

ww 03/21/25
Bd App 04/10/25

**MINUTES
CANTON AREA SCHOOL DISTRICT
MARCH 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, March 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. Michael Wells, Elementary School Principal; 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; Mr. Lucas Drever, Mrs. Talia Roupp, and Mr. Tom Hojnowski.

MINUTES

A motion was made by Mr. Denny Sourbeer and seconded by Mrs. Arica Jennings to approve the minutes of the regular meeting of February 13, 2025 and the Building and Grounds Committee meeting of February 11, 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 school - 423, high school - 350, elementary homeschool - 19, high school homeschool - 16, elementary CAVE - 3, high school CAVE - 16, elementary cyber charter - 12, high school cyber charter - 15, elementary out-of-district placements - 4, high school out-of-district placements - 5.
- There is great appreciation and excitement regarding the Canton FFA's opportunities and their participation in those opportunities this past year. Mr. Hojnowski has been astounded and impressed with the new and varied ideas the students choose to do as the FFA motto states - Learning to Do, Doing to Learn, Earning to Live, and Living to Serve. The rewards from their experiences in the agriculture program and the FFA are invaluable in shaping and molding each member as they become successful citizens.
- On March 17, 2025 there will be an Our Farms to Your Arms event at the elementary school. In addition to vendors and exhibits, there will be two good programs. Cheyenne Bastian-Brone, the American Honey Queen will have a program about bees and pollinators and concerns for the future. That will be followed by Paul Yoachim with information about pigs and how they relate to humans and uses of pigs by humans.
- The Bocce team won the NTL for the third year in a row. In regional tournament play in State College on March 4th, they came in 7th.
- Homeless monitoring occurred on March 6, 2025. We did very well with recommendations for improvements but no citations or negatives.

CITIZEN RECOGNITION - AGENDA RELATED

There were no comments.

BUSINESS

Treasurer's Report

A motion was made by Mr. Bill Holland and seconded by Mr. Ryan Allen to approve the Treasurer's Report as presented for February 28, 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. Bill Holland and seconded by Mr. Ryan Allen to approve the bills for February.

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

Transportation Changes

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

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

Driver's List Addition

A motion was made by Mr. Bill Holland and seconded by Mr. Ryan Allen to approve the following addition to the bus/van driver's list, pending completion of paperwork:

- a. Christopher Reynoso

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

Authorization for Expenditure

A motion was made by Mr. Bill Holland and seconded by Mr. Ryan Allen to approve the Authorization for Expenditure in the amount of \$12,900.00 for the purchase and installation of a grinder pump.

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

New Central Treasury Account/Club

A motion was made by Mr. Bill Holland and seconded by Mr. Ryan Allen to approve the addition of a new account/club to the Canton Jr/Sr High School Central Treasury in the name of Future Business Leaders of America (FBLA).

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

Trane Chiller R'newal Proposals

Mr. Jannone asked the board to make a motion to amend the agenda amount specific to the high school chiller proposal.

At this time Mr. DeCristo asked for some discussion on this item. He indicated that he was originally pleased with the presentation from Trane at the Buildings and Grounds Committee meeting, however after reviewing the documents he has concerns about the line item costs and the legality of not bidding these projects.

Mr. Jannone responded by saying that he has received informal confirmation that the projects are proprietary in nature and therefore can be not bid as a sole source provider. However, if the board would rather wait for formal confirmation, that would be fine.

Mr. Ambruch recommended that the board table this item and reconvene another Buildings and Grounds Committee meeting so that they can discuss the projects in more detail with the Trane representative.

A motion was made by Mr. John Ambruch and seconded by Mr. Dave DeCristo to the Trane Chiller R'newal Proposals.

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

PERSONNEL

New Hires

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the following new hires:

- a. Levi Storrs, Elementary Teacher, effective 8/13/25, B0 Step 1, \$63,565.00, with full benefits and contingent upon completion of the teacher prep program and all required employment paperwork.
- b. Jacob Fleury, Music Teacher, effective 8/19/25, M0 Step 1, \$68,265.00, with full benefits, pending completion of all required employment paperwork.
- c. Laurie Krise, Part-Time 9-Month Cafeteria Worker, effective 3/24/25 at \$15.00 per hour with no benefits, pending completion of required employment paperwork.

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

Employee Transfer

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the following employee transfer:

- a. Madison Riggs, from Part-Time 9-Month Cafeteria Worker to Full-Time 12-Month Administrative Secretary II, retroactive to 3/10/25 at \$16.00 per hour with full benefits.

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

Resignation

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the following resignation:

- a. Jim Williams, Boys' Varsity Basketball Coach, effective 3/03/25, with ten plus years of service to the district's boys' basketball program in various capacities.

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

Wage Addendum

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

following wage addendum regarding the classified substitute rate:

- a. Individuals who have previously been employed at Canton Area School District for five or more consecutive years and elect to terminate regular employment but continue to be employed as a substitute, will be paid their last obtained hourly rate. A period of dormancy of more than one full year voids said individual from this wage addendum.

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

Settlement Agreement

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the settlement agreement of grievances #2024-01 and #2024-02 between the Canton Area School District and the Canton Area Education Association.

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

Memorandum of Understanding

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the Memorandum of Understanding between the Canton Area School District Board of Education and the Canton Area Education Association.

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

List Additions

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the following additions to the volunteer list; all paperwork is complete:

- a. Terilyn Anderson, Softball, retroactive to 2/14/25.
- b. Robin Frye, high school field trip, retroactive to 2/24/25.
- c. Frederick Frye, high school field trip, retroactive to 2/24/25.
- d. Becca Ross, Volleyball, retroactive to 2/26/25.
- e. Jeremey Wilcox, Jr. High Softball, retroactive to 2/27/25.

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

Unpaid Days

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve unpaid days for the month of February 2025, for the following employees:

- a. Employee #1765, 6 days
- b. Employee #1898, 6 days
- c. Employee #1744, .5 days
- d. Employee #1762, 3.5 days
- e. Employee #1857, .5 days

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

FINANCE/POLICY

Policy Second Reading

A motion was made by Mr. Bill Holland and seconded by Mr. Ryan Allen to approve the second reading of the following revised policies:

- a. No. 227 Controlled Substance/Paraphernalia
- b. No. 351 Controlled Substance Abuse
- c. No. 822 Automated External Defibrillator

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

Policy First Reading

A motion was made by Mr. Bill Holland and seconded by Mr. Ryan Allen to approve the first reading of the following revised policies:

- a. No. 308.1 Employment Contract/Board Resolution Classified Employees/Resignation
- b. No. 313 Evaluation of Employees

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

OTHER ITEMS

Library Board Reports

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the 2024/2025 second quarter (December-February) Canton Jr/Sr High School and Canton Area Elementary School Library Board Reports.

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

Academic Planner

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the 2025/2025 Canton Jr/Sr High School Academic Planner.

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

Job Description

A motion was made by Mrs. Arica Jennings and seconded by Mr. Denny Sourbeer to approve the following updated job description:

- a. Custodian (2080 hours)

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

CITIZEN RECOGNITION - NON-AGENDA RELATED

There were no comments.

Announcements

There was an Executive Session prior to the Board Meeting, at 4:30 p.m., to discuss personnel matters.

The next Board Meeting will be held Thursday, April 10, 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. Dave DeCristo and seconded by Mr. Ryan Allen.

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

Mrs. Sourbeer adjourned the meeting at approximately 6:02 p.m. on a unanimous voice vote.

Respectfully submitted,

Mark S. Jannone
Business Manager/Board Secretary

FIELD TRIP REQUEST

Destination(s):

(ACOA) American Choral Directors Association

How many subs
are needed:

0

Date of Trip 3/19-21/25 Day of Week W-F Leave Time N/A Return to School 3/24/25

Number of Students/Adults _____ Circle One VAN BUS -- If you want a VAN, who will drive? _____

Where will the bus load for the trip? N/A

Students will: (check one) N/A Ride their regular bus home after the field trip.

YES Arrange their own transportation home after the field trip.

Class or Grade Description

10

Person in Charge

Cassi Blaney

Other Chaperones going:

Robert Blaney

Objective of Trip:

participate in the celebration of music
and choral heritage

**Estimated Cost
Of Trip -
Including Subs**

Additional Information, if any:

\$ 00.00

REGULATIONS

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

(parent
chaperone)

SIGNATURE OF PERSON IN CHARGE

ROUTING INSTRUCTIONS

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

APPROVALS

Principal:

Approved

[Signature]

Date

3/19/25

Business Manager:

Approved

[Signature]

Date

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CANTON AREA SCHOOL DISTRICT 2025-2026 CALENDAR

Board Approved: January 09, 2023

July 2025							January 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5					1	2	3
6	7	8	9	10	11	12	4	5	6	7	8	9	10
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30	31			25	26	27	28	29	30	31

August 2025							February 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
					1	2							
3	4	5	6	7	8	9	1	2	3	4	5	6	7
10	11	12	13	14	15	16	8	9	10	11	12	13	14
17	18	19	20	21	22	23	15	16	17	18	19	20	21
24	25	26	27	28	29	30	22	23	24	25	26	27	28
31													

September 2025							March 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5							
7	8	9	10	11	12	13	1	2	3	4	5	6	7
14	15	16	17	18	19	20	8	9	10	11	12	13	14
21	22	23	24	25	26	27	15	16	17	18	19	20	21
28	29	30					22	23	24	25	26	27	28
							29	30	31				

October 2025							April 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28	29	30			26	27	28	29	30		

November 2025							May 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
						1							
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
23	24	25	26	27	28	29	24	25	26	27	28	29	30
30							31						

December 2025							June 2026						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6		1	2	3	4	5	6	
7	8	9	10	11	12	13	7	8	9	10	11	12	13
14	15	16	17	18	19	20	14	15	16	17	18	19	20
21	22	23	24	25	26	27	21	22	23	24	25	26	27
28	29	30	31				28	29	30				

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January		*Wave 2 Keystone 1/5-1/16	
1	New Year's Day		
2	Holiday Break		
5	Late Start / AM Inservice		
9	End of 2nd MP (day 90)		
19	Inservice Day #4		
30	Late Start / AM Inservice		
		S-19 / T-20	

February			
9	Late Start / AM Inservice		
27	Early Dismissal / PM Inservice		
		S-20 / T-20	

March			
5-6	Spring Holiday		
9	Late Start / AM Inservice		
18	End of 3rd MP (day 135)		
27	Late Start / AM Inservice		
		S-20 / T-20	

April		*PSSA ELA 4/20-4/26; *PSSA Math/Sci 4/27-5/1	
2	Early Dismissal / PM Inservice (Kirby Classic)		
3	Good Friday		
6	Snow Make-Up Day #5		
7	Snow Make-Up Day #4		
8	Snow Make-Up Day #3		
9	Snow Make-Up Day #2		
10	Snow Make-Up Day #1		
		S-16 / T-16	

May		*Spring Keystone 5/11-5/22	
22	Early Dismissal / PM Inservice (trade off for 11/6)		
28	Baccalaureate		
25	Memorial Day		
27	6th Grade Graduation		
29	Student's Last Day (day 180) - 10:30 Dismissal		
29	Commencement		
		S-20 / T-20	

June			
		Students - 180 Teachers - 184	

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Canton Area School District 25/26 Proposed A la Carte Prices

	24/25 Selling Price	25/26 Recommended Price
Chips	\$1.00	\$1.00
Grandma Cookies	\$1.15	\$1.25
Fruit Snacks	\$0.90	\$1.00
Switch	\$1.50	\$1.50
Sparkling Ice/ Kick Start	\$2.25	\$2.25
Flavored Water	\$1.25	\$1.50
16.9 oz Water	\$1.00	\$1.00
Ice Cream	\$1.25	\$1.25
Juice	\$0.75	\$0.75
Cookie Cake	\$13.00	\$13.00
Rice Krispie	\$1.25	\$1.25
Milk	\$0.50	\$0.50
Fruit/Veg Side	\$0.75	\$0.75
Pudding Cup	\$1.00	\$1.00
Sand./ Wrap	\$2.75	\$2.75
Salad	\$2.75	\$2.75
Alternate Entrée	\$2.75	\$2.75
Main Entrée	\$2.75	\$2.75
Yogurt	\$2.75	\$2.75
Extra Cereal	\$0.75	\$0.75
Adult Hot Breakfast	\$3.00	\$3.00
Adult Lunch	\$4.75	\$5.00

March 25, 2025

Mark Jannone, Business Manager
Canton Area School District
509 East Main Street
Canton, Pa 17724

Dear Mr. Jannone,

The Nutrition Group is pleased to manage your food service program, and we thank you for the opportunity to serve your district and community. Food service operations continue to face the same challenges faced by consumers and employers everywhere: fluctuating prices, labor shortages, and supply chain issues. Despite continuing disruptions, our goal of 100% customer satisfaction remains intact. Operating with integrity and providing transparent communications help our customers understand the necessary adaptations instituted to address the ever-changing food service environment. Keeping administrators, professional staff, students, parents, and employees apprised of challenges, solutions, and opportunities is key to our success.

To keep everything running smoothly and efficiently, your Nutrition-Group onsite Director of Food & Nutrition is supported by a Regional Manager, Vice President, and a team of Chefs, Dietitians, Trainers, Corporate Owners, Office Support Staff, and Corporate Resource Departments (Human Resources, Business, IT, Purchasing, and Sales).

Your 2025-26 budget is tailored to your individual food service program's needs. We are required to use the information specified on the PDE forms to prepare your renewal. The Nutrition Group is always proactive, striving to meet all challenges with a positive plan of action. We will be in constant communication and may offer suggestions for change as the 2025-26 school year unfolds. Our goal is to exceed your expectations and to achieve 100% customer satisfaction.

Your Nutrition Group 2025-26 FSMC Renewal Contract is attached. Please contact us with any questions.

Sincerely,

** See Last page*
ms

Kristin Stevenson

Kristin Stevenson
Regional Manager

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA :Canton Area School District
 FSMC:The Nutrition Group

Contract Begin Date 07/01/2025
 Contract End Date 06/30/2026
 Days of Service 178

Section 1 - Actual "In-School" Revenue			
To be completed by SFA (include SSO Reimbursements, if applicable)			
BREAKFASTS:	MEALS	RATES	REVENUE
Adult Paid	0	\$ 0.00	\$ 0.00
A la Carte Sales	0	\$ 0.00	\$ 0.00
Subtotal Breakfasts			\$ 0.00
LUNCHES:			
Elementary Paid	7,251		\$ 0.00
Elementary Tiered Paid			\$ 0.00
Middle Paid			\$ 0.00
Middle Tiered Paid			\$ 0.00
Secondary Paid	5,781		\$ 0.00
Secondary Tiered Paid			\$ 0.00
Adult Paid	16,554	\$ 1.00	\$ 16,554.00
A la Carte Sales	33,820	\$ 1.00	\$ 33,820.00
Subtotal Lunches	13,032		\$ 50,374.00
SNACKS/SUPPLEMENTS:			
Paid			\$ 0.00
Reduced Price			\$ 0.00
Adult Paid			\$ 0.00
A la Carte Sales			\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
OTHER:			
Special Milk			
Vending Machine Sales			
Subtotal Other			
Total "In-School" Revenue	13,032		\$ 50,374.00

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Canton Area School DistrictContract Begin Date: 07/01/2025

Section 2 - Federal Reimbursements			
To be completed by SFA (include SSO Reimbursements, if applicable)			
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free		\$ 2.37	\$ 0.00
Free, Severe Need	52,906	\$ 2.84	\$ 150,253.04
Reduced		\$ 2.07	\$ 0.00
Reduced, Severe Need		\$ 2.54	\$ 0.00
Paid	6,546	\$ 0.39	\$ 2,552.94
Paid, Severe Need		\$ 0.39	\$ 0.00
Subtotal Breakfasts	59,452		\$ 152,805.98
<u>HIGH RATE LUNCHES:</u>			
Free	105,337	\$ 4.45	\$ 468,749.65
Reduced		\$ 4.05	\$ 0.00
Paid	13,032	\$ 0.44	\$ 5,734.08
Subtotal High Rate Lunches	118,369		\$ 474,483.73
<u>LOW RATE LUNCHES:</u>			
Free	0	\$ 4.43	\$ 0.00
Reduced	0	\$ 4.03	\$ 0.00
Paid	0	\$ 0.42	\$ 0.00
Subtotal Low Rate Lunches	0		\$ 0.00
<u>SNACKS/SUPPLEMENTS:</u>			
Free		\$ 1.21	\$ 0.00
Reduced		\$ 0.60	\$ 0.00
Paid		\$ 0.11	\$ 0.00
Subtotal Snacks/Supplements	0		\$ 0.00
<u>SPECIAL MILK:</u>			
Paid		\$ 0.27	\$ 0.00
<u>Performance Based Reimbursement (if certified):</u>			
Lunches	118,369	\$ 0.09	\$ 10,653.21
Total Federal Reimbursement	177,821		\$ 637,942.92

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Canton Area School DistrictContract Begin Date: 07/01/2025

<u>Section 3 - State Reimbursements</u>			
To be completed by SFA (include SSO Reimbursements, if applicable)			
<u>BREAKFASTS:</u>	<u>MEALS</u>	<u>RATES</u>	<u>Reimbursements</u>
Free		\$ 0.10	\$ 0.00
Free, Severe Need	52,906	\$ 0.10	\$ 5,290.60
Reduced		\$ 0.40	\$ 0.00
Reduced, Severe Need		\$ 0.40	\$ 0.00
Paid	6,546	\$ 2.08	\$ 13,615.68
Paid, Severe Need		\$ 2.55	\$ 0.00
Subtotal Breakfasts	59,452		\$ 18,906.28
<u>LUNCHES:</u>			
Free	105,337	\$ 0.10	\$ 10,533.70
Reduced		\$ 0.50	\$ 0.00
Paid	13,032	\$ 0.10	\$ 1,303.20
Additional amount for Lunch if Breakfast participation <=20%		\$ 0.02	\$ 0.00
Additional amount for Lunch if Breakfast participation >20%	118,369	\$ 0.04	\$ 4,734.76
Subtotal Lunches	118,369		\$ 16,571.66
Total State Reimbursement	177,821		\$ 35,477.94
<u>Section 4 - Other Income</u>			
To be completed by SFA			
Other Income: Internal Catering (Special Functions)			\$ 20,114.00
Other Income: External Catering (To Outside Organizations)			\$ 0.00
Other Income: Sponsor-to-Sponsor Agreements (Sold to other Sponsors of Child Nutrition Programs)			\$ 11,000.00
Interest Income			
Total Other Income			\$ 31,114.00
<u>Revenue Summary</u>			
Total "In-School Revenue"			\$ 50,374.00
Total All Reimbursements			\$ 673,420.86
Total Other Income			\$ 31,114.00
Total Revenue			\$ 754,908.86
Commodity Usage @	\$ 0.3000	118,369	-\$ 35,510.70

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Canton Area School DistrictContract Begin Date: 07/01/2025

Section 5 - Meal Equivalents

A la Carte Meal Equivalents

Federal reimb. - free, high lunch	\$ 4.4500	A la carte revenue	\$ 33,820.00
Federal reimb. - free, low lunch		Adult meal revenue	\$ 16,554.00
Performance Based reimb.	\$ 0.0900	Vending Sales	\$ 0.00
State reimb. - free, lunch	\$ 0.1000		\$ 50,374.00
Commodity Usage	\$ 0.3000		
Total	\$ 4.9400	Meal Equivalents	10,197
		Reimbursable Meals	177,821
		Total Meals	188,018

Section 6 - SFA Costs

To be completed by SFA (if applicable)

EXPENSES:

TOTAL COST

Direct Labor and Benefits

SFA Labor Costs (must equal to grand total on Attachment 6)	\$ 186,337.80
SFA Fringe Costs (must equal to grand total on Attachment 7)	\$ 99,829.69

Subtotal Labor and Benefits \$ 286,167.49

Direct Costs (Must itemize)

Subtotal Direct Costs \$ 0.00

Indirect Costs (Must Itemize)

Subtotal Indirect Costs \$ 0.00

Subtotal SFA Costs **\$ 286,167.49**

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Canton Area School DistrictContract Begin Date: 07/01/2025

<u>Section 7 - FSMC Costs</u> To be completed by FSMC	
<u>EXPENSES:</u>	<u>TOTAL COST</u>
Food Costs-Including Commodities	\$ 281,923.51
Enter the amounts of food and milk purchased and received. Include the Commodity Distribution Assessment Fee, Commodity Value and Bonus Commodity Value (Do not include rebates, discounts and credits)	
Less: Commodity Usage	-\$ 35,510.70
Subtotal Food Costs	\$ 246,412.81
Commodity Delivery Charge	\$ 3,000.00
Direct Labor and Benefits	
FSMC Labor Costs (must equal grand total on Attachment 4)	\$ 65,883.28
FSMC Fringe Costs (must equal grand total on Attachment 5)	\$ 27,448.62
Subtotal Labor and Benefits	\$ 93,331.90
Direct Costs	\$ 2,745.06
Accounting	
Background Checks, Fingerprinting, and/or Drug Testing	\$ 354.00
Car/Truck Rental and/or Mileage	
China, Silverware, Glassware	
Cleaning and Janitorial Supplies	\$ 8,945.24
Computer and Technology	\$ 1,557.25
Courier Services (Air & Ground)	
Dues/Subscriptions	
Employee Meals	
Employee Recruitment and Advertising	
Equipment Depreciation/Rental/Buy Back Investment	
Equipment Maintenance	
Equipment Repairs	
Equipment Replacement - Expendable	
Freight and Delivery Charges	
Insurance (Liability, Workman's Compensation, Vehicle, etc.)	\$ 1,223.48
Licenses and/or Permits	
Office Supplies and Printing	\$ 350.00
Paper Products and Disposable Supplies	\$ 7,576.07
Payroll Processing	
Performance Bond	
POS Systems, Support and Service	
Postage	
Promotional Materials (Program Specific)	\$ 3,323.00
Smallware/Replacement Wares	

SNP Cost Reimbursable

Projected Operating Costs for Participating Sites

SFA Name: Canton Area School DistrictContract Begin Date: 07/01/2025**Section 7 - FSMC Costs (continued)**

Staff Training and Certification	\$ 2,550.05
Storage Costs (Food and/or supplies)	
Taxes (sales and other)	
Telephone, including Mobile and Internet	
Tickets, tokens	
Trash Removal and Pest Control	
Uniforms, Linens, and Laundry	\$ 500.00
Vending Rental	
Wellness Programs and materials	\$ 1,341.68
Subtotal Direct Costs	\$ 30,465.83

Other Costs included in the RFP (Section Q) required of the FSMC by the SFA (Must Itemize)

Subtotal Other Costs	\$ 0.00
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Internal Catering (Special Functions)	\$ 19,631.26
External Catering (To Outside Organizations)	
Sponsor-to-Sponsor (Sold to other Sponsors of Child Nutrition Programs)	\$ 6,468.84

Administrative Fee: Cannot include any costs already covered in other categories. Documentation must be provided outlining all methodologies used to calculate the Administrative Fee on Attachment 9.

Billed Over: 12 months**Fees charged on the basis of:** Flat Fees Only

Business Office Expense		flat fee	\$ 10,189.27
Upper Management Expense		flat fee	\$ 2,183.41
Support Service Expense		flat fee	\$ 5,822.44
		flat fee	
		per-meal fee	\$ 0.00
Reimb. Meals Plus Equivalents:	188,018	Subtotal Administrative Fee	\$ 18,195.12
Per-Meal Rate: (if applicable)			
Total per-meal fees:	\$ 0.00		

FSMC Management Fee (enter the fee that will be charged to manage the program)**Billed Over:** 12 months**Fees charged on the basis of:** Flat Fees Only

Reimb. Meals Plus Equivalents:	188,018	flat fee	\$ 16,793.83
Per-Meal Rate: (if applicable)		per-meal fee	\$ 0.00
Total per-meal fees:	\$ 0.00	Subtotal Management Fee	\$ 16,793.83

SNP Cost Reimbursable
Projected Operating Costs for Participating Sites

SFA Name: Canton Area School DistrictContract Begin Date: 07/01/2025**Section 7 - FSMC Costs (continued)**

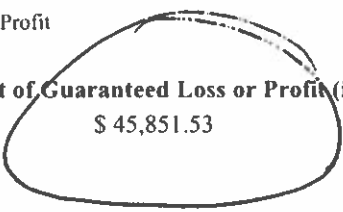
Subtotal FSMC Costs	\$ 434,299.59
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Less Rebates, Discounts and Applicable Credits (Enter as a negative number)	-\$ 11,409.75
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Total FSMC Costs	\$ 422,889.84
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Select the Guarantee Option:

Guaranteed Profit

Enter amount of Guaranteed Loss or Profit (if applicable):
\$ 45,851.53**Section 8 - Contract Summary****SUMMARY**

Total Revenue	\$ 754,908.86
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SFA Costs	\$ 286,167.49
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Total FSMC Costs	\$ 422,889.84
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School Nutrition Program - Profit or (Loss)	\$ 45,851.53
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WW 3/28/25
Bd App 4/10/25

CANTON AREA SCHOOL DISTRICT AUTHORIZATION FOR EXPENDITURE

A.F.E. # 24/25-03

PROJECT NAME: Polaris Utility Vehicle

PROJECT DESCRIPTION AND JUSTIFICATION:

Purchase of a used Polaris utility vehicle for maintenance. Expense will come out of budgeted expenses for maintenance supplies.

BUDGETED AMOUNT: \$0

ESTIMATED USEFUL LIFE: 10 Years

ESTIMATED COST: \$8,500

ESTIMATED COMPLETION DATE: 5/30/2025

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

JANUARY	\$0
FEBRUARY	\$0
MARCH	\$0
APRIL	\$0
MAY	\$8,500
JUNE	\$0

TOTAL \$8,500

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

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

WV 04/04/25
Bd App 04/10/25

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
Cash Accounts									
Account: 1000 First Citizens Natl Checking					Advisor: Danielle Greer				
			Beginning Balance						210,515.24
01/02/25	DP07-001	1310	BANK DEPOSIT	BANK DEPOSIT		165.00			210,680.24
01/02/25	DP07-002	1311	BANK DEPOSIT	BANK DEPOSIT		800.00			211,480.24
01/03/25	DP07-003	1312	BANK DEPOSIT	BANK DEPOSIT		36.00			211,516.24
01/03/25	DP07-004	1313	BANK DEPOSIT	BANK DEPOSIT		132.00			211,648.24
01/03/25	DP07-005	1314	BANK DEPOSIT	BANK DEPOSIT		24.71			211,672.95
01/08/25	CC07-001	4630	Amber Girardi				155.00		211,517.95
01/08/25	CC07-001	4631	Lisa Cole				403.05		211,114.90
01/08/25	CC07-001	4632	Lyle Wesneski				1,697.47		209,417.43
01/08/25	CC07-001	4633	Performing Arts Counsultant				8,062.00		201,355.43
01/08/25	CC07-001	4634	Randy Frye				1,501.34		199,854.09
01/08/25	CC07-001	4635	Shamyrah Baker				140.00		199,714.09
01/08/25	CC07-001	4636	Susquehanna Univ Athletics				20.00		199,694.09
01/08/25	DP07-006	1315	BANK DEPOSIT	BANK DEPOSIT		810.00			200,504.09
01/10/25	DP07-007	1316	BANK DEPOSIT	BANK DEPOSIT		540.00			201,044.09
01/13/25	DP07-008	1317	BANK DEPOSIT	BANK DEPOSIT		701.00			201,745.09
01/14/25	DP07-009	1318	BANK DEPOSIT	BANK DEPOSIT		297.00			202,042.09
01/16/25	CC07-002	4637	Susquehanna Univ Athletics				40.00		202,002.09
01/17/25	CC07-003	4638	Aliya Cole				100.00		201,902.09
01/17/25	CC07-003	4639	Caitlin Barr				26.49		201,875.60
01/17/25	CC07-003	4640	Canton Area School District				579.21		201,296.39
01/17/25	CC07-003	4641	Darryl Jannone				234.00		201,062.39
01/17/25	CC07-003	4642	Jeff Cooley				29.99		201,032.40
01/17/25	CC07-003	4643	Mariah Smith				128.90		200,903.50
01/17/25	CC07-003	4644	Mindy Tymeson				330.05		200,573.45
01/17/25	CC07-003	4645	Randy Frye				48.71		200,524.74
01/17/25	CC07-003	4646	Stull's Flowers				20.00		200,504.74
01/17/25	DP07-010	1319	BANK DEPOSIT	BANK DEPOSIT		2,405.00			202,909.74
01/22/25	DP07-011	1320	BANK DEPOSIT	BANK DEPOSIT		1,055.00			203,964.74
01/23/25	CC07-004	4647	Carrie Inman				750.00		203,214.74
01/24/25	CC07-005	4648	Bradco Printers				58.00		203,156.74
01/24/25	CC07-005	4649	Brandy McRoberts				198.94		202,957.80
01/24/25	CC07-005	4650	Chelsie Swartz				908.62		202,049.18
01/24/25	CC07-005	4651	DANIELLE BAHR				550.00		201,499.18
01/24/25	CC07-005	4652	Lisa Cole				403.05		201,096.13
01/24/25	CC07-005	4653	Mariah Smith				406.83		200,689.30
01/24/25	CC07-005	4654	Randy Frye				44.40		200,644.90
01/24/25	CC07-005	4655	Sue Mickey				100.00		200,544.90
01/24/25	CC07-005	4656	TOBMFI				500.00		200,044.90
01/24/25	CC07-005	4657	Tom Hojnowski				60.03		199,984.87
01/24/25	DP07-012	1321	BANK DEPOSIT	BANK DEPOSIT		841.50			200,826.37
01/27/25	DP07-013	1322	BANK DEPOSIT	BANK DEPOSIT		909.00			201,735.37
01/28/25	DP07-014	1323	BANK DEPOSIT	BANK DEPOSIT		1,410.68			203,146.05
01/30/25	AD07-001	667	DGreer	NSF \$ S. Carra			150.00		202,996.05
01/31/25	AD07-002	668	D.Watkins	January Interest		637.38			203,633.43
01/31/25	CC07-006	4658	Benedict Bus Service				3,609.00		200,024.43
01/31/25	CC07-006	4659	Brandy McRoberts				129.00		199,895.43
01/31/25	CC07-006	4660	Bucknell University				90.00		199,805.43
01/31/25	CC07-006	4661	Casandra Blaney				1,351.76		198,453.67
01/31/25	CC07-006	4662	Hoover Hardware				578.15		197,875.52
01/31/25	DP07-015	1324	BANK DEPOSIT	BANK DEPOSIT		2,324.00			200,199.52
02/03/25	DP08-001	1325	BANK DEPOSIT	BANK DEPOSIT		1,370.00			201,569.52
02/04/25	DP08-002	1326	BANK DEPOSIT	BANK DEPOSIT		3,232.00			204,801.52
02/07/25	DP08-003	1327	BANK DEPOSIT	BANK DEPOSIT		660.00			205,461.52
02/10/25	DP08-004	1328	BANK DEPOSIT	BANK DEPOSIT		404.00			205,865.52

