of English 11 or Honors English 11. Summer reading assignments are required prior to taking this course. *After the course is completed with a grade of C or better, students are responsible for transferring their credits from Lackawanna College to the college they are enrolling in.**

***COMPOSITION I/COLLEGE WRITING (COURSE #126): (Lackawanna College/ENG 105):** This class is known as ENG 105: College Writing, as it is a dual-enrollment course through Lackawanna College: three college credits for \$300. English 105 is an Honors and College Preparation course elective, a required option instead of Honors English 11 and English 12, and can be taken by juniors and seniors. This class strives to familiarize students with the writing process, empowering them to effectively produce polished, coherent academic essays, which employ critical, analytical and research skills. This course applies a holistic approach to academic writing while helping students to develop clear, thoughtful essays in standard academic forms. The following types of essays will be required: Common Application/Scholarship Essay, Summary-Response Essay, Analysis Writing, and Argument. Specifically, students' writing experience will culminate in the production of a properly organized, fully documented research paper. Reading, researching, and presentations are also emphasized in this course. An online compilation of writing that applies knowledge from the semester serves as the midterm and final exams. **Credit Value: 1 high school credit, Prerequisite(s): If selected in place of Honors English 11, the student must have passed the Keystone Literature Exam. Recommendations: None *After the course is completed with a grade of C or better, students are responsible for transferring their credits from Lackawanna College to the college they are enrolling in.**

***PUBLIC SPEAKING I/EFFECTIVE SPEAKING (COURSE #129/Lackawanna College/COM 125):** This class is known as COM 125: Effective Speaking, as it is a dual-enrollment course through Lackawanna College: three college credits for \$300. COM 125 is considered to be an Honors and College Preparation course, is a required option instead of Honors English 11 and English 12, and can be taken by juniors and seniors. This course stresses the various methods of speech for effective oral communication. Key topics will be examined, such as fear of public speaking, listening, communication, preparing and giving an effective speech, and presenting various types of speeches. Various sections of the book will be discussed, such as "The Person," "Person to Person," "Preparation and Process," and "Presentations." Students will learn about and deliver different types of speeches, such as informative, persuasive, and demonstration as well as specialized speeches, such as a mock interview and debate. Students are expected to present individually and with partners or groups. The midterm and final exams will be focused on debates. **Credit value: 1 high school, Prerequisite(s): If**

selected in place of Honors English 11, the student must have passed the Keystone Literature Exam.

Recommendations: None *After the course is completed with a grade of C or better, students are responsible for transferring their credits from Lackawanna College to the college they are enrolling in.

COLLEGE AND CAREER LITERACY (COURSE #140): This course is a Career Readiness course and is a required option instead of English 12. College and Career Literacy emphasizes study skills, reading, researching, writing, and speaking. It is designed to focus on the future of the student through college and job information. Students will be learning about the components of the SAT and ACT, along with researching and writing information for applying to college (college application essay, financial aid, scholarship application essay, recommendations, and letter of decline) and applying for employment (letter of interest/intent, references, job application, resume, cover letter, letter of appreciation, and interviewing). Also, students will be utilizing career information to write a proposal, action plan, or business plan. Guest speakers from colleges, the workforce, and military will be providing additional information to assist with decision making. All of these assignments will be organized into Smart Futures. Midterm and final exams will be given. **Credit Value: 1 high school credit. Satisfies 12th grade English requirement. Prerequisite(s): 12th Grade status.**

SOCIAL STUDIES DEPARTMENT

Graduation Requirement 3 Social Studies Credits

Program	Required Course 9th Grade	Required Course 10th Grade	Required Course 11th Grade	Elective Course 12th Grade
Honors	Honors American History II	Honors Modern America	Honors Civics/Government	<i>Elective Recommendation:</i> *AP Psychology *AP U.S. Government and Politics
College Prep	American History II	Modern America	Civics / Government	<i>Elective Recommendation:</i> *AP Psychology *AP U.S. Government and Politics
Career Readiness	American History II	Modern America	Civics / Government	Elective

AMERICAN HISTORY II (COURSE #210): This course concentrates on the study of American History starting with the Civil War and Ending at WWI. This course will emphasize presidential administrations during this era of time and events in between, such as Reconstruction, Westward Expansion, and the Second Industrial Revolution. **Credit Value: 1 Credit. Required course in 9th Grade, Prerequisite(s): None**

HONORS AMERICAN HISTORY II (COURSE #220) This course will encompass the same topics as Course #210. This course is a more "in-depth" look at American History. More emphasis will be placed on research and written reports by the students. Research will include: events, presidential reigns, and historic sites that fit into this time period. **Credit value: 1 credit. Required course in 9th grade. Prerequisite(s): None**

MODERN AMERICA (COURSE #217): This course will continue the study of United States History from WWII to present day. Major topics will include The Great Depression, WII, The New Deal, Civil Rights Movement, The Vietnam and Korean Wars and other major events during this time period. **Credit Value: 1 Credit. Required course in 10th Grade Prerequisite(s): Successful completion of American History II or Honors American History II**

HONORS MODERN AMERICA (COURSE #218): This course will review topics covered in COURSE #212 in more depth. Students in honors will be asked to do more research-based projects; including papers. **Credit value: 1 credit. Required course in 10th grade. Prerequisite(s): Successful completion of Am History II or Honors Am History I.**

CIVICS/GOVERNMENT (COURSE #212): This course will explore the foundations of the American Government system, from the documents used to construct our Constitution to the types of powers created by our basic principles. We will also study political behavior within our two-party system, such as voting behavior, impact of the media, and the role of interest groups. A study of the Executive, Legislative and Judicial branches within the Federal, State and Local levels of government will show students the responsibilities and duties each branch has within our Federal system. We will also discuss the functions of State and local government, Embedded in this course is the current President's administration. **Credit value: 1 credit. Required in 11th grade. Prerequisite(s): Successful completion of American History II and Modern America.**

HONORS CIVICS/GOVERNMENT (COURSE #224): This is a one-credit course on the same topics as POD with some modifications. First, the students who would be taking this course will be approved by the Social Studies Department. Second, much more is required of these students due to the fact that the material is studied in a more "in-depth" manner. Research projects in which the topics and expectations are presented in the beginning of the course are three-five pages long. These are all graded by using a rubric based on writing assessment standards. **Credit value: 1 credit. Prerequisite(s): Successful completion of American History II and Modern America. Recommendations:**

SOCIAL STUDIES DEPARTMENT ELECTIVE

***AP PSYCHOLOGY (COURSE #221): (Lackawanna College/PSY 105):** This class is known as PSY 105: Introduction to Psychology, as it is a dual-enrollment course through Lackawanna College: three college credits for \$300. PSY 105 is considered to be an Honors and College Preparation course offered to juniors and seniors. This class will focus on the following units: Science Practices (History, Approaches, and Research Methods), Biological Bases of Behavior (Heredity/Environment, Nervous System, Brain, Sleep, Sensation), Cognition (Perception, Thinking, Memory, Intelligence), Development and Learning (Development, Language, Conditioning, Learning), Social Psychology and Personality (Social Psychology, Personality, Motivation, Emotion), and Mental and Physical Health (Health Psychology, Positive Psychology, Psychological Disorders, Treatment). Assignments include reading and notetaking, completing flashcards on the vocabulary words, writing essays, giving presentations, creating projects, and completing AP Classroom Daily Videos, Topic Questions, and Progress Checks. Midterm and final exams will be given. Students are eligible to take the AP Psychology exam in May for a fee, and if it is taken, then students will be exempt from the final exam. **Credit value: 1 high school credit. Prerequisite(s): 11th and 12th grade status Recommendations: Students should be able to read a college-level textbook. Summer assignments are required prior to taking this course. *After the course is completed with a grade of C or better, students are responsible for transferring their credits from Lackawanna College to the college they are enrolling in.**

***HONORS US GOVERNMENT & POLITICS (COURSE #226)** This course provides a college-level, nonpartisan introduction to key political concepts, ideas, institutions, policies, interactions, roles, and behaviors that characterize the constitutional system and political culture of the US. Students will study US foundational documents, SCOTUS decisions, and other texts and visuals to gain an understanding of the relationships and interactions among political institutions, processes, and behaviors. Students will read and interpret data, make comparisons and applications, and develop evidence-based arguments. Finally, they will complete a political science research or applied civics project. **Credit value: 1 credit. *After the course is completed with a grade of C or better, students are responsible for transferring their credits from Lackawanna College to the college they are enrolling in. Prerequisite(s): 11 or 12th grade status. Successful completion of American History II, Modern America and Civics. Recommendations: Students should be able to read a college-level textbook and write grammatically correct, complete sentences. Minimum grade of 95% in a previous honors civics class (Not offered during the 25-26 school year)**

MATHEMATICS DEPARTMENT

Graduation Requirement 3 or 4 Mathematics Credits - Math / Science must total 7 credits

Program	Required Course 9th Grade	Required Course 10th Grade	Required Course 11th Grade	Elective Course 12th Grade
Honors	Honors Algebra II	Honors Geometry / Trigonometry	*Honors Pre-Calculus	<i>Elective Recommendation:</i> Calculus *Statistics
College Prep (Option 1)	Algebra I	Algebra II	Geometry / Trigonometry	<i>Pre-Calculus</i> *Statistics
College Prep (Option 2)	Algebra IA	Algebra IB	<i>Algebra II</i>	Geometry / Trigonometry
Career Readiness	Algebra IA	Algebra 1B	Applied Math	<i>Consumer Math</i> <i>Business Math</i>

ALGEBRA 1-A (COURSE #328): Algebra I -A is an entry level mathematics course for those students who struggle with math and is intended to be the first year of a two-year Algebra sequence followed by ALgebra IB to best prepare a student for the Keystone Algebra exam. It is designed to introduce the concept of a variable and its relationship to the set of real numbers. A strong emphasis will be placed upon properties of numbers and equalities and carried over into solving linear quadratic and higher degree equations and inequalities. Problem solving skills will be developed throughout the sequence of the course. **Credit value: 1 credit. Prerequisite(s): Recommendations: None**

ALGEBRA 1-B (COURSE #329) Algebra I-B is a second year Algebra course (following Algebra IA) intended to be the second year of a two-year Algebra sequence to best prepare a student for the Keystone Algebra exam. It is also intended for those students who did pass the keystone and prepare them with practice and a deeper understanding of concepts needed to be successful in Algebra. **Credit value: 1 credit. Prerequisite(s): Successful completion of Algebra I-A. Recommendations: None**

ALGEBRA I (COURSE #310): Algebra I is an entry level mathematics course for those students entering the academic mathematics sequence (Algebra I, Algebra II, Geom/Trig). It is designed to introduce the concept of a variable and its relationship to the set of real numbers. A strong emphasis will be placed upon properties of numbers and equalities and carried over into solving linear quadratic and higher degree equations and inequalities. Problem solving skills will be developed throughout the sequence of the course. **Credit value: 1 credit. Prerequisite(s): Recommendations: None**

ALGEBRA II (COURSE #312): Algebra II the second course offered in the academic mathematics sequence. A review of all the Algebra I skills, but with a greater degree of difficulty enables students to grasp in-depth studies of the following: Functions, Linear Systems, Determinants, Polynomial Equations, Radicals and Irrational Numbers, Quadratic Relations and Systems and their applications to graphics calculators, computers, and the workplace. **Credit value: 1 credit. Prerequisite(s): Successful completion of Algebra I or 8-1 Algebra I. Recommendations: None**

HONORS ALGEBRA II (COURSE #322): This course is taken only by students that were in the 8-1 math section. A review of all the Algebra I skills, but with greater degree of difficulty, enables students to grasp in-depth of the following: functions, linear systems, determinants, polynomial equations, radicals and irrational numbers, quadratic relations and systems, and their applications to graphic calculators, computers and the workplace. This class moves at a faster pace and covers more in-depth information. **Credit value: 1 credit. Prerequisite(s): Successful completion of 8-1 Algebra I. Recommendations: None**

GEOMETRY/TRIGONOMETRY (COURSE #311): This is a comprehensive course in plane and solid geometry emphasizing logical reasoning, spatial visualization skills, measurement, and especially real-world applications. Through the use of definitions, axioms, postulates, theorems, and corollaries the following topics will be covered: 1) Points Lines,

Planes, and Angles; 2) Deductive Reasoning; 3) Parallel Lines and Planes; 4) Congruent Triangles; 5) Quadrilaterals; 6) similar Polygons; 7) Right Triangles; 8) Circles; 9) Constructions; 10) Areas of Plane Figures; 11) Areas and Volumes of Solids; and 12) Coordinate Geometry. This course will also help students develop skills sufficiently to write and use the definition of trigonometric functions; sketch the graph of the trigonometric functions; prove identities; solve trigonometric equations; learn and then apply the law of the sines and cosines; learn how to write a complex number in trigonometric form and find all the roots of a complex number. **Credit value: 1 credit. Prerequisite(s): Successful completion of Algebra I and Algebra II. Recommendations: None**

HONORS GEOMETRY/TRIGONOMETRY (COURSE #331): This will follow the same curriculum as regular geometry and trigonometry but will occur at a faster pace and include enrichment activities of extended thinking. Through the use of definitions, axioms, postulates, theorems, and corollaries the following topics will be covered: 1) Points Lines, Planes, and Angles; 2) Deductive Reasoning; 3) Parallel Lines and Planes; 4) Congruent Triangles; 5) Quadrilaterals; 6) similar Polygons; 7) Right Triangles; 8) Circles; 9) Constructions; 10) Areas of Plane Figures; 11) Areas and Volumes of Solids; and 12) Coordinate Geometry. This course will also help students develop skills sufficiently to write and use the definition of trigonometric functions; sketch the graph of the trigonometric functions; prove identities; solve trigonometric equations; learn and then apply the law of the sines and cosines; learn how to write a complex number in trigonometric form and find all the roots of a complex number. **Credit value: 1 credit. Prerequisite(s): Successful completion of 8-1 Algebra I and Honors Algebra II, Recommendations: None**

***STATISTICS (COURSE #317):** This is a mathematics course incorporating the latest technological advances including the TI-83 Plus Graphing Calculator, Microsoft Excel Spreadsheets, and Internet Projects. This course is designed to cover the following topics: 1) Data Exploration; 2) Probability; 3) Normal Distributions; 4) Samples; and 5) Hypothesis Testing. **Credit value: 1 high school credit. (For a fee, students can earn 3 college credit hours through Keystone College).** **Prerequisite(s): Successful completion of Algebra I, Algebra II and Geometry/Trigonometry Recommendations: A minimum score of 87% in Algebra II .** *After the course is completed with a grade of C or better, students are responsible for transferring their credits to the college they are enrolling in.*

PRE-CALCULUS (COURSE #313): This is a course designed to provide the essential mathematical background needed in Calculus. Topics to be covered include linear relations and functions, theory of equations, matrices and vectors, circular functions, trigonometric functions, trigonometric applications, and Exponential and Logarithmic Functions. **Credit value: 1 credit. Prerequisite(s): Successful completion of Algebra I, Algebra II and Geometry/Trigonometry, Recommendations: None**

***HONORS PRE-CALCULUS (COURSE #323):** This is a course designed to challenge and prepare students for the AP Calculus courses for college credit. Topics covered: relations, functions and graphics; trigonometry; advanced functions and graphs; discrete mathematics; and an introduction to calculus. A major emphasis will be placed on mathematical theory, the use of the scientific and graphic calculator, and applications to use in the real world. **Credit value: 1 high school credit. For a fee, students can earn 3 college credit hours through Lackawanna College).** **Prerequisite(s): Successful completion of Algebra I, Algebra II and Geometry/Trigonometry. Recommendations: None.** *After the course is completed with a grade of C or better, students are responsible for transferring their credits to the college they are enrolling in.*

CALCULUS (COURSE #314): This mathematics course introduces higher mathematics by examining the fundamental concepts and skills of calculus: functions, graphs, limits, derivatives, and antiderivatives. Importance is placed on applications and problem-solving. **Credit value: 1 credit. Prerequisite(s): Successful completion of Pre-Calculus or Honors Pre-Calculus. Recommendations: None**

CONSUMER MATHEMATICS (COURSE #318): This course is designed to provide the student with necessary math skills for success in personal life. This is a course which will help students prepare for today's careers in business and for life's everyday mathematical operations. **Credit value: 1 credit. Prerequisite(s): 11th or 12th grade status Recommendations: None**

APPLIED MATH: (COURSE #319): This course covers essential math concepts and how they are applied on the job in various career and technical trades. Content will be delivered as mathematical exercises through visual steps and

applications that reinforce the various concepts. This course is designed for those students who are in their first year at NTCC. **Credit value: 1 credit. Prerequisite(s): 11th or 12th grade status, Recommendations.**

SCIENCE DEPARTMENT

Graduation Requirement 3 or 4 Science Mathematics Credits - Science / Math must total 7 credits

Program	Required Course 9th Grade	Required Course 10th Grade	Elective Course 11th Grade	Elective Course Recommendations: 12th Grade
Honors	Honors Chemistry	Honors Biology	Physics I *Chemistry II *Human Anatomy & Physiology	Physics II *AP Environmental Science *AP Biology
College Prep	Chemistry and the Environment	Biology	Chemistry I	*AP Environmental Science *Chemistry II *Human Anatomy & Physiology Astronomy
Career Readiness	Chemistry and the Environment	Biology	General Science Astronomy	Environmental Science General Science Astronomy
Agricultural Education CTE Program Grade 11/12	Chemistry and the Environment AND Required Elective Course titled Ag Experience 9	Ag Biology or Agriscience Biology AND Required Elective Course titled Ag Experience 10	Ag Biology or Agriscience Chemistry Electives *AP Biology *AP Environmental Science *Human Anatomy & Physiology AND Required Elective Course titled Ag Experience 11	Environmental Science Ag Related Elective AND Required Elective Course titled Ag Experience 12

CHEMISTRY & THE ENVIRONMENT (COURSE #419): This class is offered to 9th grade students who are not accepted into Honors Chemistry. Physical Science is understanding the processes and the phenomena of the world we live in. Topics that are covered include MATTER & ENERGY, CHEMISTRY IN THE WORLD, MOTION & ENERGY, WAVES & WAVE MOTION, ELECTROMAGNETIC RADIATION and THE NATURAL WORLD. Many of the topics covered will apply to the outside world, outside of Canton Jr/Sr HS, and other future science courses. **Credit value: 1 credit Prerequisite(s):** **Recommendations: None**

BIOLOGY I (COURSE #410): Biology, or the study of life, begins by exploring the characteristics of life and the scientific method. Topics of further study include cells, cellular respiration, photosynthesis, genetics, evolution, and ecology. The many applications of biology to students' daily lives are emphasized. Some labs/activities include the scientific method, microscopy, DNA extraction, genetics, and evolution. The intent of this course is to prepare students to become proficient or better on the Biology Keystone Exams. **Credit value: 1 credit. Prerequisite(s): Successful completion of Chemistry & The Environment. Recommendations: None**

HONORS BIOLOGY I (COURSE #420): Biology, or the study of life, begins by exploring the characteristics of life and the scientific method. Topics of further study include cells, cellular respiration, photosynthesis, genetics, evolution, and ecology. The many applications of biology to students' daily lives are emphasized. Some labs/activities include the scientific method, microscopy, DNA extraction, genetics, and evolution. Students enrolled in Honors Biology will be required to engage in activities that promote independent higher-level thinking and complete projects outside the classroom. The intent of this course is to prepare students to become proficient or better on the Biology Keystone Exams. **Credit value: 1 credit. Prerequisite(s): Successful completion of Honors Chemistry I. Recommendations: Minimum score of 90% in Honors Chemistry I.**

CHEMISTRY I (COURSE #411): Chemistry is the study of matter and the changes that it undergoes. Matter can be considered to be anything in our universe no matter how large or small. Students will be required to build a reference text, a notebook, for this course from the information presented through the year. Students will explore a variety of subjects

based on the Pennsylvania Department of Education Standards and Eligible Content for Chemistry. This includes but is not limited to:

- Properties a Classification of Matter
- Atomic Structure and the Periodic Table
- The Mole and Chemical Bonding
- Chemical Relationships and Reactions
- Students will be required to perform hands-on laboratory activities, homework, quizzes, tests, research projects, vocabulary, a midterm exam (given in January) and a final exam (given in June).

Credit value: 1 credit. Prerequisite(s): Successful completion of both Chemistry in the Environment and Biology I/Honor Biology, Recommendations: Successful completion of Algebra II.