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
02/11/25	CC08-001	4663	Amber Girardi				338.53		205,526.99
02/11/25	CC08-001	4664	Brenda Holland				40.00		205,486.99
02/11/25	CC08-001	4665	Caitlin Barr				21.07		205,465.92
02/11/25	CC08-001	4666	District IV				75.00		205,390.92
02/11/25	CC08-001	4667	Jamie Huffman				136.88		205,254.04
02/11/25	CC08-001	4668	Lyle Wesneski				1,328.66		203,925.38
02/11/25	CC08-001	4669	Mariah Smith				153.98		203,771.40
02/11/25	CC08-001	4670	NTL Coaches Assoc				45.00		203,726.40
02/11/25	CC08-001	4671	Randy Frye				693.60		203,032.80
02/11/25	CC08-001	4672	Tammy MacWhinnie				119.79		202,913.01
02/11/25	CC08-001	4673	Tom Hojnowski				193.18		202,719.83
02/12/25	CC08-002	4674	Marianna's Foods				2,439.00		200,280.83
02/13/25	DP08-005	1329	BANK DEPOSIT	BANK DEPOSIT		758.00			201,038.83
02/14/25	DP08-006	1330	BANK DEPOSIT	BANK DEPOSIT		2,489.00			203,527.83
02/18/25	CC08-003	4675	PIAA District IV				200.00		203,327.83
02/18/25	DP08-007	1331	BANK DEPOSIT	BANK DEPOSIT		200.00			203,527.83
02/19/25	DP08-008	1332	BANK DEPOSIT	BANK DEPOSIT		3,646.80			207,174.63
02/20/25	CC08-004	4676	Canton Area School District				251.96		206,922.67
02/20/25	CC08-004	4677	Donald Jacopetti				255.36		206,667.31
02/20/25	CC08-004	4678	Eric Craig-Peysson				300.00		206,367.31
02/20/25	CC08-004	4679	Jeff Lockhart				300.00		206,067.31
02/20/25	CC08-004	4680	Lisa Cole				371.28		205,696.03
02/20/25	CC08-004	4681	Music Festivals & Tours				2,690.00		203,006.03
02/20/25	CC08-004	4682	National FFA Organization				131.00		202,875.03
02/20/25	CC08-004	4683	Randy Frye				300.00		202,575.03
02/20/25	CC08-004	4684	Robert Stark				300.00		202,275.03
02/20/25	CC08-004	4685	Stull's Flowers				5.30		202,269.73
02/20/25	DP08-009	1333	BANK DEPOSIT	BANK DEPOSIT		668.00			202,937.73
02/21/25	DP08-010	1334	BANK DEPOSIT	BANK DEPOSIT		802.00			203,739.73
02/24/25	DP08-011	1335	BANK DEPOSIT	BANK DEPOSIT		1,617.00			205,356.73
02/25/25	DP08-012	1336	BANK DEPOSIT	BANK DEPOSIT		3,004.50			208,361.23
02/25/25	DP08-013	1337	BANK DEPOSIT	BANK DEPOSIT		376.00			208,737.23
02/26/25	DP08-014	1338	BANK DEPOSIT	BANK DEPOSIT		638.30			209,375.53
02/27/25	CC08-005	4686	Alexis McRoberts				114.59		209,260.94
02/27/25	CC08-005	4687	Brandy McRoberts				2,275.00		206,985.94
02/27/25	CC08-005	4688	Canton Cafeteria				228.39		206,757.55
02/27/25	CC08-005	4689	Ernesto Moody				400.00		206,357.55
02/27/25	CC08-005	4690	Freckled Moose				480.00		205,877.55
02/27/25	CC08-005	4691	HUDL				1,099.00		204,778.55
02/27/25	CC08-005	4692	Jen Seeley				280.90		204,497.65
02/27/25	CC08-005	4693	Little Cearar's Fundraising				1,529.00		202,968.65
02/27/25	CC08-005	4694	Pee Jays Fresh Fruit				1,364.22		201,604.43
02/27/25	CC08-005	4695	Randy Frye				1,151.26		200,453.17
02/27/25	CC08-005	4696	Savannah Bastian-Brown				89.98		200,363.19
02/27/25	CC08-005	4697	Tom Hojnowski				149.86		200,213.33
02/27/25	DP08-015	1339	BANK DEPOSIT	BANK DEPOSIT		582.00			200,795.33
02/27/25	DP08-016	1340	BANK DEPOSIT	BANK DEPOSIT		150.00			200,945.33
02/28/25	AD08-001	669	D.Watkins	February interest		542.74			201,488.07
02/28/25	DP08-017	1341	BANK DEPOSIT	BANK DEPOSIT		1,779.00			203,267.07
03/03/25	DP09-001	1342	BANK DEPOSIT	BANK DEPOSIT		80.00			203,347.07
03/04/25	DP09-002	1343	BANK DEPOSIT	BANK DEPOSIT		500.00			203,847.07
03/05/25	DP09-003	1344	BANK DEPOSIT	BANK DEPOSIT		7,095.00			210,942.07
03/06/25	DP09-004	1345	BANK DEPOSIT	BANK DEPOSIT		2,832.00			213,774.07
03/10/25	DP09-005	1346	BANK DEPOSIT	BANK DEPOSIT		3,309.80			217,083.87
03/10/25	DP09-006	1347	BANK DEPOSIT	BANK DEPOSIT		35.00			217,118.87
03/11/25	DP09-007	1348	BANK DEPOSIT	BANK DEPOSIT		1,748.00			218,866.87
03/12/25	CC09-001	4698	Krispy Kreme Donuts				1,637.50		217,229.37
03/12/25	CC09-002	4699	Krispy Kreme Donuts				1,787.50		215,441.87

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
03/12/25	CC09-003	4700	Becca Jennings				833.71		214,608.16
03/12/25	CC09-003	4701	Brandy McRoberts				124.47		214,483.69
03/12/25	CC09-003	4702	DANIELLE BAHR				136.00		214,347.69
03/12/25	CC09-003	4703	Mariah Smith				592.24		213,755.45
03/12/25	CC09-003	4704	Randy Frye				143.26		213,612.19
03/12/25	CC09-003	4705	Shamyrah Baker				400.00		213,212.19
03/12/25	CC09-003	4706	TOBMFI				1,700.00		211,512.19
03/12/25	CC09-003	4707	Varsity University				255.00		211,257.19
03/12/25	DP09-008	1349	BANK DEPOSIT	BANK DEPOSIT		58.00			211,315.19
03/14/25	CC09-004	4708	Danielle Greer				1,000.00		210,315.19
03/14/25	DP09-009	1350	BANK DEPOSIT	BANK DEPOSIT		6,093.00			216,408.19
03/17/25	DP09-010	1351	BANK DEPOSIT	BANK DEPOSIT		11,061.00			227,469.19
03/18/25	DP09-011	1352	BANK DEPOSIT	BANK DEPOSIT		720.00			228,189.19
03/19/25	DP09-012	1353	BANK DEPOSIT	BANK DEPOSIT		3,188.30			231,377.49
03/20/25	DP09-013	1354	BANK DEPOSIT	BANK DEPOSIT		50.00			231,427.49
03/21/25	CC09-005	4709	Bazzini				2,508.00		228,919.49
03/21/25	CC09-005	4710	Becca Jennings				187.83		228,731.66
03/21/25	CC09-005	4711	Benedict's Bus Service				500.00		228,231.66
03/21/25	CC09-005	4712	Casey Aylesworth				800.44		227,431.22
03/21/25	CC09-005	4713	Keck's Food Service				885.06		226,546.16
03/21/25	CC09-005	4714	Kristin Pepper				258.48		226,287.68
03/21/25	CC09-005	4715	Lisa Cole				425.18		225,862.50
03/21/25	CC09-005	4716	Stull's Flowers				50.00		225,812.50
03/21/25	CC09-005	4717	Terry LaMont				1,098.10		224,714.40
03/21/25	CC09-005	4718	Thompson Sports and Appa				1,528.88		223,185.52
03/21/25	CC09-005	4719	Tyler Sechrist				112.04		223,073.48
03/21/25	CC09-005	4720	UNIPAK Supply				252.00		222,821.48
03/21/25	DP09-014	1355	BANK DEPOSIT	BANK DEPOSIT		888.00			223,709.48
03/24/25	DP09-015	1356	BANK DEPOSIT	BANK DEPOSIT		2,590.30			226,299.78
03/25/25	DP09-016	1357	BANK DEPOSIT	BANK DEPOSIT		150.00			226,449.78
03/26/25	DP09-017	1358	BANK DEPOSIT	BANK DEPOSIT		636.80			227,086.58
03/27/25	CC09-006	4721	Ben Rubert				400.00		226,686.58
03/27/25	DP09-018	1359	BANK DEPOSIT	BANK DEPOSIT		530.00			227,216.58
03/28/25	CC09-007	4722	Canton Area School District				2,400.00		224,816.58
03/28/25	CC09-007	4723	Keck's Food Service				68.84		224,747.74
03/28/25	CC09-007	4724	Marcie Jennings				39.75		224,707.99
03/28/25	CC09-007	4725	Michael Beers				600.00		224,107.99
03/28/25	CC09-007	4726	Mindy Tymeson				434.83		223,673.16
03/28/25	CC09-007	4727	Randy Frye				223.55		223,449.61
03/28/25	CC09-007	4728	Thompson Sports and Appa				2,655.96		220,793.65
03/28/25	DP09-019	1360	BANK DEPOSIT	BANK DEPOSIT		565.20			221,358.85
					210,515.24	78,138.01	67,294.40	0.00	221,358.85
Total Cash Accounts					210,515.24	78,138.01	67,294.40	0.00	221,358.85

Other Accounts

Account: 2000 Disco Club

Advisor: Donnie Jacopetti

Beginning Balance

				390.48
390.48	0.00	0.00	0.00	390.48

Account: 2002 Band Front

Advisor: Amber Girardi

Beginning Balance

				1,327.64
01/03/25	DP07-004	1313	Band Front - 2024153	132.00
01/08/25	CC07-001	4630	Amber Girardi	1,459.64
01/08/25	CC07-001	4635	Shamyrah Baker	155.00
			competition fees	140.00
01/24/25	CC07-005	4656	TOBMFI	500.00
			deposit for TTA	
			championship t	664.64

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
01/28/25	DP07-014	1323	Band Front - 2024174	Wild Wood Trip \$		284.68			949.32
02/11/25	CC08-001	4663	Amber Girardi	reimburse for costumes			338.53		610.79
02/13/25	DP08-005	1329	Band Front - 2024189	Krispy Kreme \$		758.00			1,368.79
02/26/25	DP08-014	1338	Band Front - 2024212	Limitless Graphics		185.00			1,553.79
02/26/25	DP08-014	1338	Band Front - 2024213	Wild Wood Trip \$		103.30			1,657.09
03/03/25	DP09-001	1342	Band Front - 2024223	Wild Wood Trip \$		80.00			1,737.09
03/12/25	CC09-003	4706	TOBMFI	wild Wood Trip \$			1,700.00		37.09
03/24/25	DP09-015	1356	Color Guard - 2024266	Wild Wood Trip \$		465.30			502.39
03/26/25	DP09-017	1358	Band Front - 2024269	Mr. Sticky \$		636.80			1,139.19
					<u>1,327.64</u>	<u>2,645.08</u>	<u>2,833.53</u>	<u>0.00</u>	<u>1,139.19</u>

Account: 2003 FCCLA**Advisor: Lisa Cole & Kasey Lyon**

Beginning Balance

				0.00
<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

Account: 2004 Baseball Team Club**Advisor: Ben Rubert**

Beginning Balance

									612.40
01/17/25	CC07-003	4640	Canton Area School District	Basket Bingo supplies			579.21		33.19
03/14/25	CC09-004	4708	Danielle Greer	baseball bingo startup cash &			1,000.00		(966.81)
03/14/25	DP09-009	1350	Baseball - 2024246	Bingo \$		4,565.00			3,598.19
03/17/25	DP09-010	1351	Baseball - 2024249	Bingo \$		5,583.00			9,181.19
03/18/25	DP09-011	1352	Baseball - 2024254	Bingo \$		120.00			9,301.19
03/27/25	CC09-006	4721	Ben Rubert	Team Dinner 4/28			400.00		8,901.19
03/28/25	CC09-007	4722	Canton Area School District	reimburse district for Liberty			600.00		8,301.19
03/28/25	CC09-007	4725	Michael Beers	reimbure for Cornhole boards			600.00		7,701.19
03/28/25	CC09-007	4728	Thompson Sports and Appa	Jersey & jackets for team			1,300.00		6,401.19
03/28/25	CC09-007	4728	Thompson Sports and Appa	Jersey for team			806.40		5,594.79
03/28/25	TR09-002	368	B Rubert	sold tickets to help with sale				(110.00)	5,484.79
03/28/25	TR09-003	369	B Rubert	bing tickets sold to help with				(740.00)	4,744.79
					<u>612.40</u>	<u>10,268.00</u>	<u>5,285.61</u>	<u>(850.00)</u>	<u>4,744.79</u>

Account: 2005 Track Team**Advisor: Casey Aylesworth**

Beginning Balance

									4,401.26
01/08/25	CC07-001	4636	Susquehanna Univ Athletics	payment for indoor meet			20.00		4,381.26
01/16/25	CC07-002	4637	Susquehanna Univ Athletics	payment indoor track entry			40.00		4,341.26
01/31/25	CC07-006	4660	Bucknell University	indoor meet entry			90.00		4,251.26
02/14/25	DP08-006	1330	Track - 2024190	Donation		20.00			4,271.26
02/26/25	DP08-014	1338	Track - 2024214	Kirby Classic \$		350.00			4,621.26
03/05/25	DP09-003	1344	Track - 2024229	Backpack/Coat \$		345.00			4,966.26
03/10/25	DP09-005	1346	Track - 2024235	Kirby Classic		350.00			5,316.26
03/11/25	DP09-007	1348	Track - 2024239	Gertrude Hawk \$		1,748.00			7,064.26
03/12/25	CC09-003	4701	Brandy McRoberts	reimburse for track invite med			124.47		6,939.79
03/14/25	DP09-009	1350	Track - 2024241	Kirby Classic		350.00			7,289.79
03/17/25	DP09-010	1351	Track - 2024251	Coats/Backpack \$		160.00			7,449.79
03/19/25	DP09-012	1353	Track - 2024259	Donation		1,000.00			8,449.79
03/21/25	CC09-005	4712	Casey Aylesworth	reimburse for tshirts track in			800.44		7,649.35
03/21/25	CC09-005	4718	Thompson Sports and Appa	track jackets new members			705.00		6,944.35
03/21/25	DP09-014	1355	Track - 2024264	Coat/Bag \$		131.00			7,075.35
03/27/25	DP09-018	1359	Track - 2024271	Invite and Coat \$		380.00			7,455.35
03/28/25	TR09-003	369	B Rubert	bing tickets sold to help with				740.00	8,195.35

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
					4,401.26	4,834.00	1,779.91	740.00	8,195.35
Account: 2008 Cheerleading					Advisor: Kelly Davis				
			Beginning Balance						1,580.49
					1,580.49	0.00	0.00	0.00	1,580.49
Account: 2009 Cheerleading-wrestling					Advisor: Donnie Jacopetti				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
Account: 2018 Commencement					Advisor: Donnie Jacopetti				
			Beginning Balance						8,275.97
01/23/25	CC07-004	4647	Carrie Inman	alumni Assoc - Clara Smiley Me			450.00		7,825.97
01/23/25	CC07-004	4647	Carrie Inman	CAEA Award - Education			300.00		7,525.97
					8,275.97	0.00	750.00	0.00	7,525.97
Account: 2022 Football Club					Advisor: Tyler Sechrist				
			Beginning Balance						6,361.16
02/27/25	CC08-005	4691	HUDL	annual subscription			1,099.00		5,262.16
03/17/25	DP09-010	1351	Football - 2024248	Chicken & Biscuit Fundraiser \$		4,400.00			9,662.16
03/18/25	DP09-011	1352	Football - 2024253	Donation		100.00			9,762.16
03/21/25	CC09-005	4719	Tyler Sechrist	Reimbursement for supplies for			112.04		9,650.12
					6,361.16	4,500.00	1,211.04	0.00	9,650.12
Account: 2025 Future Farmers of Am					Advisor: Tom Hojnowski				
			Beginning Balance						10,997.52
01/24/25	CC07-005	4657	Tom Hojnowski	reimbursement for hydroponic s			60.03		10,937.49
02/04/25	DP08-002	1326	FFA - 2024182	Donation -PA FFA		1,000.00			11,937.49
02/11/25	CC08-001	4673	Tom Hojnowski	Aces Refund Students			150.00		11,787.49
02/11/25	CC08-001	4673	Tom Hojnowski	reimburse photo processing scr			8.01		11,779.48
02/11/25	CC08-001	4673	Tom Hojnowski	reimburse prints for scrapbook			35.17		11,744.31
02/20/25	CC08-004	4682	National FFA Organization	scrapbook/ grad supplies			131.00		11,613.31
02/25/25	DP08-012	1336	FFA - 2024208	Breakfast Donations		104.00			11,717.31
02/25/25	DP08-012	1336	FFA - 2024209	Strawberry and Butterbraid \$		2,221.00			13,938.31
02/25/25	DP08-013	1337	FFA - 2024211	Strawberry and Butterbraid \$		376.00			14,314.31
02/27/25	CC08-005	4686	Alexis McRoberts	reimburse for Pep Rally			114.59		14,199.72
02/27/25	CC08-005	4690	Freckled Moose	butter braid fundraiser			480.00		13,719.72
02/27/25	CC08-005	4694	Pee Jays Fresh Fruit	Strawberry fundraiser			1,364.22		12,355.50
02/27/25	CC08-005	4696	Savannah Bastian-Brown	reimbursement for scrapbook			89.98		12,265.52
02/27/25	CC08-005	4697	Tom Hojnowski	reimburse breakfast food			149.86		12,115.66
03/10/25	DP09-005	1346	FFA - 2024237	Extra Sales		124.00			12,239.66
03/18/25	DP09-011	1352	FFA - 2024255	Mobile Ag Lab-Donation		500.00			12,739.66
03/21/25	CC09-005	4714	Kristin Pepper	reimburse farms to arms suppli			258.48		12,481.18
03/21/25	CC09-005	4718	Thompson Sports and Appa	Shirt order			823.88		11,657.30
03/28/25	CC09-007	4728	Thompson Sports and Appa	hoodie shirt			41.56		11,615.74
					10,997.52	4,325.00	3,706.78	0.00	11,615.74
Account: 2028 Grapplers					Advisor: Lyle Wesneski				
			Beginning Balance						8,605.15
01/08/25	CC07-001	4632	Lyle Wesneski	rimbursement for Pizza			116.94		8,488.21

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
01/08/25	CC07-001	4632	Lyle Wesneski	reimbursement of hotel rooms			677.34		7,810.87
01/08/25	CC07-001	4632	Lyle Wesneski	reimbursement for food			150.31		7,660.56
01/08/25	CC07-001	4632	Lyle Wesneski	reimbursement for hotel rooms			752.88		6,907.68
02/11/25	CC08-001	4666	District IV	membership dues 2025			75.00		6,832.68
02/11/25	CC08-001	4668	Lyle Wesneski	reimburse food both IUP & Ulti			545.42		6,287.26
02/11/25	CC08-001	4668	Lyle Wesneski	reimburse 1 night rooms IUP to			783.24		5,504.02
02/11/25	CC08-001	4670	NTL Coaches Assoc	NTL Dues for 2025			45.00		5,459.02
02/20/25	CC08-004	4685	Stull's Flowers	Senior flowers - wrestling			5.30		5,453.72
					8,605.15	0.00	3,151.43	0.00	5,453.72

Account: 2030 Hoopsters/Varsity Boys B-ball**Advisor: Jim Williams**

			Beginning Balance						73.18
03/21/25	CC09-005	4716	Stull's Flowers	senior night flowers basketbal			25.00		48.18
					73.18	0.00	25.00	0.00	48.18

Account: 2034 Junior Ladies/Jr High V-ball**Advisor: Louann Groover**

Beginning Balance

									784.55
					784.55	0.00	0.00	0.00	784.55

Account: 2037 Lettermen- Athletic**Advisor: Bob Rockwell**

Beginning Balance

									29.90
					29.90	0.00	0.00	0.00	29.90

Account: 2038 Music-Instrumental**Advisor: Tammy MacWhinnie**

Beginning Balance

									992.14
					992.14	0.00	0.00	0.00	992.14

Account: 2039 Music-Vocal**Advisor: Randy Frye**

Beginning Balance

			Randy Frye	PMEA Vocal Audition Reimburse			20.00		2,742.35
01/08/25	CC07-001	4634	Randy Frye	ACDA Reimbursement			1,351.76		2,722.35
01/31/25	CC07-006	4661	Casandra Blaney	reimbursement modern band			156.12		1,370.59
02/11/25	CC08-001	4671	Randy Frye	Reimbursement district/Region			224.71		1,214.47
02/11/25	CC08-001	4671	Randy Frye	NYC Trip \$		1,958.80			989.76
02/19/25	DP08-008	1332	Music-Vocal - 2024197	money deposited in wrong music				(1,958.80)	2,948.56
02/20/25	TR08-001	366	R Frye	Donation		400.00			989.76
02/28/25	DP08-017	1341	Music-Vocal - 2024221	PMEA Grant		500.00			1,389.76
03/04/25	DP09-002	1343	Music-Vocal - 2024224	region chorus reimbursements			223.55		1,889.76
03/28/25	CC09-007	4727	Randy Frye						1,666.21
					2,742.35	2,858.80	1,976.14	(1,958.80)	1,666.21

Account: 2040 National Honor Society**Advisor: Callie Gensel**

Beginning Balance

			NHS - 2024152	Jean \$		36.00			944.96
01/03/25	DP07-003	1312	NHS - 2024152	Left Over \$		24.71			980.96
01/03/25	DP07-005	1314	NHS - 2024154						1,005.67
					944.96	60.71	0.00	0.00	1,005.67

Account: 2041 SADD**Advisor: Ben Rubert**

Beginning Balance

									471.04
					471.04	0.00	0.00	0.00	471.04

Account: 2044 Scholarship Challenge**Advisor: Kelsey Herman**

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
Beginning Balance									1,247.56
					1,247.56	0.00	0.00	0.00	1,247.56
Account: 2046 Softball Club					Advisor: Darryl Jannone				
Beginning Balance									1,718.19
01/17/25	CC07-003	4641	Darryl Jannone	reimburse softball pants			234.00		1,484.19
03/28/25	CC09-007	4728	Thompson Sports and Appa	purchase of coaches uniform sh			508.00		976.19
03/28/25	TR09-002	368	B Rubert	sold tickets to help with sale				110.00	1,086.19
					1,718.19	0.00	742.00	110.00	1,086.19
Account: 2047 Spanish Club					Advisor: Abigail Voth				
Beginning Balance									1,332.51
					1,332.51	0.00	0.00	0.00	1,332.51
Account: 2048 Spiker Supporters/V. V-ball					Advisor: Jackie Thompson/Abi Williams				
Beginning Balance									19,371.98
03/28/25	CC09-007	4722	Canton Area School District	reimburse for team portion of			1,800.00		17,571.98
					19,371.98	0.00	1,800.00	0.00	17,571.98
Account: 2049 Student Council Beautification					Advisor: Donnie Jacopetti				
Beginning Balance									9,479.88
01/17/25	CC07-003	4642	Jeff Cooley	reimburse art supplies			29.99		9,449.89
01/31/25	AD07-002	668	D.Watkins	January Interest		637.38			10,087.27
02/20/25	CC08-004	4677	Donald Jacopetti	tab wars party reimbursement			89.00		9,998.27
02/20/25	CC08-004	4677	Donald Jacopetti	NJHS supplies reimbursement			140.69		9,857.58
02/20/25	CC08-004	4677	Donald Jacopetti	NJHS certificate reimbursement			25.67		9,831.91
02/28/25	AD08-001	669	D.Watkins	February interest		542.74			10,374.65
					9,479.88	1,180.12	285.35	0.00	10,374.65
Account: 2051 Student Council--Sr. High					Advisor: Greg Bellows				
Beginning Balance									1,051.35
					1,051.35	0.00	0.00	0.00	1,051.35
Account: 2053 Warrior Runners/X-Country					Advisor: Casey Aylesworth				
Beginning Balance									1,752.02
					1,752.02	0.00	0.00	0.00	1,752.02
Account: 2054 Wrestling-Junior High					Advisor: Kasey Lyon				
Beginning Balance									14.64
					14.64	0.00	0.00	0.00	14.64
Account: 2055 Yearbook II					Advisor: Janelle VanNoy				
Beginning Balance									799.45
01/02/25	DP07-001	1310	Yearbook - 2024149	Book Sale		65.00			864.45
					799.45	65.00	0.00	0.00	864.45
Account: 2058 Library Club					Advisor: Ashley Pekelnicky Mindy Tymes				
Beginning Balance									513.77
01/17/25	CC07-003	4644	Mindy Tymeson	reimburse lollipops, candy ba			330.05		183.72
01/24/25	DP07-012	1321	Library - 2024167	Lollipop \$		100.00			283.72
02/07/25	DP08-003	1327	Library Club - 2024183	Read A Palooza \$		75.00			358.72
02/07/25	DP08-003	1327	Library Club - 2024184	Lollipop \$		50.00			408.72
02/07/25	DP08-003	1327	Library Club - 2024186	Candy Bar \$		260.00			668.72

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
02/21/25	DP08-010	1334	Library - 2024202	Read A Palooza \$		20.00			688.72
03/10/25	DP09-005	1346	Library - 2024234	Read A Palooza \$		460.80			1,149.52
03/10/25	DP09-006	1347	Library - 2024238	Read A Palooza \$		35.00			1,184.52
03/14/25	DP09-009	1350	Library - 2024242	Candy Bar \$		60.00			1,244.52
03/28/25	CC09-007	4726	Mindy Tymeson	reiburse lillipops, candy bars			434.83		809.69
03/28/25	DP09-019	1360	Library - 2024273	Read A Palooza \$		115.20			924.89
					513.77	1,176.00	764.88	0.00	924.89

Account: 2067 Casual for a Cause**Advisor: Stacey Segur**

			Beginning Balance						223.45
01/17/25	CC07-003	4638	Aliya Cole	suppllies			100.00		123.45
01/24/25	CC07-005	4655	Sue Mickey	family			100.00		23.45
01/27/25	DP07-013	1322	Jean \$ - 2024170	Casual for a Cause		99.00			122.45
02/24/25	DP08-011	1335	Casual for a Cause - 202420	Jean \$		22.00			144.45
					223.45	121.00	200.00	0.00	144.45

Account: 2070 Competitive Spirit Squad**Advisor: Marcie Jennings**

			Beginning Balance						584.98
01/14/25	DP07-009	1318	Competitive Cheer - 202415	Shoe/Bow \$		297.00			881.98
01/17/25	CC07-003	4646	Stull's Flowers	flowers senior night			20.00		861.98
01/24/25	CC07-005	4648	Bradco Printers	raffle tickets purse bingo			58.00		803.98
02/27/25	CC08-005	4688	Canton Cafeteria	banquet meal			228.39		575.59
02/27/25	DP08-016	1340	Competitive Cheer - 202421	Shoe Payment \$		150.00			725.59
03/10/25	DP09-005	1346	Competitive Spirit - 2024236	Purse Bingo \$		2,375.00			3,100.59
03/12/25	CC09-003	4700	Becca Jennings	reimbursement for purses for b			833.71		2,266.88
03/12/25	CC09-003	4707	Varsity University	coaches conference			255.00		2,011.88
03/21/25	CC09-005	4710	Becca Jennings	reimbursement for purses			187.83		1,824.05
03/21/25	CC09-005	4717	Terry LaMont	Refund for purses			1,098.10		725.95
03/24/25	DP09-015	1356	Competitive Cheer - 202426	Purse Bingo \$		2,125.00			2,850.95
03/28/25	CC09-007	4724	Marcie Jennings	reimburse purse bingo door pri			39.75		2,811.20
					584.98	4,947.00	2,720.78	0.00	2,811.20

Account: 2071 Class of 2020**Advisor: Pam Larcom**

			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00

Account: 2072 The Giving Tree**Advisor: Callie Gensel**

			Beginning Balance						14,092.51
01/02/25	DP07-001	1310	The Givng Tree - 2024150	Donation		100.00			14,192.51
					14,092.51	100.00	0.00	0.00	14,192.51

Account: 2073 Class of 2021**Advisor: Pam Larcom**

			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00

Account: 2074 Drama Club**Advisor: Randy Frye**

			Beginning Balance						27,067.87
01/08/25	CC07-001	4634	Randy Frye	MTI reimbursement			33.49		27,034.38
01/17/25	CC07-003	4645	Randy Frye	reimbursement for supplies & T			48.71		26,985.67
01/31/25	CC07-006	4662	Hoover Hardware	tick, Tick, Boom! materials			578.15		26,407.52
02/11/25	CC08-001	4664	Brenda Holland	Reimbursement for TTB posters			40.00		26,367.52
02/11/25	CC08-001	4667	Jamie Huffman	reimburse costuming			97.66		26,269.86
02/11/25	CC08-001	4667	Jamie Huffman	costume Reimbursement			39.22		26,230.64
02/11/25	CC08-001	4671	Randy Frye	Reimburse for ttb props			62.77		26,167.87

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
02/11/25	CC08-001	4671	Randy Frye	starter money for tickets			250.00		25,917.87
02/20/25	CC08-004	4678	Eric Craig-Peysson	Pit Musician TTB			300.00		25,617.87
02/20/25	CC08-004	4679	Jeff Lockhart	pit musician TTB			300.00		25,317.87
02/20/25	CC08-004	4683	Randy Frye	pit musician TTB			300.00		25,017.87
02/20/25	CC08-004	4684	Robert Stark	pit musician TTB			300.00		24,717.87
02/24/25	DP08-011	1335	Drama - 2024207	Ticket Money		1,595.00			26,312.87
02/27/25	CC08-005	4695	Randy Frye	reimbursements TTB			1,151.26		25,161.61
03/12/25	CC09-003	4704	Randy Frye	reimbursement for returning HS			143.26		25,018.35
03/12/25	CC09-003	4705	Shamyrah Baker	TTB choreography			400.00		24,618.35
					27,067.87	1,595.00	4,044.52	0.00	24,618.35