HONORS CHEMISTRY I (Course #425): Chemistry is the study of matter and the changes that it undergoes. Matter can be considered to be anything in our universe no matter how large or small. This course is designed to prepare students for the academic rigors that will be introduced in a college Chemistry 1 course. Students will be required to build a reference text, a notebook, for this course from the information presented through the year. Students will explore a variety of subjects based on the Pennsylvania Department of Education Standards and Eligible Content for Chemistry. This includes but is not limited to:

During the course we will review Chemistry I:

- Properties a Classification of Matter
- Atomic Structure and the Periodic Table
- The Mole and Chemical Bonding
- Chemical Relationships and Reactions
- Reaction rates and Equilibrium
- Students will be required to perform lab activities, research activities, written responses to specific lab, text or research questions, perform mathematical calculations to hypothesize an outcome when matter changes, Homework, Quizzes, Reading assignments, Tests, Vocabulary, a Midterm Exam (given in January) and a Final Exam (given in June).

Credit value: 1 credit: Prerequisite(s): Successful completion of both Chemistry in the Environment and Biology I/Honor Biology, Recommendations: Proficient or Advanced on the Keystone Algebra Exam and minimum score of 89% in your preceding science course

SCIENCE DEPARTMENT ELECTIVES

***CHEMISTRY II (Course #413C):** this is an intense review and study of matter at the college level with an emphasis on the use of mathematics, analytical thinking, and use of prior knowledge of the world you live in. Topics include but are not limited to Stoichiometry, Chemical Kinetics, Acids and Bases, Redox Reactions, Equilibrium, Thermo and electrochemistry, and Organic Chemistry. **Credit value: 1 high school credit. (For a fee, students can earn 3 college credit hours through Lackawanna College). Prerequisite(s): Successful completion of Chemistry in the Environment, Biology I & Chemistry I, Recommendations: Minimum average of 90% in Chemistry I , Proficient or Advanced on the Keystone Biology Exam and the Keystone Algebra Exam and minimum of 90% in Algebra II.**

PHYSICS I (COURSE #412): This is course in which students will study the following topics: Motion in a Straight Line, Graphical Analysis of Motion, Forces, Vectors; Motion in Two Dimensions, Universal Gravitation, Momentum and its Conservation, Work, Power, and Simple Machines, Energy, and Waves. **Credit value: 1 credit. Prerequisite(s): Successful completion of Chemistry I. Recommendations: None**

***PHYSICS II (COURSE #413P):** This is a semester course in which students will study the following topics: Reflection and Refraction, Mirrors and Lenses, Diffraction, Static electricity, Electric Field, and Electric Currents. **Credit value: 1 high school credit. Prerequisite(s): Successful completion of Chemistry I and Physics I. Recommendations: Minimum of 89% in Physics I and successful completion of the Keystone Biology Exam with a score of proficient or advanced.**

***ANATOMY AND PHYSIOLOGY (COURSE 421):** This is a college level course in which students will study the principles of anatomy and physiology. Topics included are life processes, homeostasis, histology, anatomical terminology, medical imaging, skeletal systems, muscular systems, nervous systems, circulatory systems, digestive systems, and reproductive

systems. Dissections will occur within the units of study. A fetal pig dissection will occur as a culminating dissection. It is assumed that the student will spend at least five hours each week in unsupervised individual study. This course is being offered through Keystone College as dual enrollment. **Credit value: 1 high school credit. (For a fee, students can earn 3 college credit hours through Keystone College)** **Prerequisite(s): Successful completion of Honors Biology or Biology I.** **Recommendations: Completion of Honors Biology or Biology I with a final grade of 89% or higher and completion of the Biology Keystone Exam with a proficient or advanced score.**

AGRICULTURAL BIOLOGY (COURSE #422): Ag Biology focuses on a biological approach to agriscience. Ag biology concentrates on the scientific principles of the central components of the agricultural industry. These components include plant and animal science, genetic engineering, aquaculture, environmental science, food science and technology. Ag Bio assists students in learning the essential information needed to continue their exploration into the field of agriscience. Every student taking Ag biology "will be" as per state directive since they are in an ag class and an FFA member. **Credit value: 1.** **Prerequisite(s): Successful completion of Chemistry in the Environment or Chemistry.** **Recommendations: None**

AGRICULTURAL SCIENCE (COURSE #423): Fundamentals and Applications: Agriscience focuses on the fundamentals and basic applications of agriculture today. A central focus will be on the next generation's quest to feed the projected 10 billion people that will live on the earth at that time. Some of the basics in agriculture that will be necessary to succeed in this task will be highlighted in this course. Such topics may include natural resource management, integrated pest management, plant science, animal science, food science and technology, and communications and management in agriscience. Every student taking agriscience "will be" as per state directive since they are in an ag class and an FFA member. **Credit value: Credit 1.** **Prerequisite(s): Successful completion of Chemistry in the Environment or Chemistry.** **Recommendations: None**

AG TEACHING/LAB ASSISTANT 12 (COURSE #424): The student is recommended and requires approval from the Ag Science teacher in order to take this course. This is an independent study course where one senior student that has exhibited an extreme interest in Ag Sciences acts as a Teaching/Lab Assistant (TLA). This course includes the managing of science labs and experiments and conducting demonstrations in an area of Ag Science specialty. The student will also assist in the paperwork and activities of the FFA and its operations. This course is designed to allow a student to be an attractive candidate for a lab assistant job at the university level. The student is required to be an FFA member. **Credit value: ½ credit to 1 credit, depending on schedule.** **Prerequisite: FFA membership.** **Recommendations: None**

***AP BIOLOGY I (COURSE #426) (CELLS AND GENETICS, ORGANISMS AND POPULATIONS):** The AP Biology curriculum will be divided into two semester courses studying science as a process, cellular biology, heredity and evolution, evolutionary biology, molecular genetics, diversity of organisms, structure and function of plants and animals and ecology. The purpose of this course is to prepare college-bound students interested in pursuing a degree in a science related field for the rigors of college science curricula. AP Biology is designed to be equivalent to a freshman biology class at the collegiate level. This course will follow the College Board's Advanced Placement guidelines and prepare students for the Advanced Placement exam given annually in May. Time allocations: It is assumed that the student will spend at least five hours a week in unsupervised individual study. This course is being offered through Keystone College as dual enrollment. **Credit value: 1 high school credit. (For a fee, students can earn 3 college credit hours through Keystone College)** **Prerequisite(s): Successful completion of Biology or Honors Biology and Chemistry I.** **Recommendations: 94% or higher in Honors Biology, 90% or higher in Honors Chemistry I and an Advanced score on the Biology Keystone Exam.**

ENVIRONMENTAL SCIENCE (COURSE #432): This is a science course that explores man's role in the environment and the social, political, and economic implications of this interaction. Natural history of local fauna will also be examined. Field work involving mark and recapture techniques, collection of fishes and aquatic invertebrates, and plant identification will be completed. The PA Envirothon website is a major resource used in the course. Periodic readings from Aldo Leopold's A Sand County Almanac will introduce students to the most famous book ever written about nature. or Rachel Carson's Silent Spring will introduce students about topics in nature. Students in this class must bring their love of nature, the spirit of debate, and a pair of boots in order to be successful. **Credit value: 1 credit.** **Prerequisite(s): Successful completion of Chemistry in the Environment or Chemistry.** **Recommendations: Completion of Biology by the end of the 10th grade year.**

ASTRONOMY 11-12 (COURSE #427): Astronomy is designed for the student who is interested in space exploration; planetary characteristics, mythology, and stars. It is the intent of the course to discuss and discover astronomical concepts and discover how they relate to the world around us and to potential jobs in the field of Astronomy. The course may require a few trips outside of the normal class time or setting order to demonstrate classroom concepts in the "real world". Experiences may include the utilization of a planetarium. Evaluation will be based on participation in class activities, lab work, discussion, textbook assignments, tests, quizzes, and a final exam. **Credit value: 1 credit. Prerequisite(s): Successful completion of Chemistry in the Environment OR chemistry. Recommendations: Completion of Biology by the end of the 10th grade year.**

GENERAL SCIENCE 11-12 (COURSE #466): General Science 11-12: This science is based on basic concepts in general day to day science one encounters in life. It revolves around basic biological, earth science, chemical, and ecological sciences based on practical things that people encounter on earth. It will look at general science topics that are currently of interest and basic concerns of humans and how we impact the environment. It will look at how math is incorporated into the sciences as well. The course will also focus on Current PA Envirothon Topics that are presented each year and how they are related to life on earth. The course is ever changing with the most important topics of the year being of central focus. **Credit value: 1 credit. Prerequisite(s): Successful completion of Chemistry & The Environment OR Chemistry, Recommendations: Completion of Biology by the end of the 10th grade year.**

***AP ENVIRONMENTAL SCIENCE (COURSE #434):** The goal of the AP Environmental Science course is to provide students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. Environmental science is interdisciplinary; it embraces a wide variety of topics from different areas of study. Yet there are several major unifying constructs, or themes, that cut across the many topics included in the study of environmental science. **Credit value: 1 high school credit. (For a fee, students can earn 3 college credit hours through Lackawanna College) Prerequisite(s): Successful completion of Biology or Honors Biology and Chemistry. Recommendations: Completion of Honors Biology and Chemistry with minimum grade of 90% and above, achievement of a 1570 or higher on the Biology Keystone Exam and score proficient or advanced on the Algebra Keystone exam.**

AGRICULTURAL EXPERIENCE with Lab A (Plant, Soil, Animal, and Food Science) (COURSE #477): Ag Experience is a course designed to discuss and research various areas in the agricultural field. The course is intended to allow for many field experiences in the local school setting. The students will also do a variety of research projects and reports exhibiting their knowledge of the topics that are discussed. Leadership skills will be expected of each student. In order to be enrolled in the vocational program and have a number of specific FFA opportunities, students must be enrolled in agricultural experience. Furthermore, in order to be in agricultural experience, one must take agriscience, ag biology, or environmental science in the 10th through 12th grade years (ag program sequence leading to an opportunity to take the NOCTI and receive a production agriculture certification). The enrollment of the course is limited due to the activities that take place outside of the classroom. **Credit value: Credit 1. Prerequisite(s): FFA membership and another Agriculture course if in grade 10th-12th (Lab A - Plant, Soil, Animal and Food Science (period 9))**

AGRICULTURAL EXPERIENCE with Lab B (Natural Resources, Mechanical Technology, Mechanization, and Agribusiness) (COURSE #478): Ag Experience is a course designed to discuss and research various areas in the agricultural field. The course is intended to allow for many field experiences in the local school setting. The students will also do a variety of research projects and reports exhibiting their knowledge of the topics that are discussed. Leadership skills will be expected of each student. In order to be enrolled in the vocational program and have a number of specific FFA opportunities, students must be enrolled in agricultural experience. Furthermore, in order to be in agricultural experience, one must take agriscience, ag biology, or environmental science in the 10th through 12th grade years (ag program sequence leading to an opportunity to take the NOCTI and receive a production agriculture certification). The enrollment of the course is limited due to the activities that take place outside of the classroom. **Credit value: Credit 1. Prerequisite(s): FFA membership and another Agriculture course if in grade 10th-12th**

- **Lab B - Natural Resources, Mechanical Technology, Mechanization, and Agribusiness (period 9)**

BUSINESS DEPARTMENT

Graduation Requirement Computer Applications or Technology in Action - 1 credit course

Graduation Requirement Computer / Business Technology Department 1 credit elective

Program	Required Course 9th Grade	Elective Course 9th Grade	Elective Course 10th-12th Grade	Elective Course 11-12th Grade
Honors	Computer Applications	Introduction to Business Introduction to Computer Science	Accounting I Intro to Business Business Law	Accounting II Business Law Business Math
College Prep	Computer Applications	Introduction to Business Introduction to Computer Science	Accounting I Advanced Computer Applications Intro to Business	Accounting II Business Law Business Math
Career Readiness	Tech in Action	Introduction to Business Introduction to Computer Science	Accounting I Intro to Business	Accounting II Business Law Business Math

INTRODUCTION TO COMPUTER SCIENCE (COURSE #515): This course introduces computer programming using the Python programming language. Emphasis is placed on procedural programming, algorithm design, and language constructs common to most high-level languages. A brief introduction to Python and Java. Upon completion, students should be able to design, code, test, and debug Python and Java language programs. **Credit value: 1 credit. Prerequisite(s): None Recommendations: None**

TECHNOLOGY IN ACTION (COURSE #516): This course discusses the creation of the Internet and how it works among other various Internet applications and interactions. Additionally, students will be introduced to setting up their own wireless networks and securing your own device for online threats. Ultimately allowing the student to be more aware of how to use technology more effectively for their daily life. **Credit value: 1 Credit. Required course for graduation., Prerequisite(s) None :Recommendations: None**

COMPUTER APPLICATIONS (COURSE #509): This course provides an introduction to business and personal computer applications. Hardware and software components of computer systems are examined along with current issues and trends in the area of computer technology. The fundamentals of word processing, spreadsheets, and presentation graphics will be emphasized through the use of Microsoft Office's Word, Excel, PowerPoint as well as the Google Applications. **Credit value: 1 credit. Required course for graduation., Prerequisite(s): None Recommendations: None**

BUSINESS DEPARTMENT ELECTIVES

ACCOUNTING I (COURSE #521): A class for juniors and seniors. Accounting I provides complete coverage of three types of businesses – proprietorship, partnership, and corporation. Each type of business is presented in a complete accounting cycle covering analyzing transactions, journalizing, posting, petty cash, financial statements, and adjusting and closing entries. This class is recommended for those students planning on majoring in business in college. **Credit value: 1 credit. Prerequisite(s): 10-12th grade status Recommendations: None**

ACCOUNTING II (ADVANCED ACCOUNTING) (COURSE #522): A class for those students who have successfully completed the Accounting I class. Accounting II covers departmentalized accounting, accounting control systems, accounting adjustments, management and cost accounting, and not-for-profit accounting. This class is recommended for those students planning on majoring in business in college. **Credit value: 1 credit. Prerequisite(s): Successful completion of Accounting I. Recommendations: None**

BUSINESS LAW (COURSE #524): Business Law is a course in which students will be taught enough about law to guard themselves in ordinary everyday transactions. It is an attempt to aid the student in carrying out his/her daily business. Topics to be covered include law enforcement and the courts, crimes and torts, civil and criminal law, protection for the owner and consumer, the law of contracts, legal and illegal agreements, all forms of insurance, and bailments of personal property. This course is a requirement for any business major in college. Activities include two mock trials to be held in class. **Credit value: 1 credit. Prerequisite(s): 11-12th grade status, Recommendations: None**

BUSINESS MATH (COURSE #525): This is a course which will help students prepare for today's careers in business and for life's everyday mathematical operations. The course is divided into five parts: Part I will develop basic skills in Business Math; Part II will deal with income, benefits, and payroll; Part III will cover borrowing and investing; Part IV will present the costs of home and automobile ownership; and Part V will cover business management and the cycle of manufactured goods. **Credit value: 1 credit. Prerequisite(s): 11-12th grade status Recommendations: None**

INTRODUCTION TO BUSINESS (COURSE #529): An elective for 9th & 10th grade students. The course is divided into two parts-one for each semester. Semester one deals with the workforce, entrepreneurship, and small business. Characteristics of leadership in management and organizational structures are discussed. Semester two deals with management of personal finances, on-line banking, and checking accounts. Credit procedures, laws and problems with credit will also be discussed. All of this will aid the student with day to day finances of life. **Credit value: 1 credit. Prerequisite(s): 9th and 10th grade status, Recommendations: None**

ADVANCED COMPUTER APPLICATIONS (COURSE #510): This course builds upon a student's understanding of the basic features and options in Microsoft Office applications and Google Applications. The course focuses on the more complex and advanced capabilities of the Applications. **Credit value: 1 credit. Prerequisite(s): Successful completion of Computer Applications, Recommendations: Completion of Computer Applications with a minimum grade of 87%.**

PERSONAL FINANCE (COURSE #513): A required course for all 10th grade students. Students will learn practical money skills. Students will design their own personal financial plan, select between various saving and investment options, find and use investment information, and recognize and be victim-proof against investment fraud. Topics of study include budgeting, credit, investing (stocks, bonds, annuities, mutual funds, and pensions), employment benefits, and labor laws. This course will teach students how financial markets work. Students will learn how to successfully manage their money now and in their future. **Credit value: .25 credit. Prerequisite(s): 10th Grade Status, Recommendations: None**

FINANCIAL LITERACY & MONEY MANAGEMENT (COURSE #514): An elective course for 12th grade students (not attending NTCC). Students will learn the basics to being a responsible adult from finding a job to paying bills to care for your car (and much, much more). In this course, students work with data and learn the skills of computing, problem-solving, programming, cybersecurity, and more. **Credit value:.5 credit. Prerequisite(s): 12th grade status, Recommendations: None**

TECHNOLOGY & NETWORKING (IT) PRACTICAL EXPERIENCE (COURSE #518): A class offered to Juniors and Seniors. Technology and Networking Practical Experience provides students with a "hands on" learning experience working under the supervision of the CASD Tech department and Computer Science teacher for one school period per day. Students will learn skills that include computer repair, service and inventory management as an introduction to the IT industry. Students would remain eligible to attend the NTCC for the IT industry based credential. **Credit value: 1 credit. Prerequisite(s): 11th or 12th grade status, Successful completion of Computer Applications AND Advanced Computer Applications, Recommendations: Successful completion of Computer Applications AND Advanced Computer Applications with a minimum grade of 87%. Interest in learning more about the IT industry.**

LANGUAGE DEPARTMENT

SPANISH I (COURSE #609): This is a cumulative course. Spanish I Students begin communicating in Spanish using high frequency vocabulary and practice communicative skills (reading, writing, listening, and speaking.) By the end of Spanish 1, students can communicate in highly predictable settings in the present tense. Students connect Spanish to other subject areas and begin to compare cultures in Spanish-speaking countries to their own. **Credit value: 1 credit. Prerequisite(s): None, Recommendations: None**

SPANISH II (COURSE #610): This is a cumulative course. Students continue learning to communicate in Spanish in predictable situations and can express themselves in a more detailed manner using high frequency vocabulary. They move from formulaic communication to creating language and start to communicate about past events and future. Students apply knowledge of cultures through artifacts, social interactions, and perspectives and can function in simple survival situations. **Credit value: 1 credit. Prerequisite(s): Successful completion of Spanish I. Recommendations: Completion of Spanish I with a minimum average of 80%.**

SPANISH III (COURSE #611): This is a cumulative course. Students continue expanding their communication skills in Spanish. Students will continue to study grammar in context and will be able to begin to express themselves in Spanish in a wide variety of topics in a wide variety of situations. There is a focus on refining written and spoken language. Students move from the novice level to beginning to communicate at the intermediate level. **Prerequisite: Successful completion of Spanish II and an 84% average. Credit value: 1 high school credit. Prerequisite(s): Successful completion of Spanish I and II, Recommendations: Completion of Spanish II with a minimum average of 84%.**

SPANISH IV (COURSE #612): This is a cumulative course. Students become more independent learners in this course. They will use the language at an intermediate level and further refine grammar in context. Students are comfortable communicating on a wide variety of topics in various informal and formal situations in a variety of tenses. More emphasis is placed on using Spanish language resources designed for Spanish speaking audiences on a wide variety of topics and demonstration of active knowledge in complex cognitive skills. **Prerequisite: Successful completion of Spanish II and an 84% average. Credit value: 1 credit. Prerequisite(s): Successful completion of Spanish I, II and III Recommendations: Completion of Spanish III with a minimum average of 84%.**

GERMAN I (COURSE #629): {On-line Course offering} This course is designed at the novice level. Students first respond at the word level using memorized words and expressions but by the end of the course they respond using simple sentences in German. Students apply knowledge of cultures through foods, landmarks, holidays, social patterns, and perspectives. Students use German to connect with other subject areas to acquire information. There will be a shift from traditional to performance based assessments as students progress through this course. **Credit value: 1 credit, Prerequisite(s): None, Recommendations: None**

GERMAN II (COURSE #630): {On-line Course offering} This course is designed at the intermediate low level. Students create sentences and ask questions. They function in simple survival situations. Students will now be able to maintain simple face to face conversations in highly predictable settings. Students apply knowledge of cultures through artifacts, social interactions, and perspectives. They use German to communicate and create in the second language. This course will be a combination of traditional and performance based assessments. **Credit value: 1 credit. Prerequisite(s): Successful completion of German I Recommendations: None**