Account: 2075 Music - Fundraiser

Advisor: Frye/MacWhinnie

			Beginning Balance						14,653.18
01/02/25	DP07-002	1311	Music Fundraiser - 2024151	NYC Trip \$		800.00			15,453.18
01/08/25	CC07-001	4633	Performing Arts Counsultant	NYC Trip Payment			8,062.00		7,391.18
01/08/25	CC07-001	4634	Randy Frye	Lollipop reimbursement			1,228.00		6,163.18
01/08/25	CC07-001	4634	Randy Frye	reimburse concessions			219.85		5,943.33
01/08/25	DP07-006	1315	Music Fundraiser - 2024155	NYC \$		810.00			6,753.33
01/17/25	DP07-010	1319	Music Fundraising - 2024161	Concession 1/16		270.00			7,023.33
01/17/25	DP07-010	1319	Music Fundraising - 2024162	Lollipop \$		200.00			7,223.33
01/17/25	DP07-010	1319	Music Fundraising - 2024163	NYC \$		1,635.00			8,858.33
01/22/25	DP07-011	1320	Music Fundraiser - 2024164	Concession 1/21		295.00			9,153.33
01/22/25	DP07-011	1320	Music Fundraiser - 2024165	NYC \$		760.00			9,913.33
01/24/25	CC07-005	4654	Randy Frye	concession reimbursement			44.40		9,868.93
01/24/25	DP07-012	1321	Music Fundraiser - 2024168	Concession 1/23		226.50			10,095.43
01/24/25	DP07-012	1321	Music Fundraiser - 2024169	NYC \$		300.00			10,395.43
01/27/25	DP07-013	1322	Music Fundraiser - 2024171	NYC \$		150.00			10,545.43
01/27/25	DP07-013	1322	Music Fundraiser - 2024172	Candy \$		660.00			11,205.43
01/28/25	DP07-014	1323	Music Fundraiser - 2024173	Lollipop \$		1,126.00			12,331.43
01/30/25	AD07-001	667	DGreer	NSF \$ S. Carra			150.00		12,181.43
02/04/25	DP08-002	1326	Music Fundraiser - 2024179	NYC \$		850.00			13,031.43
02/04/25	DP08-002	1326	Music Fundraiser - 2024180	Candy Bar \$		901.00			13,932.43
02/04/25	DP08-002	1326	Music Fundraiser - 2024181	Lollipop \$		481.00			14,413.43
02/11/25	CC08-001	4672	Tammy MacWhinnie	reimburse for wrestling conces			119.79		14,293.64
02/14/25	DP08-006	1330	Music Fundraiser - 2024194	Lollipop \$		440.00			14,733.64
02/14/25	DP08-006	1330	Music Fundraiser - 2024195	Candy Bar \$		1,546.00			16,279.64
02/19/25	DP08-008	1332	Music Fundraiser - 2024198	Candy Bar		420.00			16,699.64
02/20/25	CC08-004	4681	Music Festivals & Tours	JH Kalahari trip payment			2,690.00		14,009.64
02/20/25	TR08-001	366	R Frye	money deposited in wrong music				1,958.80	15,968.44
02/21/25	DP08-010	1334	Music Fundraising - 2024204	NYC Trip \$		382.00			16,350.44
02/21/25	DP08-010	1334	Music Fundraiser - 2024205	Candy \$		180.00			16,530.44
02/25/25	DP08-012	1336	Music Fundraiser - 2024210	Trip Payment \$		679.50			17,209.94
02/27/25	DP08-015	1339	Music Fundraiser - 2024215	Lollipop \$		231.00			17,440.94
02/27/25	DP08-015	1339	Music Fundraiser - 2024216	NYC \$		351.00			17,791.94
02/28/25	DP08-017	1341	Music Fundraiser - 2024222	Candy Bar \$		370.00			18,161.94
03/14/25	DP09-009	1350	Music Fundraiser - 2024247	Kalahari \$		525.00			18,686.94
03/19/25	DP09-012	1353	Music Fundraiser - 2024256	NYC Trip Payment \$		1,095.30			19,782.24
03/19/25	DP09-012	1353	Music Fundraiser - 2024257	NSF \$ S. Carra		150.00			19,932.24
03/19/25	DP09-012	1353	Music Fundraiser - 2024260	Candy Bar \$		361.00			20,293.24
03/19/25	DP09-012	1353	Music Fundraiser - 2024261	Aide Reimbursement		92.00			20,385.24
03/21/25	CC09-005	4709	Bazzini	chocolate bar fundraiser			2,508.00		17,877.24
03/21/25	CC09-005	4711	Benedict's Bus Service	deposit - Kalahari trip			500.00		17,377.24
03/21/25	CC09-005	4720	UNIPAK Supply	missed/late order			252.00		17,125.24
03/25/25	DP09-016	1357	Music Fundraiser - 2024268	NYC Trip \$		150.00			17,275.24

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
					14,653.18	16,437.30	15,774.04	1,958.80	17,275.24
Account: 2076 Class of 2022					Advisor: Chelsie Swartz				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
Account: 2077 Basketball - Girls Varsity					Advisor: Ryan VanNoy				
			Beginning Balance						93.05
					93.05	0.00	0.00	0.00	93.05
Account: 2079 Class of 2023					Advisor: Brandy McRoberts				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
Account: 2080 Class of 2024					Advisor: Brandy McRoberts				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
Account: 2081 Battle of the Books					Advisor: Ashley Pekelnicky				
			Beginning Balance						0.00
					0.00	0.00	0.00	0.00	0.00
Account: 2083 Live Stream Team					Advisor: Brant Buchanan				
			Beginning Balance						14,243.43
02/18/25	CC08-003	4675	PIAA District IV	District Girls Basketball			200.00		14,043.43
02/20/25	CC08-004	4676	Canton Area School District	reimburse supplies for purchas			251.96		13,791.47
					14,243.43	0.00	451.96	0.00	13,791.47
Account: 2084 Science Club					Advisor: Chelsie Swartz				
			Beginning Balance						3,490.87
					3,490.87	0.00	0.00	0.00	3,490.87
Account: 2085 Class of 2025					Advisor: Brandy McRoberts				
			Beginning Balance						9,253.39
01/24/25	CC07-005	4649	Brandy McRoberts	reimburse for class of 2025 sh			152.00		9,101.39
01/31/25	CC07-006	4658	Benedict Bus Service	Senior Trip			3,609.00		5,492.39
01/31/25	CC07-006	4659	Brandy McRoberts	reimbursement for t shirts			129.00		5,363.39
01/31/25	DP07-015	1324	Class of 2025 - 2024177	Shirts, Cap, Gown, Tassel \$		120.00			5,483.39
02/14/25	DP08-006	1330	Class of 2026 - 2024191	Cap & Gown \$		13.00			5,496.39
02/19/25	DP08-008	1332	Class of 2025 - 2024199	Little Caesars \$		1,268.00			6,764.39
02/20/25	DP08-009	1333	Class of 2025 - 2024200	Little Caesars \$		608.00			7,372.39
02/20/25	DP08-009	1333	Class of 2025 - 2024201	Cap & Gown \$		60.00			7,432.39
02/27/25	CC08-005	4687	Brandy McRoberts	ballgame tickets - senior trip			2,275.00		5,157.39
02/27/25	CC08-005	4689	Ernesto Moody	DJ for prom			400.00		4,757.39
02/27/25	CC08-005	4693	Little Cearar's Fundraising	pizza fundraiser			1,529.00		3,228.39
03/05/25	DP09-003	1344	Class of 2025 - 2024230	Cap & Gown \$		290.00			3,518.39
03/17/25	DP09-010	1351	Class of 2025 - 2024250	Cap, Gown, tassel \$		288.00			3,806.39
03/21/25	DP09-014	1355	Class of 2025 - 2024263	Cap, Gown, Trip \$		257.00			4,063.39
					9,253.39	2,904.00	8,094.00	0.00	4,063.39
Account: 2086 PBIS					Advisor: Jennifer Seeley				
			Beginning Balance						11,777.33
01/08/25	CC07-001	4631	Lisa Cole	Reimburse for Kickstarts			403.05		11,374.28
01/10/25	DP07-007	1316	PBIS - 2024156	Cafe Profit		480.00			11,854.28
01/17/25	DP07-010	1319	PBIS - 2024160	Cafe Profit		300.00			12,154.28

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
01/24/25	CC07-005	4650	Chelsie Swartz	reimburse for PBIS store			908.62		11,245.66
01/24/25	CC07-005	4652	Lisa Cole	reimburse Kickstarts			403.05		10,842.61
01/24/25	DP07-012	1321	PBIS - 2024166	Cafe \$		215.00			11,057.61
01/31/25	DP07-015	1324	PBIS - 2024175	Cafe Profit		394.00			11,451.61
02/07/25	DP08-003	1327	PBIS - 2024185	Cafe \$		275.00			11,726.61
02/14/25	DP08-006	1330	PBIS - 2024193	Cafe \$		240.00			11,966.61
02/20/25	CC08-004	4680	Lisa Cole	PBIS kickstarts			371.28		11,595.33
02/21/25	DP08-010	1334	PBIS - 2024203	Cafe Profit \$		220.00			11,815.33
02/27/25	CC08-005	4692	Jen Seeley	Prize wheel reimbursement			280.90		11,534.43
02/28/25	DP08-017	1341	PBIS - 2024220	Cafe Profit \$		547.00			12,081.43
03/05/25	DP09-003	1344	PBIS - 2024227	Krispy Kreme \$		3,252.00			15,333.43
03/06/25	DP09-004	1345	PBIS - 2024231	Cafe \$		300.00			15,633.43
03/11/25	TR09-001	367	Chelse Swartz	bubble tea coupons for assembl				(100.00)	15,533.43
03/12/25	CC09-002	4699	Krispy Kreme Donuts	donut fundraiser			1,787.50		13,745.93
03/14/25	DP09-009	1350	PBIS - 2024243	Extra Krispy Kreme \$		219.00			13,964.93
03/14/25	DP09-009	1350	PBIS - 2024245	Cafe Profit \$		230.00			14,194.93
03/21/25	CC09-005	4715	Lisa Cole	reimburse for kickstarts			425.18		13,769.75
03/28/25	DP09-019	1360	PBIS - 2024272	Cafe Profit		450.00			14,219.75
					11,777.33	7,122.00	4,579.58	(100.00)	14,219.75

Account: 2087 Class of 2026

Advisor: Brandy McRoberts

			Beginning Balance						10,191.76
01/10/25	DP07-007	1316	Class of 2026 - 2024157	Pizza		60.00			10,251.76
01/31/25	DP07-015	1324	Class of 2026 - 2024176	Marianna's \$		1,810.00			12,061.76
02/03/25	DP08-001	1325	Class of 2026 - 2024178	Marianna's \$		1,370.00			13,431.76
02/12/25	CC08-002	4674	Marianna's Foods	hoagie Sales			2,439.00		10,992.76
02/14/25	DP08-006	1330	Class of 2026 - 2024192	Extra Subs Sold		230.00			11,222.76
03/17/25	DP09-010	1351	Class of 2026 - 2024252	Kecks Fundraiser		630.00			11,852.76
03/19/25	DP09-012	1353	Class of 2026 - 2024258	Kecks Fundraiser		490.00			12,342.76
03/20/25	DP09-013	1354	Class of 2026 - 2024262	Pizza \$		50.00			12,392.76
03/21/25	CC09-005	4713	Keck's Food Service	fundraiser payment			885.06		11,507.70
03/27/25	DP09-018	1359	Class of 2026 - 2024270	Extra FR inventory		150.00			11,657.70
03/28/25	CC09-007	4723	Keck's Food Service	fundraiser balance - 1st deliv			5.94		11,651.76
03/28/25	CC09-007	4723	Keck's Food Service	fundraiser			62.90		11,588.86
					10,191.76	4,790.00	3,392.90	0.00	11,588.86

Account: 2090 Kindness Club

Advisor: Kalyn Essick

Beginning Balance

									0.00
					0.00	0.00	0.00	0.00	0.00

Account: 2091 Class of 2027

Advisor: Chelsie Swartz

			Beginning Balance						4,649.74
03/05/25	DP09-003	1344	Class of 2027 - 2024228	Krispy Kreme \$		2,980.00			7,629.74
03/12/25	CC09-001	4698	Krispy Kreme Donuts	donut fundraiser			1,637.50		5,992.24
03/14/25	DP09-009	1350	Class of 2027 - 2024244	Extra Krispy Kreme \$		144.00			6,136.24
					4,649.74	3,124.00	1,637.50	0.00	6,136.24

Account: 2096 Class of 2031

Advisor: Donnie Jacopetti

Beginning Balance

									1,592.00
					1,592.00	0.00	0.00	0.00	1,592.00

Account: 2191 Youth and Government Club

Advisor: Brandy McRoberts

Beginning Balance

									4,676.59
					4,676.59	0.00	0.00	0.00	4,676.59

Account: 2192 Class of 2028

Advisor: Donnie Jacopetti

ACCOUNT ANALYSIS REPORT - DETAIL

Date Range: 1/1/2025 through 3/28/2025

Account Range: ALL

Date	Source	Ref #	Description	Purpose	Beg Bal	Income	Expense	Transfers	Balance
			Beginning Balance						2,728.73
03/06/25	DP09-004	1345	Class of 2028 - 2024232	Donation		1,000.00			3,728.73
03/06/25	DP09-004	1345	Class of 2028 - 2024233	Poppin Popcorn \$		1,532.00			5,260.73
03/21/25	DP09-014	1355	Class of 2028 - 2024265	Donation		500.00			5,760.73
					2,728.73	3,032.00	0.00	0.00	5,760.73
Account: 2193 Class of 2029					Advisor: Donnie Jacopetti				
			Beginning Balance						2,536.54
					2,536.54	0.00	0.00	0.00	2,536.54
Account: 2194 Unified Sports					Advisor: Mariah Smith/Caitlin Barr				
			Beginning Balance						1,353.85
01/13/25	DP07-008	1317	Receipt Transfer - MISC	Schoolbooks Receipting		701.00			2,054.85
01/17/25	CC07-003	4639	Caitlin Barr	reimburse for boba tea supplie			26.49		2,028.36
01/17/25	CC07-003	4643	Mariah Smith	reimbursement for bubbles & sy			128.90		1,899.46
01/24/25	CC07-005	4651	DANIELLE BAHR	bocce logo pants			550.00		1,349.46
01/24/25	CC07-005	4653	Mariah Smith	reimbursement for meal after m			406.83		942.63
02/10/25	DP08-004	1328	Receipt Transfer - MISC	Schoolbooks Receipting		404.00			1,346.63
02/11/25	CC08-001	4665	Caitlin Barr	reimburse for bubble tea suppl			21.07		1,325.56
02/11/25	CC08-001	4669	Mariah Smith	reimburse for bubbles & syrups			153.98		1,171.58
02/18/25	DP08-007	1331	Receipt Transfer - MISC	Schoolbooks Receipting		200.00			1,371.58
02/28/25	DP08-017	1341	Receipt Transfer - MISC	Schoolbooks Receipting		462.00			1,833.58
03/05/25	DP09-003	1344	Receipt Transfer - MISC	Schoolbooks Receipting		228.00			2,061.58
03/11/25	TR09-001	367	Chelse Swartz	bubble tea coupons for assembl				100.00	2,161.58
03/12/25	CC09-003	4702	DANIELLE BAHR	Bocce shirts			136.00		2,025.58
03/12/25	CC09-003	4703	Mariah Smith	reimburesment for meal after r			343.16		1,682.42
03/12/25	CC09-003	4703	Mariah Smith	reimburse for Supplies & Holid			61.37		1,621.05
03/12/25	CC09-003	4703	Mariah Smith	reimbursement for Bubble Tea S			151.23		1,469.82
03/12/25	CC09-003	4703	Mariah Smith	reimbursement Amazon order bub			36.48		1,433.34
03/12/25	DP09-008	1349	Receipt Transfer - MISC	Schoolbooks Receipting		58.00			1,491.34
03/21/25	CC09-005	4716	Stull's Flowers	flowers for senior night			25.00		1,466.34
					1,353.85	2,053.00	2,040.51	100.00	1,466.34
Account: 2195 Class of 2030					Advisor: Donnie Jacopetti				
			Beginning Balance						1,259.43
					1,259.43	0.00	0.00	0.00	1,259.43
Account: 2196 Archery Club					Advisor: Brandy McRoberts				
			Beginning Balance						175.00
01/24/25	CC07-005	4649	Brandy McRoberts	reimburse for Arrow Fletching			46.94		128.06
					175.00	0.00	46.94	0.00	128.06
Total Other Accounts					210,515.24	78,138.01	67,294.40	0.00	221,358.85

										*Siarra is co-signer for this account/FC
Date	Check #	Rec	Account Balance	Greenhouse	Wildlife	Beautification	Playground	6th Gr. St. Council	Explanation	
1/6/2025			\$2,018.95	\$1,641.50	\$182.23	\$95.22	\$0.00	\$100.00	Current Balance	
						\$3.78			Interest Deposit	
1/20/2025	1,136	X		(\$341.37)					Check Carolann Ward-Spencer-Supplemental L.S. supplies	
1/21/2025	1,137	X		(\$160.29)					Check Deb Fitzwater- Seeds for Greenhouse	
1/27/2025		X		\$180.00					Bubble Tea and lemonade Sales Deposit	
1/25/2025	1,138	X		(\$32.00)					Check CASD- Bubble Tea Supplies cafeteria	
1/31/2025		X		\$31.00					Dog Treats fund raiser deposit	
2/7/2025	1,139	X		(\$37.00)					Check CASD0 Boba Supplies	
2/10/2025						\$3.71			Interest Deposit	
2/24/2025	1,140	X		(\$23.00)					Check CASD- Greenhouse group boba supplies from cafeteria	
3/6/2025						\$2.57			Interest Deposit	
3/21/2025	1,141			(\$19.00)					Check CASD- Greenhouse group boba supplies from cafeteria	
3/21/2025				\$1,071.00					Deposit Greenhouse Group- Tean and dog treat sales	

WW 04/04/25
Bd App 04/10/25

Amplify.

Price Quote

Amplify

55 Washington Street, Suite 800
Brooklyn, NY 11201
Phone: (800) 823-1969
Fax: (646) 403-4700

Quote #: Q-497019-1
Date: 2/26/2025
Expires On: 3/28/2025
Delivery Service Level: Standard

Customer Contact Information

Michael Wells
Canton Area School District
570-673-3191
mwells@canton.k12.pa.us

Amplify Contact Information

Julie Couch
Account Executive - Kansas
jcouch@amplify.com

CKLA G3-5 6yr
Boost Reading K-2 5yr
Boost Reading 3-5 6yr

GRADE 3

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G3 Complete Teacher License Charlotte's Web/Light & Sound - 6yr (2025-2031)	\$1,050.00	3	0	\$3,150.00	\$0.00
Amplify CKLA 3rd Ed G3 Complete Student License Charlotte's Web/Light & Sound - 6yr (2025-2031)	\$157.50	60	0	\$9,450.00	\$0.00
Amplify CKLA 3rd Ed G3 Student Consumable Set Charlotte's Web/Light and Sound Total Qty over 6yrs (2025-2031)	\$32.00	0	360	\$1,440.00	\$10,080.00
Amplify CKLA 3rd Ed G3 Complete Classroom Kit Charlotte's Web/Light & Sound	\$1,900.00	0	3	\$0.00	\$5,700.00
Boost Reading Student License - 6yr (2025-2031)	\$192.00	0	60	\$7,092.00	\$4,428.00
TOTAL				\$21,132.00	\$20,208.00

GRADE 4

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G4 Complete Teacher License Mixed- Up Files/World of Tales - 6yr (2025-2031)	\$1,050.00	3	0	\$3,150.00	\$0.00
Amplify CKLA 3rd Ed G4 Complete Student License Mixed- Up Files/World of Tales - 6yr (2025-2031)	\$157.50	60	0	\$9,450.00	\$0.00
Amplify CKLA 3rd Ed G4 Student Consumable Set Mixed-Up Files/World of Tales Total Qty over 6yrs (2025-2031)	\$32.00	0	360	\$1,440.00	\$10,080.00

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G4 Complete Classroom Kit Mixed-Up Files/World of Tales	\$1,400.00	0	3	\$0.00	\$4,200.00
Boost Reading Student License - 6yr (2025-2031)	\$192.00	0	60	\$7,092.00	\$4,428.00
TOTAL				\$21,132.00	\$18,708.00

GRADE 5

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed G5 Complete Teacher License Tollbooth/Midsummer Night - 6yr (2025-2031)	\$1,050.00	3	0	\$3,150.00	\$0.00
Amplify CKLA 3rd Ed G5 Complete Student License Tollbooth/Midsummer Night - 6yr (2025-2031)	\$157.50	60	0	\$9,450.00	\$0.00
Amplify CKLA 3rd Ed G5 Student Consumable Set Tollbooth/Midsummer Night Total Qty over 6yrs (2025-2031)	\$32.00	0	360	\$1,440.00	\$10,080.00
Amplify CKLA 3rd Ed G5 Complete Classroom Kit Tollbooth/Midsummer Night	\$1,400.00	0	3	\$0.00	\$4,200.00
Boost Reading Student License - 6yr (2025-2031)	\$192.00	0	60	\$7,092.00	\$4,428.00
TOTAL				\$21,132.00	\$18,708.00

BOOST READING K-2

PRODUCT	PRICE	QUANTITY FREE	QUANTITY CHARGE	TOTAL DISCOUNT	TOTAL PRICE
Boost Reading Student License - 5yr (2025-2030)	\$160.00	0	172	\$16,684.00	\$10,836.00
TOTAL				\$16,684.00	\$10,836.00

PROFESSIONAL DEVELOPMENT

PROFESSIONAL DEVELOPMENT	QUANTITY	PRICE	TOTAL DISCOUNT	TOTAL PRICE
Amplify CKLA 3rd Ed PK OR K-2 OR 3-5 Initial Training (1 Day Onsite)	1.00	\$3,200.00	\$0.00	\$3,200.00
Amplify CKLA 2nd Ed PK OR K-2 OR 3-5 Strengthen Training (1/2 Day Remote)	2.00	\$750.00	\$0.00	\$1,500.00
Amplify CKLA 3rd Ed Coaching Session (1 Day Onsite)	1.00	\$3,200.00	\$0.00	\$3,200.00
TOTAL		\$7,150.00	\$0.00	\$7,900.00

SHIPPING & HANDLING

SHIPPING AND HANDLING	DELIVERY SERVICE LEVEL	SHIPPING COST	TOTAL DISCOUNT	TOTAL PRICE
Amplify Shipping and Handling	Standard	\$5,839.20	\$0.00	\$5,839.20

TOTAL DISCOUNT
GRAND TOTAL

\$80,080.00
\$82,199.20

Scope and Duration

Payment Terms

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: <http://www.amplify.com/w-9.pdf>

License and Services Term:

- Licenses: 07/01/2025 until 06/30/2031.
- Services: 18 months from order date. Unless otherwise stated above, all training and other services purchased must be scheduled and delivered within such term or will be forfeited.

Special Terms:

- FOR SHIPPED MATERIALS:
 - Expedited shipping is available at extra charge.
 - Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.
- FOR SERVICES:
 - Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

Quote Special Terms

CKLA Dig Exp Included with Consumables

Please note that the above pricing reflects the receipt of one Student Digital Experience License included with every purchase of a student print consumable set for CKLA products.

CKLA 3rd Edition Pricing

Please note that the above pricing reflects CKLA 3rd Edition bundle pricing. A change in product configuration may result in different per student costs. For additional information on CKLA 3rd Edition pricing, please contact your Account Executive.

Free-with-Order Teacher Digital Experience License with Kit

Please note that the above pricing reflects the receipt of one Elementary Teacher Digital Experience License free-with-order with the purchase of a Classroom Kit for the duration of the adoption. License duration shown appended to Classroom Kits.

Multi Year Discount Applied

Please note that the pricing above includes multi year discounts for an upfront purchase. List prices on a single year purchase may reflect a different pricing structure. For additional information on the multi year pricing structure, please contact your Account Executive.

How to Order Our Products

Amplify would like to process your order as quickly as possible. Please visit amplify.com/ordering-support to find all the information you need for submitting your order. We accept the following forms of payment: purchase orders, checks, and credit card payments (Visa, MasterCard, Discover and American Express). In order for us to assist you, please help us by following these instructions:

Please include these three documents with your order:

- Authorized purchase order or check
- A copy of your Price Quote
- A copy of your Tax-Exemption Certificate

If submitting a purchase order:

To expedite your order, please visit amplify.com/ordering-support where you can submit your signed purchase order. You can also email a purchase order to IncomingPO@amplify.com or fax it to (646) 403-4700. Purchase Orders can also be mailed to our Order Management Department at the address below.

If submitting your order via credit card:

- Please email Accountsreceivable@amplify.com to request a secure credit card payment link

If submitting your order via sending a check:

- Please mail your documents directly to our Order Management Department and notify your sales representative of the check number and check amount.
- Please note that mailing a check can add up to two weeks of processing time for your order. For faster processing of your order, please submit your order via Purchase Order or Credit Card Authorization Form.

The information requested above is essential to ensure the smooth completion of your order with Amplify. Failure to submit documents will prevent your order from processing.

Our Order Management Department is located at 55 Washington Street, Suite 800, Brooklyn, NY 11201. Please note that mailing any documents can result in delays of up to two weeks. **For faster processing of your order, we recommend you submit a purchase order via our website: amplify.com/ordering-support.**

This Price Quote is subject to the Customer Terms & Conditions of Amplify Education, Inc. attached and available at amplify.com/customer-terms. Issuance of a purchase order or payment pursuant to this Price Quote, or usage of the products specified herein, shall be deemed acceptance of such Terms & Conditions.

Terms & Conditions

1. **Scope.** These Terms and Conditions (the "Customer Terms") are a legal agreement between Amplify Education, Inc. ("Amplify") and your school, district, state agency, or other educational organization ("you" or "Customer") for the license and use of one or more of Amplify products or services (the "Products"), as specified in the receipt, price quote, proposal, renewal letter, or other ordering document containing the details of this purchase (the "Quote"). Unless otherwise specified in the Quote, these Customer Terms and the Quote constitute the entire agreement between Amplify and Customer regarding the license and use of the Products (the "Agreement"). This Agreement becomes effective at the earliest of the following: (i) issuing a purchase order, shipment request, or payment against the Quote; (ii) accessing, downloading, or using the Products; or (iii) otherwise accepting this Agreement. You represent and warrant that: (1) you are of legal age to accept this Agreement; (2) you are authorized to accept this Agreement and to access and use the Products; and (3) your use of the Products will comply at all times with Amplify's [Acceptable Use Policy](https://amplify.com/acceptable-use) available at amplify.com/acceptable-use ("AUP"). If you do not agree to this Agreement, do not access, download, or use the Products.

2. **License.** Subject to the terms and conditions of the Agreement, Amplify grants to Customer a non-exclusive, non-transferable, non-sublicensable license to access and use, and permit Authorized School Users, as defined below, to access and use the Products in accordance with the AUP, for the duration specified in the Quote (the "Term"), and for the number of Authorized School Users specified in the Quote for whom Customer has paid the applicable fees to Amplify. "Authorized School User" means an individual teacher or other personnel employed by Customer, or an individual student registered or authorized for instruction with Customer, who Customer permits to access and use the Products subject to the terms and conditions of the Agreement, solely while such individual is so employed or so registered. Each Authorized School User's access and use of the Products will be subject to Amplify's AUP in addition to the terms and conditions of the Agreement. Violations of this Agreement or the AUP may result in suspension or termination of the applicable account.



Price Quote

Amplify

55 Washington Street, Suite 800
Brooklyn, NY 11201
Phone: (800) 823-1969
Fax: (646) 403-4700

Quote #: Q-476739-1
Date: 4/2/2025
Expires On: 5/2/2025
Delivery Service Level: Standard

Customer Contact Information

Michael Wells
Canton Area School District
570-673-3191
mwells@canton.k12.pa.us

Amplify Contact Information

Janet Barry
Account Executive
jabarry@amplify.com

Amplify Desmos Math G6-Alg1, 6 Years

Approved Payment Plan:

Payment 1: \$62,704.20 due no later than July 31, 2025

Grade 6

PRODUCT	QUANTITY	PRICE	TOTAL PRICE
Amplify Desmos Math G6 Teacher Blended Package - 6yr (2025-2031)	2.00	\$1,195.00	\$2,390.00
Amplify Desmos Math G6 Student Blended Package - 6yr (2025-2031)	65.00	\$204.00	\$13,260.00
Amplify Desmos Math G6-Alg1 Manipulative Kit	2.00	\$445.00	\$890.00
TOTAL			\$16,540.00

Grade 7

PRODUCT	QUANTITY	PRICE	TOTAL PRICE
Amplify Desmos Math G7 Teacher Blended Package - 6yr (2025-2031)	1.00	\$1,195.00	\$1,195.00
Amplify Desmos Math G7 Student Blended Package - 6yr (2025-2031)	65.00	\$204.00	\$13,260.00
Amplify Desmos Math G6-Alg1 Manipulative Kit	1.00	\$445.00	\$445.00
TOTAL			\$14,900.00

Grade 8

PRODUCT	QUANTITY	PRICE	TOTAL PRICE
Amplify Desmos Math G8 Teacher Blended Package - 6yr (2025-2031)	1.00	\$1,195.00	\$1,195.00
Amplify Desmos Math G8 Student Blended Package - 6yr (2025-2031)	65.00	\$204.00	\$13,260.00
Amplify Desmos Math G6-Alg1 Manipulative Kit	1.00	\$445.00	\$445.00
TOTAL			\$14,900.00

Algebra 1

PRODUCT	QUANTITY	PRICE	TOTAL PRICE
Amplify Desmos Math G6-Alg1 Manipulative Kit	1.00	\$445.00	\$445.00
Amplify Desmos Math Alg1 Teacher Blended Package - 6yr (2025-2031)	1.00	\$1,195.00	\$1,195.00
Amplify Desmos Math Alg1 Student Blended Package - 6yr (2025-2031)	25.00	\$204.00	\$5,100.00
TOTAL			\$6,740.00

Professional Development

PROFESSIONAL DEVELOPMENT	QUANTITY	PRICE	TOTAL PRICE
Amplify Desmos Math G6-Alg1 Initial Training for Teachers (1 Day Onsite)	1.00	\$3,200.00	\$3,200.00
Amplify Desmos Math G6-Alg1 Strengthen Training (1/2 Day Remote)	2.00	\$750.00	\$1,500.00
TOTAL		\$3,950.00	\$4,700.00

Shipping and Handling

SHIPPING AND HANDLING	DELIVERY SERVICE LEVEL	SHIPPING COST	TOTAL PRICE
Amplify Shipping and Handling	Standard	\$4,924.20	\$4,924.20

GRAND TOTAL**\$62,704.20****Notes**

PD dates:

August 19th all day, start time 8 am

Sept. 26, 1/2 day, start time 8 am

Scope and Duration**Payment Terms:**

- This Price Quote (including all pricing and other terms) is valid through Quote Expiration Date stated above.
- Payment terms: net 30 days.
- Prices do not include sales tax, if applicable.
- Pricing terms in the Price Quote are based on the scope of purchase and other terms herein.
- The Federal Tax ID # for Amplify Education, Inc. is 13-4125483. A copy of Amplify's W-9 can be found at: <http://www.amplify.com/w-9.pdf>

License and Services Term:

- Licenses: 07/01/2025 until 06/30/2031.
- Services: 18 months from order date. Unless otherwise stated above, all training and other services purchased must be scheduled and delivered within such term or will be forfeited.