FINE & PRACTICAL ARTS DEPARTMENT

TECHNICAL LIFE SKILLS 9 & 10 (COURSE #726 & #727) This course is designed to teach students basic, hands-on skills and knowledge in areas designed to help them in everyday "life" situations. Students will learn how to understand, maintain, and fix problems associated with common issues in real world situations. Students will not only gain this knowledge, but will also have the opportunity to safely practice these skills in the classroom. There will be many thought provoking, problem solving, hands-on opportunities for these students to experience. This

class will also give students the chance to experience possible work trades for future employment. **Credit value: .25 Credit each. Prerequisite(s): None, Recommendations: None**

FAMILY & CONSUMER SCIENCES EXPLORATION (COURSE #739): This is a 9-week course designed as an overview of all aspects of the Family and Consumer Science Standards set forth by the Pennsylvania Department of Education. Students will focus on the following units of study: Balancing Family, Work and Community Responsibility, Food Science and Nutrition, Housing and Textiles, Child Development, and Financial Resource Management. **Credit value: .25 credit. Prerequisite(s): None, Recommendations: None**

CAREERS & EMPLOYABILITY SKILLS 10 (COURSE # 742): This is a 9-week course designed to provide a more in-depth orientation into the world of work based on all aspects of the Career Education and Work standards set forth by the Pennsylvania Department of Education. Lessons are designed to introduce students to the technical nature of today's world and the role of productive workers. Activities enable students to increase self-awareness and make wise educational and occupational decisions as they plan for careers. **Credit value: .25 credit**

NUTRITION, WELLNESS & FOOD SCIENCE (10th-12th)(COURSE #740): This is a yearlong course designed to emphasize the Family and Consumer Science Standards set forth by the Pennsylvania Department of Education. Foods and Nutrition is a specially designed course with emphasis on helping students understand the significance of food, principles of nutrition, and the relationship of nutrition to health and well-being. This course offers students opportunities to develop skills in the selection, preparation, storing, and serving of food, meal management to meet individual and family nutritional needs across the life span, and optimal use of food resources. **1 credit. Prerequisite(s): None, Recommendations: None**

INDEPENDENT LIVING & LIFE SKILLS LITERACY (10th-12th)(COURSE #741): This is a yearlong course designed to emphasize the Family and Consumer Science Standards set forth by the Pennsylvania Department of Education. This Course is designed to give students practical learning experiences and skills necessary for living on their own. Budgeting and personal finances, housing selection and legal responsibilities, transportation and insurance, food purchasing, clothing selection and care, and Interior Design are all topics covered in this course. **Credit value: 1 credit. Prerequisite(s): None, Recommendations: None**

CHILD DEVELOPMENT & PLANNING (10th-12th)(Course #744): This is a yearlong course designed to emphasize the Family and Consumer Science Standards set forth by the Pennsylvania Department of Education. This course is a specialized child development course that prepares students to understand the physical, social, emotional, and intellectual growth and development of children. The course is designed to help young people acquire knowledge and skills essential to the care and guidance of children as a parent or caregiver. Emphasis is on helping students create an environment for children that will promote optimum development. **Credit value: 1 credit. Prerequisite(s): None Recommendations: None**

RESOURCE MANAGEMENT & EMPLOYABILITY SKILLS 11 (Course #747): A required course for all 11th grade students (not attending NTCC). This is a course designed to provide a more in-depth orientation into the world of work based on all aspects of the Career Education and Work standards set forth by the Pennsylvania Department of Education. Engaging students in the creation and management of a business and the challenges of being a small business owner will be fulfilled in this course. Various forms of technologies will be used to expose students to resources and application of business principles for starting, operating and maintaining a business. Professional communication skills and practices, problem-solving, ethical and legal issues, and the impact of effective presentation skills are enhanced in this course to prepare students to be college and career ready. Employability skills are integrated into activities, tasks, and projects throughout the course standards to demonstrate the skills required by business and industry. **Credit value: .50 credit, Prerequisite(s): None, Recommendations: None**

WOODSHOP 10th-12th (COURSE #730): Students will demonstrate the proper and safe operation of all tools and power machines. Students will be learning more advanced techniques of the construction of wood projects, such as drawer construction, door construction, mortise and tenon joints, and the making of raised panel doors. Students will work on their individual projects demonstrating several or all of these different types of project construction. **Credit value: 1 credit. Prerequisite(s): None, Recommendations: None**

ART 9 (COURSE #749): Art 9 is a general survey course designed to acquaint the student with the visual arts. We will introduce the building blocks of design and visual literacy through various art projects in drawing, painting, sculpture, and ceramics. **Credit value: .25 credit. Prerequisite(s): None, Recommendations: None**

ART I 10th-12th (COURSE #750): Art I is a foundation course designed to introduce students to the elements and principles of art. There will be heavy emphasis on drawing techniques, use of color and media exploration. Students will explore why man creates and begin to understand the meaning of art from a historical and cultural perspective. Visual problem solving and exploration of the creative process will be stressed. Open to students' grades 10th-12th with preference toward underclassmen. **Credit value: 1 credit. Prerequisite(s): None, Recommendations: None**

ADVANCED ART I (COURSE #751): Advanced Art I will be a continuation of technique and exploration of medal art with a shift toward the most important aspects of art, creative expression and visual communication. Students will be expected to solve problems. Visual communication will be the goal with class projects oriented toward exploring self, family and community, in a variety of media including: painting, drawing, ceramics, sculpture, stained glass, jewelry making and crafts. **Credit value: 1 credit. Prerequisite(s): Successful completion of Art I. Recommendations: Completion of Art I with a minimum average of 77%.**

ADVANCED ART II (COURSE #752): Independent study is offered to the student interested in a concentrated, intensive study of a specialized area of art. The student must have completed the last offered course in a series to be eligible for an independent study. Students are accepted into the course with teacher recommendation and will be under the direction and advisory of the art teacher. The course is intended for students with a desire to study art after high school. Students will learn to express an inner voice and communicate through visual arts. The emphasis is on quality and craftsmanship. The final outcome will be a developed portfolio suitable for college admission. Community exhibition is required. Entrance to the course is by teacher recommendation and or portfolio review. Course is open only to upperclassmen. Pottery, Photography, Crafts: Metal, Fiber and Stained Glass. **Credit value: 1 credit. Prerequisite(s): Successful completion of Advanced Art I. Recommendations: None (Replaced with Fine Arts Survey effective 25-26)**

Fine Arts Survey (COURSE #756): Students in grades 10-12. This is an interdisciplinary course, which surveys music, painting, architecture, and sculpture in various historical periods and from various philosophical perspectives (Classicism, Romanticism, Modernism, etc.) Through multi-media presentations as well as textbook descriptions and classroom lectures, students gain both a deeper appreciation of the arts and a deeper understanding of the interrelationships among the various arts in history. **Credit value: 1 credit (For a fee, students can earn 3 college credit hours through Lackawanna College. Prerequisite(s): None Recommendations: Completion of 9th grade.**

MUSIC THEATER WORKSHOP (COURSE # 792): Students grades 9-12 **Course Academic Goals:** To educate students about musical theater and the many opportunities in the professional and academic theater world. To enhance students musical theater performance skills and abilities. To provide students with an opportunity to perform individual, partnered, and group projects in the musical theater world. This course is designed so that students will be able to: Demonstrate knowledge of musical theater performances, performers, practices, and theater personnel. Differentiate among multiple types of musical theater traditions. Critically examine musical theater texts, both past and present. Evaluate issues at the intersection of musical theater and diversity. Demonstrate self-reflexive musical theater performances and history. Create musical theater [projects using technology (i.e., review, report, performance). **Credit Value: 1 Credit Prerequisite(s): None, Recommendations: Students must be willing to perform for their classmates as well as a public performance during the semester. Participation in a public performance is required to successfully complete this course.**

MUSIC THEORY I and II (COURSE #760 & #761): These courses are designed to help students develop an understanding of music theory. The objectives are to learn the musical language and grammar, harmonic analysis and part writing which will lead to a more thorough understanding of music composition and theory. There will also be a focus on ear training and skills necessary for sight reading music literature. Music Theory II will follow the same concepts but increase in difficulty. **Credit value: 1 credit. Prerequisite(s): None, Recommendations:** It is recommended that students have participated in a music ensemble, taken private lessons or should be considering a career in the field of music.

SENIOR HIGH CHORUS (COURSE #769): This is a course that is divided into three areas: rehearsals including in-class evaluations, voice tests, and performances. At the beginning of each year students will receive a syllabus explaining each area and giving concert dates and performance expectations. The chorus rehearsals and voice tests are during school hours. Performances are 2-4 times per year and are mandatory for successful completion of the course. Chorus may be taken every day, or every other day if combined with the Senior High Band. **Credit value: 1 credit/year if taken 5 days per week, or .5 credit/year if combined with Senior High Band. Prerequisite(s): None, Recommendations: None**

SENIOR HIGH CONCERT BAND (COURSE #779): This is a course, which is divided into three areas: rehearsals, lessons, and performances. At the beginning of each school year, students will receive a packet that explains lesson procedures and gives a list of concerts. Rehearsals are during school hours, as are lessons. Performances are 2-3 times a year and are mandatory for successful completion of the course. Concert Band may be taken every day, or every other day if combined with Senior High Chorus. **Credit value: 1 credit/year if taken 5 days per week, or .5 credit/year if combined with Senior High Chorus. Prerequisite(s): None, Recommendations: None**

WELLNESS DEPARTMENT

PHYSICAL EDUCATION 9 (COURSE #809): Activities throughout the year include Soccer, Aerobics, Volleyball, Obstacle Mat ball, Basketball, Fitness Testing, Softball, Badminton, and Track and Field. **Credit value: .25 credit. Required course in 9th grade. Prerequisite(s): None, Recommendations: None**

PHYSICAL EDUCATION 10 (COURSE #810): Activities throughout the year include Badminton, Aerobics, Volleyball, Obstacle Mat ball, Fitness Testing, Soccer, Track and Field, and Softball. **Credit value: .25 credit. Required course in 10th grade. Prerequisite(s): Successful completion of Physical Education 9. Recommendations: None**

PHYSICAL EDUCATION 11 (COURSE #811): Activities throughout the year include Archery, Golf, Flying Disc, Bowling, Badminton, Lacrosse, Aerobics, Volleyball, PickleBall, Weight Lifting, Indoor Soccer, Obstacle Mat ball, Basketball, Fitness Testing, Softball, and Adventure Activities. **Credit value: .5 credit. Required course in the 11th grade. Prerequisite(s): Successful completion of Physical Education 9 and 10. Recommendations: None**

PHYSICAL EDUCATION 12 (COURSE #812): Activities throughout the year include Golf, Flying Disc, Badminton, Lacrosse, Aerobics, Volleyball, PickleBall, Indoor Soccer, Obstacle Mat ball, Basketball, Fitness Testing, Softball, and Adventure Activities. **Credit value: .5 credit. Required course in the 12th grade. Prerequisite(s): Successful completion of Physical Education 9, 10 and 11. Recommendations: None**

HEALTH 10 (COURSE #813): This course is designed to address the state academic standards for Health in grade 10. It covers the topics of mental and emotional health, human growth, development, and nutritional choices. **Credit value: .25 credit. Required course in 10th grade. Prerequisite(s): None, Recommendations: None**

STRENGTH AND CONDITIONING I (COURSE #822): The student will develop an understanding of how to improve physical performance in a sports setting. **Credit value: 1 credit. Prerequisite(s): None, Recommendations: None**

- Muscles

- Basic kinesiology
- Strength and power
- Nutrition

STRENGTH AND CONDITIONING II (COURSE #823): This course will expose students to the techniques and training principles of modern strength and conditioning as it applies to athletic and sport settings. Principles of strength, power, plyometrics, speed, speed endurance, endurance, mobility, flexibility, and balance training will be emphasized. Students will be required to create their own fitness plan. **Credit value: 1 credit. Prerequisite(s): None, Recommendations: Successful completion of Strength and Conditioning I.**

Drugs and Behavior (COURSE #827): This course will provide an in-depth examination of the major drugs both legal and illegal used in American society. Concentration will be on the effects of recreational and prescription drugs on human health and behavior. **Credit value: 1 credit (For a fee, students can earn 3 college credit hours through Lackawanna College. Prerequisite(s): none. Recommendations: None**

LIFETIME FITNESS (COURSE #824): This course involves knowledge, fundamental skills, strategy, and rules of lifetime activities such as golf, pickleball, badminton, volleyball, and slow-pitch softball. Students will gain the knowledge and skills necessary to develop a proactive approach to a wellness-oriented lifestyle. **Credit value: 1 credit. Prerequisite(s): None, Recommendations: None**

GRADUATION PATHWAYS

Graduation requirements for current year and beyond: 22.25 credits are required as stated in CASD board policy 217 to graduate, as well as all students must satisfy the requirements in one of the five available career pathways as outlined in the section below.

To graduate, students must meet one of the following pathway requirements as outlined in PA Act 158:

Keystone Proficiency Pathway

Scoring proficient or advanced on each Keystone Exam - Algebra I, Literature, and Biology.

Keystone Composite Pathway

Earning a satisfactory composite score on the Algebra I, Literature, and Biology Keystone Exams. The Composite Pathway requirements are:

- Score at least 1500 on one of the three Keystone Exams (Proficient), and
 - Earn an overall composite score of 4452 for all three Keystone Exams
- *No score can be Below Basic*

Alternate Assessment Pathway

- Attainment of an established score on an approved alternate assessment (SAT, PSAT, ACT, ASVAB);
- Gold Level on the ACT WorkKeys Assessment;
- Attainment of an established score on an Advanced Placement Program or an International Baccalaureate Diploma Program exam in an academic content area associated with each keystone Exam on which the student did not achieve at least a proficient score;
- Successful completion of a concurrent enrollment course in an academic content area associated with each Keystone Exam in which the student did not achieve at least a proficient score;
- Successful completion of a pre-apprenticeships program; or
- Acceptance in an accredited 4-6 year nonprofit institution of higher education and evidence of the ability to enroll in college-level coursework

Evidence Based Pathway

- Successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and demonstration of three pieces of evidence consistent with the student's goals and career plans, including one of the following:

- Attainment of an established score on the ACT WorkKeys assessment, a SAT subject test, an Advanced Placement Program Exam, or an International baccalaureate Diploma Program Exam;
- Acceptance to an accredited nonprofit institution of higher education other than a 4-year institution and evidence of the ability to enroll in college-level coursework;
- Attainment of an industry-recognized credential; or
- Successful completion of a concurrent enrollment or postsecondary course; and
- Two additional pieces of evidence, including one or more of the options listed above, or: satisfactory completion of a service learning project; attainment of a score of proficient or advanced on a Keystone Exam; a letter guaranteeing full-time employment; a certificate of successful completion of an internship or cooperative education program; or satisfactory compliance with the NCAA's core courses for college-bound student-athletes with a minimum grade point average (GPA) of 2.0.

CTE Pathway

For Career and Technical Education (CTE) Concentrators, successful completion of locally established grade-based requirements for academic content areas associated with each Keystone Exam on which the student did not achieve proficiency and attainment of an industry-based competency certification related to the CTE Concentrator's program of study or demonstration of a high likelihood of success on an approved industry-based competency assessment or readiness for continued meaningful engagement in the CTE Concentrator's program of study.

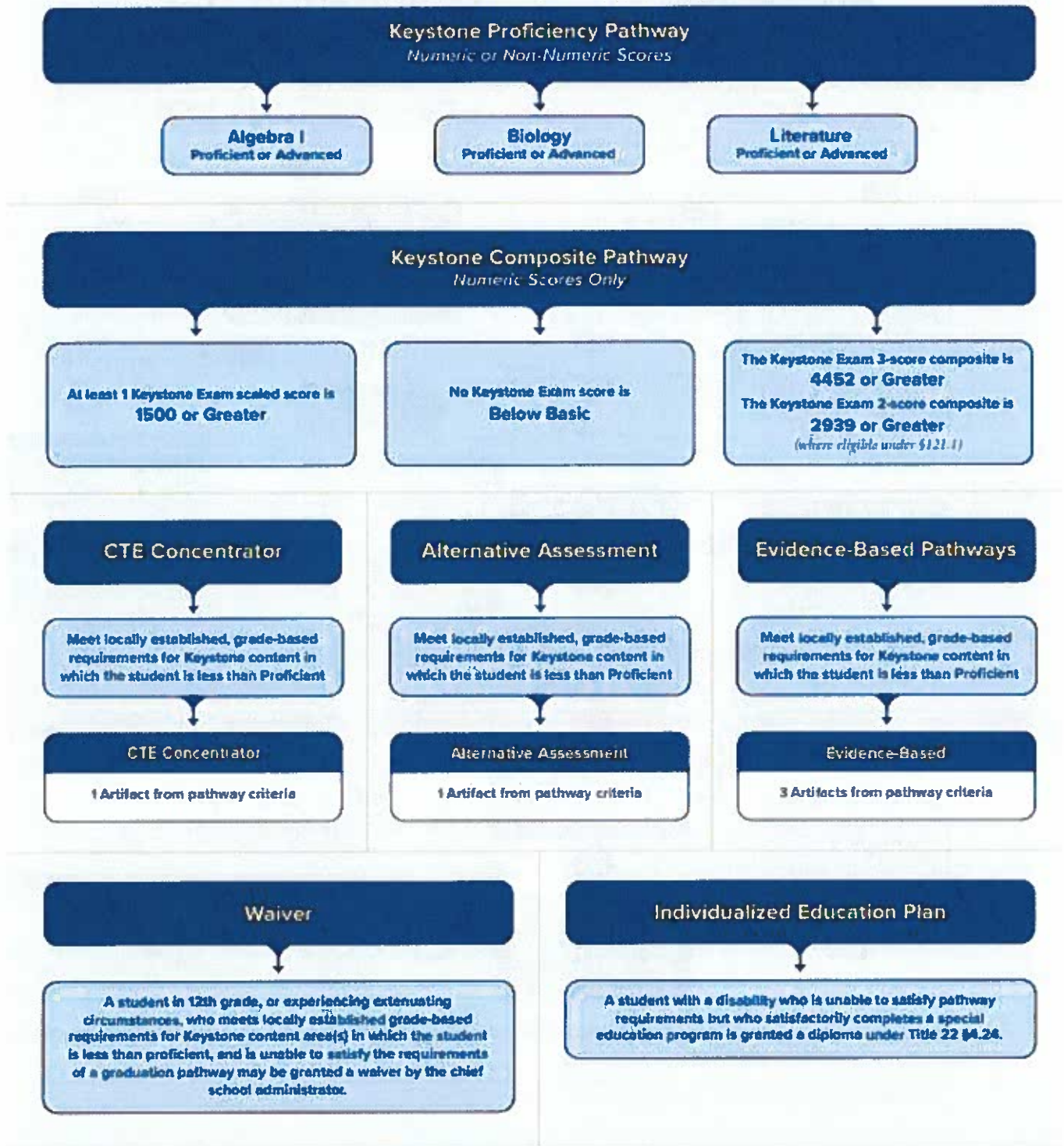
Graduation Trail

A Student's Journey



NOTE: This infographic is designed to gauge progress in meeting statewide graduation requirements; however, it maps a sequential progression and assumes that the student has had an opportunity to meet the requirements of each Question. Students should be encouraged to fulfill criteria under multiple Pathways simultaneously to ensure statewide requirements will be met in a timely manner.

Pennsylvania Pathways to Graduation



NOTE: Although this infographic displays a sequential progression, students may fulfill criteria under the CTE Concentrator, Alternative Assessment, or Evidence-Based Pathways prior to demonstrating proficiency in Keystone academic content through Keystone Exam scores or locally established grade-based requirements.