Special Terms:

- FOR SHIPPED MATERIALS:
 - Expedited shipping is available at extra charge.

- Print materials and kits are non-returnable and non-refundable, except in the case of defective or missing materials reported by Customer within 60 days of receipt.

FOR SERVICES:

- Training and professional development sessions cancelled with less than one week notice will be deemed delivered.

How to Order Our Products

Amplify would like to process your order as quickly as possible. Please visit amplify.com/ordering-support to find all the information you need for submitting your order. We accept the following forms of payment: purchase orders, checks, and credit card payments (Visa, MasterCard, Discover and American Express). In order for us to assist you, please help us by following these instructions:

Please include these three documents with your order:

- Authorized purchase order or check
- A copy of your Price Quote
- A copy of your Tax-Exemption Certificate

If submitting a purchase order:

To expedite your order, please visit amplify.com/ordering-support where you can submit your signed purchase order. You can also email a purchase order to IncomingPO@amplify.com or fax it to (646) 403-4700. Purchase Orders can also be mailed to our Order Management Department at the address below.

If submitting your order via credit card:

- Please email Accountsreceivable@amplify.com to request a secure credit card payment link

If submitting your order via sending a check:

- Please mail your documents directly to our Order Management Department and notify your sales representative of the check number and check amount.
- Please note that mailing a check can add up to two weeks of processing time for your order. For faster processing of your order, please submit your order via Purchase Order or Credit Card Authorization Form.

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3. Restrictions. Customer may access and use the Products solely for non-commercial instructional and administrative purposes. Guidelines for such purposes may be detailed in materials associated with the Product you are accessing. Further, Customer may not, except as expressly authorized or directed by Amplify: (a) copy, modify, translate, distribute, disclose, or create derivative works based on the contents of, sell, or otherwise exploit, the Products, or any part thereof; (b) decompile, disassemble, reverse engineer the Products, or otherwise use the Products to develop functionally similar products or services; (c) modify, alter, or delete any of the copyright, trademark, or other proprietary notices in or on the Products; (d) rent, lease, or lend the Products or use the Products for the benefit of any third party; (e) avoid, circumvent, or disable any security or digital rights management device, procedure, protocol, or mechanism in the Products; or (f) permit any Authorized User or third party to do any of the foregoing. Customer also agrees that any works created in violation of this section are derivative works, and, as such, Customer agrees to assign, and hereby assigns, all right, title, and interest in such works to Amplify. The Products and derivatives thereof may be subject to export control laws, restrictions, regulations, and orders of the U.S. and other jurisdictions (together, "Export Laws"). Customer agrees to comply with all applicable Export Laws, and will not, and will not permit Authorized School Users to, export, or transfer for the purpose of re-export, any Product to any prohibited or embargoed country in violation of any U.S. export law or regulation. Further, Customer represents that it is not a party subject to sanctions by the U.S. Office of Foreign Assets Control or included on any restricted party list maintained by the U.S. Bureau of Industry and Security. The software and associated documentation portions of the Products are "commercial items" (as defined at 48 CFR 2.101), comprising "commercial computer software" and "commercial computer software documentation," as those terms are used in 48 CFR 12.212. Accordingly, if Customer is the U.S. Government or its contractor, Customer will receive only those rights set forth in this Agreement in accordance with 48 CFR 227.7201-227.7204 (for Department of Defense and their contractors) or 48 CFR 12.212 (for other U.S. Government licensees and their contractors).

4. Reservation of Rights. SUBSCRIPTION PRODUCTS ARE LICENSED, NOT SOLD. Subject to the limited rights expressly granted hereunder, all rights, title, and interest in and to all Products, including all related IP Rights, are and will remain the sole and exclusive property of Amplify or its third-party licensors. "IP Rights" means, collectively, rights under patent, trademark, copyright, and trade secret laws, and any other intellectual property or proprietary rights recognized in any country or jurisdiction worldwide. Customer must promptly notify Amplify of any violation of Amplify's IP Rights in the Products, and will reasonably assist Amplify as necessary to remedy any such violation. Amplify Products are protected by patents (see amplify.com/virtual-patent-marking).

5. Payments. In consideration of the Products, Customer will pay to Amplify (or other party designated on the Quote) the fees specified in the Quote in full within 30 days of the date of invoice, except as otherwise agreed by the parties or for those amounts that are subject to a good faith dispute of which Customer has notified Amplify in writing. Customer will be responsible for all state or local sales, use or gross receipts taxes, and federal excise taxes unless Customer provides a then-current tax exemption certificate in advance of the delivery, license, or performance of any Product, as applicable.

6. Shipments. Unless otherwise specified on the Quote, physical Products will be shipped FOB origin in the US (Incoterms 2010 EXW outside of the US) and are deemed accepted by Customer upon receipt. Upon acceptance of such Products, orders are non-refundable, non-returnable, and non-exchangeable, except in the case of defective or missing materials reported to Amplify by Customer within 60 days of receipt. In such case, Customer may not return Products without Amplify's written authorization.

7. Account Information. For subscription Products, the authentication of Authorized School Users is based in part upon information supplied by Customer or Authorized School Users, as applicable. Customer will and will cause its Authorized School Users to (a) provide accurate information to Amplify or a third-party service as applicable, and promptly report any changes to such information, (b) not share login credentials or otherwise allow others to use their account, (c) maintain the confidentiality and security of their account information, and (d) use the Products solely via such authorized accounts. Customer agrees to notify Amplify immediately of any unauthorized use of its or its Authorized School Users' accounts or related authentication information. Amplify will not be responsible for any losses arising out of the unauthorized use of accounts created by or for Customer and its Authorized School Users.

8. Confidentiality. Customer acknowledges that, in connection with this Agreement, Amplify has provided or will provide to Customer and its Authorized School Users certain sensitive or proprietary information, including software, source code, assessment instruments, research, designs, methods, processes, customer lists, training materials, product documentation, know-how, or trade secrets, in whatever form ("Confidential Information"). Customer agrees (a) not to use Confidential Information for any purpose other than use of the Products in accordance with this Agreement and (b) to take all steps reasonably necessary to maintain and protect the Confidential Information of Amplify in strict confidence. Confidential Information shall not include information that, as evidenced by Customer's contemporaneous written records: (i) is or becomes publicly available through no fault of Customer; (ii) is rightfully known to Customer prior to the time of its disclosure; (iii) has been independently developed by Customer without any use of the Confidential Information; or (iv) is subsequently learned from a third party not under any confidentiality obligation.

9. Student Data. The parties acknowledge and agree that in the course of providing the Products to the Customer, Amplify may collect, receive, or generate information that directly relates to an identifiable current or former student of Customer ("Student Data"). Student Data may include personal information from a student's "educational records," as defined by the Family Educational Rights and Privacy Act of 1974 ("FERPA"). Student Data is owned and controlled by the Customer and Amplify receives Student Data as a "school official" under Section 99.31 of FERPA for the purpose of providing the Products hereunder. Individually and collectively, Amplify and Customer agree to uphold our obligations, as applicable, under FERPA, the Children's Online Privacy Protection Act ("COPPA"), the Protection of Pupil Rights Amendment ("PPRA"), and applicable state laws relating to student data privacy. Amplify's [Privacy Policy](https://www.amplify.com/customer-privacy) at [amplify.com/customer-privacy](https://www.amplify.com/customer-privacy) ("Privacy Policy") will govern collection, use, and disclosure of Student Data collected or stored on behalf of Customer under this Agreement. Customer is responsible for providing notice and obtaining appropriate consents under applicable laws to authorize Authorized School Users' use of the Products, including making a copy of the [Privacy Policy](https://www.amplify.com/customer-privacy) available to the parents or guardians of users who are under the age of 13. In addition, Amplify has entered into the Data Privacy Agreements listed at [amplify.com/privacy-security](https://www.amplify.com/privacy-security) aligned with state and national templates to facilitate compliance with applicable state laws and help expedite Customer's student data privacy documentation process.

10. Customer Materials and Requirements. Customer represents, warrants, and covenants that it has all the necessary rights, including consents and IP Rights, in connection with any data, information, content, and other materials provided to or collected by Amplify on behalf of Customer or its Authorized School Users using the Products or otherwise in connection with this Agreement ("Customer Materials"), and that Amplify has the right to use such Customer Materials as contemplated hereunder or for any other purposes required by Customer. Customer is solely responsible for the accuracy, integrity, completeness, quality, legality, and safety of such Customer Materials. Customer is responsible for meeting hardware, software, telecommunications, and other requirements listed at [amplify.com/customer-requirements](https://www.amplify.com/customer-requirements).

11. Warranty Disclaimer. PRODUCTS ARE PROVIDED "AS IS" AND WITHOUT WARRANTY OF ANY KIND BY AMPLIFY. AMPLIFY EXPRESSLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTY AS TO TITLE, NON-INFRINGEMENT, MERCHANTABILITY, OR FITNESS FOR A PARTICULAR PURPOSE OR USE. CUSTOMER ASSUMES RESPONSIBILITY FOR SELECTING THE PRODUCTS TO ACHIEVE CUSTOMER'S INTENDED RESULTS AND FOR THE ACCESS AND USE OF THE PRODUCTS, INCLUDING THE RESULTS OBTAINED FROM THE PRODUCTS. WITHOUT LIMITING THE FOREGOING, AMPLIFY MAKES NO WARRANTY THAT THE PRODUCTS WILL BE ERROR-FREE OR FREE FROM INTERRUPTIONS OR OTHER FAILURES OR WILL MEET CUSTOMER'S REQUIREMENTS. AMPLIFY IS NEITHER RESPONSIBLE NOR LIABLE FOR ANY THIRD-PARTY CONTENT OR SOFTWARE INCLUDED IN PRODUCTS, INCLUDING THE ACCURACY, INTEGRITY, COMPLETENESS, QUALITY, LEGALITY, USEFULNESS, OR SAFETY OF, OR IP RIGHTS RELATING TO, SUCH THIRD-PARTY CONTENT AND SOFTWARE. ANY ACCESS TO OR USE OF SUCH THIRD-PARTY CONTENT AND SOFTWARE MAY BE SUBJECT TO THE TERMS AND CONDITIONS AND INFORMATION COLLECTION, USAGE, AND DISCLOSURE PRACTICES OF THIRD PARTIES.

12. Limitation of Liability. IN NO EVENT WILL AMPLIFY BE LIABLE TO CUSTOMER OR TO ANY AUTHORIZED USER FOR ANY INCIDENTAL, SPECIAL, CONSEQUENTIAL, PUNITIVE, RELIANCE, OR COVER DAMAGES, DAMAGES FOR LOST PROFITS, LOST DATA OR LOST BUSINESS, OR ANY OTHER INDIRECT DAMAGES. EVEN IF AMPLIFY HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES, TO THE EXTENT PERMITTED BY APPLICABLE LAW, AMPLIFY'S ENTIRE LIABILITY TO CUSTOMER OR ANY AUTHORIZED USER ARISING OUT OF PERFORMANCE OR NONPERFORMANCE BY AMPLIFY OR IN ANY WAY RELATED TO THE SUBJECT MATTER OF THIS AGREEMENT, REGARDLESS OF WHETHER THE CLAIM FOR SUCH DAMAGES IS BASED IN CONTRACT, TORT, STRICT LIABILITY, OR OTHERWISE, MAY NOT EXCEED THE AGGREGATE OF CUSTOMER'S OR ANY AUTHORIZED USER'S DIRECT DAMAGES UP TO THE FEES PAID BY CUSTOMER TO AMPLIFY FOR THE AFFECTED PORTION OF THE PRODUCTS IN THE PRIOR 12-MONTH PERIOD. UNDER NO CIRCUMSTANCES WILL AMPLIFY BE LIABLE FOR ANY CONSEQUENCES OF ANY UNAUTHORIZED USE OF THE PRODUCTS THAT VIOLATES THIS AGREEMENT OR ANY APPLICABLE LAW OR REGULATION.

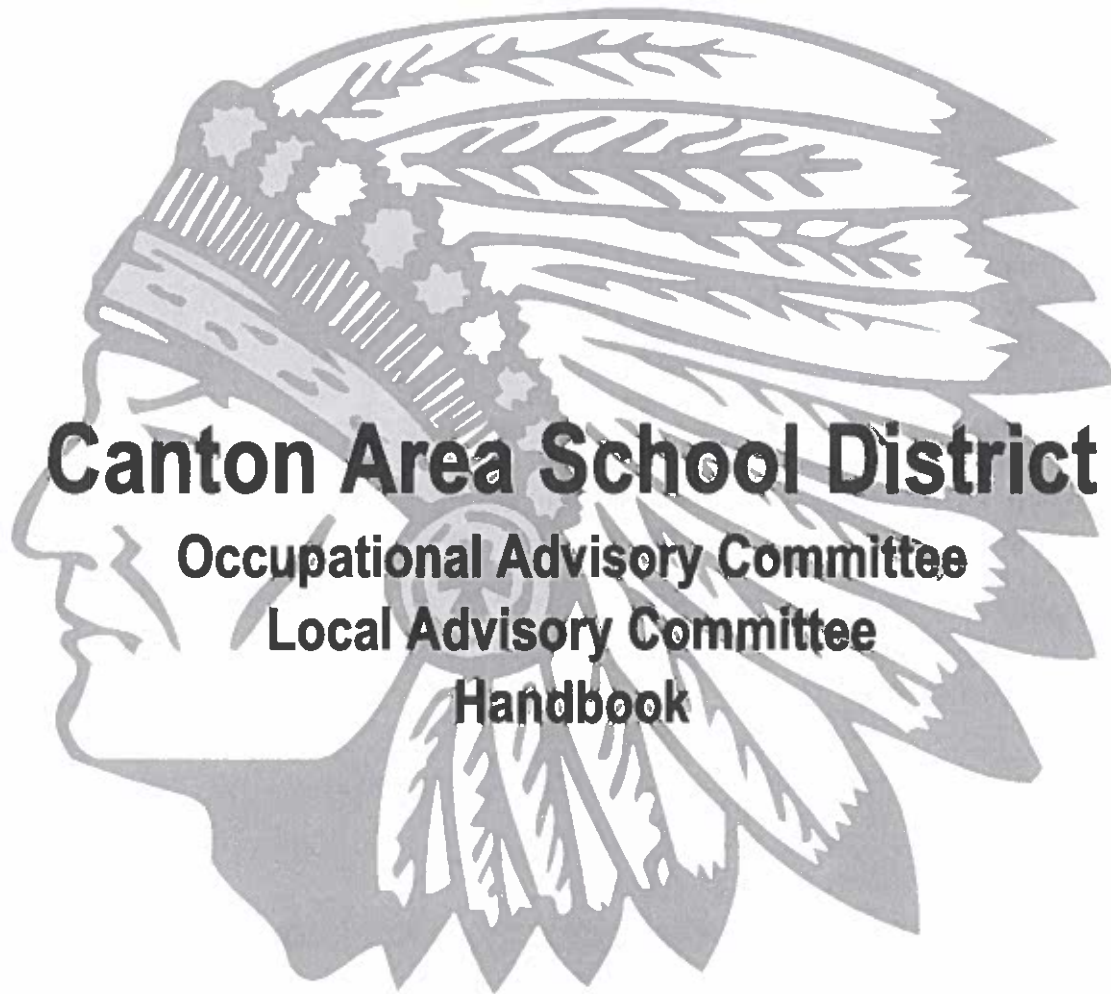
13. **Term/Termination.** This Agreement will be in effect for the Term and may be renewed or extended by mutual agreement of the parties. Without prejudice to any rights either party may have under this Agreement, in law, equity, or otherwise, a party will have the right to terminate this Agreement if the other party (or in the case of Amplify, an Authorized School User) materially breaches any term, provision, warranty, or representation under this Agreement and fails to correct the breach within 30 days of its receipt of written notice thereof. Upon termination, Customer will: (a) cease using the Products, (b) return, purge, or destroy (as directed by Amplify) all copies of any Products and, if so requested, certify to Amplify in writing that such surrender or destruction has occurred, (c) pay any fees due and owing hereunder, and (d) not be entitled to a refund of any fees previously paid, unless otherwise specified in the Quote. Customer will be responsible for the cost of any continued use of the Products following termination. Upon termination, Amplify will return or destroy any Student Data provided to Amplify hereunder. Notwithstanding the foregoing, nothing will require Amplify to return or destroy any data that does not include Student Data, including de-identified information or data that is derived from access to Student Data but which does not contain Student Data. Sections 3–14 will survive the termination of this Agreement.

14. **Miscellaneous.** This Agreement, including all addenda, attachments, and the Quote, as applicable, constitutes the entire agreement between the parties relating to the subject matter hereof. The provisions of this Agreement will supersede any conflicting terms and conditions in any Customer purchase order, other correspondence or verbal communication, and will supersede and cancel all prior agreements, written or oral, between the parties relating to the subject matter hereof. This Agreement may not be modified except in writing signed by both parties. All defined terms in this Agreement will apply to their singular and plural forms, as applicable. The word "including" means "including without limitation." This Agreement will be governed by and construed and enforced in accordance with the laws of the U.S., state of New York, without giving effect to the choice of law rules thereof. This Agreement will be binding upon and inure to the benefit of the parties and their respective successors and assigns. The parties expressly understand and agree that their relationship is that of independent contractors. Nothing in this Agreement will constitute one party as an employee, agent, joint venture partner, or servant of another. Each party is solely responsible for all of its employees and agents and its labor costs and expenses arising in connection herewith. Neither this Agreement nor any of the rights, interests or obligations hereunder may be assigned or delegated by Customer or any Authorized School User without the prior written consent of Amplify. If one or more of the provisions contained in this Agreement will for any reason be held to be unenforceable at law, such provisions will be construed by the appropriate judicial body to limit or reduce such provision or provisions so as to be enforceable to the maximum extent compatible with applicable law. Amplify will have no liability to Customer or to third parties for any failure or delay in performing any obligation under this Agreement due to circumstances beyond its reasonable control, including acts of God or nature, fire, earthquake, flood, epidemic, pandemic, strikes, labor stoppages or slowdowns, civil disturbances or terrorism, national or regional emergencies, supply shortages or delays, action by any governmental authority, or interruptions in power, communications, satellites, the Internet, or any other network. Each party represents and warrants that it has all necessary right, power, and authority to enter into this Agreement and to comply with the obligations hereunder.

We are delighted to work with you and we thank you for your order!

Amplify Education, Inc. - Confidential Information

WW 04/04/25
BdApp 4/10/25



Canton Area School District

Occupational Advisory Committee

Local Advisory Committee

Handbook

Updated 01/23/2025

CASD Board of Directors Approval: 10 APRIL 2025

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Canton Area School District Mission Statement

We focus on LEARNING – Every child, every day, “The Warrior Way!”

Canton Area School District Values

- Integrity
- Loyalty
- Excellence
- Resiliency
- Charisma

The Educational Program

There is only one educational program offered within the Canton Area School District organized from the **Agriculture, Food & Natural Resources career cluster**. The hyperlink below will explain the pathway in the major courses of study under this career cluster in greater detail. Link: <https://careertech.org/Agriculture>

The Canton Area School District students may attend the Northern Tier Career Center in the pathways of automotive technology, building construction, collision repair technology, cosmetology, diesel technology, computer technology, food production and management, health assisting, heating ventilating and air conditioning, machine tool technology, welding, early childhood education, and diversified occupations.

Career Clusters and Pathways

Agriculture, Food & Natural Resources

- Agribusiness Systems
- Animal Systems
- Environmental Service Systems
- Food Products & Processing Systems
- Natural Resources Systems
- Plant Systems
- Power, Structural & Technical Systems

Architecture & Construction

- Construction
- Design/Pre-Construction
- Maintenance/Operations

Arts, A/V Technology & Communications

- A/V Technology & Film
- Journalism & Broadcasting
- Performing Arts
- Printing Technology
- Telecommunications
- Visual Arts

Business Management & Administration

- Administrative Support
- Business Information Management

- General Management
- Human Resources Management
- Operations Management

Education & Training

- Administration & Administrative Support
- Professional Support Services
- Teaching/Training

Finance

- Accounting
- Banking Services
- Business Finance
- Insurance
- Securities & Investments

Government & Public Administration

- Foreign Service
- Governance
- National Security
- Planning
- Public Management & Administration
- Regulation
- Revenue & Taxation

Health Sciences

- Biotechnology Research & Development
- Diagnostic Services
- Health Informatics
- Support Services
- Therapeutic Services

Hospitality & Tourism

- Lodging
- Recreation, Amusements & Attractions
- Restaurants & Food/Beverage Services
- Travel & Tourism

Human Services

- Consumer Services
- Counseling & Mental Health Services
- Early Childhood Development & Services
- Family & Community Services
- Personal Care Services

Information Technology

- Information Support & Services
- Network Systems
- Programming & Software Development
- Web & Digital Communications

Law, Public Safety, Corrections & Security

- Correction Services
- Emergency & Fire Management Services
- Law Enforcement Services
- Legal Services
- Security & Protective Services

Manufacturing

- Health, Safety & Environmental Assurance
- Logistics & Inventory Control
- Maintenance, Installation & Repair
- Manufacturing Production Process Dev.
- Production
- Quality Assurance

Marketing

- Marketing Communications
- Marketing Management
- Marketing Research
- Merchandising
- Professional Sales

Science, Technology, Engineering & Mathematics

- Engineering & Technology
- Science & Mathematics
- Transportation, Distribution & Logistics
- Facility & Mobile Equipment Maintenance
- Health, Safety & Environmental Management
- Logistics Planning & Management Services
- Sales & Service

Transportation Operations

- Transportation Systems/Infrastructure
- Planning, Management & Regulation
- Warehousing & Distribution Center Operations

Retrieved from: <https://careertech.org/sites/default/files/CareerClustersPathways.pdf>

Advisory Committees

There are several types of advisory committees which are established to meet the needs of the career and technical education programs and community.

Local advisory committees (LAC) provide overall direction for the entire career and technical education program of a school district, area vocational-technical school, career and technical center or postsecondary institution. This committee advises on the whole range of activities and issues involving the career and technical education program, provides advice on appropriate program offerings and support services and, when appropriate, provides assistance and support to the institution.

Occupational advisory committees (OAC) are established for each career technical education program or cluster of related programs offered by a school district or AVTS. The majority of the members of the committee shall be

employees and employers in the occupation for which training is provided. The committee advises the board, administration and staff on curriculum, equipment, instructional materials, safety requirements, program evaluation and other related matters and to verify that the programs meet industry standards.

Professional advisory committee is composed of superintendents of districts participating in a consortium to establish and operate an area vocational-technical school (AVTS) or career and technology center (CTC), advises the school administration on the educational program and policies of the school and assists in strategic planning.

Participatory planning committee is composed of specified members as defined in the Carl D. Perkins Vocational and Technical Education Improvement Act of 2006. This committee is a requirement for local planning and certain competitive funding areas authorized in the Perkins legislation.

Strategic Planning (Future Ready Comprehensive Planning) committees develop schools' strategic plans through active participation by parents, students, school directors, teachers, school administrators, other school personnel, business and other community representatives. The committee serves a specific function in the strategic planning process as required by Section 4.13 (Strategic Plans) of Chapter 4, regulations of the Pennsylvania State Board of Education.

It is recommended these committees be established and operated to complement and support one another. For example, the participatory planning committee and the strategic planning committee can be the same committee, if all guidelines for membership requirements are met.

Local Advisory Committee

This guide is designed for **Local Advisory Committees** at both secondary (comprehensive high schools, area vocational-technical schools and career and technical centers) and postsecondary (community colleges, technical institutes and other colleges and universities) levels. It is intended for use by new and existing committees, providing suggestions on how a local advisory committee can be organized and maintained to function effectively. The most important ingredient for success, however, is a willingness and commitment on the part of the school's administration and the advisory committee members to have an effective committee.

The main purpose of a local advisory committee is to strengthen the career and technical education program of a school or college. The committee provides valuable advice to the program, plans, and implements or supports activities to aid the program, and helps to promote the program in the community.

Local advisory committees are a vital link between the career and technical education program and business and industry. In addition to state requirements for their establishment, career and technical education administrators and citizens recognize the value of community participation in the discussion of career and technical education issues. Advisory committees assist in assuring the relevance of the career and technical education program, help to create a partnership between the career and technical education program and the community, and increase public awareness of the program. Committee members representing business, industry, labor, public sector, community, postsecondary representatives and the general public bring a unique perspective to education and training programs. They provide knowledge and perspectives, which are invaluable to the career and technical education program.

It must be emphasized that local advisory committees are advisory bodies only. They do not have administrative or governing authority; nevertheless, their work is important to the effective operation of a career and technical education program. Career and technical education programs that have a close association and function in cooperation with an advisory committee are generally more successful than those which do not have such an association.

The Pennsylvania Department of Education, Bureau of Career and Technical Education commends those individuals who are working to build a strong, effective program by involving the community in the career and technical education system.

Organization

The LAC shall consist of 5-10 representatives from business, industry, government, education, colleges and universities, community-based organizations, and trade / professional organizations. Members are approved by the Board of Directors for one-year terms. The LAC selects a chairperson, vice chairperson, and secretary annually. The secretary may be the superintendent of schools.

Meetings

The LAC meets one time per year. The Superintendent and the LAC Chairperson develop an agenda two weeks prior to the meetings. At the meetings, school personnel report essential information and request specific advice regarding matters related to career and technical education. Robert's Rules of Order are used for all meetings. Meetings do not last more than one hour, and a quorum of all members must be present to vote on recommendations. All minutes from the meetings will be shared with the Board of Directors for the school district.

State Laws and Regulations governing

The Pennsylvania State Board of Education regulations governing Career and Technical Education, Chapter 4 – Academic Standards and Assessment, and Chapter 339 all require the establishment of local advisory committees, and occupational advisory committees as a condition for career and technical education program approval by the Pennsylvania Department of Education.

State Board of Education regulations (Chapter 4) require the establishment of advisory committees. The applicable regulations are: An occupational advisory committee shall be established for each vocational-technical education program or cluster of related programs offered by a school district or AVTS.

The committee shall:

Meet at least once each year

To advise the board, administration and staff on

- Curriculum,
- Equipment,
- Instructional materials,
- Safety requirements,
- Program evaluation,
- Other related matters,
- To verify that the programs meet industry standards and, if appropriate, licensing board criteria
- And that they prepare students with occupation related competencies.

Occupational Advisory Committees FAQ

Q. How many members should we have?

A. Generally 5 to 9 is adequate.

Q. How many meetings should we have?

A. Enough to get the job done. No less than two a year, three to six is practical. It's better to have fewer, well planned and attended meetings.

Q. How long should a member serve on the committee?

A. A three-year term is recommended, with staggered starting years. When an advisory committee is first formed, identify individuals as members with one-, two-, and three-year terms. A limit should be set on reappointments.

Q. How do we fill vacancies?

A. Vacancies before a term is completed should be filled as soon as it is declared vacant. Recommendations or nominations may come from the committee, the teacher(s), administration, etc., and should go through the same administration and school board approval process. A rule should be established that if a committee member misses meetings repeatedly without reason, they be replaced on the committee.

Q. Should we elect officers?

A. Yes. A chairperson should be elected by the committee. In addition, a vice chair and recorder should be sufficient. The teacher may serve as the secretary/recorder.

Q. Who should get copies to the minutes?

A. Copies should be distributed to all committee members, the principal, the superintendent, the local CareerTech director, the school board president, and all agriculture education teachers.

Q. Should a multiple teacher department have multiple advisory committees?

A. That depends. How diverse is your program? It may be necessary to have one general advisory committee, and then subcommittees that focus on animal science and horticulture, for example.

Retrieved from: <https://www.okcareertech.org/educators/agricultural-education/resources/AdvisoryCommitteeGuidelines.pdf>

Occupational Advisory Committee Activities

Although committee members have no legislative or administrative authority, the local advisory committee can enhance the education program and become a vital, positive force for career and technical education. The time and energy devoted by advisory committee members help increase their knowledge about the career and technical program and **provide data and recommendations to teachers and administrators about the job market, employer needs and community opportunities.**

The local advisory committee has several major goals:

1. Provide information to update, modify, expand and improve the quality of career and technical education programs
2. Support and strengthen the relationship between business, industry, the community and education

3. Make recommendations to strengthen and expand the curriculum, and provide assistance in implementing these recommendations
4. Assist in identifying needs, determining priorities, and reviewing and evaluating programs
5. Articulate long-term goals and objectives of the career and technical education program to parents, employers and the community

To achieve these goals, members may provide valuable services in areas such as student recruitment, student placement, curriculum development, facilities and equipment, staff development, public relations, community needs, legislative and financial support, and career and technical student organizations' (CTSO) support.