Pathway Criteria

CTE Concentrator	Alternative Assessment	Evidence-Based
1 Artifact	1 Artifact	3 Artifacts consistent w/student goals ONE or more from Section One No more than TWO from Section Two
<p>Industry-based competency certification</p> <p>Likelihood of industry-based competency assessment success</p> <p>Readiness for continued engagement in CTE Concentrator program of study</p>	<p>Attainment of one alternative assessment score or better: ACT (21), ASVAB AFQT (31), PSAT/NMSQT (970), or SAT (1010)</p> <p>Attainment of Gold Level or better on ACT WorkKeys</p> <p>Attainment of 3 or better on AP Exam(s) related to each Keystone content area in which less than Proficient</p> <p>Attainment of 4 or better on IB Exam(s) related to each Keystone content area in which less than Proficient</p> <p>Successful completion of concurrent enrollment course(s) related to each Keystone content area in which less than Proficient</p> <p>Successful completion of a pre-apprenticeship program</p> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) 4yr program for college-level coursework</p>	<p>Section 1</p> <p>Attainment of 630 or better on any SAT Subject Test</p> <p>Attainment of Silver Level or better on ACT WorkKeys</p> <p>Attainment of 3 or better on any AP Exam</p> <p>Attainment of 3 or better on any IB Exam</p> <p>Successful completion of any concurrent enrollment or postsecondary course</p> <p>Industry-recognized credentialization</p> <p>Acceptance into accredited, non-profit Institution of Higher Education (IHE) for college-level coursework in an other-than-4yr program</p> <p>Section 2</p> <p>Attainment of Proficient or Advanced on any Keystone Exam</p> <p>Successful completion of a service-learning project</p> <p>Letter guaranteeing full-time employment or military enlistment</p> <p>Completion of an internship, externship, or cooperative education program</p> <p>Compliance with NCAA Division II academic requirements</p>

ACADEMIC GRADUATION AND PROMOTION

At the junior high level (7th/8th grade), promotion is based on major classes successfully passed. At the senior high level (9th-12th), students will stay with their 4-year cohort until the end of 11th grade; at which point they will be retained if they are still lacking the credits/requirements needed to graduate.

Students who do not demonstrate expected levels of achievement in any subject area must meet accepted levels prior to continuing in that subject sequence as defined by the Academic Course Description. It is entirely possible that a student will need more than four years to meet diploma requirements; therefore, it is the student's responsibility to use whatever options available to meet course requirements which are as follows:

1. Summer school
2. Reschedules needed classes for the following semester, if possible, in proper sequence. Failed courses take precedence in scheduling for the following year(s). However, a full academic load (7.5 credits) will be scheduled.
3. Extended time: Second year seniors take only courses required.

Graduation requirement details are located in Board Policy No. 217. If there are any questions concerning course selection, course sequence, credits earned, contact the Canton High School Guidance Office at 673-5134 or 673-3000

Grading Scale		
Grade	Alpha	4.0 Equivalent
69-Below	F	0.00
70	D	1.00
71	D	1.16
72	D	1.32
73	D	1.48
74	D	1.64
75	D	1.80
76	D	1.96
77	C	2.00
78	C	2.10
79	C	2.20
80	C	2.30
81	C	2.40
82	C	2.50
83	C	2.60
84	C	2.70
85	C	2.80
86	C	2.90
87	B	3.0

88	B	3.16
89	B	3.32
90	B	3.48
91	B	3.64
92	B	3.80
93	B	3.96
94-Above	A	4.0

HONOR ROLL

Canton High School honor roll is determined by the following:

1ST HONOR ROLL= A GPA OF 93.50 TO 105.00 with a minimum grade in one class no lower than 86.50

2ND HONOR ROLL= A GPA OF 86.50 TO 105.00 with a minimum grade in one class no lower than 81.50

REPORT CARDS

There are (4) nine-week marking periods called "terms" in a school year. Report cards are issued via the CASD online parent and student portal shortly after the close of each marking period.

MARKING SYSTEM

The marking system used in Canton Jr/Sr High School is based on the percentage system. Each nine weeks a grade is determined by averaging a preplanned combination of: class work, homework, tests, quizzes, extra work, research, reports, and at least one major test. Tests may be a unit test or a series of tests covering the nine weeks. Tests and other items may carry more weight. It is important that each teacher has definite criteria for the determination of report card grades. Each teacher should inform the students of the exact factors and grading for each subject and will strive to be scientific and fair in the calculation of grades. This will help the student interpret the grades and challenge the student in every phase of the subject. **All English, Math, Science and Social Studies courses in grades 9-12 will require a mid-term and final exam. These exams are at the teacher's discretion and can be a project, research paper, multiple choice, short answer, scantron test, and/or final speech. (etc.)**

CLASS RANK

A Student's class rank will be determined from the final grades obtained during the 9th, 10th, 11th and 12th grade. Each subject is weighted according to the degree of difficulty. Only subjects with a .5(half) credit or more will be used for ranking. In order to be included with their class for a class ranking, students must be enrolled at Canton School District for at least four (4) complete consecutive semesters up to and including their last semester prior to graduation. Refer to CASD board policy 214 for more details.

Class Rank will be determined by a weighted average based on the following formula:

[Sum (Grades X Credits Attempted X Weights)] / [Sum of Credits]

These weights will be used for the class rank formula: Level 1 = 1.00 Level 2 = 1.00 Level 2.5= 1.03 Level 3= 1.06

COURSE LEVELS

Course Number	Name	Course Credits	Level
811	PE 11	0.500	Level 1
812	PE 12	0.500	Level 1

109	English 9	1.000 credit(s)	Level 2
110	English 10	1.000 credit(s)	Level 2
111	English 11	1.000 credit(s)	Level 2
112	English 12	1.000 credit(s)	Level 2
132	College and Career Literacy	1.000 credit(s)	Level 2
209	Am. Hist. I	1.000 credit(s)	Level 2
210	Am. Hist. II	1.000 credit(s)	Level 2
212	Civics/Government	1.000 credit(s)	Level 2
217	Modern America	1.000 credit(s)	Level 2
309	Pre-Algebra	1.000 credit(s)	Level 2
310	Algebra I	1.000 credit(s)	Level 2
311	Geometry/Trig	1.000 credit(s)	Level 2
312	Algebra II	1.000 credit(s)	Level 2
318	Consumer Math	1.000 credit(s)	Level 2
319	Applied Math	1.000 credit(s)	Level 2
325	Trigonometry	1.000 credit(s)	Level 2
328	Algebra 1-A	1.000 credit(s)	Level 2
329	Algebra 1-B	1.000 credit(s)	Level 2
409	Earth & Space Science	1.000 credit(s)	Level 2
410	Biology I	1.000 credit(s)	Level 2
411	Chemistry I	1.000 credit(s)	Level 2
419	Chemistry & The Envir	1.000 credit(s)	Level 2
422	Agricultural Biology	1.000 credit(s)	Level 2
423	Agricultural Science	1.000 credit(s)	Level 2
424	Ag Teach Lab Assist	1.000 credit(s)	Level 2
427	Astronomy	1.000 credit(s)	Level 2
432	Environmental Science	1.000 credit(s)	Level 2
466	General Science	1.000 credit(s)	Level 2
477	Ag Experience	1.000 credit(s)	Level 2

509	Computer Apps	1.000 credit(s)	Level 2
510	Adv. Computer Apps	1.000 credit(s)	Level 2
513 (new 23-24)	Personal Finance	0.500 credit(s)	Level 2
515	Intro to Comp Sci	1.000 credit(s)	Level 2
516	Technology in Action	1.000 credit(s)	Level 2
521	Accounting I	1.000 credit(s)	Level 2
522	Account. II	1.000 credit(s)	Level 2
524	Business Law	1.000 credit(s)	Level 2
525	Business Math	1.000 credit(s)	Level 2
529	Intro. to Business	1.000 credit(s)	Level 2
609	Spanish I	1.000 credit(s)	Level 2
610	Spanish II	1.000 credit(s)	Level 2
629	German I	1.000 credit(s)	Level 2
630	German II	1.000 credit(s)	Level 2
730	Wood 10-12	1.000 credit(s)	Level 2
740	Nutrition, Wellness, Food	1.000 credit(s)	Level 2
741	Independent Living/Life	1.000 credit(s)	Level 2
742	Careers and Employability Skills	.250 credit(s)	Level 2
744	Child Dev.& Parenting	1.000 credit(s)	Level 2
747	Resource Management and Employability Skills	.500 credit(s)	Level 2
750	Art I	1.000 credit(s)	Level 2
751	Advanced Art I	1.000 credit(s)	Level 2
752	Advanced Art II	1.000 credit(s)	Level 2
760	Music Theory I	1.000 credit(s)	Level 2
761	Music Theory II	1.000 credit(s)	Level 2
763	Voice Class I	1.000 credit(s)	Level 2
764	Voice Class II	1.000 credit(s)	Level 2
769	Sr Chorus	1.000 credit(s)	Level 2
779	Sr Band	1.000 credit(s)	Level 2

822	Strength/Cond. I	1.000 credit(s)	Level 2
823	Strength/Cond. II	1.000 credit(s)	Level 2
824	Lifetime Fitness	1.000 credit(s)	Level 2
935	NTCC Major Sr	4.000 credit(s)	Level 2
936	NTCC Major Jr	4.000 credit(s)	Level 2
937	NTCC Major Soph	4.000 credit(s)	Level 2
119	Honors English 9	1.000 credit(s)	Level 2.5
120	Honors English 10	1.000 credit(s)	Level 2.5
126	Comp. I (Dual Enrollment)	1.000 credit(s)	Level 2.5
129	Public Speaking I (Dual Enrollment)	1.000 credit(s)	Level 2.5
218	Honors Modern Am.	1.000 credit(s)	Level 2.5
219	Honors Am. History I	1.000 credit(s)	Level 2.5
220	Honors Am. History II	1.000 credit(s)	Level 2.5
222	General Psychology	1.000 credit(s)	Level 2.5
224	Honors Civics	1.000 credit(s)	Level 2.5
313	Pre-Calculus	1.000 credit(s)	Level 2.5
314	Calculus	1.000 credit(s)	Level 2.5
317	Statistics (Dual Enrollment)	1.000 credit(s)	Level 2.5
322	Honors Alg. II	1.000 credit(s)	Level 2.5
323	Honors Pre-Calc (Dual Enrollment)	1.000 credit(s)	Level 2.5
331	Honors Geo/Trig	1.000 credit(s)	Level 2.5
412	Physics I	1.000 credit(s)	Level 2.5
413C	Chemistry II (Dual Enrollment)	1.000 credit(s)	Level 2.5
413P	Physics II	1.000 credit(s)	Level 2.5
420	Honors Biology	1.000 credit(s)	Level 2.5
827	Drugs and Behavior (Dual Enrollment)	1.000 credit(s)	Level 2.5
756	Fine Arts Survey (Dual Enrollment)	1.000 credit(s)	Level 2.5
421	Anatomy & Physiology (Dual Enrollment)	1.000 credit(s)	Level 2.5
425	Honors Chemistry I	1.000 credit(s)	Level 2.5

612	Spanish IV	1.000 credit(s)	Level 2.5
122	AP English12/Comp II (Dual Enrollment)	1.000 credit(s)	Level 3
221	AP Psychology (Dual Enrollment)	1.000 credit(s)	Level 3
226	US Government (Dual Enrollment)	1.000 credit(s)	Level 3
426	AP Biology (Dual Enrollment)	1.000 credit(s)	Level 3
434	AP Environmental Sci (Dual Enrollment)	1.000 credit(s)	Level 3

PIAA INFORMATION

Varsity sports in the CantonArea School District follow the rules established by The Pennsylvania Interscholastic Athletic Association (PIAA). To be eligible for interscholastic athletic competition, a student must pursue a curriculum defined and approved by the school district as a full time curriculum. The Pennsylvania Interscholastic Athletic Association (PIAA) requires that a student be passing four credits or the equivalent each week in order to be eligible to participate in interscholastic competition. In addition, at each report card period, the student must be passing four credits or the equivalent to compete for the fifteen school days following the issuance of report cards. For fall sports, the student must have earned four credits for the final report card the previous year. If not, the student will be ineligible the first fifteen school days of the new school year.

NCAA CLEARINGHOUSE INFORMATION

NCAA Eligibility Center

The NCAA Eligibility Center took over operations for the NCAA Initial-Eligibility Clearinghouse in November 2007. The Eligibility Center certifies the academic and amateur credentials of all students who want to play sports at an NCAA Division I or II institution as freshmen. In order to practice, play and receive an athletics scholarship, students need to meet certain academic benchmarks. An additional certification process exists to make sure the student is still an amateur, which is necessary in order for the student to compete collegially.

Academic Credentials + Amateurism Status = College Eligible

Academic Initial-Eligibility Requirements

The following requirements must be met in order for a student to be able to practice, play and receive a scholarship at an NCAA Division I or II college or university.

Core Courses

NCAA Divisions I and II require 16 core courses. See charts below. Beginning August 1, 2016, NCAA **Beginning August 1, 2016, NCAA Division I requires 10 core courses** to be completed prior to the seventh semester (seven of the 10 must be a combination of English, math, or natural or physical science that meet the distribution requirements below). These 10 courses become "locked in" at the start of the seventh semester and cannot be retaken for grade improvement.

**** As of August 1, 2016, it is possible for a Division I college-bound student-athlete to still receive athletics aid and the ability to practice with the team if he or she fails to meet the 10-course requirement but would not be able to compete.*

Test Scores

Division I uses a sliding scale to match test scores and core grade-point averages (GPA).

Division II requires a minimum SAT score of 820 or an ACT sum score of 68. The SAT score used for NCAA purposes includes only the critical reading and math sections. The writing section of the SAT is not used.

The ACT score used for NCAA purposes is a sum of the following four sections: English, mathematics, reading and science.

When you register for the SAT or ACT, use the NCAA Eligibility Center code of 9999 to ensure all SAT and ACT scores are reported directly to the NCAA Eligibility Center from the testing agency. Test scores that appear on transcripts will not be used.

Grade-Point Average

Be sure to look at your high school's List of NCAA Courses on the NCAA Eligibility Center's website (www.eligibilitycenter.org). Only courses that appear on your school's List of NCAA Courses will be used in the calculation of the core GPA. Speak with your school counselor about eligible courses.

Division I GPA required to be eligible for competition after August 1, 2016, is 2.300.
The Division II core GPA requirement is a minimum of 2.000.

Remember, the NCAA GPA is calculated using NCAA core courses only.

DIVISION I (16 CORE COURSES)	DIVISION II (16 CORE COURSES)
4 years of English 3 years of mathematics (Algebra I or higher) 2 years of natural / physical science (1 year of lab if offered by high school) 1 year additional English, mathematics, or natural/physical science 2 years of social science 4 years of additional courses	3 years of English 3 years of mathematics (Algebra I or higher) 2 years of natural / physical science (1 year of lab if offered by high school) 3 years additional English, mathematics, or natural/physical science 2 years of social science 4 years of additional courses

Division III - Create a Profile Page, if you plan to compete at a Division III school or are not yet sure where you want to compete. You'll get an NCAA ID, and important reminders as you complete high school.

More information on the NCAA eligibility and student-athlete eligibility can be found online at www.eligibilitycenter.org

Military Service Academics

Each senator and congressman is provided a quota of five (5) student placements at any one time for attending each Service Academy. When one of these students has graduated, a vacancy occurs which the senator or congressman may fill. Therefore, senators and congressmen may have one or sometimes two appointments in any given year to each of these academies. It is possible that in some years there is no vacancy.

Each member of Congress usually nominates ten (10) people for each appointment. The procedure is competitive. The ten nominees for each appointment are submitted to the Academic Board of each respective academy and the best-qualified competitor receives the appointment. The remaining candidates, who are qualified but do not receive the appointment, are placed on a list of qualified competitors. The academies then use these lists to appoint candidates, in order of merit, to bring the academies to their authorized strength.

Some appointments to the academies are also available under special categories and conditions. For information on these methods, write to the respective academies and request bulletins and regulations on admissions. **THIS SHOULD BE DONE IN THE SPRING OF THE JUNIOR YEAR.**

Admissions Office U.S.
Military Academy West
Point, NY 10996
www.usma.edu

Director of Admissions
U.S. Air Force Academy
Colorado Springs, CO
80840 www.usafa.edu

Director of Admissions
U.S. Naval Academy
Annapolis, MD 21402
www.usna.edu

Director of Admissions
U.S. Coast Guard
Academy New London,
CT 06320 www.cga.edu

Students requesting congressional nominations for any of the service academies should write a separate letter to any or all of the following:

- a. The present U.S. congressman from the congressional district of residence
- b. Each of the current U.S. senators from Pennsylvania

Merchant Marine Academy

Pennsylvania is allotted sixteen (16) appointments to the Merchant Marine Academy. Both Pennsylvania senators and each congressman make ten (10) nominations. The Merchant Marine Academy then conducts a statewide screening of the nominees and selects the best-qualified sixteen (16) appointees on a competitive basis. For more information, write or visit:

Admissions Office
U.S. Merchant Marine Academy
Kings Point, NY 11024
www.usmma.edu

This format is intended as a guide.

A separate letter must be sent to each senator and representative to whom you apply.

ACADEMIC INTEGRITY

Canton Area School District encourages honest and responsible behavior by requiring that all students engage in academic integrity. The Board adopts a district-wide policy promoting academic integrity and will not tolerate any form of academic dishonesty.

Academic dishonesty includes, but is not limited to the following (whether done during or outside school hours): copying another student's homework, projects, quizzes or tests; falsifying lab results; plagiarizing (copying/paraphrasing information from a book, magazine, newspaper, or the Internet without giving credit to the author); fabricating of information or citations; pre-exam access to test forms; unauthorized use of aids during tests or assignments; and, providing other student(s) the opportunity to take part in activities defined as academic dishonesty.

If a teacher believes that a student has participated in academic dishonesty, the situation will be discussed with the student, appropriate school personnel and the student's parent/guardian. The teacher will submit a discipline referral to the principal or to his/her designee.

If academic dishonesty (excluding plagiarism) is substantiated, the student will receive a failing grade of zero for the assignment or assessment. For those instances of plagiarism, infractions will be evaluated on a case-by-case basis.

INCOMPLETE COURSE REQUIREMENTS

Students whose required work for any marking period that is not complete when due, may be given an incomplete (I) on their report card. This depends upon the circumstances and at the discretion of the teacher.

A student with an "incomplete" will be given a specified deadline to complete the work not to exceed two weeks past their report card issued date, unless there are extenuating circumstances. Failure to satisfy the deadline will result in the grade becoming a failing mark: below 70. The incomplete grade will be changed by the teacher and reported to the guidance office. Any student who, for any reason, has not taken a scheduled final examination receives a "0" for the exam grade.

Any student who is ABSENT on the day of a final exam must produce a legal excuse for the absence. Otherwise, a grade of "0" will be recorded for the exam.

EARLY GRADUATION

A written request initiated by the student and signed by both the student and parent/guardian must be made by the beginning of the second semester of their sophomore year. (This usually falls in the middle of January)

This request stating your reasons for wanting to graduate early (in letter format) must be given to the guidance counselor. In order to be eligible to graduate early, a student must be on track to earn the minimum number of credits for graduation, completed all required courses, completed sixty hours community service, and have passed the Keystone exams with a proficient score or better, by the end of their sophomore year. (10th grade) Once approved by the principal, the student will be notified as to whether their request is granted or denied. Early graduation is a privilege and can be annulled by the principal at any time.

- A student must have maintained an overall cumulative average of 82% or better in their freshman and sophomore years.
- A letter will be provided to the principal from the guidance counselor to verify that the requirements have been completed and this information will be provided to the student and parent/guardian.
- You will be listed as an eleventh grader at the beginning of the school year and placed in an eleventh grade homeroom. Your grade status will change in January at the beginning of the third marking period to a senior status (your homeroom will NOT change) as long as you are maintaining acceptable grades and attendance.
- For students who opt to graduate early and meet ALL requirements, a Canton Area School District diploma will be awarded at commencement exercises in the spring.

Please be advised that if you graduate early from Canton Jr/Sr High School, your rank will be figured at the end of your junior year. You will not be re-ranked with the graduating class.

- Your GPA will also be figured at the end of your junior year. You will not be given a different GPA with the graduating class. Example: If you are supposed to graduate with the class of 2023 and you choose to graduate in 2022, your class rank and GPA will be figured with your original class of 2023
- You will NOT be eligible for CHS awards at commencement. Your decision to graduate early may or may not affect scholarships and awards from outside sources.
- You will be eligible to participate in all senior activities and courts. Including: senior class trip, graduation overnight trip, powder puff football, senior night for sports, May Day, Senior Prom Court, Homecoming Court and any and all fundraisers done by the senior class.
- You will NOT be eligible to attend the junior class trip or be eligible for junior prom court
- Once you have committed and been approved for early graduation, you may not change your mind and rescind your decision.

If you have questions, please contact the guidance office for an explanation prior to deciding to graduate early.

A contract must be signed by the student, parent/guardian stating that you understand and agree with all the requirements and stipulations that go along with graduating early.

DELAYED GRADUATION

A student who fails to meet any of the requirements for graduation from the Canton Area School District when scheduled, may later qualify for his/her diploma under the following conditions:

1. Complete the required make-up in summer school (local assessments, community service, required courses) during the summer immediately following the senior year prior to June 30th.
2. The GED program –If any questions about obtaining your GED, please contact Bradford County Action at 570-265-4434.
3. Return to Canton Jr/Sr High School the following year.

NOTES:

Revised: March, 2025

TREASURER'S REPORT

CANTON AREA SCHOOL DISTRICT

2/28/2025

GENERAL FUND ACCOUNT BALANCES

		<u>General Fund</u> <u>Checking</u>	<u>General Fund</u> <u>Savings</u>	<u>Procurement</u> <u>Cards Account</u>	<u>Special Acct.</u> <u>Checking</u>
BALANCE	02/01/25	1,727,420.05	8,936,870.84	7,911.66	1,343.53
RECEIPTS - REGULAR		1,642,363.93	1,500,000.00	10.00	0.00
INTEREST EARNED		2,692.08	26,635.37	0.00	0.00
DISBURSEMENTS		-2,730,722.91	0.00	-2,480.31	-695.00
BALANCE	02/28/25	641,753.15	10,463,506.21	5,441.35	648.53

GENERAL FUND PASS THROUGH ACCOUNTS

		<u>Online Payment Acct.</u> <u>Checking</u>	<u>Payroll Acct.</u> <u>Checking</u>	<u>Lockbox Acct.</u> <u>Checking</u>
BALANCE	02/01/25	962.57	1.00	1.00
RECEIPTS - REGULAR		1,264.60	427,114.47	0.00
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		-961.57	-427,114.47	0.00
BALANCE	02/28/25	1,265.60	1.00	1.00

OTHER FUNDS OF BOARD RESPONSIBILITY

		<u>Cafeteria Acct.</u> <u>Checking</u>	<u>High School</u> <u>Central Treas.</u> <u>Checking</u>	<u>Elementary</u> <u>Central Treas.</u> <u>Checking</u>	<u>H.R.A. 1 Account</u> <u>Checking</u>
BALANCE	02/01/25	598,505.47	209,396.66	993.38	32,499.98
RECEIPTS-REGULAR		82,997.42	22,376.60	31.00	0.00
INTEREST EARNED		1,574.24	542.74	2.57	82.19
DISBURSEMENTS		-41,402.29	-17,839.19	-60.00	-1,680.06
BALANCE	02/28/25	641,674.84	214,476.81	966.95	30,902.11

GENERAL FUND CERTIFICATES OF DEPOSIT

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

DISPOSITION OF MATURED INVESTMENTS - GENERAL FUND

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

LONG TERM DISTRICT LIABILITIES

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

RECEIPTS FOR THE MONTH ENDING 2/28/25 CANTON AREA SCHOOL DISTRICT

SUMMARY OF INCOME

TOTAL LOCAL	146,705.30	9.20%
TOTAL STATE	1,383,341.72	86.75%
TOTAL FEDERAL	64,525.60	4.05%
GRAND TOTAL	1,594,572.62	

LOCAL INCOME

ADMISSIONS

Athletic Director	Gate Receipts	1,383.00
	TOTAL ADMISSIONS	1,383.00

INSURANCE

School Claims Service	Cobra insurance premiums	4,509.02
	TOTAL INSURANCE >>>	4,509.02

INTEREST

First Citizens Community Bank	Gen. Fund Checking	2,692.08
First Citizens Community Bank	Gen. Fund Savings	26,635.37
First Citizens Community Bank	HRA	82.19
	TOTAL INTEREST >>>	29,409.64

MISCELLANEOUS

Athletic Director	24/25 Gate starting cash	1,000.00
Bradford-Tioga Head Start	Lease	821.85
Canton Matmen	Building use	687.00
CASD Student	Lost library book	18.99
CASD Student	Lost uniform	59.00
CASD Student	Computer repair	45.00
Central Treasury - HS	Livestream Amazon purchase	251.96
Church Mutual	Dividend	2,193.00
District Magistrate	Fines	497.03
FACS	Fundraiser dinner	905.00
Jannone, Mark	Reimbursement for card charge	145.00
Northern Tier Insurance Consortium	Wellness incentive	550.00
Northern Tier Regional Planning & Develop.	Donation	2,500.00
	TOTAL MISCELLANEOUS >>>	9,673.83

TAXES

Berkheimer	E.I.T.	87,171.72
Bradford County	Delinquent Taxes	3,742.24
Bradford County	R.E. Transfer Tax	7,577.60
Lycoming County	Delinquent Taxes	1,795.26
Lycoming County	R.E. Transfer Tax	931.00
Tioga County	Delinquent Taxes	511.99
	TOTAL TAXES >>>	101,729.81

TUITION

	Tuition	0.00
	TOTAL TUITION >>>	0.00

TOTAL LOCAL INCOME >>> 146,705.30

STATE INCOME

Commonwealth of Pennsylvania	Basic Ed. Subsidy	1,270,327.00
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Commonwealth of Pennsylvania	Social Security Subsidy	109,436.72
Commonwealth of Pennsylvania	Vocational Ed Subsidy	3,578.00
	TOTAL STATE INCOME >>>	1,383,341.72

FEDERAL INCOME

Commonwealth of Pennsylvania	Title I Improving Basic Programs	46,725.60
Commonwealth of Pennsylvania	Title IV Student Support/Academic Enrich.	17,800.00
	TOTAL FEDERAL INCOME >>>	64,525.60

Condensed Board Summary Report

Fund: 10
From 07/01/2024 To 02/28/2025
Summarization Level: FULL FUND/MAJOR FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
1000							
000	---	0.00	0.00	0.00	0.00	0.00	0.00
100	PERSONAL SVCS-SALARIES	5,778,715.00	2,817,433.08	2,817,433.08	0.00	2,961,281.92	48.76
200	EMPLOYEE BENEFITS	3,809,902.00	2,217,133.98	2,217,133.98	0.00	1,592,768.02	58.19
300	PURCH PROF&TECH SVCS	361,460.00	122,210.29	122,210.29	0.00	239,249.71	33.81
400	PURCH PROPERTY SVCS	9,500.00	0.00	0.00	0.00	9,500.00	0.00
500	OTHER PURCHASED SVCS	459,367.00	573,890.76	573,890.76	0.00	(114,523.76)	124.93
600	SUPPLIES	306,360.00	333,114.19	333,114.19	0.00	(26,754.19)	108.73
800	OTHER OBJECTS	2,994.00	4,098.29	4,098.29	0.00	(1,104.29)	136.88
MAJOR FUNCTION TOTAL		10,728,298.00	6,067,880.59	6,067,880.59	0.00	4,660,417.41	56.56
2000							
100	PERSONAL SVCS-SALARIES	2,014,700.00	1,273,323.23	1,273,323.23	0.00	741,376.77	63.20
200	EMPLOYEE BENEFITS	1,676,201.00	1,004,361.43	1,004,361.43	0.00	671,839.57	59.92
300	PURCH PROF&TECH SVCS	380,115.00	186,731.80	186,731.80	0.00	193,383.20	49.13
400	PURCH PROPERTY SVCS	246,193.00	167,433.00	167,433.00	0.00	78,760.00	68.01
500	OTHER PURCHASED SVCS	1,139,652.00	682,045.18	682,045.18	0.00	457,606.82	59.85
600	SUPPLIES	327,575.00	255,472.35	255,472.35	0.00	72,102.65	77.99
800	OTHER OBJECTS	9,130.00	12,040.50	12,040.50	0.00	(2,910.50)	131.88
MAJOR FUNCTION TOTAL		5,793,566.00	3,581,407.49	3,581,407.49	0.00	2,212,158.51	61.82
3000							
GENERAL FUND - OPER. NON-INSTRUC. SVCS							
100	PERSONAL SVCS-SALARIES	209,160.00	103,262.84	103,262.84	0.00	105,897.16	49.37
200	EMPLOYEE BENEFITS	89,065.00	33,816.64	33,816.64	0.00	55,248.36	37.97
300	PURCH PROF&TECH SVCS	75,100.00	48,890.12	48,890.12	0.00	26,209.88	65.10
400	PURCH PROPERTY SVCS	13,000.00	0.00	0.00	0.00	13,000.00	0.00
500	OTHER PURCHASED SVCS	47,900.00	44,587.43	44,587.43	0.00	3,312.57	93.08
600	SUPPLIES	60,336.00	59,461.13	59,461.13	0.00	874.87	98.55

Condensed Board Summary Report

Fund: 10
From 07/01/2024 To 02/28/2025
Summarization Level: FULL FUND/MAJOR FUNCTION/MAJOR OBJECT

Account	Description	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
800	OTHER OBJECTS	2,000.00	13,757.00	13,757.00	0.00	(11,757.00)	687.85
	MAJOR FUNCTION TOTAL	496,561.00	303,775.16	303,775.16	0.00	192,785.84	61.18
4000	GENERAL FUND - FACILITIES CONST/IMPROV						
400	PURCH PROPERTY SVCS	5,078,466.00	240,209.95	240,209.95	0.00	4,838,256.05	4.73
700	PROPERTY	0.00	0.00	0.00	0.00	0.00	0.00
	MAJOR FUNCTION TOTAL	5,078,466.00	240,209.95	240,209.95	0.00	4,838,256.05	4.73
5000							
500	OTHER PURCHASED SVCS	0.00	0.00	0.00	0.00	0.00	0.00
800	OTHER OBJECTS	1,479,400.00	15,700.00	15,700.00	10,626.64	1,453,073.36	1.78
900	OTHER FINANCING USES	0.00	0.00	0.00	0.00	0.00	0.00
	MAJOR FUNCTION TOTAL	1,479,400.00	15,700.00	15,700.00	10,626.64	1,453,073.36	1.78
Fund 10 Totals							
	Total Expenditure	22,096,891.00	10,193,273.19	10,193,273.19	0.00	11,903,617.81	46.13
	Total Other Expenditure	1,479,400.00	15,700.00	15,700.00	10,626.64	1,453,073.36	1.78
	Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
		23,576,291.00	10,208,973.19	10,208,973.19	10,626.64	13,356,691.17	

Condensed Board Summary Report

Grand Totals	Current Budget	PTD Exp/Rev	YTD Exp/Rev	YTD Outstanding Enc	Balance	YTD% Used
Total Expenditure	22,096,891.00	10,193,273.19	10,193,273.19	0.00	11,903,617.81	46.13
Total Other Expenditure	1,479,400.00	15,700.00	15,700.00	10,626.64	1,453,073.36	1.78
Total Revenue	0.00	0.00	0.00	0.00	0.00	0.00
Total Other Revenue	0.00	0.00	0.00	0.00	0.00	0.00
	23,576,291.00	10,208,973.19	10,208,973.19	10,626.64	13,356,691.17	

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2025-03-07

Check Numbers: 0000064773 - 0000064793

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064773	03/07/2025	AMAZON CAPITAL SERVICES	SUPPLIES		234.38
0000064774	03/07/2025	AT & T	CELL PHONES		141.96
0000064775	03/07/2025	BLAST IU #17	SPEC ED 4TH IL	TECH BILLING	28,780.08
0000064776	03/07/2025	BLOOMSBURG UNIVERSITY FOUNDATION	CAREER EXPO PMT - A MARTELL		50.00
0000064777	03/07/2025	CAFETERIA FUND-CASD	BOARD DINNER	SUPPLIES	359.22
0000064778	03/07/2025	CANTON BOROUGH AUTHORITY	WATER/SEWER		3,227.93
0000064779	03/07/2025	CANTON BUILDING SUPPLY	SUPPLIES		1,249.95
0000064780	03/07/2025	CARREON PUBLISHING, LLC	ADVERTISING		129.00
0000064781	03/07/2025	CAPP/USA	SUPPLIES		448.99
0000064782	03/07/2025	CM REGENT LLC	INSURANCE PREMIUM		734.50
0000064783	03/07/2025	EDUCERE LLC.	SUPPLIES		274.50
0000064784	03/07/2025	FIRE ALARM SERVICE TECHNOLOGY INC.	PROF SVC		302.09
0000064785	03/07/2025	HAB - DLT	DED: Wage Attach. - Full Payroll Pay Date: 3/7/2025		6.14
0000064786	03/07/2025	NORTHERN TIER CAREER CENTER	DISTRICT SHARE		67,115.26
0000064787	03/07/2025	PENNSYLVANIA ASSOC OF SCHOOL PERSONNEL ADMIN	REGISTRATION FEE - B FRYE		39.00
0000064788	03/07/2025	PENELEC	ELECTRICITY		17,821.84
0000064789	03/07/2025	SILVERTIP INC.	PROF SVC		2,200.00
0000064790	03/07/2025	STERICYCLE INC.	PROF SVC		463.44
0000064791	03/07/2025	UGI ENERGY SERVICES INC.	NATURAL GAS		17,527.73
0000064792	03/07/2025	UPMC	ATHLETIC TRAINER		6,471.40
0000064793	03/07/2025	LYLE WESNESKI	MEAL MONEY - W - STATES		475.00

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2025-03-07
Check Numbers: 0000064773 - 0000064793
Payment Categories: Regular Checks, Direct Deposits, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003463	03/07/2025	BALDWIN'S HARDWARE & GIFT SHOP	SUPPLIES		1,473.67 D
D000003464	03/07/2025	CUZ EXCAVATING LLC	WINTER MAINTENANCE		3,749.25 D
D000003465	03/07/2025	FELICIA DIERENDERFER	REGULAR DAYS TRANS.		1,440.00 D
D000003466	03/07/2025	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	26,133.43 D
D000003467	03/07/2025	EASTERN MANAGED PRINT NETWORK LLC	COPIERS		351.00 D
D000003468	03/07/2025	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 3/7/2025		2,746.00 D
D000003469	03/07/2025	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	10,012.50 D
D000003470	03/07/2025	LESKO FINANCIAL SERVICES	DED: 403b ANN1 - Full Payroll Pay Date: 3/7/2025	DED: 403b ROTH - Full Payroll Pay Date: 3/7/2025	5,674.57 D
D000003471	03/07/2025	LONG COMMUNICATIONS	PROF SVC		292.27 D
D000003472	03/07/2025	MARK MCMURRAY	REGULAR DAYS TRANS.		13,006.17 D
D000003473	03/07/2025	NTSWA	PROF SVC		45.00 D
D000003474	03/07/2025	PENNSYLVANIA PAPER & SUPPLY COMPANY	SUPPLIES		1,192.06 D
D000003475	03/07/2025	REAL DISPOSAL ENVIRONMENTAL SERVICE, LLC	SUPPLIES		696.00 D
D000003476	03/07/2025	JULIE SECHRIST	PROF SVC		1,425.00 D
D000003477	03/07/2025	MICHELE GOWIN	MILEAGE REIMBURSEMENT		82.85 D
D000003478	03/07/2025	KASEY LYON	REIMB FOR SUPPLIES PURCHASED - FACS		298.83 D
D000003479	03/07/2025	MICHAEL B WELLS	TRAVEL EXPENSES		14.00 D
D000003480	03/07/2025	STANDING STONE CONSULTING, INC.	SECURITY		82.54 D
D000003481	03/07/2025	UNITED PARCEL SERVICE	UPS CHARGES		36.00 D

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2025-03-07
Check Numbers: 0000064773 - 0000064793
Payment Categories: Regular Checks, Direct Deposits, Credit Cards
Sort: Payment Number

10 - GENERAL FUND	216,803.55
Grand Total All Funds	216,803.55
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	68,751.14
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	148,052.41
Grand Total Virtual Payments	0.00
Grand Total All Payments	216,803.55

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/21/2025 - 02/21/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064755	02/21/2025	AGPARTS WORLDWIDE, INC.	SUPPLIES		559.75
0000064756	02/21/2025	AMAZON CAPITAL SERVICES	SUPPLIES		403.87
0000064757	02/21/2025	BLAST IU #17	PROF SVC		597.50
0000064758	02/21/2025	BSN SPORTS INC	SUPPLIES - BB=155.84, T=122.48	CREDIT 720509297	145.26
0000064759	02/21/2025	CCIU	TUITION - L.C.		6,980.82
0000064760	02/21/2025	MAGISTERIAL DISTRICT COURT 42-3-01	DED: MISC - Full Payroll Pay Date: 2/21/2025	DED: MISC - Full Payroll Pay Date: 2/7/2025	10.00
0000064761	02/21/2025	FRONTIER COMMUNICATIONS OF CTN	TELEPHONE SVC		2,418.89
0000064762	02/21/2025	M-F ATHLETIC COMPANY	SUPPLIES - T		593.00
0000064763	02/21/2025	NORTHERN TIER CAREER CENTER	THIRD PMT		59,461.25
0000064764	02/21/2025	PMEA	ALL-STATE FESTIVAL REG FEE		415.00
0000064765	02/21/2025	PMEA DISTRICT 8	REGION IV CHORUS REG FEE		680.00
0000064766	02/21/2025	PYRAMID SCHOOL PRODUCTS	SUPPLIES - BB		1,287.70
0000064767	02/21/2025	SILVERTIP INC.	PROF SVC		609.00
0000064768	02/21/2025	SWEET STEVENS KATZ & WILLIAMS LLP	PROF SVC		44.00
0000064769	02/21/2025	TOPS MARKETS LLC	SUPPLIES		446.28
0000064770	02/21/2025	TULPEHOCKEN MT SPRING WATER	WATER		454.00
0000064771	02/21/2025	LYLE WESNESKI	MEAL MONEY - W - DISTRICTS		360.00
0000064772	02/21/2025	XEROX CORPORATION	COPIERS		795.02
D000003427	02/21/2025	AGORA CYBER CHARTER SCHOOL	TUITION		2,524.66 ^D
D000003428	02/21/2025	KRISTA ANDREWS	12/18/24 OFFICIAL		85.00 ^D

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/21/2025 - 02/21/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003429	02/21/2025	BRADFORD COUNTY SANITATION INC	PROF SVC		200.00 D
D000003430	02/21/2025	TIMOTHY E. BURKE	2/7/25 OFFICIAL		140.00 D
D000003431	02/21/2025	COMMONWEALTH CHARTER ACADEMY	TUITION		27,631.09 D
D000003432	02/21/2025	DANDY MINI MARTS INC.	STUDENT ACTIVITY	FUEL	185.11 D
D000003433	02/21/2025	DELL MARKETING L.P.	SUPPLIES		665.40 D
D000003434	02/21/2025	FELICIA DIEFENDERFER	REGULAR DAYS TRANS.		1,440.00 D
D000003435	02/21/2025	DOUD TRANSPORTATION LLC	STUDENT ACTIVITY RUNS		27,577.67 D
D000003436	02/21/2025	ADELL HOUSEKNECHT	BBB BOOK - 11 GAMES		275.00 D
D000003437	02/21/2025	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 2/21/2025		2,746.00 D
D000003438	02/21/2025	LISA INMAN	PROF SVC		6,790.70 D
D000003439	02/21/2025	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	11,195.68 D
D000003440	02/21/2025	DAVID JURNACK	2/4/25 OFFICIAL		140.00 D
D000003441	02/21/2025	LACEY KITCHEN	G8B BOOK - 24 GAMES		600.00 D
D000003442	02/21/2025	LESKO FINANCIAL SERVICES	DED: 403b ANN1 - Full Payroll Pay Date: 2/21/2025	DED: 403b ROTH - Full Payroll Pay Date: 2/21/2025	5,574.57 D
D000003443	02/21/2025	TIMOTHY MAY	2/4/25 OFFICIAL		140.00 D
D000003444	02/21/2025	MARK MCMURRAY	REGULAR DAYS TRANS.		13,006.17 D
D000003445	02/21/2025	BOB MOORE	2/10/25 OFFICIAL		140.00 D
D000003446	02/21/2025	WAYNE NEUBER	2/10/25 OFFICIAL		140.00 D
D000003447	02/21/2025	PSEA HEALTH & WELFARE FUND	VISION INSURANCE		508.25 D
D000003448	02/21/2025	RIVER ROCK ACADEMY LLC	TUITION - A.S.		3,080.00 D
D000003449	02/21/2025	SCHOONOVER PLMB & HEATING INC	SUPPLIES		86.25 D