Suggested activities for each of these areas follows:

1. Student Recruitment
 - a. Speak at student orientation meetings
 - b. Participate in school and community career fairs
 - c. Help conduct events recognizing students, employers or others active in career and technical
 - d. Assist in the development of admissions criteria for career and technical education programs
2. Student Placement
 - a. Identify the knowledge, skills and attitudes necessary to compete in the job market
 - b. Identify student training stations and activities
 - c. Review and modify training plans
 - d. Place students in part-time jobs during the school year or summer months
 - e. Conduct mock interviews with students
 - f. Set up testing via licensing agencies
 - g. Help program graduates secure jobs
 - h. Develop articulation agreements between secondary career and technical programs and postsecondary education/training institutions
 - i. Provide work-based learning opportunities to assist in the transition from school to work
3. Curriculum Development
 - a. Annually review the **occupational program philosophy, mission statement and goals;**
 - b. Assure curriculum, course content, student competencies, and safety procedures meet current industry standards;
 - c. Review and update student performance standards;
 - d. Recommend curriculum modifications or new course offerings as needed;
 - e. Participate in evaluations conducted by outside agencies;
 - f. Inform teachers of new methods, procedures, products, and technologies in the workplace. Give classroom presentations/demonstrations;
 - g. Promote student visits to work sites in the community;
 - h. Provide supplies (such as raw materials, finished products, charts or posters) for exhibit or instructional purposes;
 - j. Assist in shadowing experiences and professional observation days;
 - k. Promote qualified program graduates as candidates for higher education.
 - l. Assess student performance on skill tests (e.g., NOCTI); and Assess student performance of SCANS skills.

4. Facilities and Equipment

- a. Identify facility and equipment needs
- b. Help to obtain needed equipment and supplies on loan through donations or at special prices

5. Staff Development

- a. Arrange industry site visits for teachers to upgrade their knowledge and skills
- b. Offer industry training programs for teachers
- c. Identify community resource persons to assist career and technical teachers in the classroom
- d. Foster communications among teachers and employers to establish cooperative relationships between education and industry
- e. Help teachers find summer employment or internships related to their teaching assignment

6. Public Relations

- a. Foster positive communication between the school and community
- b. Distribute information describing the career and technical education program
- c. Communicate with the local boards of education about the impact of the career and technical education programs on the community
- d. Recommend effective ways to communicate with parents and provide them with information on career and technical education and resulting career opportunities
- e. Develop public service announcements to inform the community about career and technical education programs
- f. Post information on bulletin boards, submit news articles to local media, and place brochures in pay envelopes that advertise career and technical education opportunities
- g. Publicly commend businesses, employers, unions or other organizations making significant contributions/donations to the career and technical school/students

7. Community Needs

- a. Assess student interest and community support for career and technical education
- b. Identify the social, economic and cultural needs of the community
- c. Evaluate the career and technical education program with respect to employer requirements and individual graduates' career accomplishments
- d. Conduct surveys to identify present and anticipated employer needs and job availability
- e. Represent the business community in the strategic planning process

8. Legislative and Financial Involvement

- a. Support the adoption and implementation of state and federal legislation that strengthens career and technical education
- b. Establish scholarships or other financial assistance for outstanding graduates who wish to continue their education/training

9. Student Organization Involvement

- a. Promote the efforts of career and technical student organizations
- b. Judge contests held by career and technical student organizations
- c. Secure prizes or equipment donations for contests
- d. Attend career and technical education banquets and special events

Occupational Program Evaluation

The occupational advisory committee is the advisory group closest to program operation. It provides advice directly to the instructor, and indirectly to the institution's administrators, governing board and local advisory committee. It assures the relevancy of program offerings.

Program evaluation is one of the most important activities for occupational advisory committee members. Objective evaluations make possible the development of sound committee recommendations for the program being advised. When evaluating, it should be remembered that career and technical education is intended to prepare people for initial employment, retrain for new employment, upgrade skills or enter a related postsecondary training and education program and prepares for life-long learning activities, i.e. certification. It serves as a link between individuals and employment.

Providing advice on curriculum content is vital to the development and maintenance of an effective career and technical education program. This advisory function should focus on curriculum content, not on teaching methodology. What to teach is a legitimate concern of an occupational advisory committee, while how to teach is the responsibility of instructors and administrators.

When the technology in program-related occupations is rapidly changing, evaluation might be performed annually. It is a lengthy process, and enough time must be allowed for this activity in the committee's program of work. Subcommittees may be formed to undertake some of the activities, with the full occupational advisory committee involved in the final review and development of recommendations.

Occupational Advisory Committee Recommendations

Developing recommendations is one of the local advisory committee's most important functions. Committee recommendations, based on its expertise and evaluation(s), are important because they put forth the unique perspective advisory committee members bring to the task, and they solidify the link between the institution and the community.

It is suggested that recommendations be submitted at one meeting and adopted at a later meeting. Written justification for each recommendation should be provided. Recommendations should be included in the annual report prepared by the committee. All recommendations and advice should be formally approved and adopted by a majority of the committee members in attendance at a meeting. Recommendations and advice by committees should be prepared and submitted in writing to the appropriate governing board.

After a committee has gathered its information, analyzed it, made conclusions, formed recommendations and submitted them to the appropriate body, it is usually anxious for acceptance of its recommendations and implementation of recommended actions. It is important, however, for the committee to remember that its role is advisory, not administrative or legislative. It is not realistic to expect that all recommendations will be accepted and implemented; however, the committee should request, and expect to receive, a written response to its recommendations from the appropriate board, committee or person. If a recommendation is rejected, the committee should be informed of the rationale for the rejection. The committee should also be informed of action taken and results achieved when a recommendation is accepted.

Committee members represent business, industry, other employers, labor and the general public, and thus are the "consumers" of career and technical education's "products." Their recommendations, if developed carefully, will have considerable influence.

School and college administrators and governing board members are aware of the unique contributions advisory committee members can make and are usually prepared to seriously consider their recommendations. They may not be as eager as the committee to adopt the recommendations, but they are bound to listen to the suggestions made and to respectfully respond to the recommendations.

To improve career and technical education programs, cooperation is needed between the advisory committee, governing board and the administration. The committee should never disclose its ideas or recommendations to the media or the public without first discussing them with the responsible school administrator and the school board, joint operating committee or board of trustees.

Some Dos and Don'ts for an Effective Advisory Committee

As a representative of the educational institution,

DO . . .

- invite committee members to visit classrooms and laboratories while in session and in the company of school/college personnel
- ask the committee to report periodically to the school board, joint operating committee or board of trustees
- share professional publications and information about conferences with committee members
- give the committee a follow-up on all advice and recommendations
- be honest and candid
- make meetings worthwhile by discussing problems and concerns, presenting appropriate information and responding frankly to questions and suggestion
- provide background information about activities and programs of the institution
- keep committee members informed about activities and programs of the institution

DON'T . . .

- underestimate the intelligence of committee members or their interest in educational matters
- hesitate to request committee advice and support on problems confronting the program
- ignore committee suggestions and recommendations or exhibit a complacent attitude in your relationship with the committee
- ask the committee for advice or approval after a decision or action has already been made, or without providing supporting evidence
- alienate those members with opinions that do not always agree with yours
- manipulate committee members into providing support without full understanding of the circumstances in which a decision is being made

As a local advisory committee member,

DO . . .

- allow yourself enough time in your work and personal schedule for committee activities
- attend meetings regularly and let your colleagues on the job know about committee activities
- remember that the only local body with authority for the school or college is the elected school board, joint operating committee or board of trustees and their employees
- examine material presented to you prior to voting on issues, making recommendations and taking other actions
- familiarize yourself with the way schools and/or colleges are organized, governed and financed so that advice is realistic
- serve enthusiastically and take pride in your achievements and those of the committee

DON'T . . .

- complain, involve personalities, use pressure tactics or criticize without offering constructive alternatives
- set too broad a scope of objectives for the committee
- lose interest in the school/college when your term on the committee expires
- deal with issues outside the purview of the committee
- disseminate privileged or confidential information
- meet for the sake of meeting
- sit back and let others assume all the responsibility for committee work

Canton Area School District Occupational Advisory Committee (OAC)

The Occupational Advisory Committee (OAC) has the responsibility for guiding the program(s), counseling the teaching and administrative staff, and helping to develop a vision for a specific program. The OAC shall advise school personnel on curriculum changes, equipment and tool purchases, safety, and facility upgrades.

Committee Composition

The OAC shall comprise a broad representation of the industry including incumbent workers (union and nonunion), supervisors and management personnel, vendors, trade association representatives, students, and parents. These individuals / constituents shall be people of goodwill and willing to accept personal responsibility for the success of the program. Teachers will be responsible for establishing and maintaining an OAC of 5-10 members.

OAC Meeting Format

The OAC shall meet twice per year.

Attendance

Members are expected to be present at all meetings unless they give prior notification that they are unable to attend. Regular attendance helps to maintain an informed, effective committee. If a member of the OAC does not attend a regularly scheduled meeting at least once every three years then the member will be dropped from the committee.

Teacher Responsibility

The following responsibilities are associated with the role of the teacher:

- Establish and maintain a viable OAC.

- Orient new committee members.
- Work in coordination with the committee chairperson to plan meetings and prepare specific agendas, minutes, reports and recommendations.
- Take and prepare the minutes of each meeting.
- Contact members regarding meeting times and dates.
- Conduct first meeting of a newly organized OAC.
- Provide committee with input on curriculum, budget, cooperative education, enrollment and graduate placement.
- Follow up on OAC recommendations.
- Involve OAC members in public relations efforts.

The agenda is the plan for the meeting which identifies the items for discussion and their sequence. It is prepared in advance by the OAC Coordinator and mailed to all committee members at least two weeks prior to the scheduled meeting.

Teachers can add items to the agenda if specific items contribute to the effectiveness of the committee, and program.

Example Meeting Format

- OAC meetings should be conducted in a businesslike manner and structured to run efficiently.
- Approximately 1 – 1 ½ hours.
- Utilize Robert's Rules of Order (handbook available to OAC Chairperson and teacher).
- **In order to conduct a meeting, a minimum of 5 members excluding the teacher must participate.**
- The committee shall have at least 50% business and industry representation.

Chairperson

A chairperson shall be elected by the committee membership to serve each advisory committee. A co-chairperson should be elected by the committee in the event that the chairperson cannot attend a meeting. Note: The teacher cannot act as the chairperson of the OAC Committee.

The chairperson has these responsibilities:

- Assure that at least five members are in attendance (excludes the teacher).
- Attend the annual Fall and Spring OAC Meeting.
- Assure that background information and necessary documents are available for meetings.
- Preside at meetings, maintain an orderly process and keep the committee on track.
- Assign tasks to individuals or subcommittees and follow up on their work.
- Encourage committee members to engage in public relations efforts in the community.
- Engage committee members to provide cooperative work experience training stations for students.
- Encourage committee members to solicit graduation awards from the business community.
- The committee chairperson should use enough parliamentary procedure to officially document decision making and recommendations, and to keep discussions focused on the agenda items. Guidelines for conducting meetings in accordance with Robert Rules of Order are provided on the internet and available to all teachers and committee chairpersons.

Teacher Role

- The teaching staff shall be responsible for completing the minutes of their respective OAC meeting.
- The teacher is responsible of having a correct list of attendees at the meeting (added to the agenda)
- The teacher shall initiate recommendations for any changes to curriculum, purchases of equipment and tools, and improvements to the facility. This will include completing a work order, purchase requisition, or other appropriate documents, forwarding them to the appropriate administrator, and budgeting for the particular item or improvement in the annual program budget.
- The success of the OAC depends largely upon the ability of the teacher to provide adequate support to the committee. as a non-voting representative, however, it is important that the teacher not dominate committee discussions
- The teacher is responsible for maintaining an accurate listing of current OAC members. The listing should include a business address and telephone number as well as a home address and home, business and cell phone numbers. In addition, the teacher must provide the demographic information necessary for the OAC coordinator to prepare Pennsylvania Department of Education mandated reports. This information will be communicated to the OAC coordinator who will keep a master list of all OAC members.
- Finally, the teacher shall be responsible for determining the status of each recommendation made by the OAC and report back to the OAC at subsequent meetings.

Work of the Committee

Curriculum

The OAC shall review and validate the program curriculum once a year. Recommendations for modifications, including the deletion of outdated competencies and the inclusion of new competencies, will be included in the minutes of the meeting and considered for the following year. The changes to the curriculum documents are to be made and in red and returned to the OAC chairperson. Teachers are expected to conduct research to determine existing national skill standards and to determine the competency profile currently being used as a basis for measuring state program exit outcomes (e.g., NOCTI Job Ready Examinations). In addition, teachers are expected to analyze the results of historical and past year NOCTI test scores. This type of research information will be distributed and discussed with the OAC and form the basis for curriculum changes. Each program curriculum shall include core competencies, pathway competencies, and related competencies.

Equipment, Tools, and other Instructional Resources

The OAC shall annually review existing equipment, tools, and instructional resources. Resources considered obsolete, unsafe or worn out shall be identified as such with recommendations for proper disposal. The OAC may further assist this process by establishing any market value and suggesting ways to dispose of the item. The OAC will also identify new equipment, tools, and other instructional resources that are necessary for delivering the curriculum. In so doing, the OAC may provide estimated costs and prioritize which resources are most critical to the program. All recommendations shall be documented in the form of meeting minutes and on the appropriate school forms.

Facility and Safety

The OAC shall annually tour and evaluate the laboratory. Recommendations for improving the layout of the lab, safety, maintenance, and other aspects of the facility shall be made in writing and contained in the minutes and detailed on the OAC inspection report.

Typical OAC Meeting Agendas

Fall Meeting

The fall meeting is usually held during the Fall Parent-Teacher Conference date. The goal of the fall meeting is to review the facilities and equipment. Review of Minutes from previous Spring Meeting Laboratory and Classroom Facility Tour, including tool, equipment, and storage areas. Complete Facilities Reporting Form. Each member of the committee shall have the opportunity to express their evaluation to the committee. A summary of the member's findings shall be turned into the OAC Coordinator. This copy is to be signed and dated by the committee chairperson. Facilities and Equipment Report shall be signed by the chairperson and returned to the OAC Coordinator. Equipment Requisition Recommendations: The teacher shall review the equipment listed from the current year, remove items purchased or rejected and report to the committee membership on the status. The committee members shall add or remove items, prioritize the items and provide an estimate of the cost. The teacher will submit this updated form to the OAC Coordinator. The teacher should document the committee findings in the meeting minutes. Program Enrollment – review current enrollment and industry trends. Program Specific Agenda Items (new business) Adult Education Workforce Investment Board

Spring Meeting

The spring meeting is usually held during the month of May. Review of Minutes from previous fall meeting Validation of Curriculum Review/Recommend changes to Standards and Objectives Reports Student Mastery Reporting Review/Recommend Revisions to Program Scope Discuss Labor Market Trends and Projections of our Local Labor Market Review Textbooks and Instructional Materials Solicit Feedback for Program Direction and Goals Discuss Program and Professional Development Goals NOCTI Results Adult Education Workforce Investment Board Tour of Classrooms and Laboratories to include tool rooms, equipment and storage facilities (optional) Program Specific Agenda Items (new business)

CANTON AREA SCHOOL DISTRICT

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Occupational Advisory Committee - Fall Meeting Sample Agenda

Program Title (CIP Code)

Occupational Advisory Committee - FALL Meeting (add Date)

Join Zoom Meeting - Meeting ID: - Passcode:

- I. Call to Order: _____ PM
- II. Welcome and Introduction of Members by Teacher (Review Facilities and Equipment)
- III. OAC Attendance
- IV. Approval of OAC Minutes: Date

Motioned:		Seconded:	
-----------	--	-----------	--

V. Old Business

A.

VI. New Business

- B. Approval of OAC Members 5-10 members (50% from Business and Industry) 3 year Term; 1 / 3 membership's terms expire annually.

Motioned:		Seconded:	
-----------	--	-----------	--

C. Approval of OAC Chairperson - Term one year

Motioned:		Seconded:	
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D. Safety Checklist

E. Laboratory and Classroom Facility Tour

F. Each member of OAC: Complete Facilities Reporting Form

G. Equipment and Tools status report

- a. Teacher review equipment listed from current year, remove items purchased or rejected.
- b. Committee - 3 year equipment list prioritize items and provide cost estimate.

H. Program Enrollment - Current enrollment

VII. Other Business or Related Matter

VIII. Adjournment: _____ **PM**

Motioned:		Seconded:	
------------------	--	------------------	--

***Next Meeting will be scheduled:** _____

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Occupational Advisory Committee - Spring Meeting Sample Agenda

Program Title (CIP Code)

Occupational Advisory Committee - SPRING Meeting (add Date)

Join Zoom Meeting - Meeting ID: - Passcode:

- I. Call to Order: _____ PM
- II. Welcome and Introduction of Members by Teacher (*Letters of Support Needed)
- III. OAC Attendance
- IV. Approval of OAC Minutes: Date

Motioned:		Seconded:	
-----------	--	-----------	--

- V. Old Business
- VI. New Business
 - A. Safety Checklist
 - B. Shop Layout
 - C. Equipment and Tools Needed
 - a. 3 year equipment list
 - D. Curriculum (POS and Maps)
 - a. POS and Curriculum Maps
 - b. Instructional Materials
 - E. Analysis of NOCTI test
 - a. Student Mastery Reporting
 - F. Placement after Graduation
 - G. Program Evaluation: Verification of Industry Standard and Student Competencies being Achieved
 - H. Employment Outlook / Co-op Opportunities
- VII. Other Business or Related Matter
- VIII. Adjournment: _____ PM

Motioned:		Seconded:	
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*Next Meeting will be scheduled: _____

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Occupational Advisory Committee - Facilitates Reporting Form

PROGRAM:	DATE:
Directions: Complete the right column using the following letter codes: S = Satisfactory, I = Improvement needed, U = Unsatisfactory, C = Can't judge / Unsure, N = Not Applicable	
The room layout provides the most advantageous use of the space available.	
Room lighting is adequate for the technology taught.	
The facility is clean.	
The tools and equipment are arranged in a neat and orderly manner.	
The lab area has adequate storage areas.	
Panic buttons are properly located.	
Panic buttons are in operating condition.	
Strategic floor areas are properly lined.	
Strategic floor areas are free of obstructions.	
There are adequate storage facilities for paints, solvents, oils and other flammable products and for toxic materials.	
There is adequate ventilation or paints, solvents, oils and other flammable products and for toxic materials.	
Fire extinguishers are visible, accessible, properly maintained and adequate in number.	
Classroom space for instruction in related theory is adequate.	
The classroom / shop / laboratory is properly ventilated.	
The classroom / shop / laboratory temperature is comfortable.	
The classroom / shop / laboratory is large enough for the number of students served.	

There is an adequate supply of equipment and tools to implement the curriculum.	
Equipment is appropriate for teaching occupational skills for related business/industry.	
The condition of the equipment indicates proper care and maintenance.	
Equipment meets OSHA safety standards with respect to guards, shields, grounding, etc.	
Safety protection (safety glasses, shields, etc.) and the proper instruction in the use thereof are provided.	
Adequate supplies are provided.	
An inventory of equipment is maintained by the teacher/instructor.	
A schedule for replacement of equipment and tools and supplies is maintained.	
A security system for the use of tools, equipment and supplies is maintained.	
Instruction is provided in the maintenance and repair of equipment.	
Students have appropriate access to equipment and supplies.	

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Occupational Advisory Committee - Facility and Equipment Report

Program Area: _____

Date: _____

The Occupational Advisory Committee has evaluated the facility and reviewed the equipment of the program.

It is the consensus opinion of this occupational advisory committee that:

1. The shop environment adequately simulates industry and is sufficiently large to accommodate students safely
2. Instructional equipment is comparable to industry standard; and
3. Workstations are safe for student learning.

Note:

Recommendations and comments facility improvement should be detailed on the reverse side of this form.

Recommendations for equipment acquisition should be noted on the Equipment Acquisition Report and forwarded to the high school principal, business manager, and superintendent.

Signature of OAC Chairperson

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545 East Main Street, Canton, PA 17724
Ph: (570) 673-6196 Fax (570) 673-7929

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Occupational Advisory Committee - Curriculum Report

Program Area: _____

Date: _____

The Occupational Advisory Committee has reviewed the curriculum including the program scope and competency list and made recommendations where it felt necessary.

Consequently, it is the consensus opinion of this occupational advisory committee that:

1. The occupations defined in the scope of the program are consistent with industry needs;
2. The competency list is valid (i.e., contains those competencies which are essential to entry level employment); and
3. The curriculum remains in effect for the next school year.

Note:

Recommendations and comments for changes to the curriculum improvement should be detailed on the reverse side of this form.

Signature of OAC Chairperson

State Laws and Regulations Governing Local Advisory Committees and Occupational Advisory Committees

APPENDIX A

STATE LAWS AND REGULATIONS GOVERNING LOCAL ADVISORY COMMITTEES AND OCCUPATIONAL ADVISORY COMMITTEES

State Board of Education regulations (Chapter 4, and Chapter 339) require the establishment of advisory committees. The applicable regulations are:

§ 4.33. Advisory committees

- (a) A school district or AVTS administering or planning to administer vocational-technical education programs shall appoint a local advisory committee. Membership on the committee shall consist of business and industry representatives, public sector employers, agriculture, labor organizations, community organizations, postsecondary education institutions and the general public. The appointed advisory committee shall meet at least once each year and shall give advice to the board and the administration concerning the program of the school, including its general philosophy, academic and other standards, strategic plans, course offerings, support services, safety requirements and the skill needs of employers. An advisory committee may serve multiple institutions where employment areas overlap.
- (b) An administrative committee, composed of chief school administrators representing participating school districts, shall be included in the organization of each AVTS. The committee shall play an integral part in the development of the AVTS strategic plan under § 4.13 (relating to strategic plans) and advise the AVTS board and the administration concerning the educational program and policies of the school.
- (c) An occupational advisory committee shall be established for each vocational-technical education program or cluster of related programs offered by a school district or AVTS. The committee shall meet at least twice a year to advise the board, administration and staff on curriculum, equipment, instructional materials, safety requirements, program evaluation and other related matters and to verify that the programs meet industry standards and, if appropriate, licensing board criteria and that they prepare students with occupation related competencies.

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Local Advisory Committee Approval Letter

Ms. Mary Doe
Chief Executive Officer
Acme Auto Parts
482 Council Boulevard
Advice, PA 00000

Dear Ms. Doe:

Welcome to the Canton Area School District **Local Advisory Committee**. Your appointment to a **three-year term** was approved at the (date) meeting of the Board of Trustees/Joint Operating Committee/School Board of Canton Area School District.

Your expertise in industry and business, concern for your community and interest in education qualify you for appointment to this advisory committee. We hope that this association will be rewarding to you, as we are confident it will be helpful to the Canton Area School District and our students.

The first meeting of the Committee will be on (date) at (time and place). It is anticipated that the meeting will last until (time). At this meeting the purpose, objectives and functions of the committee will be explained and various committee activities will be discussed. A copy of the agenda is enclosed. Also enclosed is a copy of the minutes from the last meeting and material describing the committee, our last annual report and a description of the vocational-technical education program of the Canton Area School District.

Your interest in career and technical education and your willingness to serve on the committee is appreciated. If you have any questions, please call me or (name, title, institution). I look forward to your participation at our upcoming Local Advisory Committee meeting on (date).

Sincerely,

Dr. Amy Martell
Superintendent
Canton Area School District

Name
Chairperson
Local Advisory Committee

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Local Advisory Committee Sample Agenda

Canton Area School District

Local Advisory Committee

Date

Join Zoom Meeting - Meeting ID: - Passcode:

- I. Call to Order
- II. Welcome and Introduction of Members by Superintendent
- III. LAC Attendance
- IV. Facilities Tour
- V. Approval of LAC Minutes

Motioned		Seconded	
----------	--	----------	--

VI. Approval of OAC Members

Motioned		Seconded	
----------	--	----------	--

VII. Old Business

- A. None

VIII. New Business

- A. CASD Overview Presentation
- B. 2022-2023 Budget
- C. HPO – High Priority Occupations
- D. Carl D. Perkins Grant
- G. Chairperson of the OAC

Motioned		Seconded	
----------	--	----------	--

IX. Discussion and Recommendations -

X. Adjournment- _____

Motioned		Seconded	
----------	--	----------	--

****Next Meeting will be scheduled for Month Day, Year at 6:00 pm Location.**

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Local Advisory Committee Bylaws

(Written rules, policies and procedures should be developed locally by each advisory committee and should include only those provisions necessary for efficient committee operation.)

I. Name

The name of this organization shall be the **Canton Area School District Local Advisory Committee**.

II. Purpose

The purpose of the Advisory Committee is to advise the Canton Area School District Board of Education and administrators of the Canton Area School District concerning the career and technical program of Canton Jr. Sr. High School. The Advisory Committee is authorized under Title §4 PS 18.1808 of the Pennsylvania school laws and rules and Chapter 4 of State Board of Education Regulations.

III. Organization

- A. The committee shall consist of a sufficient number of members to provide a representative cross section of the labor market served by the Canton Area School District. The committee shall have at least members and no more than members.
- B. **Terms of Appointment.** Appointments shall be for three-year terms. Appointments shall be staggered so that one-third of the members' terms expire each year. At the time of initial organization, terms shall be determined by drawing lots among the members. Members may succeed themselves. The term of a new committee member shall start on July 1.
- C. **Officers.** The committee shall have a chairperson, vice chairperson and secretary. The responsibilities of the officers are:

Chairperson – Shall preside at meetings, serve as chairperson of the executive committee, direct external relations and legislative activities, and appoint standing and special committees as the need arises. The chairperson shall develop the meeting agenda in cooperation with the superintendent of schools.

Vice Chairperson – Shall preside in the absence of the chairperson, direct committee program planning, chair the annual report committee, and assist the chairperson as requested.

Secretary – Shall direct the recording of the minutes of the meeting, the transmittal of all reports to members and maintain a permanent record file of advisory committee activities. The secretary shall coordinate all correspondence on behalf of the committee. **The secretary can be the superintendent of schools.**

- D. The executive committee shall consist of the officers plus the chairpersons of any established committees. The established committees shall be: (list)
- E. Officers shall be elected by the members (annually/biennially). Other members of the executive committee shall be appointed annually by the elected committee officers. A replacement for a vacancy in a committee office shall be elected at the next regular meeting of the committee after the vacancy is created.

IV. Meetings

- A. The advisory committee shall meet a **minimum of once a year**. The executive committee shall meet a minimum of two times (Fall and Spring) annually.
- B. Special meetings may be called by the chairperson.
- C. The chairperson, after consultation with the advisory committee membership or the executive committee, shall establish the schedule of advisory committee and executive committee meetings. Meetings may be postponed or canceled by the chairperson.
- D. Written notices of committee meetings shall be mailed to all members at least **five** days prior to the meeting by the committee secretary. Written notices of executive committee meetings shall be emailed to all executive committee members at least **five** days prior to such meetings.
- E. Each meeting will begin at the planned time and will continue for no more than (2) two hours and (45) forty-five minutes unless a majority of the members present vote to extend the meeting.
- F. A quorum shall be deemed to exist if at least 50 percent of the members of the advisory committee are present.
- G. Members who are absent for **two** consecutive meetings shall lose their membership unless the Executive Committee votes to extend their membership

V. Occupational Advisory Committee Representation

Each career and technical program or cluster of programs shall have an occupational advisory committee composed of persons with expertise in that occupational field or fields. The chairpersons of these occupational advisory committees shall also be ex-officio members of the local advisory committee.

VI. Reporting and Dissemination

Minutes, reports and recommendations shall be forwarded to the (Board of Education/Joint Operating Committee/Board of Trustees) by the secretary within days following each committee or executive committee meeting.

VII. Working Rules

The committee shall annually establish a set of working rules to govern its operation. Items to be included are committee structure, meeting arrangements, annual priorities for committee work and other organizational details.

VIII. Rules of Order

Robert's Rules of Order shall be followed.

IX. Funding

Expenditures of the committee shall be assumed by the (School Board/Joint Operating Committee/Board of Trustees) upon the prior approval of the appropriate board or committee.

X. Amendments

Bylaws may be amended by two-thirds vote of the committee provided the following conditions have been met:

- A. The proposed amendment shall have been proposed by the executive committee and distributed to each committee member days prior to the time of voting.
- B. The proposed changes shall have been approved by the CASD School Board.

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Self Evaluation for Local Advisory Committees

YES	NO	STATEMENT
		1. The local advisory committee has updated bylaws, which include terms of membership, responsibilities of members' and officers' and procedures of operation.
		2. Nominations for advisory committee membership are reviewed and candidates are appointed by the Canton Area School Districts Board of Directors.
		3. The committee establishes an annual program of activities.
		4. The committee has regularly scheduled meetings.
		5. Leadership in the operation of the committee is provided by committee members.
		6. Agendas for committee meetings are emailed to members prior to meetings.
		7. Minutes of committee meetings are mailed to members promptly after meetings.
		8. Written recommendations are prepared and forwarded to the governing board by the committee.
		9. Recognition is given to committee members for their service and contributions.
		10. The committee has active committees to carry out its work (if needed).
		11. Information concerning requests for committee actions is provided prior to meetings.
		12. The advisory committee is actively involved in:
		a. assessing labor markets
		b. approving request for federal career and technical education funds

		c. the budget process
		d. program evaluation
		e. integrating basic academic skills with career and technical training
		f. enhancing cooperation among career technical education institutions in the area.
		g. student recruitment
		h. student placement
		i. teacher recruitment
		j. public relations for the program and Canton Area School District
		k. coordination of the career technical education program with community-based organizations
		l. coordinating or conducting visits to places of employment for students
		m. providing speakers / demonstrations for career and technical education classes
		n. lending personnel to provide instructional support to career and technical education teachers
		o. assisting teachers in updating skills
		p. being represented at meetings of the governing board
		q. informing state and federal legislators of career and technical education programs accomplishments and needs.

Summary:

Signature: _____ Date: _____

Print name: _____

Glossary of Terms for Career and Technical Education

Academic Program/Classes – Traditionally inclusive of basic education subjects such as reading, English, math, science and social studies, (core curriculums for all students)

Adults in Secondary Programs – High school graduates, or those who left high school prior to graduation, enrolled in an approved secondary career and technical program to prepare for a new occupation or to upgrade skills in his/her present occupation.

Advanced Academic Courses – Those courses that increase the mathematics, science and communications achievement of students and enhance their ability to successfully enter the workforce or further their education after graduation as approved by the State Board for Vocational Education

Advisory Committee – A selected group of individuals representing various sectors of business and industry who provide advice and technical assistance to the administrator, teacher and others in an area career and technical school, comprehensive high school or postsecondary institution.

All Aspects of an Industry – With respect to a particular industry, the planning, management, finances, technical and production skills, labor and community issues, health and safety, and environmental issues related to that industry. The individual has a comprehensive understanding and strong experience in the industry he/she is preparing to enter.

Applied Academics – Academic subjects such as math, science and English taught by demonstrating how each subject is used in a real-life situation or job performance.

Apprenticeship Training Program – A job training program registered with and governed by the U.S. Department of Labor, the Pennsylvania Department of Labor and Industry, and sponsored by one or more employers and/or a union.

Approved Secondary Occupational Career and Technical Education Program – A program that has been approved by the Pennsylvania Department of Education in accordance with applicable State Board of Education regulations governing career and technical education; This does not include consumer and homemaking education.

Area Vocational-Technical School (AVTS) – A public school which provides career and technical education to secondary school students, out-of-school youth and adults in a geographical area comprised of and operated by one or more school districts and established under Sections 1840 – 1853 of the Public School Code of 1949 (24 P.S. §§18–1840–18-1853).

Articulation – A planned sequence of courses often resulting in a certificate, diploma or degree in a specialized field.

Associate Degree – A degree granted to completers of a two-year college program.

Baccalaureate/Bachelor's Degree – Bachelor of Arts or Sciences college degree, usually requiring four years of college study.

Bureau of Career and Technical Education (BCTE) – The office in the Pennsylvania Department of Education responsible for administering career and technical education programs in the state.

Career and Technical Student Organizations (CTSOs) – Profession-related activities integrated into the instructional program that contributes to the comprehensive learning experiences of students and provides unique opportunities for career and leadership development, motivation and recognition. Organizations have local, state and national affiliations.

DECA Association of Marketing Students

FBLA Future Business Leaders of America

FCCLA Family, Career and Community Leaders of America

FFA Association of Agriculture Education Students

HOSA Health Occupations Students of America Skills USA Trade and Industrial Students of

America TSA Technology Student Association

Career and Technology Center (CTC) – A public school which provides career and technical education to secondary school students, out-of-school youth and adults in a geographical area comprised of and operated by one or more school districts and established under Sections 1840 – 1853 of the Public School Code of 1949 (24 P.S. §§18–1840–18-1853).

Career Development – A planned sequence of programs and services for students to develop and implement an individualized plan of career awareness, planning and decision-making

Career Guidance and Academic Counseling – Providing access to information regarding career awareness and planning with respect to an individual's occupational and academic future that shall involve guidance and counseling with respect to career options, financial aid and postsecondary options.

Carl D. Perkins Vocational and Technical Education Act (P.L. 101-392) – Federal legislation reauthorized in 2006 to provide funding for career and technical education programs.

Certified Teacher/Instructor – A professional who has successfully completed all the Pennsylvania Department of Education requirements to qualify as a classroom teacher for a given subject or program.

Chapters 4 and 49 – Chapters of the Regulations of the State Board of Education, under the provisions of the Pennsylvania School Code, which govern various aspects of the education process. These chapters include: (4) Academic Standards and Assessment and (49) Certification of Professional Personnel.

Competency-Based Vocational-Technical Education (CBVE) – An instructional system based on the successful completion of clearly stated criteria, based on industry standards, critical to successful employment in a given occupation.

Completer – A student, including an adult in a secondary program, who (1) has completed all program requirements and has met the performance standards in the approved career and technical program according to the Pennsylvania Secondary Career and Technical Education Program Approval (PDE-320) form on file with the district and PDE, or, if disabled, has met the vocational Individualized Education Program (IEP) requirements, and (2) has graduated.

Completion Rate – A measure of the percentage of students who were enrolled in career and technical education programs at 11 th grade or above who completed all program requirements and received diplomas in the year in which they were scheduled to graduate

Comprehensive High School/AVTS – A school building accommodating both academic and career and technical education programs and providing opportunities for students to participate in one or both programs.

Consortium – A formal partnership agreement among local education agencies.

Cooperative Education – A method of instruction of education for individuals who, through written cooperative arrangements between a school and employers, receive instruction, including required academic courses and related vocational and technical education instruction, by alternation of study in school with a job in a related occupational field. This alternation shall be planned and supervised by the school and employer so that each contributes to the education and employability of the individual, and may include an arrangement in which work periods and school attendance may be on alternate half days, full days, weeks, or other periods of time in fulfilling the cooperative program.

Core Performance Standards and Measures – Required by the Perkins Act, each state must implement a system of data collection and reporting to identify student learning and competency gains, achievement of basic, academic and occupational skills, retention in school, placement after graduation and incentives for targeted groups.

Disadvantaged Student – Individual with economic or academic limitations who requires special services and assistance to succeed in school.

Displaced Homemaker – An adult with limited job skills, without means of economic support and is unemployed or underemployed.

Diversified Occupations Program – A secondary career and technical education program in which students are given supervised work experience in any one of a variety of occupations combined with related classroom instruction. This type of program is suited especially to communities where the need for workers is too limited to justify separate courses for each occupation. This program is usually under the direction of the trade and industrial education division and supervised by a teacher-coordinator.

Economically Disadvantaged – An economic disadvantage may include individuals or members of families eligible for any of the following: free or reduced price lunch; program for the Temporary Assistance

for Needy Families under Part A of title IV of the Social Security Act (42 U.S.C. 601); benefits under the Food Stamp Act of 1977; or is in receipt of Pell grants or other economic services.

High Schools That Work – An initiative designed to significantly raise the academic and technical competencies of students. Established in cooperation with the Southern Region Education Board (SREB)

Home/Sending School – School of academic origin for a student who spends part of a day/week/ year at an AVTS/CTC.

Individuals with a Disability – A student with any physical/mental impairment that substantially limits that person in some major life activity or employment; This includes any individual who has been evaluated under Part B of the Individuals with Disabilities Education Act Amendments of 1997 (20 U.S.C. 1400 et seq.) and determined to be an individual with a disability who is in need of special education and related services in accordance with Section 114 A and B as related to evaluation and his/her Individualized Education Plan (IEP). Or any individual who is considered to be disabled under Section 504 of the Rehabilitation Act of 1973, as amended, and who has an impairment, which affects his/her ability to be employed.

Integration of Academic and Career and Technical Education – The process of blending curriculum content from academic and career and technical education, and utilizing career and technical applied methods to develop the academic and occupational competencies of all students.

Intermediate Unit – A local education agency providing educational support services to students and schools within a predetermined service area

Limited English Proficiency – A student who has limited ability in speaking, reading, writing or understanding the English language, and whose native language is a language other than English; or who lives in a family or community environment in which a language other than English is the dominant language.

Local Education Agency (LEA) – A school district, AVTS/CTC, Intermediate Unit or community college having administrative control of public education within a given locale. (Section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801))

National Skill Standards – Under the auspices of federal legislation, a voluntary set of standards for occupational competencies, developed by or with the cooperation of business and industry, establishing a benchmark for skills needed for successful employment in a particular industry. **Nontraditional Student** – In a program or class where student enrollments of one sex comprise 75.1 to 100 percent of total enrollment, a student of the opposite sex is identified as nontraditional and may receive special encouragement and support services to continue in the program.

Nontraditional Training and Employment – Occupations or fields of work, including careers in computer science, technology, and other emerging high skill occupations, for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

Occupational Safety and Health Administration (OSHA) – To assure safe and healthful working conditions for working men and women; by authorizing enforcement of the standards developed under the Act; by assisting and encouraging the States in their efforts to assure safe and healthful working conditions; by providing research, information, education and training in the field of occupational safety and health; and for other purposes.

Occupational Advisory Committee - This committee is comprised of representatives from local business and industry who are actively involved in the occupation for which training is being provided. Representation should also include management and labor personnel, homemakers, career and technical education students, recent graduates, post-secondary faculty, home school and CTC Counselors, and members of the community. This committee shall provide advice on program content and performance objectives to the classroom teacher. The classroom teacher will set performance objectives.

Off-Campus Learning Component – One or more activities outside of the regular classroom instruction in which a student participates during his/her career and technical education program.

Pennsylvania Skills Certificate – A certificate awarded to a high school graduate successfully completing a written examination and a performance evaluation on examinations developed by the National Occupational Competency Testing Institute (NOCTI) in a specific occupational area or by completing other approved tests identified by the Pennsylvania Department of Education. The Pennsylvania Department of Education administers the tests in those schools with approved career and technical education programs

Plan of Delivery – Methods of instruction and technical skills development, either in a school or work setting, as outlined in the approved secondary occupational career and technical education program; Plans may encompass either occupational (non tech-prep) or tech prep delivery

Postsecondary Educational Institution – An institution of higher education that provides not less than a 2- year program of instruction that is acceptable for credit toward a bachelor's degree; a tribally controlled college or university; or a nonprofit educational institution offering certificate or apprenticeship programs at the postsecondary level.

Programs of Study - The Carl D. Perkins Career and Technical Education Act of 2006 require the development and implementation of career and technical programs of study. Each local recipient receiving Perkins funds under the Act will be required to offer the relevant courses of at least one POS. Programs of Study are very similar to, and build on, positive initiatives, such as Tech Prep, career pathways, career academies and career clusters, already underway in career and technical education in Pennsylvania

Racial/Ethnic Categories – Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. These categories do not denote scientific definitions of anthropological origins. However, no person is counted in more than one racial/ethnic category.

SCANS – Secretary's Commission on Achieving Necessary Skills - A 1991 report commissioned by the U.S. Secretary of Labor. The report described the skills needed by all workers to be successful and productive in a modern economy. Business defined five basic competencies required of all employees: the ability to use (1) resources, (2) technology, (3) information, (4) systems and (5) to work with others.

School Code – The body of laws adopted by the General Assembly and signed by the Governor to govern education in Pennsylvania's public schools.

Single Parent – A student who is unmarried or legally separated from a spouse and who has a minor child or children for which the parent has either custody or joint custody, or is pregnant.

Special Populations – Individuals who may need special support services to succeed in school. Populations include those with disabilities, academic/economic disadvantages, limited English proficiency, nontraditional status, and incarceration in a correctional institution.

State Board of Education – Created by state law, the State Board of Education adopts broad policies and principles and establishes standards governing the educational program of Pennsylvania.

State Plan for Vocational and Technical Education – Every two or three years, as required by the Carl D. Perkins Vocational and Applied Technology Education Act of 1998, the State Board of Education, with the assistance of the Pennsylvania Department of Education, Bureau of Career and Technical Education, prepares a plan describing the state's intended use of federal funds to address the requirements of federal legislation and the state's need for career and technical education programs and services.

Strategic Plan – Curriculum regulations of the State Board of Education require each school district and AVTS/CTC to develop and submit a strategic plan to the Department of Education once every six years and a mid-point revision of the plan once every three years. The plan includes a needs assessment and explains how the school district/AVTS will enable students to achieve desired learning outcomes.

Supplementary Services – Services related to curriculum modification, adaptive devices for equipment, supportive personnel, classroom modifications, instructional aids and devices and child care necessary to allow students to participate in career and technical education programs.

Team Pennsylvania Career Link – A cooperative effort to provide one-stop delivery of career services to job seekers, employers and other interested individuals. The goal is to provide a self service system in which interested individuals have access to employment, education and training resources locally.

Tech Prep – A combined secondary and postsecondary state-approved program delivery which leads to an associate degree or certificate and employment by providing the integration of academic and vocational

technical preparation in engineering technology; applied science; mechanical, industrial or practical arts or trade; agriculture; health or business. This includes development of competence in mathematics, science and communications through a sequential course of study.

Workforce Investment Board (WIB) – The Commonwealth initiated a collaborative process to build a regionally planned, locally directed market driven workforce and economic development system. The Team Pennsylvania Workforce Investment Board (State WIB) has been charged with the responsibility to coordinate all workforce development programs including the one stop employment and training delivery system that is to be customer focused and inclusive of all citizens of the Commonwealth. The Local WIB is the catalyst for coordinating and aligning workforce services and investment strategies that reflect the particular needs of local and regional economies.

Resources

National Career Cluster Framework. Retrieved from:

<https://careertech.org/sites/default/files/CareerClustersPathways.pdf>

Occupational Advisory Committee FAQ. Retrieved from:

<https://www.okcareertech.org/educators/agricultural-education/resources/AdvisoryCommitteeGuidelines.pdf>

Establishing and Operating Effective Occupational Advisory Committees (2018, June). Retrieved from

<https://www.education.pa.gov/Documents/K-12/Career%20and%20Technical%20Education/Teacher%20Resources/Advisory%20Committee%20Guidelines/Establishing%20and%20Operating%20Effective%20Occupational%20Advisory%20Committee.pdf>

Effective Practices for Occupational Advisory Committees (2015, October) Retrieved from

<https://www.education.pa.gov/Documents/K-12/Career%20and%20Technical%20Education/Teacher%20Resources/Advisory%20Committee%20Guidelines/Occupational%20Advisory%20Committees%20Guide.pdf>

Establishing and Operating Effective Local Advisory Committees (Reviewed 5/2014) Retrieved from

<https://www.education.pa.gov/Documents/K-12/Career%20and%20Technical%20Education/Teacher%20Resources/Advisory%20Committee%20Guidelines/Establishing%20and%20Operative%20Effective%20Local%20Advisory%20Committees.pdf>

WW 04/04/25
Bd App 04/10/25

CANTON HIGH SCHOOL COACHES HANDBOOK



2025-2026

UPDATED: 06/2024

PURPOSE OF HANDBOOK

These guidelines have been established for the purposes of providing a frame of reference under which the athletic program of the Canton Area School District can be organized, administered and properly supervised. All staff members of this program are expected to be thoroughly familiar with the provisions of this handbook and are expected to carry out their responsibilities. It is also hoped that policies and procedures set forth in this handbook will be continually evaluated so that constantly improving sports programs can be made available to the students of Canton Area School District.

This handbook is intended to guide and assist you in performing your duties as a coach more effectively and efficiently. It is expected that you will meet with the athletes you coach and reinforce those sections of the handbook that deal more specifically with the expectations we have of the Canton Area School District athletes. Please become familiar with the content of the handbook and refer to them whenever necessary. The policies and guidelines pertain to all coaches, advisors and students who are involved in interscholastic athletics and cheerleading in grades 7-12.

Our school district takes pride in fielding championship athletic teams. The appearance and behavior of our athletes are expected to be of championship quality. Athletes represent their team, their school and their community when competing in athletic contests. Many people have the opportunity to watch our athletes compete and are justly proud of our Warrior tradition.

The tradition is no mistake. It is being developed through hard work, good coaching and disciplined athletes. Remember that first impressions are lasting! It is essential that we look like champions. Personal pride starts with appearance and living habits. With these thoughts in mind, certain suggested guidelines have been drawn up as reminders to appearance and behavior on and off the athletic fields.

PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS

Everyone involved in the delivery of athletics possesses a unique opportunity to teach positive life skills and values. Therefore, this educational experience demands highly qualified coaches. Desire, dedication, and self-discipline need to be developed in order to ensure the commitment and personal sacrifice required by athletes. Making such a commitment helps to nurture integrity, pride, and overall character.

It is the nature of athletic competition to strive for victory. However, the number of victories is only one criterion when determining a season's success. Guiding the team to attain maximum potential is the ultimate goal to this end. The coaching staff must teach students/athletes to prepare their minds and bodies in order to reach maximum potential, and then to be modest in victory and steadfast in defeat. Squad size at all levels is not limited; however, when team numbers exceed optimal levels, playing time will not be guaranteed. You will be afforded the opportunity to be a part of the PIAA sanctioned team. The coach will inform the team and the individual players in the beginning of each season of the possibility. Your commitment to the team supersedes individual preferences.

VARSITY PROGRAM PHILOSOPHY

Varsity competition is the culmination of each Athletic program. Occasionally, a sophomore and infrequently a freshman may be included on the team providing that evidence of advanced levels of physical development, athletic skills and appropriate emotional development is demonstrated. Squad size at the varsity level is limited. The number of participants on any given team is a function of those needed to conduct an effective and meaningful practice and to play the contest. It is vital that each team member has a role and be informed of its individual roles in pursuit of the team's goals. While contest participation over the course of a season is desirable, a specified amount of playing time at the varsity level is never guaranteed. Each coach will be able to cut athletes from their JV and varsity sports teams. This does not apply to junior high sports. This should only be applied if numbers are excessive. When a coach determines that they are going to cut athletes, the following protocol should be followed:

- Notification of the AD and principal of the cuts
- Commutation with parents at the parents meeting about the procedure for cutting

- Use of rubric to rate all participants during the try out period
- Cuts should be done by the end of the first full week of official practice.

A sound attitude and advanced level of skill are prerequisites for a position on a varsity team, as is the realization that a varsity sport requires a six day-a-week commitment. This commitment is often extended into vacation periods for all sport seasons. While contests and practices are rarely held on holidays and Sundays, the dedication and commitment needed to conduct successful varsity programs should be taken seriously.

The varsity coach is the leader of that sports' program and determines the system of instruction and strategy for that program. The communication among the junior high, junior varsity and varsity programs is the responsibility of the varsity coach. Preparing to win, striving for victory in each contest and working to reach the group's and individual's maximum potential are worthy goals of a varsity level team.

JUNIOR VARSITY PROGRAM

The junior varsity level is intended for those who display the potential of continued development into productive varsity level performers. Although team membership varies according to the structure of each program, sophomores and freshmen occupy the majority of roster positions. In certain situations, juniors who are expected to make contributions at the varsity level will be considered for junior varsity participation. Juniors playing at the Junior Varsity level is not encouraged but may be used when coaches are trying to develop that player for the senior season. It is up to the coach for that determination. League rules will be followed when deciding to include a junior on the Junior Varsity team.

ORGANIZATIONAL RESPONSIBILITIES

PRINCIPAL: Principals are responsible for all matters pertaining to the athletics program of the school. They may delegate some power, but such delegation does not relieve them of any responsibilities for any infraction by the school of the Constitution and By-Laws of the Pennsylvania Interscholastic Athletic Association.

ATHLETIC DIRECTOR: Athletic Directors are the coordinator of all athletic activities and the representative of the Principal at athletics involving the school. They have the delegated authority and responsibility in the following areas:

- Observe the overall performance of the head coach of all sports.
- Keep the Principal fully informed of all the information concerning the program
- Schedule all athletic contests subject to the approval of the Principal (may consult with a coach concerning all scheduling arrangements, but all scheduling, including changes, must be discussed with the Principal).
- Arrange necessary transportation for all away contests (schedule trips and coordinate with the bus company to insure minimal loss of school time).
- Oversee all contracts, permission forms, eligibility lists and any other documents required by the PIAA
- Work with the Athletic Secretary for the purchase of athletic materials, supplies and equipment (following Board Policy on solicitation of quotations of bids from responsible manufacturers and dealers)
- Provide an end-of-season evaluation of the Head Coach of each season. Head coaches will evaluate assistant coaches with assistance of the Athletic Director.

HEAD COACH (Varsity and Junior High Level)

The major responsibilities of Head Coaches are listed below as a guide for carrying out assigned duties. The Head Coach may delegate these responsibilities among his/her assistant coaches. However, the delegation of these duties by the Head Coach does not relieve the head coach of the responsibilities. The Head Coach maintains overall responsibility for the effectiveness of his/her program. Additional responsibilities may be inherent in individual programs for various coaches; these should be delegated by the Athletic Director. The Head Coach shall:

- Be responsible for the coordination of the total program from grades seven through twelve (all other coaches in that sport are directly responsible to the Head Coach)
- Develop a disciplined, well-coordinated team to represent the school and community.
- Ensure that all requirements by PIAA and the Board of School Directors are met for participation in all athletic contests.
- Follows and enforces the School Board Policy on Code of School Conduct. (May establish additional rules upon approval of the Athletic Director).
- Demand the best in sportsmanship, conduct and appearance of the assistant coaches, managers, statistician and team at all practices and games.
- Assist in the selection of assistant coaches and be responsible for selection of his/her assistant coaches.
- Recruit and select competent student managers and statisticians.
- Organize a program of practice sessions, systems of playing and training rules with the proper clearance of authorized personnel.
- Institute practices, which assure the safety of players when under supervision.
- Reports unsafe equipment and facilities to the proper superior.
- Permit no practice or squad activity without proper supervision.
- Coach individual participants in the skills necessary for achievement in the sport.
- Supervise locker room activities and remain until all players have cleared the building after practice or game.
- Make sure all lights are out after practice.
- Make sure that all entrance ways to buildings are properly secured.
- Assume responsibility for care of all athletic equipment, supplies and materials assigned to each specific sport and collect and account for all equipment and uniforms at the end of the season.
- Keep a list of needed equipment.
- Prepare requisitions for needed equipment and supplies as directed by the Athletic Director for budgeting purposes.
- Have the necessary game equipment packed before away games and ensure its proper storage upon return.
- Report injuries to the Athletic Director.
- Work with the Athletic Trainer to assure that each injured player receives proper medical attention.
- Refer a student for proper professional staff counseling if a student presents a personal problem to the coach and the problem cannot be resolved at that level.
- Be responsible for all game statistics.
- Maintain necessary attendance forms, insurance forms and similar assigned paperwork.
- Provide the Athletic Director with a complete up-to-date roster of all players, including all information necessary for the eligibility, insurance, printing of programs and publicity.
- Submit a Season End Report within one month of the conclusion of the season with roster, lettermen, season record and results, highlights, special recognitions, self-evaluations (strong and weak points) and recommendations for the future.
- Turn in an emergency bus roster to the Administrative Office prior to departing for an away event.
- Perform other duties as may be assigned or delegated by the Athletic Director or Principal.

The above responsibilities may be delegated to assistant coaches. The Head Coach is primarily responsible for the effectiveness of the program. He/She can be held accountable for failure with any phase of his/her program unless he/she is relieved of this responsibility.

ASSISTANT COACHES: Assistant coaches are expected to perform assigned responsibilities and to fulfill all obligations as specified by the Head Coach. The Head Coach is responsible for evaluating his/her assistant coaches and delegating assignments to the staff.

ATHLETIC TRAINER: The Head Coach is ultimately responsible for reporting injuries to the Athletic Trainer, however, he/she may delegate this responsibility to an Assistant Coach. The duties of the Athletic Trainer include:

First aid and emergency care

1. Taping and treatment before practice and games.
2. Providing the service of a doctor when needed.
3. Notify the parents of the injured player.
4. Supervision of Student Trainers.
5. Ordering, distribution and care of supplies.

The Athletic Trainer is medically responsible for the athletes. Following the injury the Athletic trainer will decide if and when the athlete is physically able to resume participation.

CO-CURRICULAR ACTIVITIES (INTERSCHOLASTIC ATHLETICS)

INTRODUCTION

Many activities are offered in high school. This school district divides out those activities as interscholastic athletics (sports) and co-curricular activities, but attempts to treat them similarly since both involve students. Participation in these activities (interscholastic athletics and co-curricular activities) is a privilege and not a right.

ATHLETIC PROGRAM

It is the policy of the Canton Jr.-Sr. High School to carry on as wide and diversified a program of athletics as facilities and funds will permit. The school regards cross country, football, volleyball, basketball, wrestling, spirit squad, baseball, softball, and track as major sports. Full cheerleading squads for football and basketball are maintained. Intramural sports are to be developed to as great an extent as possible.

Article 10, Section 1, of the Constitution and By-Laws of the PIAA places the Principal in charge of athletics. It is the duty and function of the Athletic Director, and the coaches to keep the Principal informed of all developments that involve athletics such as: schedules of games, selection of officials, contracts, injuries to players, etc.

- In addition to PIAA regulations, Canton athletes will adhere to the additional Pass to Play Policy and Eligibility Policy for Canton Area School District Athletics and Cheerleaders

Rationale: The purpose of this policy is to communicate to all student athletes, parents, teachers, coaches, and the community that while athletics play a major role in the overall scholastic experience of many students, and are important, academics must always be the top priority of everyone. It is the district's goal for each student athlete to be successful in all academic classes. Student athletes not only need to be passing in order to graduate, but also in order for the high school and district to do well on statewide assessments as required by state and federal accountability standards and reach adequate yearly progress. Canton School District is proud to state that it is holding the Canton student athletes to higher academic standards than most other districts.

In order to maintain eligibility for participation student athletes and cheerleaders must be passing **at least five of their academic** classes, including elective classes.

- Participating students, teachers and coaches will be notified by the athletic director by no later than 8:30am each Monday morning (or first day of the school week) which students are failing and in which specific classes.
- Students declared ineligible will then be able to immediately see teachers in order to make arrangements for whatever effort is required to restore eligible status, i.e. make up assignments, tests, extra credit, etc.
- Students will remain ineligible for competition or participation until they are passing **five or more of their classes**.
- Students could become eligible, based on teacher communication to the Athletic Director or Principal, that same day, Tuesday or however long it takes to attain a passing average for all classes.
- Once eligibility has been restored, only the Athletic Director or Principal may validate the fact. Coaches must receive confirmation from one of the above mentioned individuals and not the student before a student athlete can resume participation.
- In addition to these requirements, the regular PIAA standards (a student must be passing the equivalent of four credits or he or she will be ineligible until eligibility is run again the following week unless it's at the end of a marking period in which it would be 15 school days starting when report cards are issued) will still remain in effect as well.

Students who are failing a course at the end of a marking period will not be allowed to participate in contests or performances for a period of fifteen school days. This period of time will begin when report cards are issued. Students who are failing a course at the end of a school year will not be eligible to participate in contests or performances (scrimmages or otherwise) prior to the first day of school and also for a period of fifteen school days commencing with the first student day of the following school year.

CANTON ATHLETIC/CO-CURRICULAR CODE OF CONDUCT "PROUD OF OUR TRADITIONS AND PROUD OF OUR STUDENTS"

PHILOSOPHY

We, in the Canton Area School District, believe that a healthy mind and healthy body complement one another. We also believe that learning is not to be limited to the classroom and that participation, athletics and competition, in their proper place and perspective, are other components of the learning process. Therefore, we believe that interscholastic athletics and co-curricular activities should be incorporated into our total educational offerings as integral parts.

GENERAL INFORMATION

I. General Objectives

Games and events should have as their chief purposes, friendly rivalries, creation of new friendships, playing skills, good sportsmanship, and improved community relations.

II. Specific Objectives

Interscholastic Athletics and Co-Curricular Activities at Canton High School

- Provide opportunities to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.
- Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
- Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
- Contribute to the development of desirable social and citizenship qualities such as: responsibility, respect for authority, leadership and fellowship abilities, respect for the

rights and properties of others, harmonious and cooperative group action and respect for individual differences.

- Contribute to the satisfaction of certain psychological needs such as: self-understanding, self-expression, recognition and approval.
- Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness and tenacity.
- Promote the development of the self-esteem and self-realization of each participant.

Objectives for School and Student body

- Interscholastic athletics and co-curricular activities should occupy a position in the curriculum comparable to that of other subjects or activities
- Interscholastic athletics and co-curricular activities should be educational.
- Interscholastic athletics and co-curricular activities should be a means of promoting fine school morale.
- Proper student interest should be created.
- All visiting schools should be treated as guests.
- The school policy should be definite, so that participants will not expect special privileges.
- Interscholastic athletic programs and co-curricular activities should be broad rather than narrow in scope. This should include as many activities as possible in order to be of benefit to more students.
- Sportsmanship, fair play, and good school citizenship should be objectives of all participants.

C. Objectives for Community:

- The community should realize that direction and control of school athletes and participants in interscholastic athletics and co-curricular activities, respectively, rests with school authorities.
- Interscholastic athletic and co-curricular activities should furnish a recreational opportunity for the general public insofar as a community is willing to see that the program is conducted solely for the benefit of student competition, student spectators, and/or student participation.
- The community should judge success of the season on the number of participants and spectators, new skills acquired, and good citizenship and sportsmanship taught rather than on the number of games won or lost.
- The community should constantly keep in mind the fact that an athletic contest and/or co-curricular activity is part of a school program.

III. Participant Code of Conduct

Mission: We, in the Canton Area School District, believe that a healthy mind and healthy body complement one another. We also believe that learning is not to be limited to the classroom and that participation, athletics and competition, in their proper place and perspective, are other components of the learning process. Therefore, we believe that interscholastic athletics and co-curricular activities should be incorporated into our total educational offerings as integral parts

General Objective: Games and events should have as their chief purposes, friendly rivalries, creation of new friendships, playing skills, good sportsmanship, and improved community relations.

Specific Objectives

Interscholastic Athletics and Co-Curricular Activities at Canton High School

- Provide opportunities to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.

- Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
- Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
- Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership and fellowship abilities, respect for the rights and properties of others, harmonious and cooperative group action and respect for individual differences.
- Contribute to the satisfaction of certain psychological needs such as: self-understanding, self-expression, recognition and approval.
- Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness and tenacity.
- Promote the development of the self-esteem and self-realization of each participant.

Objectives for School and Student body

- Interscholastic athletics and co-curricular activities should occupy a position in the curriculum comparable to that of other subjects or activities.
- Interscholastic athletics and co-curricular activities should be educational.
- Interscholastic athletics and co-curricular activities should be a means of promoting fine school morals.
- All visiting schools should be treated as guests.
- Interscholastic athletic programs and co-curricular activities should be broad rather than narrow in scope.
- Sportsmanship, fair play, and good school citizenship should be objectives of all participants.

Code of Conduct for Participants in Interscholastic Athletics & Co-Curricular Activities

- Appreciate that coaches, advisors, sponsors, and administrators have the best interests of the participants in mind as they plan and conduct their programs.
- Obey the specific training and practice rules of the coach, advisor, or sponsor.
- Be present at practice sessions, rehearsals, games, and scheduled events unless excused by the coach, advisor, or sponsor.
- Practice healthful habits of cleanliness and personal hygiene in all their daily activities.
- Appreciate the importance of proper rest, diet, and exercise.
- Understand that alcohol, tobacco, and illegal/illicit drugs are harmful to the body and mind, and hinder maximum effort and performance.
- Participants should appear neat and well groomed at all times.
- Participants should not use profanity or other inappropriate language/gestures
- Directly represent the coaches, advisors, sponsors, school, community, and should conduct themselves properly at all times. Student/student athletic conduct reflects on the school's reputation.
- Realize that officials do not lose a contest but are there for the purposes of ensuring that both teams/individuals receive a fair deal. For this, they deserve and will receive our courteous respect.
- Do not employ illegal tactics to gain an undeserved advantage.
- Have a good attendance record and will not skip class(es) or be truant from school.
- Care for all equipment as though it were their own personal property. Any loss of or damage to issued equipment (other than normal use/wear) is the participant's responsibility. Students will be held financially responsible for all replacement costs.
- Show sportsmanship at all times and express the importance of teamwork over personal recognition.