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/21/2025 - 02/21/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003450	02/21/2025	RANDALL W FRYE	MILEAGE REIMBURSEMENT		55.51 D
D000003451	02/21/2025	TAMMY L MACWHINNIE	TRAVEL EXPENSES		55.61 D
D000003452	02/21/2025	ROBERT ROCKWELL	AD TRAVEL EXPENSES		115.92 D
D000003453	02/21/2025	WENDY F. ROUTE	2/7/25 TICKET TAKER		35.00 D
D000003454	02/21/2025	TESSA STONE	TUITION REIMBURSEMENT		1,548.00 D
D000003455	02/21/2025	SPORTSMANS	SUPPLIES - BB=2149.98/SB=691.37/T=780.14		3,621.49 D
D000003456	02/21/2025	STANDING STONE CONSULTING, INC.	SECURITY		453.94 D
D000003457	02/21/2025	JOHN B. SULLIVAN	2/4/25 OFFICIAL		55.00 D
D000003458	02/21/2025	KYLE THOMPSON	2/10/25 OFFICIAL	2/7/25 OFFICIAL	280.00 D
D000003459	02/21/2025	UNITED PARCEL SERVICE	UPS CHARGES		36.00 D
D000003460	02/21/2025	DONALD WARNER	2/7/25 OFFICIAL		140.00 D
D000003461	02/21/2025	LYLE WESNESKI	REIMB FOR HOTEL - W TOURNAMENT		1,820.88 D
D000003462	02/21/2025	ZITO BUSINESS	INTERNET		1,175.00 D

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

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Dates: 02/21/2025 - 02/21/2025

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

10 - GENERAL FUND	190,525.24
Grand Total All Funds	190,525.24
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	114,263.90
Grand Total Manual Checks	0.00
Grand Total Other Disbursement Non-negotiables	0.00
Grand Total Procurement Card Other Disbursement Non-negotiables	0.00
Grand Total Regular Checks	76,261.34
Grand Total Virtual Payments	0.00
Grand Total All Payments	190,525.24

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PA - PROCUREMENT Payment Dates: 02/01/2025 - 02/28/2025

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

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
+ 0003022025	02/04/2025	PMEA	ALL-STATE REG FEE		210.00
+ 0005022025	02/10/2025	AMAZON CAPITAL SERVICES	SUPPLIES		129.23
+ 0006022025	02/12/2025	SCHOLASTIC INC	SUPPLIES		127.20
+ 0007022025	02/13/2025	NASP INC.	SUPPLIES - ARCHERY		403.00
+ 0008022025	02/13/2025	NATIONAL NOTARY ASSOCIATION	SUPPLIES		275.83
+ 0009022025	02/24/2025	COMMONWEALTH OF PA	NOTARY APPLICATION		42.00
+ 0010022025	02/24/2025	PLAQUES & SUCH LLC	SUPPLIES		77.80
+ 0011022025	02/28/2025	SUPPLYHOUSE.COM	SUPPLIES		100.59
+ 0012022025	02/28/2025	NCS PEARSON INC	NOTARY TEST		65.00
+ 0102032025	02/03/2025	SUPPLYHOUSE.COM	SUPPLIES		628.20
+ 0202042025	02/04/2025	EBAY	SUPPLIES		294.57
+ 0402072025	02/28/2025	SAM'S CLUB	SUPPLIES		67.14
10 - GENERAL FUND					2,420.56
Grand Total All Funds					2,420.56
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					0.00
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					2,420.56
Grand Total Regular Checks					0.00
Grand Total Virtual Payments					0.00
Grand Total All Payments					2,420.56

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 50 - FOOD SERVICE FUND Payment Date: 2025-02-28

Check Numbers: 0000004881 - 0000004881

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004881	02/28/2025	AMAZON CAPITAL SERVICES	SUPPLIES		67.26
D000000080	02/28/2025	NUTRITION INC.	FEBRUARY INVOICE		41,402.29 D
50 - FOOD SERVICE FUND					41,469.55
Grand Total All Funds					41,469.55
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					41,402.29
Grand Total Manual Checks					0.00
Grand Total Other Disbursement Non-negotiables					0.00
Grand Total Procurement Card Other Disbursement Non-negotiables					0.00
Grand Total Regular Checks					67.26
Grand Total Virtual Payments					0.00
Grand Total All Payments					41,469.55

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

March 2025

TO: Mark Jannone, Board of Education

RE: Transportation Changes

The following changes were made to transportation contracts since the last board meeting:

Doud Transportation

- Van 23 – Effective 2/11/25 – Added student \$203.94

CHS Student Club Application Process

1. Recruit club members (minimum of 5) and an advisor (minimum of 1)
2. Identify an executive board and create by-laws/constitution
3. Submit a new student organization application
4. Administrative Review of application (Below)
5. School board approval (Monthly)

CHS Student Club Application

Please complete the application below.

General Information (To be completed by the Club Advisor)

Date March 10, 2025

Club Name FBLA

Club Description

Future Business Leaders of America

Club Advisor Name Tyler Sechrist

Student Names of those Participating (minimum of 5)

Katie Berry Aiden Petrowski, Liam Rathbun

makema Sechrist Adelynn Cardona, Levi Landay

Nate Crawford, Zander miller

Club Advisor Signature Tyler Sechrist

office use only

Administrative Approval Donald Jacobeth
Name

[Signature]
Signature

3/11/25
Date

District Office Approval Mark Jannone
Name

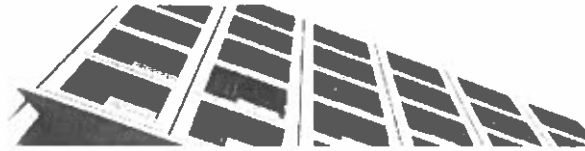
[Signature]
Signature

Date

School Board Approval Date March 13, 2025



TRANE



Trane U.S. Inc.
1185 North Washington Street
Wilkes Barre, PA 18705
Phone: (570) 821-4960

March 7, 2025

Canton Area School District

Site Address:
Canton Jr Sr High School
509 East Main Street
Canton, PA 17724

ATTENTION:

PROJECT NAME: Canton Jr Sr High School - RTAC Chiller R'Newal and Adaptiview Upgrade

TRANE R'NEWAL® SERVICE PROGRAM

The Series R R'Newal Service Program is an exclusive, comprehensive factory warranted solution designed to restore critical components of your Series R unit(s) to original operating condition, reliability, and life expectancy. The R'Newal program is designed to decrease your chances of unscheduled downtime. This process replaces worn materials, restores compressor performance, and updates applicable components to current design. This service program is performed by Trane field personnel. Its intent is to address components whose wear over time presents a significant risk to unit reliability and operation. It is intended for owners with midlife equipment that want to get many more years out of their units.

The Series R R'Newal program is backed with a Trane warranty covering the compressor(s). This unique warranty reflects Trane's confidence in our compressors as well as our factory-authorized service technicians who work on them.

Per the attached proposal, it is our recommendation that your chiller be scheduled for a Series R Compressor R'Newal service.

Thank you for giving us this opportunity. If you have any questions or concerns, please call me at (570) 821-4960.

Sincerely,

Matt Pinczes
Trane

PROPOSAL

We are pleased to offer you this proposal for performance of the following Services for the Equipment listed:

Canton Jr Sr High School

The following "Covered Equipment" will be serviced at Canton Jr Sr High School:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Air-Cooled Series R(TM) Rotary Chiller	1	Trane	RTAC2504UF	U03E00364	

SCOPE OF SERVICES

SERIES R ROTARY SCREW CHILLER COMPRESSOR R'NEWAL® SERVICE

- Remove chiller from service, de-energize, and perform lockout/tagout
- Isolate and drain evaporator barrel
- Remove evaporator barrel heads and associated piping, mechanically brush tubes, and perform eddy current testing
 - Provide customer with detailed eddy current testing report
- Clean and re-attach evaporator barrel heads and associated piping with new gasketing
- Recover refrigerant charge from Circuit-1 and Circuit-2, comparing recovered weight to factory specifications
 - Refrigerant charge to be sampled and analyzed by Trane Laboratory
- Disconnect and remove both chiller compressors and replace with Trane OEM R'Newal compressors
- The following, existing chiller components will be replaced as part of the R'Newal:
 - High pressure cut-out switches
 - Refrigerant pressure relief valves
 - Liquid line filters
 - Circuit oil charges
 - Wye-Delta starter contactors and associated auxiliary switches (1K1 through 1K8)
 - Condenser fan motors, fan blades, and associated wiring harnesses
- Pressurize circuits with nitrogen/trace gas and perform follow-up leak check
- Evacuate circuits and perform vacuum regain testing
- Re-charge circuits with recovered refrigerant (pending sample analysis results)
 - Refrigerant to be distilled, dried, and filtered during recharging process
- De-commission existing chilled-water differential pressure flow switch and furnish with new IFM Efector thermal dispersion flow sensor
- De-commission existing Johnson Controls low-ambient condenser fan speed controllers
 - Furnish chiller with upgraded Danfoss low-ambient condenser fan VFD kit (kit includes new contactors and fuses for all non-low-ambient condenser fan assemblies)
- Re-fill evaporator barrel and re-open isolation valves
- Restore unit power
- Perform chiller start-up and operational logging
- **Factory parts and labor warranty on compressor – see Warranty section (below) for details**

SERIES R RUNNING COMPRESSOR R'NEWAL WARRANTY

Series R R'newal includes a one-year standard parts warranty and 90 days labor on all components replaced as part of the offering.

In addition, the compressors on which R'Newal has been completed will be covered by the Limited Factory Warranty for the term purchased:

- **5 Years Compressor Parts & Labor:** This offering requires the purchase of a Trane Service Agreement. The service agreement shall include, at a minimum three inspections and one oil analysis per year. The oil analysis will be completed by the Trane Chemical Laboratory. If the Trane Service Agreement is cancelled before the end of the warranty period, the Limited Factory Warranty on the compressors is void.

CLARIFICATIONS

- The existing R-134A refrigerant will be re-used. If additional refrigerant is necessary, it is not included and will be billable in addition to this proposal.
- Labor is at normal working hours only and excludes labor costs due to unusual equipment access. All crane costs are included.
- The Limited Factory Warranty is available at the URL listed below and is incorporated herein by this reference: [RNC-SVW001A-EN_07132021.pdf \(trane.com\)](https://www.trane.com/literature/SVW001A-EN_07132021.pdf)

Additional Services

CHILLER CONTROLS UPGRADE PROPOSAL

The conversion of existing Trane Series R™ chiller control system to the current production Tracer™ Adaptiview™ display and control system.

SCOPE OF SERVICE

- Inspection of chiller to validate operating condition.* Recording present chiller operating configuration and logged data
- Installation of Tracer SC building automation system controller
- Removal of existing panel-mounted DynaView chiller controller
- Installation of new UC800 chiller controller
- Installation of Adaptiview color graphic operator display
- Removal of existing ribbon-type device communication cabling, temperature sensors, pressure transducers, and electronic expansion valves
- Installation of new global connector communication cabling, temperature sensors, pressure transducers, and electronic expansion valves
- Use of Trane service tool to configure Adaptiview chiller controller for proper operation
- Set-up communication protocol and verify proper communication between chiller and Tracer SC controllers
- Startup and logging of the chiller
- Operator training in the usage and features of new chiller control system

* Any additional repairs will be brought to your attention, quoted separately, and will be done only following your approval.

EXCLUSIONS

- Unless previously installed. Conduits and wiring to facilitate the start/stop of the evaporator and condenser pump(s) is not included

STANDARD FEATURES – ADAPTIVIEW™ DISPLAY UPGRADE

GENERAL

The Tracer™ Adaptiview™ Upgrade Chiller Controller is a prepackaged upgrade kit designed for existing chillers. This kit includes all required components to convert the chiller from existing CH530 controls to Adaptiview chiller controls.

CONTROL FUNCTION

The Tracer Adaptiview system has the following control functions;

- Smart compressor startup and shutdown sequence
- Loss of flow in evaporator
- High condenser pressure limit
- High pressure cutout
- Evaporator fluid temperature cutout
- Evaporator refrigerant temperature limit
- Evaporator leaving fluid temperature control
- Current limit control/Demand limit input
- Condenser limit control
- Automatic chilled water setpoint reset
- Chiller startup automatic soft-loading
- Smart chiller auto-restart
- Remote BAS setpoint control
- Remote BAS enable/disable
- Pump start/stop output relays

MONITORING FUNCTIONS

The Tracer Adaptiview has the following monitoring functions;

Temperature - Standard

- Compressor discharge temperature
- Evaporator approach temperature (derived)
- Evaporator entering water temperature
- Evaporator leaving water temperature
- Saturated evaporator refrigerant temperature

Pressure - Standard

- Evaporator refrigerant pressure (PSIA)
- Condenser refrigerant pressure (PSIA)
- Oil pressure (PSIA)

Liquid Sensing – Standard

- Evaporator Refrigerant Liquid Level Sensing

Control inputs - Standard

- Setpoint source: front panel
- External chiller Auto-Stop
- External chiller emergency Stop

Chiller associated - Standard

- Compressor motor starts
- Compressor motor running hours
- Current, phase current
- Voltage, L1 (Compressor 1A only)
- Compressor motor % RLA by phase

THREE PHASE CURRENT CONTROL MOTOR STARTER PROTECTION

As part of Tracer™ Adaptiview™, the package includes interface and control of the chiller motor starter system. It allows the Tracer Adaptiview to provide Trane Adaptiview chiller motor starter protection. Its three-phase motor starter protection hardware is designed for installation within the existing motor starter or in an auxiliary starter box. It allows full start control, transition control, and current limiting control for the chiller. The following monitoring capabilities are provided.

- Phase A, B, C Current input
- Transition Failure
- Current overload
- Phase imbalance, phase loss, reversal, and rotation

ADAPTIVIEW DISPLAY MOUNTING

ADAPTIVIEW DISPLAY MOUNTED IN ENCLOSURE ON CHILLER

Status and 100 active or historic diagnostics are communicated to the operator via a 7" diagonal, Wide VGA TFT LCD color display with a graphical user interface. Setpoints are entered through the touch-sensitive screen. Countdown timer displays remaining time(s) during wait states and time out periods. Nonvolatile memory saves unit set-up information during power loss without the need for batteries. Password protection is provided to secure the operator interface.

PC-based service tool software displays the last 100 active or historic diagnostics, indicating the time, date of occurrence and system parameters at the time of the diagnostic.

The service tool provides advanced troubleshooting and access to sophisticated configuration settings not needed during operation of the chiller. Check with your local Trane office on service tool availability.

Unit mounted display is capable of displaying chiller parameters in IP or SI units, and language in English and any of 26 other languages.

The display is outdoor capable including an UV resistant touchscreen with an operating range between -40.0°F to 158.2°F operating temperature.

COMMUNICATIONS MODULE

BACnet and MODBUS communications

The UC800 includes both BACnet and MODBUS communications support built-in to the unit control module.

GLOBAL CONNECTOR KIT (PLUGGABLE CONNECTOR)

The global connector kit option allows a unit that has flat ribbon cabling for sensors and transducers to be modified to the global connection cabling. The kit includes all necessary cables and modern pressure and temperature transducers and sensors.

Adaptiview Upgrade Warranty

Adaptiview upgrade kit includes 5-year parts and labor warranty

PRICING AND ACCEPTANCE

TOTAL PRICE:\$338,627.00 USD

CLARIFICATIONS

1. Price does not include applicable sales taxes, which will be added and reflected in the invoice(s).
2. Any service not listed is not included.
3. Work will be performed during normal Trane business hours.

I appreciate the opportunity to earn your business and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer. In the event a "Service Project" is also included as part of the Agreement funding option, Customer shall pay to Company the Cancellation Fee which shall be set forth in "Exhibit A" Cancellation Schedule attached hereto, which Cancellation Fee represents unbilled labor, non-labor expenses, and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 7 of the attached Terms and Conditions – Quoted Service.

This proposal is valid 30 days from March 7, 2025.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE
	Trane U.S. Inc.
_____ Authorized Representative	_____ Submitted By: Matt Pinczes
_____ Printed Name	_____ Proposal Date: March 7, 2025
_____ Title	_____ Cell:
	_____ Office: (570) 821-4960
	_____ License Number: PA
_____ Purchase Order	_____ Authorized Representative
_____ Acceptance Date	_____ Title
	_____ Signature Date

TERMS AND CONDITIONS – QUOTED SERVICE

“Company” shall mean Trane U.S. Inc..

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Company's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Company will be responsible for the cost of transporting a part requiring service.

1. **Agreement.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the “Agreement”) resulting from Company's proposal (the “Proposal”) for the services (the “Services”) on equipment listed in the Proposal (the “Covered Equipment”). **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. **Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service (“Connected Services Terms”), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. **Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent (“Customer”) delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counteroffer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

4. **Cancellation by Customer Prior to Services; Refund.** If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

5. **Cancellation by Company.** This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

6. **Services Fees and Taxes.** Fees for the Services (the “Service Fee(s)”) shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.

7. **Payment.** Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

8. **Customer Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due; or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead).

9. **Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Company for services, repairs, and/or replacements performed by Company at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Company performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

10. **Customer Obligations.** Customer shall (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

11. **Exclusions.** Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement (“Pre-Existing Conditions”) including, without limitation, damages, losses, or expenses involving a Pre-Existing Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and
- (e) Replacement of refrigerant is excluded unless replacement of refrigerant is expressly stated as included with the Proposal.

12. **Limited Warranty.** Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the “Limited Warranty”). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear, end of life failure; corrosion; erosion, deterioration; Customer's failure to follow the Company-provided maintenance plan, unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company; and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company (“Third Party Product(s)”) are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY**

MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN.

THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO

13. **Indemnity.** To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

14. **Limitation of Liability.** NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), INCLUDING CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINATES OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

15. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGED TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANT LIABILITIES.

16. **Asbestos and Hazardous Materials.** The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

17. **Insurance.** Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage.

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation.

18. **Force Majeure.** Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake; lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

19. **General.** Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

20. **Equal Employment Opportunity/Affirmative Action Clause.** Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in

41 C.F.R. Part 60-741, and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250, and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada

21. U.S. Government Contracts.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

22. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns: (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement; and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10 48 (1024)
Supersedes 1-10 48 (0821)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"**Customer Data**" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"**Equipment**" shall have the meaning set forth in the Agreement.

"**HVAC Machine Data**" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. "**Personal Data**" means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"**Security Incident**" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"**Services**" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "**Laws**").
5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024
Supersedes: November 2023v2

APPENDIX

SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- USDOT compliance
- Refrigerant management training

ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment.

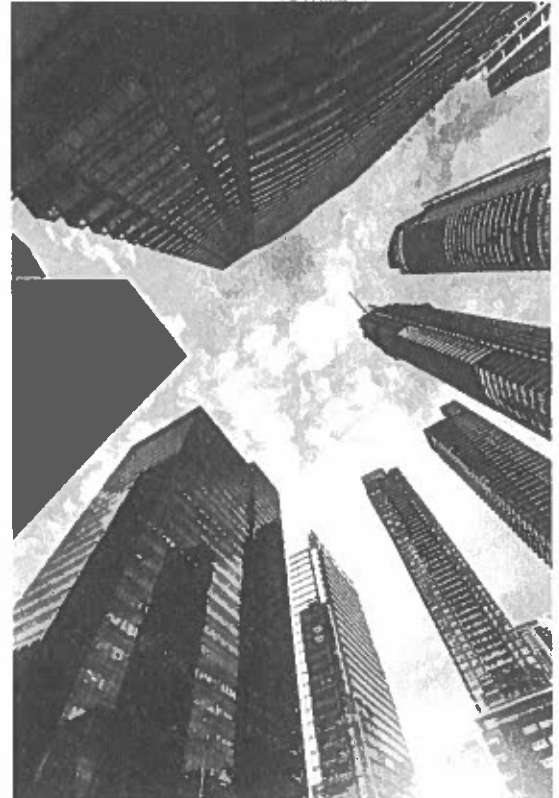
Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Upon request, Trane can send you an annual report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months.

Trane adheres to all environmental regulations when removing used oil from refrigeration units.

CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems





Trane U.S. Inc.
1185 North Washington Street
Wilkes Barre, PA 18705
Phone: (570) 821-4960

March 7, 2025

Canton Area School District

Site Address:
Canton Elementary School
545 East Main Street
Canton, PA 17724

ATTENTION:

PROJECT NAME: Canton Elementary School - RTAA R'Newal

TRANE R'NEWAL® SERVICE PROGRAM

The Series R R'Newal Service Program is an exclusive, comprehensive factory warranted solution designed to restore critical components of your Series R unit(s) to original operating condition, reliability, and life expectancy. The R'Newal program is designed to decrease your chances of unscheduled downtime. This process replaces worn materials, restores compressor performance, and updates applicable components to current design. This service program is performed by Trane field personnel. Its intent is to address components whose wear over time presents a significant risk to unit reliability and operation. It is intended for owners with midlife equipment that want to get many more years out of their units.

The Series R R'Newal program is backed with a Trane warranty covering the compressor(s). This unique warranty reflects Trane's confidence in our compressors as well as our factory-authorized service technicians who work on them.

Per the attached proposal, it is our recommendation that your chiller be scheduled for a Series R Compressor R'Newal service.

Thank you for giving us this opportunity. If you have any questions or concerns, please call me at (570) 821-4960.

Sincerely,

Matt Pinczes
Trane

PROPOSAL

We are pleased to offer you this proposal for performance of the following Services for the Equipment listed:

Canton Elementary School

The following "Covered Equipment" will be serviced at Canton Elementary School:

Equipment	Qty	Manufacturer	Model Number	Serial Number	Asset Tag
Air Cooled Rotary Chiller	1	Trane	RTAA2004XN	U97J05434	

SCOPE OF SERVICES

SERIES R ROTARY SCREW CHILLER COMPRESSOR R'NEWAL® SERVICE

- Remove chiller from service, de-energize, and perform lockout/tagout
- Recover refrigerant charge from Circuit-1 and Circuit-2, comparing recovered weight to factory specifications
 - Refrigerant charge to be sampled and analyzed by Trane Laboratory
- Disconnect and remove both chiller compressors and replace with Trane OEM R'Newal compressors
- The following, existing chiller components will be replaced as part of the R'Newal:
 - High pressure cut-out switches
 - Refrigerant pressure relief valves
 - Liquid line driers and oil filters
 - Circuit oil charges
 - Across-the-line starter contactors and associated auxiliary switches (1K1 and 1K5)
 - Condenser fan motors, fan blades, and associated wiring harnesses
 - Refrigerant and chilled-water temperature sensors
 - Electronic expansion valves and associated control module
- Pressurize circuits with nitrogen/trace gas and perform follow-up leak check
- Evacuate circuits and perform vacuum regain testing
- Re-charge circuits with recovered refrigerant (pending sample analysis results)
 - Refrigerant to be distilled, dried, and filtered during recharging process
- De-commission existing chilled-water differential pressure flow switch and furnish with new IFM Efector thermal dispersion flow sensor
- De-commission existing UCP1 chiller controller and furnish with new UCP2 CLD controller and user interface display
- Restore unit power
- Set proper chiller configuration and parameter settings in new UCP2 controller
- Perform chiller start-up and operational logging
- **Factory parts and labor warranty on compressor – see Warranty section (below) for details**

SERIES R RUNNING COMPRESSOR R'NEWAL WARRANTY

Series R R'newal includes a one-year standard parts warranty and 90 days labor on all components replaced as part of the offering.

In addition, the compressors on which R'newal has been completed will be covered by the Limited Factory Warranty for the term purchased:

- **5 Years Compressor Parts & Labor:** This offering requires the purchase of a Trane Service Agreement. The service agreement shall include, at a minimum three inspections and one oil analysis per year. The oil analysis will be completed by the Trane Chemical Laboratory. If the Trane Service Agreement is cancelled before the end of the warranty period, the Limited Factory Warranty on the compressors is void.

CLARIFICATIONS

- The existing HCFC-22 will be re-used. If additional refrigerant is necessary, it is not included and will be billable in addition to this proposal.
- Labor is at normal working hours only and excludes labor costs due to unusual equipment access. All crane costs are included.
- The Limited Factory Warranty is available at the URL listed below and is incorporated herein by this reference: [RNC-SVW001A-EN_07132021.pdf \(trane.com\)](#)

ADDITIONAL SERVICES

CHILLER CONTROLS UPGRADE PROPOSAL

SCOPE OF SERVICE

- Installation of Tracer SC building automation system controller
- Set-up communication protocol and verify proper communication between chiller and Tracer SC controllers
- Startup and logging of the chiller
- Operator training in the usage and features of new chiller control system

* Any additional repairs will be brought to your attention, quoted separately, and will be done only following your approval.

EXCLUSIONS

- Unless previously installed. Conduits and wiring to facilitate the start/stop of the evaporator and condenser pump(s) is not included

PRICING AND ACCEPTANCE

TOTAL PRICE:**\$281,803.00 USD**

CLARIFICATIONS

1. Price does not include applicable sales taxes, which will be added and reflected in the invoice(s).
2. Any service not listed is not included.
3. Work will be performed during normal Trane business hours.

I appreciate the opportunity to earn your business and look forward to helping you with all of your service needs. Please contact me if you have any questions or concerns.

In addition to any other amounts then due hereunder, if this Agreement is terminated or cancelled prior to its scheduled expiration, Customer shall pay to Company the balance of any amounts billed to but unpaid by Customer. In the event a "Service Project" is also included as part of the Agreement funding option, Customer shall pay to Company the Cancellation Fee which shall be set forth in "Exhibit A" Cancellation Schedule attached hereto, which Cancellation Fee represents unbilled labor, non-labor expenses, and parts materials and components. Subject only to a prior written agreement signed by Trane, payment is due upon receipt of invoice in accordance with Section 7 of the attached Terms and Conditions – Quoted Service.

This proposal is valid 30 days from March 7, 2025.

This agreement is subject to Customer's acceptance of the attached Trane Terms and Conditions – Quoted Service.

CUSTOMER ACCEPTANCE	TRANE ACCEPTANCE Trane U.S. Inc.
_____	_____
Authorized Representative	Submitted By: Matt Pinczes
_____	Proposal Date: March 7, 2025
Printed Name	Cell:
_____	Office: (570) 821-4960
Title	License Number: PA
_____	_____
Purchase Order	Authorized Representative
_____	_____
Acceptance Date	Title
_____	_____
	Signature Date

TERMS AND CONDITIONS – QUOTED SERVICE

"Company" shall mean Trane U.S. Inc..

To obtain repair service within the scope of Services as defined, contact your local Trane District office identified on the first page of the Agreement by calling the telephone number stated on that page. That Trane District office is responsible for Company's performance of this Agreement. Only Trane authorized personnel may perform service under this Agreement. For Service covered under this Agreement, Company will be responsible for the cost of transporting a part requiring service.

1. **Agreement.** These terms and conditions are an integral part of Company's offer and form the basis of any agreement (the "Agreement") resulting from Company's proposal (the "Proposal") for the services (the "Services") on equipment listed in the Proposal (the "Covered Equipment") **COMPANY'S TERMS AND CONDITIONS ARE SUBJECT TO PERIODIC CHANGE OR AMENDMENT.**

2. **Connected Services.** In addition to these terms and conditions, the Connected Services Terms of Service ("Connected Services Terms"), available at <https://www.trane.com/TraneConnectedServicesTerms>, as updated from time to time, are incorporated herein by reference and shall apply to the extent that Company provides Customer with Connected Services, as defined in the Connected Services Terms.

3. **Acceptance.** The Proposal is subject to acceptance in writing by the party to whom this offer is made or an authorized agent ("Customer") delivered to Company within 30 days from the date of the Proposal. If Customer accepts the Proposal by placing an order, without the addition of any other terms and conditions of sale or any other modification, Customer's order shall be deemed acceptance of the Proposal subject to Company's terms and conditions. If Customer's order is expressly conditioned upon the Company's acceptance or assent to terms and/or conditions other than those expressed herein, return of such order by Company with Company's terms and conditions attached or referenced serves as Company's notice of objection to Customer's terms and as Company's counteroffer to provide Services in accordance with the Proposal. If Customer does not reject or object in writing to Company within 10 days, the Company's counteroffer will be deemed accepted. Customer's acceptance of the Services by Company will in any event constitute an acceptance by Customer of Company's terms and conditions. In the case of a dispute, the applicable terms and conditions will be those in effect at the time of delivery or acceptance of the Services. This Agreement is subject to credit approval by Company. Upon disapproval of credit, Company may delay or suspend performance or, at its option, renegotiate prices and/or terms and conditions with Customer. If Company and Customer are unable to agree on such revisions, this Agreement shall be cancelled without any liability, other than Customer's obligation to pay for Services rendered by Company to the date of cancellation.

4. **Cancellation by Customer Prior to Services; Refund.** If Customer cancels this Agreement within (a) thirty (30) days of the date this Agreement was mailed to Customer or (b) twenty (20) days of the date this Agreement was delivered to Customer, if it was delivered at the time of sale, and no Services have been provided by Company under this Agreement, the Agreement will be void and Company will refund to Customer, or credit Customer's account, the full Service Fee of this Agreement that Customer paid to Company, if any. A ten percent (10%) penalty per month will be added to a refund that is due but is not paid or credited within forty-five (45) days after return of this Agreement to Company. Customer's right to cancel this Agreement only applies to the original owner of this Agreement and only if no Services have been provided by Company under this Agreement prior to its return to Company.

5. **Cancellation by Company.** This Agreement may be cancelled by Company for any reason or no reason, upon written notice from Company to Customer no later than 30 days prior to performance of any Services hereunder and Company will refund to Customer, or credit Customer's account, that part of the Service Fee attributable to Services not performed by Company. Customer shall remain liable for and shall pay to Company all amounts due for Services provided by Company and not yet paid.

6. **Services Fees and Taxes.** Fees for the Services (the "Service Fee(s)") shall be as set forth in the Proposal and are based on performance during regular business hours. Fees for outside Company's regular business hours and any after-hours services shall be billed separately according to the then prevailing overtime or emergency labor/labour rates. In addition to the stated Service Fee, Customer shall pay all taxes not legally required to be paid by Company or, alternatively, shall provide Company with acceptable tax exemption certificates. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due.

7. **Payment.** Payment is due upon receipt of Company's invoice. Company reserves the right to add to any account outstanding for more than 30 days a service charge equal to the lesser of the maximum allowable legal interest rate or 1.5% of the principal amount due at the end of each month. Customer shall pay all costs (including attorneys' fees) incurred by Company in attempting to collect amounts due or otherwise enforcing these terms and conditions.

8. **Customer Breach.** Each of the following events or conditions shall constitute a breach by Customer and shall give Company the right, without an election of remedies, to terminate this Agreement or suspend performance by delivery of written notice: (1) Any failure by Customer to pay amounts when due, or (2) any general assignment by Customer for the benefit of its creditors, or if Customer becomes bankrupt or insolvent or takes the benefit of any statute for bankrupt or insolvent debtors, or makes or proposes to make any proposal or arrangement with creditors, or if any steps are taken for the winding up or other termination of Customer or the liquidation of its assets, or if a trustee, receiver, or similar person is appointed over any of the assets or interests of Customer; (3) Any representation or warranty furnished by Customer in connection with this Agreement is false or misleading in any material respect when made; or (4) Any failure by Customer to perform or comply with any material provision of this Agreement. Customer shall be liable to the Company for all Services furnished to date and all damages sustained by Company (including lost profit and overhead).

9. **Performance.** Company shall perform the Services in accordance with industry standards generally applicable in the state or province where the Services are performed under similar circumstances as of the time Company performs the Services. Company is not liable for any claims, damages, losses, or expenses, arising from or related to work done by or services provided by individuals or entities that are not employed by or hired by Company. Company may refuse to perform any Services or work where working conditions could endanger property or put at risk the safety of people. Parts used for any repairs made will be those selected by Company as suitable for the repair and may be parts not manufactured by Company. Customer must reimburse Company for services, repairs, and/or replacements performed by Company at Customer's request beyond the scope of Services or otherwise excluded under this Agreement. The reimbursement shall be at the then prevailing applicable regular, overtime, or holiday rates for labor/labour and prices for materials. Prior to Company performing the additional services, repairs, and/or replacements, Customer may request a separate written quote stating the work to be performed and the price to be paid by Customer for the work.

10. **Customer Obligations.** Customer shall: (a) provide Company reasonable and safe access to the Covered Equipment and areas where Company is to work; and (b) unless otherwise agreed by Customer and Company, at Customer's expense and before the Services begin, Customer will provide any necessary access platforms, catwalks to safely perform the Services in compliance with OSHA, state, or provincial industrial safety regulations or any other applicable industrial safety standards or guidelines.

11. **Exclusions.** Unless expressly included in the Proposal, the Services do not include, and Company shall not be responsible for or liable to the Customer for, any claims, losses, damages or expenses suffered by the Customer in any way connected with, relating to or arising from any of the following:

- (a) Any guarantee of room conditions or system performance;
- (b) Inspection, operation, maintenance, repair, replacement or performance of work or services outside the Services;
- (c) Damage, repairs or replacement of parts made necessary as a result of the acts or omission of Customer or any Event of Force Majeure;
- (d) Any claims, damages, losses, or expenses, arising from or related to conditions that existed in, on, or upon the premises before the effective date of this Agreement ("Pre-Existing Conditions") including, without limitation, damages, losses, or expenses involving a Pre-Existing Condition of building envelope issues, mechanical issues, plumbing issues, and/or indoor air quality issues involving mold/mould, bacteria, microbial growth, fungi or other contaminants or airborne biological agents; and
- (e) Replacement of refrigerant is excluded, unless replacement of refrigerant is expressly stated as included with the Proposal.

12. **Limited Warranty.** Company warrants that: (a) the material manufactured by Company and provided to the Customer in performance of the Services is free from defects in material and manufacture for a period of 12 months from the earlier of the date of equipment start-up or replacement and (b) the labor/labour portion of the Services is warranted to have been properly performed for a period of 90 days from date of completion (the "Limited Warranty"). Company obligations of equipment start-up, if any are stated in the Proposal, are coterminous with the Limited Warranty period. Defects must be reported to Company within the Limited Warranty period. Company's obligation under the Limited Warranty is limited to repairing or replacing the defective part at its option and to correcting any improperly performed labor/labour. No liability whatsoever shall attach to Company until the Services have been paid for in full. Exclusions from this Limited Warranty include claims, losses, damages, and expenses in any way connected with, related to, or arising from failure or malfunction of equipment due to the following: wear and tear; end of life failure; corrosion; erosion; deterioration; Customer's failure to follow the Company-provided maintenance plan; unauthorized or improper maintenance; unauthorized or improper parts or material; refrigerant not supplied by Company, and modifications made by others to Company's equipment. Company shall not be obligated to pay for the cost of lost refrigerant or lost product. Some components of Company equipment may be warranted directly from the component supplier, in which case this Limited Warranty shall not apply to those components and any warranty of such components shall be the warranty given by the component supplier. Notwithstanding the foregoing, all warranties provided herein terminate upon termination or cancellation of this Agreement. Equipment, material and/or parts that are not manufactured by Company ("Third-Party Product(s)") are not warranted by Company and have such warranties as may be extended by the respective manufacturer. **CUSTOMER UNDERSTANDS THAT COMPANY IS NOT THE MANUFACTURER OF ANY THIRD-PARTY PRODUCT(S) AND ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS ARE THOSE OF THE THIRD-PARTY**

MANUFACTURER, NOT COMPANY AND CUSTOMER IS NOT RELYING ON ANY WARRANTIES, CLAIMS, STATEMENTS, REPRESENTATIONS, OR SPECIFICATIONS REGARDING THE THIRD-PARTY PRODUCT THAT MAY BE PROVIDED BY COMPANY OR ITS AFFILIATES, WHETHER ORAL OR WRITTEN.

THE REMEDIES SET FORTH IN THIS LIMITED WARRANTY ARE THE SOLE AND EXCLUSIVE REMEDIES FOR WARRANTY CLAIMS PROVIDED BY COMPANY TO CUSTOMER UNDER THIS AGREEMENT AND ARE IN LIEU OF ALL OTHER WARRANTIES AND LIABILITIES, LIABILITIES, CONDITIONS AND REMEDIES, WHETHER IN CONTRACT, WARRANTY, STATUTE, OR TORT (INCLUDING NEGLIGENCE), EXPRESS OR IMPLIED, IN LAW OR IN FACT, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR USE OR FITNESS FOR A PARTICULAR PURPOSE AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE. COMPANY EXPRESSLY DISCLAIMS ANY REPRESENTATIONS OR WARRANTIES, ENDORSEMENTS OR CONDITIONS OF ANY KIND, EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF QUALITY, FITNESS, MERCHANTABILITY, DURABILITY AND/OR OTHERS ARISING FROM COURSE OF DEALING OR TRADE OR REGARDING PREVENTION BY THE SCOPE OF SERVICES, OR ANY COMPONENT THEREOF. COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. ADDITIONALLY, COMPANY MAKES NO REPRESENTATION OR WARRANTY OF ANY KIND REGARDING PREVENTING, ELIMINATING, REDUCING OR INHIBITING ANY MOLD, FUNGUS, BACTERIA, VIRUS, MICROBIAL GROWTH, OR ANY OTHER CONTAMINANTS (INCLUDING COVID-19 OR ANY SIMILAR VIRUS) (COLLECTIVELY, "CONTAMINANTS"), WHETHER INVOLVING OR IN CONNECTION WITH EQUIPMENT, ANY COMPONENT THEREOF, SERVICES OR OTHERWISE. IN NO EVENT SHALL COMPANY HAVE ANY LIABILITY FOR THE PREVENTION, ELIMINATION, REDUCTION OR INHIBITION OF THE GROWTH OR SPREAD OF SUCH CONTAMINANTS INVOLVING OR IN CONNECTION WITH ANY EQUIPMENT, THIRD-PARTY PRODUCT, OR ANY COMPONENT THEREOF, SERVICES OR OTHERWISE AND CUSTOMER HEREBY SPECIFICALLY ACKNOWLEDGES AND AGREES THERETO

13. Indemnity. To the maximum extent permitted by law, Company and Customer shall indemnify and hold harmless each other from any and all claims, actions, costs, expenses, damages and liabilities, including reasonable attorneys' fees, resulting from death or bodily injury or damage to real or personal property, to the extent caused by the negligence or misconduct of the indemnifying party, and/or its respective employees or authorized agents in connection with their activities within the scope of this Agreement. Neither party shall indemnify the other against claims, damages, expenses, or liabilities to the extent attributable to the acts or omissions of the other party or third parties. If the parties are both at fault, the obligation to indemnify shall be proportional to their relative fault. The duty to indemnify and hold harmless will continue in full force and effect, notwithstanding the expiration or early termination of this Agreement, with respect to any claims based on facts or conditions that occurred prior to expiration or termination of this Agreement.

14. Limitation of Liability. NOTWITHSTANDING ANYTHING TO THE CONTRARY, NEITHER PARTY SHALL BE LIABLE FOR SPECIAL, INCIDENTAL, INDIRECT, OR CONSEQUENTIAL LOSSES OR DAMAGES OF ANY KIND (INCLUDING WITHOUT LIMITATION REFRIGERANT LOSS, PRODUCT LOSS, LOST REVENUE OR PROFITS, OR LIABILITY TO THIRD PARTIES), INCLUDING CONTAMINANTS LIABILITIES, OR PUNITIVE DAMAGES WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS. NOTWITHSTANDING ANY OTHER PROVISION OF THIS AGREEMENT, THE TOTAL AND AGGREGATE LIABILITY OF THE COMPANY TO THE CUSTOMER WITH RESPECT TO ANY AND ALL CLAIMS CONNECTED WITH, RELATED TO OR ARISING FROM THE PERFORMANCE OR NON-PERFORMANCE OF THIS AGREEMENT, WHETHER BASED IN CONTRACT, WARRANTY, STATUTE, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, INDEMNITY OR ANY OTHER LEGAL THEORY OR FACTS, SHALL NOT EXCEED THE COMPENSATION RECEIVED BY COMPANY UNDER THIS AGREEMENT. IN NO EVENT SHALL SELLER BE LIABLE FOR ANY DAMAGES (WHETHER DIRECT OR INDIRECT) RESULTING FROM MOLD, FUNGUS, BACTERIA, MICROBIAL GROWTH, OR OTHER CONTAMINANTS OR AIRBORNE BIOLOGICAL AGENTS. TO THE MAXIMUM EXTENT ALLOWED BY LAW, COMPANY SHALL NOT BE LIABLE FOR ANY OF THE FOLLOWING IN CONNECTION WITH PROVIDING THE ENERGY AND BUILDING PERFORMANCE SERVICES: INTERRUPTION, DELETION, DEFECT, DELAY IN OPERATION OR TRANSMISSION; CUSTOMER'S NETWORK SECURITY; COMPUTER VIRUS; COMMUNICATION FAILURE; THEFT OR DESTRUCTION OF DATA; GAPS IN DATA COLLECTED; AND UNAUTHORIZED ACCESS TO CUSTOMER'S DATA OR COMMUNICATIONS NETWORK.