- Comply with the standards of the CHS Student Code of Conduct

Sanctions from the Code of Conduct

- Minor Infractions- First infractions of a minor nature, as well as, continued minor infractions should be punishable by the coach/director in a fair but stern manner and commensurate with the seriousness of the infraction. Suggested punishments for minor infractions include, but are not limited to, warnings, conferences, and /or review of the code, loss of assigned responsibilities, probationary status or ineligibility for one or more contests.
- Major Infractions-Infractions of the student code of conduct are considered major and should be reported to the Athletic Director immediately. These infractions include acts of violence, weapons, terroristic threats, controlled substances, alcohol, tobacco and vaping products. Major infractions should be punishable by the administration in a fair but stern manner and commensurate with the seriousness of the infraction according to the information provided below.

- **Academics**

A student must be in good standing (academically eligible) in the school to participate in interscholastic athletics or co-curricular activities. Academic eligibility as defined by the PIAA and the CHS "Pass to Play" program. The Pennsylvania Interscholastic Athletic Association and the CHS "Pass to Play" dictates the ineligibility of any student who does not comply with the established regulations.

- **Tardiness**

- Students must be present in school prior to 9:00am in order to be eligible to participate in an extracurricular activity after school. Students arriving after 9:00am will be eligible only if the absence is accompanied by a medical note or prior approval from the Principal or Athletic Director.
Students tardy for school 15 or more times within a school year are Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.). Privileges will be reinstated with on time arrival for 5 consecutive days

- **Attendance**

- **Students absent for 15 days or more within a school year are Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.). Privileges will be reinstated with perfect attendance for 5 consecutive days**

- **Use, Possession or Sale of Tobacco/Vapor Products (222)**

- 1st Violation during the current school year
 - Suspension from participation for 5 school days and 1 competition
 - Successful completion of a school or community based Tobacco education program.
 - Report to Office of Safe Schools (PDE)
- 2nd Violation during the current school year
 - Suspension from participation from the activity for the remainder of season or activity duration
 - Successful completion of a school or community based Tobacco education program.
 - Referral to Local Law Enforcement Agency (District Magistrate)

- Report to Office of Safe Schools (PDE)
 - 3rd Violation during the current school year
 - Suspension from participation in all extra curricular activities for one calendar year
 - Successful completion of a school or community based Tobacco education program.
 - Referral to Local Law Enforcement Agency (District Magistrate)
 - Report to Office of Safe Schools (PDE)
- **Use, Possession or Sale of Illegal drugs, controlled substances or alcoholic beverages (227)** NOTE: Attendance by a student at an event where alcoholic beverages, illegal drugs or controlled substances are provided for or consumed by persons under the age of 21 in the absence or the presence and approval of the parents or guardians of those underage persons is a violation of training rules and is subject to the disciplinary code below.
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Successful completion of Drug & Alcohol Assessment by a licensed facility
 - Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for one calendar year
 - Referral to law enforcement
 - Successful completion of Drug & Alcohol Assessment by a licensed facility
 - Report to Office of Safe Schools (PDE)
- **Violence Resulting In Serious Bodily Injury (218.2, 252)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for one calendar year
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)
- **Possession of Weapon(s) (218.1)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for up to 45 school days

- Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility **may be required**
 - Report to Office of Safe Schools (PDE)
- 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)
- **Use, Possession or Sale of Anabolic Steroids (227)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for the remainder of the season
 - Report to Office of Safe Schools (PDE)
 - Medical determination by a licensed provider confirming no residual evidence of the steroid exists.
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for the remainder of the season and the following season
 - Report to Office of Safe Schools (PDE)
 - Medical determination by a licensed provider confirming no residual evidence of the steroid exists.
 - 3rd Violation, permanent suspension from school athletics.
 - Immediate and permanent suspension from school athletics for the remainder of high school career
 - Report to Office of Safe Schools (PDE)
- **Court Proceedings, Probation, Law Enforcement Involvement**
 - A student will be declared ineligible to participate in any interscholastic, athletic, and/or co-curricular activity in which he/she represents the school in a public appearance if placed on probation for the duration of the assigned time period.

Apply the sanctions to the Code

A STUDENT'S FAILURE TO ADHERE TO TRAINING RULES AND STANDARDS (CANTON ATHLETICS/CO-CURRICULAR CODE OF CONDUCT AND STUDENT HANDBOOK POLICIES) DESCRIBED HEREIN MAY AMOUNT TO SELF-DISQUALIFICATION FROM INTERSCHOLASTIC ATHLETICS AND/OR CO-CURRICULAR ACTIVITIES. The head coach, coaching staff, adviser, sponsor, chaperones (when authorized) or school administration of necessity, have the right to exercise judgment in matters of enforcing the rules and must apply penalties impartially. The principal will take action on major infractions and matters requiring administrative attention. The athletic director will investigate, review options for sanctions and report, with recommendations to the principal.

The head coach, coaching staff, adviser, sponsor, chaperones (when authorized) or school administration of necessity, have the right to exercise judgment in matters of enforcing the rules and must apply penalties impartially. The principal will take action on matters requiring administrative attention. The

athletic director will investigate, review options for sanctions and report, with recommendations to the principal.

HAZING

Hazing is not permitted in any way. Our coaches have been given a copy of this new policy. Hazing policy #247 is posted on the district web site for you to refer for details.

STUDENT PARTICIPANT ETHICS CODE

This procedure will determine the athletes who qualify for special athletic awards in their respective sports throughout the school year. To be considered a candidate for these awards, the athlete must obey and conduct themselves in accordance with team rules, sport rules, and Student Handbooks rules while conforming to the Canton Athletic/Co-Curricular Code of Conducts.

Any infractions of team, sport, or Student Handbook rules or violations of the Canton Athletic/Co-Curricular Code of Conduct will be brought to the attention of the Athletic Director and administration. Violations may jeopardize an athlete's chance for awards. Players must understand that their conduct reflects on the reputation of the school as well as themselves. Students should conduct themselves as true sportsmen and citizens at all times regardless of circumstances.

Before students engage in any practice for interscholastic athletics or co-curricular activity(ies) they must: (a) be authorized by a physician, when applicable, (b) meet PIAA eligibility requirements, (c) have school insurance or equivalent coverage provided by parents/legal guardians, when applicable, and (d) have a parent/legal guardian signature Canton Athletic/Co-Curricular Code of Conduct Card completed on file.

Other rules include:

- Students are required to start practice at the beginning of each sport/activity season as announced unless prior permission is given by the coach.
- A player who starts a season and is a member of that team/activity until the first contest can be considered ineligible for any other sport/activity during that sport/activity season.
- Eligibility for any sport/activity is not dependent on participation in any other sport/activity.
- Participation in interscholastic athletics has no effect on participation in any other co-curricular activities.
- A player can "quit" a team/activity only after a meeting with the coach, parent/legal guardian, player, athletic director and principal. The disposition (player eligibility) of each case is the responsibility of the High School Principal.
- Players must appropriately address the coach as either "Coach, Mr., Mrs., Miss or Ms."
- Equipment issued to the student is the student's responsibility. It is checked out and must be checked in with the coach, advisor, or sponsor. Bringing your equipment to school and leaving it in a locker room or high school office does not qualify as returning the equipment.
- All student athletes must be in school by 9:00am and may not leave before 2:26 of any given day in order to participate in any extra or co-curricular activity for that day. (Or weekend if the day is a Friday). ONLY if a student produces a legal excuse for a doctor/dentist/court/lawyer (non-parental) appointment prior to the extra or co-curricular activity is scheduled, they will be able to participate.

These activities include the following, but are not limited to;

- Any sport practice or game
- Band and chorus related practice, concert, or activity
- School sponsored dances
- Drama practice or performance
- All students are expected to attend school on a regular basis in order to have the privilege to attend school sponsored field trips. A student's attendance could be used to withhold

participation on a field trip based on attendance. This will be determined on a case by case basis.

MOST VALUABLE ATHLETES

Each year awards are presented to athletes at the Athletic Awards Program. The Robert McWilliams Memorial Trophy is given to the most valuable senior boy athlete, and The Lettermen's Club Trophy is given to the most valuable girl athlete. The following guidelines are the criteria:

- A senior athlete who is outstanding in at least one sport.
- The athlete must be considered "coachable" by the coaching staff.
- The athlete is one who leads by example.
- The athlete is one who is a good representative for the school.
- The athlete must maintain a mature attitude throughout his/her school years.

COACHING ETHICS

- The first quality of every teacher/coach should be his/her professional ability as a teacher on the staff. He/she is a teacher first, then a coach. Teaching is of primary importance, whether it is conducted in the classroom or on the playing field. It means that the school curriculum encompasses both academic learning in the classroom and athletic learning through extra-curricular activities. Each individual employed as a coach who is not on the faculty should model their behavior accordingly.
- The coach should exemplify all that he/she is attempting to develop in those who are affiliated with the team. The coach should serve as the prime example of good sportsmanship and wholesome living.
- There should be harmony among the entire coaching staff. Coaches should cooperate with each other, not compete against each other.
- On the field, coaches must be the example of the good sportsmanship they are trying to teach. Defend the rights of the teams at all times, but do not overdo differences with officials.
- No smoking or use of tobacco products (including snuff) will be permitted on the field or in the gymnasium at any time by members of the coaching staff.
- Profanity by coaches will not be tolerated. It will in no way improve the teams' performance. It will only lose respect for the coach and encourage the team members to use such language.
- The coaches should endeavor to follow the assigned schedule. No arbitrary change in the schedule or rescheduling of contests will be made by coaches without the consent or approval of the Athletic Director and/or the Principal.
- Abide by the rules of PIAA.
- Do not interfere in the students' participation in any other extra-curricular activity.
- A coach is a professional representative of his/her sport and his/her school in the community, maintaining the best in conduct and language.
- Place the welfare of the student athlete and the reputation of the school above the outcome of the sports.

MISCELLANEOUS PROCEDURE INFORMATION FOR COACHES DISCIPLINE

- Minor Infractions- First infractions of a minor nature, as well as, continued minor infractions should be punishable by the coach/director in a fair but stern manner and commensurate with the seriousness of the infraction. Suggested punishments for minor infractions include, but are not

limited to, warnings, conferences, and /or review of the code, loss of assigned responsibilities, probationary status or ineligibility for one or more contests.

- Major Infractions-Infractions of the student code of conduct are considered major and should be reported to the Athletic Director immediately. These infractions include acts of violence, weapons, terroristic threats, controlled substances, alcohol, tobacco and vaping products. Major infractions should be punishable by the administration in a fair but stern manner and commensurate with the seriousness of the infraction according to the information provided below.

EQUIPMENT AND UNIFORMS

Issuing Equipment/Uniforms- (Coach or designee)

- Arrange for a date with the Athletic Director of issuing equipment or uniforms to all athletes.
- Notify athletes well in advance of this date so that they may plan their schedules.
- Record all equipment on a master form.
- Impress upon the athlete that all equipment issued must be returned whenever called for by the coach.
- Make it clear that practice gear should be cleaned frequently for health purposes and advise, in writing, the frequency and method of cleaning all practice gear.
- Have the athlete check equipment form to see if all equipment listed and numbered correspond with what has been received.
- Have the athlete sign a form indicating that equipment has been received and will be returned when requested.

Returning Equipment/Uniforms- (Coach or designee)

- Let the athlete know when the date of collection will be (immediately after the end of the season). Each athlete must turn in his or her own equipment/uniform.
- Ensure that all returned equipment corresponds with the equipment listed on the equipment form.
- Ensure that the students pay for any missing equipment. If not paid, report to the Athletic Director and student's name will be placed on a list for the Principal's review.
- Ensure that all parts of uniforms are returned in a clean, well-kept condition.

LOCKER ROOM

The Head Coach will be responsible for:

- Supervision of the locker room at the time it is being used.
- Cleanliness of the locker room.
- Equipment in the locker room.
- Refrain from propping open doors

PERMANENT RECORD

Each coach must submit the following records:

- Eligibility lists from the first week of practice. Updating the roster when a student is added/removed.
- Individual game and season record (this includes letter winners and other outstanding performances). The following should be included in the season record:
 - Team honors
 - Individual honors
 - Recommendations
 - A completed evaluation of the season as requested by the Athletic Director.

PRACTICES

It is the responsibility of each coach to make certain that players do not enter any part of the building or use any facilities except those necessary for practice. To insure that this rule is in effect, the coach should:

- Be there fifteen (15) minutes prior to practice and should be the last one to leave the building.
- One coach must remain with students until the last bus departs.
- Check the doors to see that they are properly secured.
- Discipline any student disregarding these regulations.
- Coordinate with the Athletic Director to schedule practices during vacation and other days in which school is not in session.

PRE-SEASON CHECKLIST

Prior to the first practice session, the coach working with the Athletic Director must ensure that the following have been accomplished:

- Medical examination for all squad members given.
- Insurance forms signed by parents and returned. (Students must have liability insurance either from home or school in order to participate).
- Hold parental/student meetings and collect all signed documents. Keep all documents for the upcoming season.
- The Athletic Code of Conduct must be handed in with physical papers.
- The Trainer and Coaches are responsible to collect the packet of physical papers, code of conduct, and copy of the athlete's insurance card.

VARSITY LETTER CRITERIA

Each coach determines the criteria that student athletes must meet in order to earn a Varsity letter. Below are examples that have been used by past and present coaches at Canton Jr-Sr. High School. Utilize the examples as a reference as you develop your criteria for earning a Varsity letter in your specific extracurricular activity.

- Wrestling-Everyone who competes for our school at 100% and finishes the season by upholding the standards we set for them receives a letter.
- Football Cheer-Participate in more than half of the games.
- Cross Country-must be a contributing scorer top 7 in 3 races through the varsity season.
- Basketball-Earn playing time in more than 11 games. Injuries and such are up to coach discretion. Athletes had to finish seasons no matter what though.
- Track-Point requirement earned throughout the season or top 3 on the team in their event.
- Boys Basketball-Any athlete that has been chosen to be on the Varsity team
- Softball-Remain Academically eligible to support the team's season. Remain within the expected standards per Student Conduct - Code of Conduct. Suit up and support your team at games, practices and ONE Community Service Event
- Football-Dress for all varsity games and attend all varsity practices (play only JV they do not receive a letter)
- Baseball-Juniors and Seniors earn a letter so they can get their jacket if desired. Freshman and Sophomores earn a letter if they played an important role for the team on the field (coach discretion)
- Volleyball-Current
 - Dress for all varsity games and attend all varsity practices, It has always been a year by year basis
- Volleyball-Past

- Large team numbers-dress for varsity earns a letter. Usually, the underclassmen don't letter unless they play. Juniors and seniors always earn a letter.
- Low team numbers, Letter if the underclassmen dressed for all varsity games and tournaments. juniors and seniors always earn a letter.

WW 04/04/25
Bd App 04/10/25

25-26 CANTON HIGH SCHOOL ATHLETIC, EXTRA & CO-CURRICULAR CODE OF CONDUCT



UPDATED: 6/2024

Mission: We, in the Canton Area School District, believe that a healthy mind and healthy body complement one another. We also believe that learning is not to be limited to the classroom and that participation, athletics and competition, in their proper place and perspective, are other components of the learning process. Therefore, we believe that interscholastic athletics and co-curricular activities should be incorporated into our total educational offerings as integral parts

General Objective: Games and events should have as their chief purposes, friendly rivalries, creation of new friendships, playing skills, good sportsmanship, and improved community relations.

Specific Objectives

Interscholastic Athletics and Co-Curricular Activities at Canton High School

- Provide opportunities to develop skill and to experience the satisfaction of performing effectively in emotionally charged situations.
- Contribute to the development of a health and fitness attitude that will provide a carry-over interest, which will function during leisure time.
- Contribute to the development of a wholesome appreciation for a well-developed and properly conditioned body.
- Contribute to the development of desirable social and citizenship qualities such as responsibility, respect for authority, leadership and fellowship abilities, respect for the rights and properties of others, harmonious and cooperative group action and respect for individual differences.
- Contribute to the satisfaction of certain psychological needs such as: self-understanding, self-expression, recognition and approval.
- Contribute to the development of desirable character traits including persistence, determination, unselfishness, will-to-win, alertness, maximum effort, resourcefulness and tenacity.
- Promote the development of the self-esteem and self-realization of each participant.

Objectives for School and Student body

- Interscholastic athletics and co-curricular activities should occupy a position in the curriculum comparable to that of other subjects or activities.
- Interscholastic athletics and co-curricular activities should be educational.
- Interscholastic athletics and co-curricular activities should be a means of promoting fine school morals.
- All visiting schools should be treated as guests.
- Interscholastic athletic programs and co-curricular activities should be broad rather than narrow in scope.
- Sportsmanship, fair play, and good school citizenship should be objectives of all participants.

Code of Conduct for Participants in Interscholastic Athletics & Co-Curricular Activities

- Appreciate that coaches, advisors, sponsors, and administrators have the best interests of the participants in mind as they plan and conduct their programs.
- Obey the specific training and practice rules of the coach, advisor, or sponsor.
- Be present at practice sessions, rehearsals, games, and scheduled events unless excused by the coach, advisor, or sponsor.
- Practice healthful habits of cleanliness and personal hygiene in all their daily activities.
- Appreciate the importance of proper rest, diet, and exercise.
- Understand that alcohol, tobacco, and illegal/illicit drugs are harmful to the body and mind, and hinder maximum effort and performance.
- Participants should appear neat and well groomed at all times.
- Participants should not use profanity or other inappropriate language/gestures
- Directly represent the coaches, advisors, sponsors, school, community, and should conduct themselves properly at all times. Student/student athletic conduct reflects on the school's reputation.
- Realize that officials do not lose a contest but are there for the purposes of ensuring that both teams/individuals receive a fair deal. For this, they deserve and will receive our courteous respect.
- Do not employ illegal tactics to gain an undeserved advantage.
- Have a good attendance record and will not skip class(es) or be truant from school.
- Care for all equipment as though it were their own personal property. Any loss of or damage to issued equipment (other than normal use/wear) is the participant's responsibility. Students will be held financially responsible for all replacement costs.
- Show sportsmanship at all times and express the importance of teamwork over personal recognition.
- Comply with the standards of the CHS Student Code of Conduct

Sanctions from the Code of Conduct

- Minor Infractions- First infractions of a minor nature, as well as, continued minor infractions should be punishable by the coach/director in a fair but stern manner and commensurate with the seriousness of the infraction. Suggested punishments for minor infractions include, but are not limited to, warnings, conferences, and /or review of the code, loss of assigned responsibilities, probationary status or ineligibility for one or more contests.
- Major Infractions-Infractions of the student code of conduct are considered major and should be reported to the Athletic Director immediately. These infractions include acts of violence, weapons, terroristic threats, controlled substances, alcohol, tobacco and vaping products. Major infractions should be punishable by the administration in a fair but stern manner and commensurate with the seriousness of the infraction according to the information provided below:

- **Academics**

- A student must be in good standing (academically eligible) in the school to participate in interscholastic athletics or co-curricular activities. Academic eligibility as defined by the PIAA and the CHS "Pass to Play" program. The Pennsylvania Interscholastic Athletic Association and the CHS "Pass to Play" dictates the ineligibility of any student who does not comply with the established regulations.

- **Tardiness**

- Students must be present in school prior to 9:00am in order to be eligible to participate in an extracurricular activity after school. Students arriving after 9:00am will be eligible only if the absence is accompanied by a medical note or prior approval from the Principal or Athletic Director.
- **Students tardy for school 15 or more times within a school year are Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.). Privileges will be reinstated with on time arrival for 5 consecutive days**

- **Attendance**

- **Students absent for 15 days or more within a school year are Ineligible to participate in or attend any extracurricular activities (Athletics, Drama, Music, Dances, Prom, Commencement, etc.). Privileges will be reinstated with perfect attendance for 5 consecutive days**

- **Use, Possession or Sale of Tobacco/Vapor Products (222)**

- 1st Violation during the current school year
 - Suspension from participation for 5 school days and 1 competition
 - Successful completion of a school or community based Tobacco education program.
 - Report to Office of Safe Schools (PDE)
- 2nd Violation during the current school year
 - Suspension from participation from the activity for the remainder of season or activity duration
 - Successful completion of a school or community based Tobacco education program.
 - Referral to Local Law Enforcement Agency (District Magistrate)
 - Report to Office of Safe Schools (PDE)
- 3rd Violation during the current school year
 - Suspension from participation in all extra curricular activities for one calendar year

- Successful completion of a school or community based Tobacco education program.
 - Referral to Local Law Enforcement Agency (District Magistrate)
 - Report to Office of Safe Schools (PDE)
- **Use, Possession or Sale of Illegal drugs, controlled substances or alcoholic beverages (227)** NOTE: Attendance by a student at an event where alcoholic beverages, illegal drugs or controlled substances are provided for or consumed by persons under the age of 21 in the absence or the presence and approval of the parents or guardians of those underage persons is a violation of training rules and is subject to the disciplinary code below.
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Successful completion of Drug & Alcohol Assessment by a licensed facility
 - Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for one calendar year
 - Referral to law enforcement
 - Successful completion of Drug & Alcohol Assessment by a licensed facility
 - Report to Office of Safe Schools (PDE)
- **Violence Resulting In Serious Bodily Injury (218.2, 252)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for one calendar year
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)

- **Possession of Weapon(s) (218.1)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for **up to 45 school days**
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility **may be required**
 - Report to Office of Safe Schools (PDE)
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for 45 school days
 - Referral to law enforcement
 - Completion of a mental health evaluation by the school or other licensed facility
 - Report to Office of Safe Schools (PDE)

- **Use, Possession or Sale of Anabolic Steroids (227)**
 - 1st Violation during the current school year
 - Immediate Suspension from all extra curricular activities for the remainder of the season
 - Report to Office of Safe Schools (PDE)
 - Medical determination by a licensed provider confirming no residual evidence of the steroid exists.
 - 2nd Violation during the current school year
 - Immediate Suspension from all extra curricular activities for the remainder of the season and the following season
 - Report to Office of Safe Schools (PDE)
 - Medical determination by a licensed provider confirming no residual evidence of the steroid exists.
 - 3rd Violation, permanent suspension from school athletics.
 - Immediate and permanent suspension from school athletics for the remainder of high school career
 - Report to Office of Safe Schools (PDE)

- **Court Proceedings, Probation, Law Enforcement Involvement**
 - A student will be declared ineligible to participate in any interscholastic, athletic, and/or co-curricular activity in which he/she represents the school in a public appearance if placed on probation for the duration of the assigned time period.

Apply the sanctions to the Code

A STUDENT'S FAILURE TO ADHERE TO TRAINING RULES AND STANDARDS (CANTON ATHLETICS/CO-CURRICULAR CODE OF CONDUCT AND STUDENT HANDBOOK POLICIES) DESCRIBED HEREIN MAY AMOUNT TO SELF-DISQUALIFICATION FROM INTERSCHOLASTIC ATHLETICS AND/OR CO-CURRICULAR ACTIVITIES. The head coach, coaching staff, adviser, sponsor, chaperones (when authorized) or school administration of necessity, have the right to exercise judgment in matters of enforcing the rules and must apply penalties impartially. The principal will take action on major infractions and matters requiring administrative attention. The athletic director will investigate, review options for sanctions and report, with recommendations to the principal.

Student and Parent Acknowledgement

If I am accepted as a member of a sport or activity(ies) group, I will obey all rules and regulations of the sport/activity(ies) as well as the Canton Athletic/Co-Curricular Code of Conduct. Additionally, I will obey all regulations contained in the Canton Jr./Sr. High School Student Handbook. I realize that failure to meet these requirements will amount to my self-disqualification and dismissal from the sport/activity(ies). As the student, I have read and understand the requirements, rules, and consequences of this code. As a Parent/Legal Guardian, your signature acknowledges the school's scope of authority over our child.

Student Name

Student Signature

Date

Parent/Guardian Name

Parent/Guardian Signature

Date

2025-2026

**Canton Area School District
Special Education Handbook**



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CANTON AREA SCHOOL DISTRICT: Proud of Our Traditions

It is the policy of the CANTON AREA SCHOOL DISTRICT not to discriminate on the basis of sex, handicap, race, and national origin in its educational and vocational programs, activities, or employment as required by Title IX, Section 504, and Title VI.

Canton Area Elementary School does not discriminate in co-curricular activities as to students participating with mental or physical disabilities. All handicapped students with diverse abilities will be provided with an equal opportunity to participate in nonacademic services as are all other students. All students with diverse abilities will be provided with support services and accommodations will be made, as individual needs and circumstances dictate, to allow them to participate in the services and activities.

For information about your rights or grievance procedures contact the superintendent at 509 East Main Street, 570-673-3191. This handbook, published by the Canton Area School District, is designed to be used as a reference.

It is our practice to exert every effort to maintain communication between the home and the school. Never hesitate to contact us on any matter because knowing each other is critical to the welfare of the pupils.

This handbook and other school publications are updated on a regular basis. Policies, herein written, are subject to change. Prior and adequate notice of changes will be given before enforcement of changes.

Additional information may be obtained in the booklet "Pennsylvania Parent Guide to Special Education For School Age Children". This booklet is available at the Canton Area School District Special Education Office. You may request a copy by contacting the Support Services Office. Additional information is available through PA Training and Technical Assistance Network at <http://pattan.net/parent-information>

CANTON AREA SCHOOL DISTRICTS RECORDS POLICY

Regulations of the State Board of Education as amended in July 1977, state: "Each Board of School Directors shall adopt an updated plan for the collection, maintenance, and dissemination of pupil records and submit the same to the Department of Education for approval on or before 1978." While recognizing the legitimate needs for the collection and use of the information, the Canton Area School District is aware of the need to insure as much as possible, the rights of privacy of the individual. Therefore, the school district plan shall contain policies and procedures for the collection, maintenance, release and destruction of educational records. In addition, the school district shall protect the confidentiality of education records containing personally identifiable information. The district Record Policy is located in the Guidance Office for public review (adopted as revised September, 2009).

**CANTON AREA SCHOOL DISTRICT
509 EAST MAIN ST.
CANTON, PA 17724
(570) 673-3191**

SCHOOL DIRECTORY

Dr. Amy Martell, Superintendent of Schools.....	673-3191
Mr. Mark Jannone, School Business Manager.....	673-3191
Mr. Donnie Jacopetti, High School Principal.....	673-5134
Mr. Michael Wells, Elementary Principal.....	673-5196
Mrs. Amy Repard, Special Education Supervisor.....	673-3983
Mr. Dave Loomis, School Psychologist.....	673-5196
Mrs. Jessica Watson, School Counselor.....	673-3000
Mrs. Corrin West, School Counselor.....	673-5196
Mrs. Dani Greer, HS Principal's Secretary.....	673-5134
Mrs. Pam Engel, HS Office Secretary.....	673-5134
Mrs. Brianna Ward, ES Principal's Secretary.....	673-5196
Mrs. Siarra Shanley, ES Office Secretary.....	673-5196
Mrs. Terry Weber, Support Services Secretary	673-3983
Mrs. Asti Tillotson, Cafeteria Manager.....	673-5196
Mrs. Cindy Reed, School Nurse.....	673-5196
Ms. Jen Martin, Health Office Assistant.....	673-5134

Canton Area School District

Mission, Vision, Value Statement

MISSION

We focus on
Learning - Every
child, every day.
"The Warrior
Way!"

Canton Students
are leaders,
communicators,
and citizens who
value learning
and community.

VISION

STRAIGHT
Pride
EXCELLENCE

Canton Area School District



Values

WARRIOR

- Perseverance
- Resilience
- Integrity
- Determination
- Excellence

SPECIAL EDUCATION STAFF

Ms. Carolann Ward-Spencer - Supplemental Learning Support, K-6

Miss Deborah Fitzwater - Itinerant Learning Support, K-2

Ms. Shaina Slocum - Itinerant Learning Support, 3

Mrs. Sara Ross - Itinerant Learning Support, 4-5

Mrs. Cindy Black - Itinerant Learning Support- 6/ Gifted Support -K-12

Mrs. Caitlin Barr - Supplemental Learning, 7-12

Ms. Michelle Harkness - Itinerant Learning Support, 7

Mrs. Sheila Jackson - Itinerant Learning Support, 8

Mrs. Callie Gensel - Itinerant Learning Support, 9

Mrs. Janelle VanNoy - Itinerant Learning Support, 10

Ms. Sheila Wesneski - Itinerant Learning Support, 11-12

PARAPROFESSIONALS

Mrs. Janelle Bruce, Elementary School

Mrs. Samantha Campbell, Elementary School

Mrs. Danielle Henson, Elementary School

Mrs. Leah Strong, Elementary School

Mrs. Mercedes Meuse, Title I Paraprofessional

Mrs. Heidi Morgan, Elementary School

Mrs. Joanne O'Hara, Elementary School

Mrs. Diane Palmer, Elementary School

Mrs. Janie Segur, Title I Elementary School

Mrs. Desiree Shepard, Kindergarten Paraprofessional

Mrs. Faye Spencer, Kindergarten Paraprofessional

Mrs. Bonnie DeFelice, High School

Mrs. Betty Lutz, High School

Ms. Rachel Stone, High School

Mrs. Melony Schrader, High School

Mrs. Mindy Tymeson, Paraprofessional

Mrs. Sherry Vargson, High School

Mrs. Stephanie Mignano, High School

Mrs. Elysse McPherson, High School

K-12 DISTRICT WIDE

Mrs. Jamie Taylor, Speech and Language Support jtaylor@canton.k12.pa.us

Mr. Dave Loomis, School Psychologist dloomis@canton.k12.pa.us

Mrs. Amy Repard, Special Education Supervisor arepard@canton.k12.pa.us

Mrs. Terry Weber, Support Services Secretary tweber@canton.k12.pa.us

**Annual Public Notice of Special Education Services and Programs,
Services for Gifted Students, and Services for Protected Handicapped Students**

**Published by BLaST IU 17
(Revised July 2013)**

Notice to Parents

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. School districts (SDS), intermediate units (IUs) and charter schools (CSs) are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 PA Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district, intermediate unit, and charter school of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. In addition to this public notice, each school district, intermediate unit, and charter school shall publish written information in the handbook and on the web site. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the appropriate staff member identified at the end of this public notice.

Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need Special Education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information you may contact, Ms. Deborah Knapp, Supervisor of Early Intervention Services, BLaST IU #17.

Evaluation Process

Each school district, intermediate unit, and charter school has a procedure in place by which parents can request an evaluation. For information about procedures applicable to your child, contact the school, which your child attends. Telephone numbers and addresses can be found at the end of this notice. Parents of preschool age children, age three through five, may request an evaluation in writing by addressing a letter to Ms. Deborah Knapp, Supervisor of Early Intervention Services, BLaST IU #17.