15. CONTAMINANTS LIABILITY

The transmission of COVID-19 may occur in a variety of ways and circumstances, many of the aspects of which are currently not known. HVAC systems, products, services and other offerings have not been tested for their effectiveness in reducing the spread of COVID-19, including through the air in closed environments. IN NO EVENT WILL COMPANY BE LIABLE UNDER THIS AGREEMENT OR OTHERWISE FOR ANY INDEMNIFICATION, ACTION OR CLAIM, WHETHER BASED ON WARRANTY, CONTRACT, TORT OR OTHERWISE, FOR ANY BODILY INJURY (INCLUDING DEATH), DAMAGED TO PROPERTY, OR ANY OTHER LIABILITIES, DAMAGES OR COSTS RELATED TO CONTAMINANTS (INCLUDING THE SPREAD, TRANSMISSION MITIGATION, ELIMINATION, OR CONTAMINATION THEREOF) (COLLECTIVELY, "CONTAMINANTS LIABILITIES") AND CUSTOMER HEREBY EXPRESSLY RELEASES COMPANY FROM ANY SUCH CONTAMINANT LIABILITIES.

16. Asbestos and Hazardous Materials. The Services expressly exclude any identification, abatement, cleanup, control, disposal, removal or other work connected with asbestos or other hazardous materials (collectively, "Hazardous Materials"). Should Company become aware of or suspect the presence of Hazardous Materials, Company may immediately stop work in the affected area and shall notify Customer. Customer will be responsible for taking any and all action necessary to correct the condition in accordance with all applicable laws and regulations. Customer shall be exclusively responsible for any claims, liability, fees and penalties, and the payment thereof, arising out of or relating to any Hazardous Materials on or about the premises, not brought onto the premises by Company. Company shall be required to resume performance of the Services only when the affected area has been rendered harmless.

17. Insurance. Company agrees to maintain the following insurance during the term of the contract with limits not less than shown below and will, upon request from Customer, provide a Certificate of evidencing the following coverage:

Commercial General Liability	\$2,000,000 per occurrence
Automobile Liability	\$2,000,000 CSL
Workers Compensation	Statutory Limits

If Customer has requested to be named as an additional insured under Company's insurance policy, Company will do so but only subject to Company's manuscript additional insured endorsement under its primary Commercial General Liability policies. In no event does Company or its insurer waive its right of subrogation.

18. Force Majeure. Company's duty to perform under this Agreement is contingent upon the non-occurrence of an Event of Force Majeure. If Company shall be unable to carry out any material obligation under this Agreement due to an Event of Force Majeure, this Agreement shall at Company's election (i) remain in effect but Company's obligations shall be suspended until the uncontrollable event terminates or (ii) be terminated upon ten (10) days' notice to Customer, in which event Customer shall pay Company for all parts of the Services furnished to the date of termination. An "Event of Force Majeure" shall mean any cause or event beyond the control of Company. Without limiting the foregoing, "Event of Force Majeure" includes: acts of God; acts of terrorism, war or the public enemy; flood; earthquake, lightning; tornado; storm; fire; civil disobedience; pandemic insurrections; riots; labor disputes; labor or material shortages; sabotage; restraint by court order or public authority (whether valid or invalid), and action or non-action by or inability to obtain or keep in force the necessary governmental authorizations, permits, licenses, certificates or approvals if not caused by Company and the requirements of any applicable government in any manner that diverts either the material or the finished product to the direct or indirect benefit of the government.

19. General. Except as provided below, to the maximum extent provided by law, this Agreement is made and shall be interpreted and enforced in accordance with the laws of the state or province in which the Services are performed without regard to choice of law principles which might otherwise call for the application of a different state's or province's law. Any dispute arising under or relating to this Agreement that is not disposed of by agreement shall be decided by litigation in a court of competent jurisdiction located in the state or province in which the Services are performed. To the extent the premises are owned and/or operated by any agency of the United States Federal Government, determination of any substantive issue of law shall be according to the United States Federal common law of Government contracts as enunciated and applied by Federal judicial bodies and boards of contract appeals of the Federal Government. This Agreement contains all of the agreements, representations and understandings of the parties and supersedes all previous understandings, commitments or agreements, oral or written, related to the Services. No documents shall be incorporated herein by reference except to the extent Company is a signatory thereon. If any term or condition of this Agreement is invalid, illegal or incapable of being enforced by any rule of law, all other terms and conditions of this Agreement will nevertheless remain in full force and effect as long as the economic or legal substance of the transaction contemplated hereby is not affected in a manner adverse to any party hereto. Customer may not assign, transfer, or convey this Agreement, or any part hereof, without the written consent of Company. Subject to the foregoing, this Agreement shall bind and inure to the benefit of the parties hereto and their permitted successors and assigns. This Agreement may be executed in several counterparts, each of which when executed shall be deemed to be an original, but all together shall constitute but one and the same Agreement. A fully executed facsimile copy hereof or the several counterparts shall suffice as an original. No modifications, additions or changes may be made to this Agreement except in a writing signed by Company. No failure or delay by the Company in enforcing any right or exercising any remedy under this Agreement shall be deemed to be a waiver by the Company of any right or remedy.

20. Equal Employment Opportunity/Affirmative Action Clause. Company is a United States federal contractor that complies fully with Executive Order 11246, as amended, and the applicable regulations contained in 41 C.F.R. Parts 60-1 through 60-60, 29 U.S.C. Section 793 and the applicable regulations contained in

41 C.F.R. Part 60-741; and 38 U.S.C. Section 4212 and the applicable regulations contained in 41 C.F.R. Part 60-250, and Executive Order 13496 and Section 29 CFR 471, appendix A to subpart A, regarding the notice of employee rights in the United States and with Canadian Charter of Rights and Freedoms Schedule B to the Canada Act 1982 (U.K.) 1982, c. 11 and applicable Provincial Human Rights Codes and employment law in Canada

21. U.S. Government Contracts.

The following provision applies only to direct sales by Company to the US Government. The Parties acknowledge that all items or services ordered and delivered under this Agreement / Purchase Order are Commercial Items as defined under Part 12 of the Federal Acquisition Regulation (FAR). In particular, Company agrees to be bound only by those Federal contracting clauses that apply to "commercial" suppliers and that are contained in FAR 52.212-5(e)(1). Company complies with 52.219-8 or 52.219-9 in its service and installation contracting business. The following provision applies only to indirect sales by Company to the US Government. As a Commercial Item Subcontractor, Company accepts only the following mandatory flow down provisions: 52.219-8; 52.222-26; 52.222-35; 52.222-36; 52.222-39; 52.247-64. If the Services are in connection with a U.S. government contract, Customer agrees and hereby certifies that it has provided and will provide current, accurate, and complete information, representations and certifications to all government officials, including but not limited to the contracting officer and officials of the Small Business Administration, on all matters related to the prime contract, including but not limited to all aspects of its ownership, eligibility, and performance. Anything herein notwithstanding, Company will have no obligations to Customer unless and until Customer provides Company with a true, correct and complete executed copy of the prime contract. Upon request, Customer will provide copies to Company of all requested written communications with any government official related to the prime contract prior to or concurrent with the execution thereof, including but not limited to any communications related to contractor's Customer's ownership, eligibility or performance of the prime contract. Customer will obtain written authorization and approval from Company prior to providing any government official any information about Company's performance of the Services that are the subject of this offer or agreement, other than the Proposal or this Agreement.

22. Limited Waiver of Sovereign Immunity. If Customer is an Indian tribe (in the U.S.) or a First Nation or Band Council (in Canada), Customer, whether acting in its capacity as a government, governmental entity, a duly organized corporate entity or otherwise, for itself and for its agents, successors, and assigns (1) hereby provides this limited waiver of its sovereign immunity as to any damages, claims, lawsuit, or cause of action (herein "Action") brought against Customer by Company and arising or alleged to arise out of the furnishing by Company of any product or service under this Agreement, whether such Action is based in contract, tort, strict liability, civil liability or any other legal theory; (2) agrees that jurisdiction and venue for any such Action shall be proper and valid (a) if Customer is in the U.S., in any state or United States court located in the state in which Company is performing this Agreement or (b) if Customer is in Canada, in the superior court of the province or territory in which the work was performed; (3) expressly consents to such Action, and waives any objection to jurisdiction or venue; (4) waives any requirement of exhaustion of tribal court or administrative remedies for any Action arising out of or related to this Agreement, and (5) expressly acknowledges and agrees that Company is not subject to the jurisdiction of Customer's tribal court or any similar tribal forum, that Customer will not bring any action against Company in tribal court, and that Customer will not avail itself of any ruling or direction of the tribal court permitting or directing it to suspend its payment or other obligations under this Agreement. The individual signing on behalf of Customer warrants and represents that such individual is duly authorized to provide this waiver and enter into this Agreement and that this Agreement constitutes the valid and legally binding obligation of Customer, enforceable in accordance with its terms.

1-10.48 (1024)
Supersedes 1-10.48 (0821)

SECURITY ADDENDUM

This Addendum shall be applicable to the sale, installation and use of Trane equipment and the sale and provision of Trane services. "Trane" shall mean Trane U.S. Inc. for sales and services in the United States, or Trane Canada ULC for sales and services in Canada.

1. **Definitions.** All terms used in this Addendum shall have the meaning specified in the Agreement unless otherwise defined herein. For the purposes of this Addendum, the following terms are defined as follows:

"Customer Data" means Customer account information as related to the Services only and does not include HVAC Machine Data or personal data. Trane does not require, nor shall Customer provide personal data to Trane under the Agreement. Such data is not required for Trane to provide its Equipment and/or Services to the Customer.

"Equipment" shall have the meaning set forth in the Agreement.

"HVAC Machine Data" means data generated and collected from the product or furnished service without manual entry. HVAC Machine Data is data relating to the physical measurements and operating conditions of a HVAC system, such as but not limited to, temperatures, humidity, pressure, HVAC equipment status. HVAC Machine Data does not include Personal Data and, for the purposes of this agreement, the names of users of Trane's controls products or hosted applications shall not be Personal Data, if any such user chooses to use his/her name(s) in the created accounts within the controls product (e.g., firstname.lastname@address.com). HVAC Machine Data may be used by Trane: (a) to provide better support services and/or products to users of its products and services; (b) to assess compliance with Trane terms and conditions; (c) for statistical or other analysis of the collective characteristics and behaviors of product and services users; (d) to backup user and other data or information and/or provide remote support and/or restoration; (e) to provide or undertake: engineering analysis; failure analysis; warranty analysis; energy analysis; predictive analysis; service analysis; product usage analysis; and/or other desirable analysis, including, but not limited to, histories or trends of any of the foregoing; and (f) to otherwise understand and respond to the needs of users of the product or furnished service. **"Personal Data"** means data and/or information that is owned or controlled by Customer, and that names or identifies, or is about a natural person, such as: (i) data that is explicitly defined as a regulated category of data under any data privacy laws applicable to Customer; (ii) non-public personal information ("NPI") or personal information ("PI"), such as national identification number, passport number, social security number, social insurance number, or driver's license number; (iii) health or medical information, such as insurance information, medical prognosis, diagnosis information, or genetic information; (iv) financial information, such as a policy number, credit card number, and/or bank account number; (v) personally identifying technical information (whether transmitted or stored in cookies, devices, or otherwise), such as IP address, MAC address, device identifier, International Mobile Equipment Identifier ("IMEI"), or advertising identifier; (vi) biometric information; and/or (vii) sensitive personal data, such as, race, religion, marital status, disability, gender, sexual orientation, geolocation, or mother's maiden name.

"Security Incident" shall refer to (i) a compromise of any network, system, application or data in which Customer Data has been accessed or acquired by an unauthorized third party; (ii) any situation where Trane reasonably suspects that such compromise may have occurred; or (iii) any actual or reasonably suspected unauthorized or illegal Processing, loss, use, disclosure or acquisition of or access to any Customer Data.

"Services" shall have the meaning set forth in the Agreement.

2. **HVAC Machine Data; Access to Customer Extranet and Third Party Systems.** If Customer grants Trane access to HVAC Machine Data via web portals or other non-public websites or extranet services on Customer's or a third party's website or system (each, an "Extranet"), Trane will comply with the following:
 - a. **Accounts.** Trane will ensure that Trane's personnel use only the Extranet account(s) designated by Customer and will require Trane personnel to keep their access credentials confidential.
 - b. **Systems.** Trane will access the Extranet only through computing or processing systems or applications running operating systems managed by Trane that include: (i) system network firewalls; (ii) centralized patch management; (iii) operating system appropriate anti-malware software; and (iv) for portable devices, full disk encryption.
 - c. **Restrictions.** Unless otherwise approved by Customer in writing, Trane will not download, mirror or permanently store any HVAC Machine Data from any Extranet on any medium, including any machines, devices or servers.
 - d. **Account Termination.** Trane will terminate the account of each of Trane's personnel in accordance with Trane's standard practices after any specific Trane personnel who has been authorized to access any Extranet (1) no longer needs access to HVAC Machine Data or (2) no longer qualifies as Trane personnel (e.g., the individual leaves Trane's employment).
 - e. **Third Party Systems.** Trane will provide Customer prior notice before it uses any third party system that stores or may otherwise have access to HVAC Machine Data, unless (1) the data is encrypted and (2) the third party system will not have access to the decryption key or unencrypted "plain text" versions of the HVAC Machine Data.

3. Customer Data; Confidentiality. Trane shall keep confidential, and shall not access or use any Customer Data and information that is marked confidential or by its nature is considered confidential ("Customer Confidential Information") other than for the purpose of providing the Equipment and Services, and will disclose Customer Confidential Information only: (i) to Trane's employees and agents who have a need to know to perform the Services, (ii) as expressly permitted or instructed by Customer, or (iii) to the minimum extent required to comply with applicable law, provided that Trane (1) provides Customer with prompt written notice prior to any such disclosure, and (2) reasonably cooperate with Customer to limit or prevent such disclosure.
4. Customer Data; Compliance with Laws. Trane agrees to comply with laws, regulations governmental requirements and industry standards and practices relating to Trane's processing of Customer Confidential Information (collectively, "Laws").
5. Customer Data; Information Security Management. Trane agrees to establish and maintain an information security and privacy program, consistent with applicable HVAC equipment industry practices that complies with this Addendum and applicable Laws ("**Information Security Program**"). The Information Security Program shall include appropriate physical, technical and administrative safeguards, including any safeguards and controls agreed by the Parties in writing, sufficient to protect Customer systems, and Customer's Confidential Information from unauthorized access, destruction, use, modification or disclosure. The Information Security Program shall include appropriate, ongoing training and awareness programs designed to ensure that Trane's employees and agents, and others acting on Trane's, behalf are aware of and comply with the Information Security Program's policies, procedures, and protocols.
6. Monitoring. Trane shall monitor and, at regular intervals consistent with HVAC equipment industry practices, test and evaluate the effectiveness of its Information Security Program. Trane shall evaluate and promptly adjust its Information Security Program in light of the results of the testing and monitoring, any material changes to its operations or business arrangements, or any other facts or circumstances that Trane knows or reasonably should know may have a material impact on the security of Customer Confidential Information, Customer systems and Customer property.
7. Audits. Customer acknowledges and agrees that the Trane SOC2 audit report will be used to satisfy any and all audit/inspection requests/requirements by or on behalf of Customer. Trane will make its SOC2 audit report available to Customer upon request and with a signed nondisclosure agreement.
8. Information Security Contact. Trane's information security contact is Local Sales Office.
9. Security Incident Management. Trane shall notify Customer after the confirmation of a Security Incident that affects Customer Confidential Information, Customer systems and Customer property. The written notice shall summarize the nature and scope of the Security Incident and the corrective action already taken or planned.
10. Threat and Vulnerability Management. Trane regularly performs vulnerability scans and addresses detected vulnerabilities on a risk basis. Periodically, Trane engages third-parties to perform network vulnerability assessments and penetration testing. Vulnerabilities will be reported in accordance with Trane's cybersecurity vulnerability reported process. Trane periodically provides security updates and software upgrades.
11. Security Training and Awareness. New employees are required to complete security training as part of the new hire process and receive annual and targeted training (as needed and appropriate to their role) thereafter to help maintain compliance with Security Policies, as well as other corporate policies, such as the Trane Code of Conduct. This includes requiring Trane employees to annually re-acknowledge the Code of Conduct and other Trane policies as appropriate. Trane conducts periodic security awareness campaigns to educate personnel about their responsibilities and provide guidance to create and maintain a secure workplace.
12. Secure Disposal Policies. Trane will maintain policies, processes, and procedures regarding the disposal of tangible and intangible property containing Customer Confidential Information so that wherever possible, Customer Confidential Information cannot be practicably read or reconstructed.
13. Logical Access Controls. Trane employs internal monitoring and logging technology to help detect and prevent unauthorized access attempts to Trane's corporate networks and production systems. Trane's monitoring includes a review of changes affecting systems' handling authentication, authorization, and auditing, and privileged access to Trane production systems. Trane uses the principle of "least privilege" (meaning access denied unless specifically granted) for access to customer data.
14. Contingency Planning/Disaster Recovery. Trane will implement policies and procedures required to respond to an emergency or other occurrence (i.e. fire, vandalism, system failure, natural disaster) that could damage Customer Data or any system that contains Customer Data. Procedures include the following
 - (i) Data backups; and
 - (ii) Formal disaster recovery plan. Such disaster recovery plan is tested at least annually.

15. Return of Customer Data. If Trane is responsible for storing or receiving Customer Data, Trane shall, at Customer's sole discretion, deliver Customer Data to Customer in its preferred format within a commercially reasonable period of time following the expiration or earlier termination of the Agreement or, such earlier time as Customer requests, securely destroy or render unreadable or undecipherable each and every original and copy in every media of all Customer's Data in Trane's possession, custody or control no later than [90 days] after receipt of Customer's written instructions directing Trane to delete the Customer Data.
16. Background Checks Trane shall take reasonable steps to ensure the reliability of its employees or other personnel having access to the Customer Data, including the conducting of appropriate background and/or verification checks in accordance with Trane policies.
17. DISCLAIMER OF WARRANTIES. EXCEPT FOR ANY APPLICABLE WARRANTIES IN THE AGREEMENT, THE SERVICES ARE PROVIDED "AS IS", WITH ALL FAULTS, AND THE ENTIRE RISK AS TO SATISFACTORY QUALITY, PERFORMANCE, ACCURACY AND EFFORT AS TO SUCH SERVICES SHALL BE WITH CUSTOMER. TRANE DISCLAIMS ANY AND ALL OTHER EXPRESS OR IMPLIED REPRESENTATIONS AND WARRANTIES WITH RESPECT TO THE SERVICES AND THE SERVICES PROVIDED HEREUNDER, INCLUDING ANY EXPRESS OR IMPLIED WARRANTY OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR THAT THE SERVICES WILL OPERATE ERROR-FREE OR UNINTERRUPTED OR RETURN/RESPONSE TO INQUIRIES WITHIN ANY SPECIFIC PERIOD OF TIME.

October 2024
Supersedes: November 2023v2

APPENDIX

SAFETY

Since 2003, U.S. Bureau of Labor Statistics records have consistently shown the Total Recordable Incident Rate (TRIR) and Days Away From Work (DAFW) for Trane have been significantly lower than those for HVAC repair and maintenance contractors and specialty trade contractors (construction). The company's safety culture in America is unparalleled in the building service industry, with proven results in the continuous reduction of injury rates. Trane incident rates (OSHA) are consistently 50 to 70 percent below the industry average.

A wide range of safety training and resources are available to Trane technicians, including:

- Safety training—20 hours per year
- Electrical safety—NFPA 70E compliant, electrical PPE
- Fall protection
- Ergonomics
- USDOT compliance
- Refrigerant management training

ENVIRONMENTAL PRACTICES

Trane policies and procedures are compliant with all federal and state regulations. Refrigerant (and substitutes) handling, storage and leak repair processes are compliant with Environmental Protection Agency regulation 40 CFR Part 82. Service technicians are Universal-certified and use only certified recovery equipment.

Refrigerant Management Software (RMS) captures, manages and reports all refrigerant activity at your site. Upon request, Trane can send you an annual report documenting all refrigerant activity that we performed for each piece of equipment during the past 12 months.

Trane adheres to all environmental regulations when removing used oil from refrigeration units.

CONSISTENCY

Nationwide, Trane technicians follow documented, formal processes that ensure uniform service delivery. As an OEM, Trane has developed exclusive service procedures which provide the most reliable outcomes, and extended equipment longevity, at the most cost-effective price.

- Exclusive service work flow processes provide detailed steps and information encompassing parts, materials, tools and sequence of execution
- Additional steps addressing safety, quality control, work validation and environmental compliance
- Technicians must consistently reference documented processes to ensure no critical steps are skipped or omitted
- Applicable service processes meet or exceed ASHRAE 180-2008 Standard Practice for Inspection and Maintenance of Commercial Building HVAC Systems