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found at the PaTTAN website, www.Pattan.net. Once written parental consent is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff, intermediate unit staff, or charter school staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information:

The SDS, IUs and CSs maintain records concerning all children enrolled in the school, including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each participating agency must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction stages. One official at each participating agency must assume responsibility for ensuring the confidentiality of any personally identifiable information. Each participating agency must maintain, for public inspection, a current listing of the names and positions of those employees within the agency who have access to personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school child contact the responsible school entity listed below. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the Intermediate Unit. The addresses of these schools are as follows:

<u>INTERMEDIATE UNIT</u>

BLaST Intermediate Unit #17
2400 Reach Road -PO Box 3609
Williamsport, PA 17701 570-323-8561

BLaST Intermediate Unit #17
33 Springbrook Drive
Canton, PA 17724
570-673-6001

Dr. Christina Steinbacher-Reed, Executive Director creed@iu17.org

Dr. Elizabeth Segraves, Assistant Executive Director - Division of Student Services dsegraves@iu17.org

The school entity or charter school will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in a school district, Intermediate Unit, or charter school program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.

UNDERSTANDING SPECIAL EDUCATION

1. What is IDEA and why is it important?

This federal law, the Individuals with Disability Education Act (IDEA), defines the national requirements for special education services, and provides the foundation for Pennsylvania Chapter 14 of the Pennsylvania school code. The IDEA 2004 provides that:

- All children identified as eligible for special education and related services are entitled to a free and appropriate public education (FAPE), in the least restrictive environment (LRE).
- Special Education services must be designed to meet the unique needs of the child and provided in accordance with an individualized education program (IEP).
- Special education services should prepare the child for employment or independent living.
- The rights of children with disabilities and their parents are protected.

2. Does my child have a right to a free and appropriate education (FAPE)?

Every child identified as eligible for special education and related services must receive education services at no cost to the parent. These services can be made available to a child enrolled in preschool, elementary school, secondary school, or a charter school, which is considered a local education agency (LEA). A free and appropriate public education (FAPE) must be provided for an eligible child no later than age three.

3. Can you explain the terms laws, regulations, and guidelines?

Laws, regulations, and guidelines define and establish special education. All federal and state agencies providing special education programs must follow the established laws, regulations, and guidelines governing them.

- **Laws** are passed by the legislature on the federal and state levels and dictate the specific areas, requirements, and criteria covered by the legislation.
- **Regulations** are issued by the State Board of Education to help interpret the laws, and become directives for the schools and intermediate units.
- **Guidelines** are issued by the Pennsylvania Department of Education, which suggest procedures for carrying out the special education laws and regulations.

4. What children are eligible for special education?

Chapter 14 of the Pennsylvania Special Education regulations defines your child as eligible for special education, if your child has been evaluated by the evaluation team and has one or more of the following disabilities:

- Deaf-blindness and/or Deafness,
- Emotional disturbance,
- Hearing impairment,
- Intellectual Developmental Disorder,

- Multiple Disabilities,
- Orthopedic impairment,
- Other health impairment,
- Specific learning disability,
- Speech or language impairment,
- Traumatic brain injury, or
- Visual impairment including blindness,

And needs special education as determined by the evaluation team.

5. What is the special education continuum of services?

Pennsylvania school code, Chapter 14, lists three types of special education support and services provided by special education personnel. this continuum of services includes:

- **Full-time** - Special education supports and services provided by special education personnel for **80% or more** of the school day.
- **Itinerant** - Special education supports and services provided by special education personnel for **20% or less** of the school day.
- **Supplemental** - Special education supports and services provided by special education personnel for **more than 20% but less than 80%** of the school day.

6. Are there different support programs for the special education student?

A student's educational placement is determined by the IEP Team. *The IEP team must first consider the regular classroom with the provision of supplementary aids and services before considering the provision of services in other settings.* Special education support services are based on the student's primary need and are available in the following categories:

1. Autism Support
2. Blind-visually impaired support
3. Deaf and hard of hearing support
4. Emotional support
5. Learning support
6. Life Skills Support
7. Multiple disabilities support
8. Physical support
9. Speech/Language support

7. What children are eligible for special education?

Chapter 14 of the Pennsylvania Special Education regulations defines your child as eligible for special education, if your child has been evaluated by the evaluation team and has one or more of the following disabilities:

1. Autism,
2. Deaf-blindness and/or Deafness,

3. Emotional disturbance,
4. Hearing impairment,
5. Intellectual Developmental Disorder,
6. Multiple Disabilities,
7. Orthopedic impairment,
8. Other health impairment,
9. Specific learning disability,
10. Speech or language impairment,
11. Traumatic brain injury, or
12. Visual impairment including blindness,

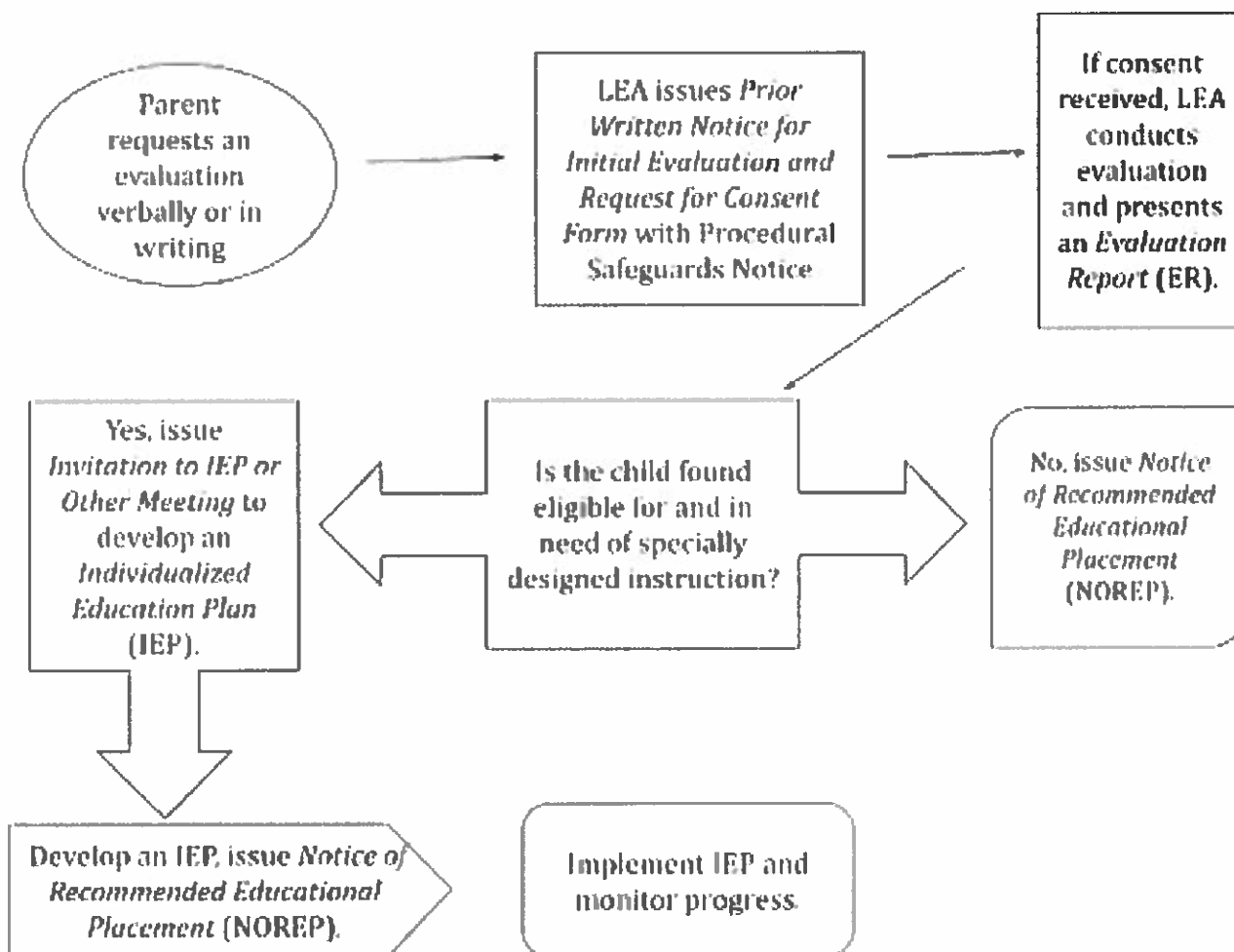
And needs special education as determined by the evaluation team.

8. What is the special education continuum of services?

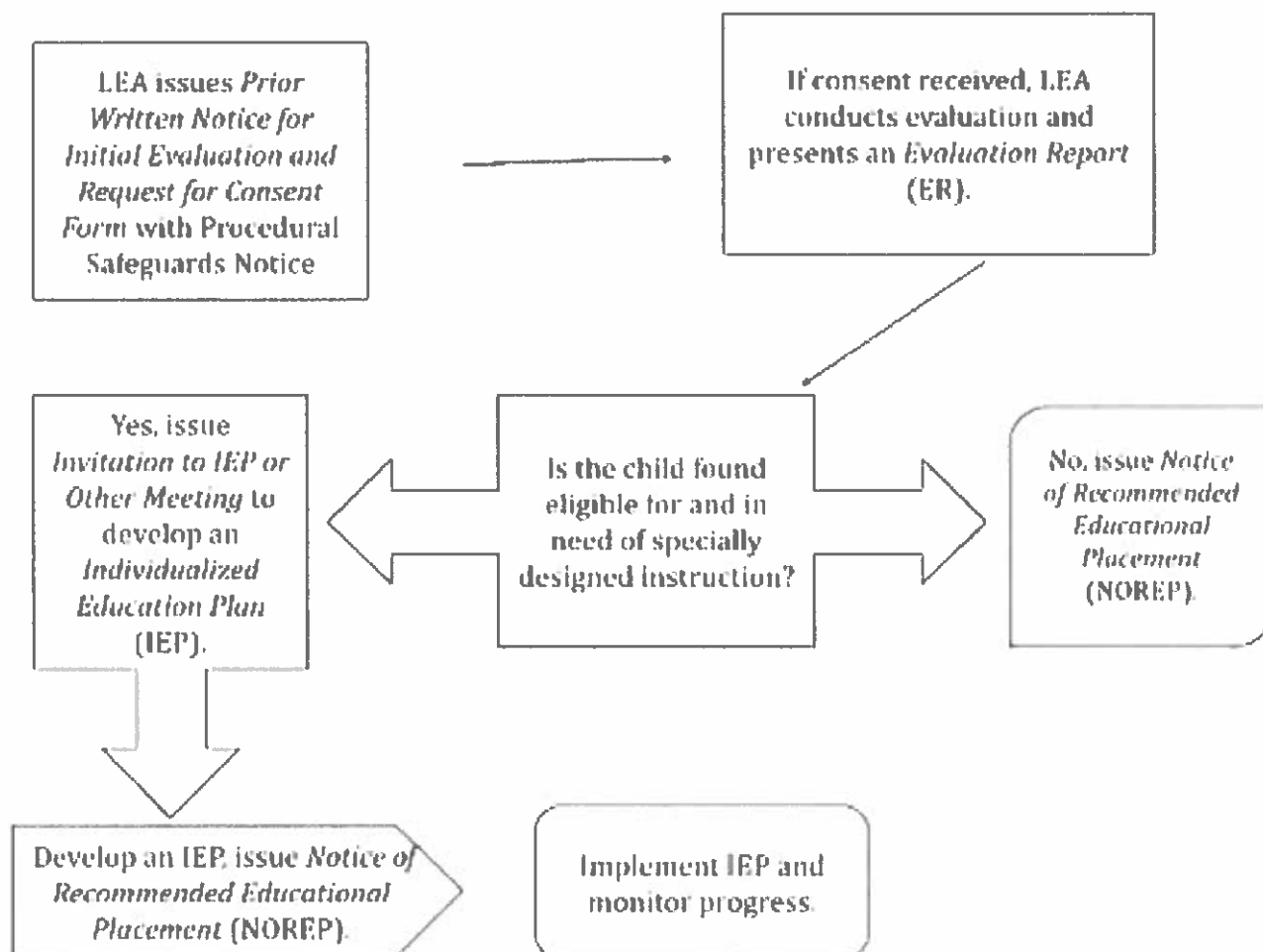
Pennsylvania school code, Chapter 14, lists three types of special education support and services provided by special education personnel. this continuum of services includes:

- **Full-time** - Special education supports and services provided by special education personnel for **80% or more** of the school day.
- **Itinerant** - Special education supports and services provided by special education personnel for **20% or less** of the school day.
- **Supplemental** - Special education supports and services provided by special education personnel for **more than 20% but less than 80%** of the school day.

The Special Education Evaluation/IEP Process - Parent Initiated Request



The Special Education Evaluation/IEP Process - LEA Initiated Request



9. What happens if the district determines my child needs special education?

If the evaluation shows that your child is in need of special education and related services, you will receive an invitation to participate in an Individualized Education Program (IEP) meeting.

Your child's IEP will be developed in this meeting, and will be used as the guide for your child's education. **The IEP is your child's education plan.**

10. Where will my child with special needs receive services?

Special Education programs and services for children with disabilities are available in various locations and settings. They can include:

- Regular classroom or special education classroom in the public school within or outside of the child's home school district
- Special education services provided by the Intermediate Unit within or outside of the home school district
- Special education services in a Pennsylvania Department of Education approved private school
- Special education services and programs provided with parental consent in a residential school, residential facility, State school, or hospital or secure setting
- Special education services in an approved out-of-state program
- Special education instruction in the home

11. How old must my child be to receive special instruction?

In Pennsylvania, eligible children can receive special instruction from birth through age 21. Children, birth through age 3, can obtain these services through the Pennsylvania Department of Public Welfare.

The Pennsylvania Department of Education is responsible for providing special education services to children 3 to 21 years of age.

12. How long may my child stay in school?

A special education student may stay in school until he or she qualifies for a high school diploma or turns twenty-one.

If the child reaches twenty-one any time after the school begins, he or she may complete the entire school year, if the local school is agreeable.

13. What if a parent suspects their child needs special education?

If parents believe their child has special needs, they should send a written request to the school district or intermediate unit requesting an evaluation by a team including educational specialists and the parent. Requests may be made at any time during the school year. The evaluation must be completed and the report given to you within 60 calendar days of your written request and approval, except during summer recess.

Keep a copy of all information sent to and received from the school district.

14. How does the school district determine where my child will receive education services?

The IEP team determines educational placement for children with special needs based on evaluation results and program design. The decision also includes review of the following criteria:

- The level of educational support which is necessary to allow the child to function successfully in school
- The appropriate location for education services based on the child's age and academic and behavioral needs
- The appropriate educational setting for the child based on ability and individual student need
- The "least restrictive learning environment" which will meet the needs of the student. The federal law IDEA, 34 CRF 300.114 (ii) states: "Special classes, separate schooling, or other removal of children with disabilities from the regular educational environment occurs ONLY if the nature or severity of the disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily."

15. What does the term "evaluation" mean and why is it important?

The evaluation process provides information to determine if the child needs special education and related services, by accessing how the child learns, what he or she already knows, and what kinds of special help he or she may need.

Parents as a part of the evaluation team should contribute information they have about their child. School professionals may give the child tests, interview or talk with him or her and observe what he or she does in the classroom.

The evaluation team determines whether a child is eligible and the nature and extent of his or her special education and related service needs.

Reevaluation occurs every 3 years and every 2 years for students with intellectual disability. A parent or teacher can request a reevaluation sooner, if a child's situation or condition warrants a reevaluation.

16. Can my child be evaluated for special education without my knowledge and permission?

The school must notify you, in writing, that your child has been referred for an evaluation. This notice should tell you:

- The reasons for the referral
- The procedures and types of tests that will be given to your child, and the approximate dates of when the evaluation will take place
- The parent(s) has the right to meet with the evaluator(s) to discuss the referral and evaluation procedure
- The parent(s) has the right to see, study and obtain copies of his or her child's school records
- The parent(s) has the right to object to the evaluation and to request a meeting and/or hearing

17. What is an IEP and why is it important?

An Individualized Education Program (IEP) is a plan designed to meet your child's special education needs identified in the evaluation report.

The IEP team should address the following question when creating the IEP:

- What are my child's current educational levels?
- What are the appropriate expectations and goals for my child?
- What do I want my child to learn during the school year?
- What special education services are needed to achieve these goals?

Comprehensive information concerning the IEP process can be found in two PEN publications: Putting The Pieces Together: An IEP Guide for School Age Children and the IEP Guide for Pre-school Parents.

How and when will my child's IEP plan be changed?

The IEP can be reviewed and revised at any time, but must be reviewed each year. The law requires that the **IEP be developed** at the conference with the child's parents and school professionals. Parents will be notified in writing of the time, location and purpose of the IEP conference. The notice will also include the names of other persons invited to the meeting.

The parent and the educational entity can agree not to convene an IEP Team meeting for the purpose of making changes to the current IEP. The parent and school officials may develop a written document to amend or modify the child's IEP. If changes are made, the school must ensure that the child's IEP Team is informed of those changes. Upon request, a parent must be provided a copy of the amended IEP.

18. Does the law provide for related services for eligible children?

The law provides for "related services" that are necessary to help your child benefit from, or gain access to his or her special education program. These services may include but are not limited to:

- Speech language pathology and audiology services, psychological services, physical and occupational therapy, recreation (including therapeutic recreation), early identification and assessment of disabilities in children, counseling services (including rehabilitation counseling), orientation and mobility services and medical services for diagnostic or evaluation purposes.

Related services also include school health services, social work services in the schools, and parent counseling and training.

19. Do parents have the right to review their child's school records?

Federal and state law gives parents the right to review and receive copies of their child's school records. Parents of children currently or previously receiving special education can view or receive copies of their child's records within 45 days of their request.

You can not be charged for reviewing your child's records, but you can be charged the actual cost of copying them. The law also gives parents the right to ask and receive from school officials an explanation of any information contained in the record.

Parents **do not** have the right to see private notes of school officials, therapists or teachers that are not shared with anyone else and are not kept in your child's files, unless they are included in a court proceeding.

20. Are my child's school records kept confidential?

School records cannot be released to anyone outside the school system without your notification or consent. The school district must keep records of those individuals or agencies that have access to your child's records.

The school district must have a procedure parents can use to correct inaccurate or misleading information found in their child's records. Parents can ask for a due process hearing if the school does not make the requested record change.

21. How can parents learn about special education programs and laws?

Parents may be able to obtain free information, brochures and pamphlets from the following:

- local school districts,
- Intermediate Units and County Mental Health & Mental Retardation offices
- Pennsylvania Department of Education, Bureau of Special Education
- U.S. Department of Education, Office of Special Education and Rehabilitative Services (OSERS)

Legal Information:

Education Law Center of Pennsylvania (toll call) 215-238-6970

Free Mediation Services:

Pennsylvania Office of Dispute Resolution (ODR) 800-992-4334
800-360-7282

Free IEP Facilitation Assistance:

IEP Facilitation Form and Assistance (ODR) 800-222-3353

Parents can order free PEN publications on a variety of special education topics by calling our toll free number 800-522-58 or by visiting our website, www.parentednet.org

DETERMINING ELIGIBILITY

As a parent, you are uniquely qualified to know your child's learning strengths and weaknesses. School professionals will utilize your knowledge in designing a special education program for your child's benefit. Your child may be eligible for special education if your child:

1. Has a physical, sensory, mental or emotional disability (these include mental retardation, emotional disturbance, an orthopedic impairment, a hearing impairment, deafness, a speech or language impairment, a visual impairment including blindness, autism, traumatic brain injury, other health impairment, a specific learning disability, deaf-blindness, or multiple disabilities) *and*
2. Needs special education as determined by an evaluation team.

Your child must meet **both** qualifications in order to be eligible for special education. In Pennsylvania, all children eligible for special education have the right to a free and appropriate public education.

Note: Children who have disabilities which substantially limit their participation in or access to school programs, but who do not need special education, may qualify for reasonable accommodations in the regular classroom under Section 504 of the Rehabilitation Act of 1973 and other Pennsylvania education regulations. The rules - called Chapter 15 - that apply are different from those for students needing special education who qualify by meeting the two-part criteria listed above.

Your child may need specially designed instruction that isn't normally needed by other children in the general education classroom to make progress in school. This need for special education is the second part of the two-part decision to qualify a child for special education services.

SCREENING

Your child's school has a screening process in place that identifies students who may need special education. This process includes:

A review of the student's records including attendance and report cards,

A review of the student's vision and hearing,

An assessment of the student's functioning in the curriculum including curriculum-based and performance-based assessment for students with academic concerns,

A systematic observation of the student's behavior in the classroom or area in which the student is displaying difficulty.

For students with academic or behavior concerns, an intervention must be developed based on the results of the screening. The student's response to the intervention is looked at closely and if screening activities have produced little or no improvement within 60 school days, the student will be formally referred for evaluation for special education. You may request that the evaluation take place without going through these screening activities.

THE EVALUATION

The evaluation process gathers the information that will be used to determine if your child needs special education and, if so, the types of programs and services needed. Your child may be evaluated by a school psychologist. Other evaluations may include tests by a hearing specialist for a child with a hearing problem, or an evaluation from a doctor for a child with a health concern. The evaluation must also include input from a therapist if certain related services, such as physical or occupational therapy, are needed.

A child may be referred for the first evaluation in several ways:

You may ask your school to evaluate your child for special education at any time. This can be done by sending a letter to the principal of your child's school. A "Permission to Evaluate" form will be sent to you. 2. The school may also contact you and must ask permission to have your child evaluated. You must consent in writing to your child's evaluation. School officials cannot proceed without your permission. If permission is not received and the school continues to find that an evaluation is necessary, they may ask for a due process hearing and get approval from an impartial hearing officer to evaluate your child. More information about due process hearings is found under the section titled "What if I Disagree With School Officials About My Child's Education Program".

A reevaluation is conducted at least every three years unless your child is disabled due to mental retardation, in which case reevaluations are conducted at least every two years. When additional data is needed to complete a reevaluation to determine whether your child continues to be a child with a disability and needs special education, then the school must seek your permission to perform the additional evaluation. If the school district has made what it believes are "reasonable attempts" but failed to receive your permission, it may proceed with the reevaluation. Each school district decides what "reasonable attempts" are. Such attempts may consist of:

- Telephone calls,
- Registered letters with return receipts required,
- Visits to the home or parents' place of business.

Also, if the school determines that no additional data is needed, they will notify you of this determination. You and your school district may agree in writing that the three-year reevaluation is not necessary. This is not an option if your child has an intellectual disability.

All evaluations needed to determine your child's need for special education will be provided by your child's school district at no charge. Results of the evaluations will be made available for your review. You may also get evaluation reports from professionals outside the school system and send them to your child's school. The results of these outside evaluations will be considered in determining if your child has a disability and needs special education. If you wish for the school district to pay for these outside evaluations, you may make that request in writing. If the school district refuses, they must initiate a special education due process hearing.

WHAT THE EVALUATION WILL TELL YOU

The evaluation will include information about your child's skills, social behavior, learning problems, learning strengths, and educational needs.

All evaluations and reevaluations must include a review of the testing and assessments that were conducted, information from the parents, classroom observations, and the observations of teachers and related service personnel. The evaluation or reevaluation must also tell you what additions or changes are needed to help your child meet goals which will be described in your child's Individualized Education Program (IEP), and to take part in and progress in the general curriculum (the skills and knowledge taught in a specific school district).

An evaluation team reviews all materials and writes a report called an Evaluation Report (ER) that tells if your child has one or more disabilities and if your child needs special education. It may recommend the type of programs and services your child needs. The ER may state that your child is not eligible and does not need special education services. You will receive a written notice of this determination and have the right to dispute it at a hearing.

The entire evaluation process must be completed within 60 calendar days (not including summer vacation) from the date you give permission by signing the "Permission to Evaluate" form given to you by your school district. A copy of the ER must be given to you and a summary of the report will be communicated to you at least 10 days before the IEP meeting. A parent may waive this 10-day provision.

If your child is being evaluated for a learning disability, parents (as members of the evaluation team) will be given an opportunity to sign the report. Next to your signature you will indicate whether or not you agree with the report. If you do no, you may submit a statement of your own conclusions. This is sometimes called a dissenting opinion, which will become part of the final ER. A copy of the final ER must be given to the parents.

Additional information may be obtained in the booklet "Pennsylvania Guide to Special Education For School Aged Children" or on through the Pennsylvania Department of Education website.

SUPPORT SERVICES

- **SPECIAL EDUCATION SERVICES**

The Canton Area School District offers several program services to the students of the district. Those students identified as falling under the guidelines for Academic Learning Support for Specific Learning Disabilities and Intellectual Disabilities, Speech and Language Disabilities, Visual Impairment, Hearing Impairment and Physically Disabled will receive services if eligible. Students requiring the more intensive services for Life Skills Support and Emotional Support are served within the district whenever possible but may be assigned to inter-district classes which are age/grade-appropriate through contractual agreements with neighboring school districts.

- **GIFTED SUPPORT SERVICES**

Gifted support students are served in a variety of settings within the elementary school. Screening procedures are in place to assist in the identification of students for these services.

Also, students who are thought to be Gifted may be referred to the principal by a regular education teacher as well as by a parent or guardian.

- **SECTION 504/ADA STUDENTS**

When a student's medical disability requires specific accommodations in the regular education classroom, parents may request that a 504 Accommodation Plan be written.

SPECIAL EDUCATION

Under Pennsylvania and federal law, a child with a disability has a right to **special education and related services** that are provided:

1. *At public expense*
2. *Under public supervision and direction*
3. *Without charge to preschool (ages 3-5), elementary or secondary school students*
4. *In conformity with an **Individualized Education Program (IEP)** which means that students with disabilities who need special education must receive a **free appropriate public education (FAPE)***
5. *In the Least Restrictive Environment (LRE)*

FAPE includes **related services** that help your child get to school and benefit from the special education program. These may include:

- *Special transportation*
- *Physical or occupational therapy*
- *Other services which help or support your child as your child grows and learns*

YOUR CHILD'S INDIVIDUALIZED EDUCATION PROGRAM (IEP)

The IEP team writes the Individualized Education Program (IEP). This plan will be written at a meeting and will include a description of all the programs and services necessary to help your child be successful. The IEP team uses information that is contained in the ER to write the IEP.

As a parent, you are an IEP team member. It is important that you attend these meetings. Meetings will be scheduled to fit in with your schedule and school official's schedules. You will get a written notice of when, where, and why the meeting will be held and a list of the other people who are invited to attend. The IEP meeting is to be scheduled at a time and place that is mutually agreed upon by you and your school district. If the date or time is not convenient, you may ask for a change. Parents may also be included by telephone if it is impossible for them to attend the meeting in person.

REQUIRED MEMBERS OF EACH IEP TEAM

1. The child's parent(s)
2. At least one of your child's general education teachers (if your child is, or might become, part of general education classes)
3. At least one special education teacher
4. A representative of the school district who:
 - a. Is qualified to provide or supervise special education programs
 - b. Knows about the general curriculum
 - c. Knows about the availability of the resources the local education agency (LEA) can offer

5. Someone who can interpret the evaluation results, who may already be a team member
6. At your request or that of the school district, other people who know your child well or who have worked with your child. You may bring an advocate to advise you or anyone else who will be able to add information about your child's educational experience.
7. Your child at age 14 when planning will be done for life after graduation or any time before that age when you want your child to be present, and it is appropriate.
8. A representative from a vocational-technical school if a vocational-technical school is being considered for your child.

One person may fill more than one of the above roles. The minimum number of people at the IEP meeting should be four in most circumstances: you, the local education agency (LEA) representative, a special education teacher, and a general education teacher (if your child will participate at all in general education). The general education teacher may not attend all meetings or stay for the entire meeting time, but must be a team member. Mandated members of the IEP team may be excused from the meeting if you and the school district agree in writing. If a member is excused and his/her area of expertise is being discussed, he/she must provide written input before the meeting.

If you choose not to attend the IEP meeting, it may be held without you.

IEP TIMELINES

The IEP must be completed within 30 calendar days after the evaluation team issues its Evaluation Report. The IEP plan must be put into action as soon as possible, but no later than 10 school days after the IEP is completed.

Your child's program is reviewed every year at an IEP meeting or more often if requested by you or any other IEP team member. Additional evaluations (reevaluations) are conducted at least every three years (but parents and school officials may agree in writing that re-evaluation is not necessary) or every two years if your child has mental retardation.

IEP CONTENTS

The IEP team will review all the evaluation material and will determine how your child is performing in school now. The IEP team will write annual goals and short term learning objectives (for students with disabilities who take the alternate statewide assessment aligned to alternate standards) that can be measured and are designed to meet the needs of your child.

- *Annual goals will describe what your child can be expected to learn during the year.*
- *Short term objectives or benchmarks (for students with disabilities who take the alternate statewide assessment aligned to alternate standards) are the sequential steps your child must take in order to reach these goals.*

The IEP team will determine:

- *The special education services and programs to be provided to your child which will be used to meet the individual needs of your child.*
- *Where, what kind, how much, and how often special education and related services will be provided. For example, the IEP may say "individual speech therapy, 30-minute periods, three times per week, in*

the speech room." Special transportation utilized by other children in the neighborhood, also falls under this category. For example, the IEP may say "a bus that will lift a wheelchair from the curb taking Jimmy from his home to school with a ride no longer than 30 minutes."

- *The date services and programs will begin and how long the services and programs will last.*
- *The tests or other methods of evaluation that will be used to decide if the student is meeting the*
 - *annual goals and learning objectives and how and when this progress will be reported to you.*
 - *Progress on meeting annual goals must be reported periodically, such as through the use of*
 - *quarterly reports.*
- *How much, if any, the student will NOT participate in the general class, or in the general education curriculum; when your child will be in settings with other special education students only; when your student in special education will NOT be studying skills of knowledge that are directly linked to the skills and knowledge studies by the children in general education.*
- *The adjustments and supplemental aids and services in the general education setting, if any, for your child to succeed in a general education class. This could include, for example, giving the child untimed tests or having someone help the child take class notes.*
- *The adjustments needed, if any, for the child to participate in statewide or district wide tests. If the child is not able to participate, even with adjustments, another assessment will be done that will show the child's skills. Participation in this alternate assessment will be documented in the IEP.*
- *Supports that school personnel may need to implement the IEP, such as resource materials or equipment.*

In developing the IEP, the team must consider:

- *Your concerns*
- *Whether a child exhibits behavior that interferes with the child's learning or the learning of others and therefore needs a behavior management plan*
- *The needs of children with limited English language skills*
- *The use of Braille for children with visual problems*
- *The communication needs of students, including students who are deaf or hard of hearing*
- *Whether the child needs assistive technology devices or services to communicate or participate in the activities which are going on around the child.*

Information on the following must be provided in the IEP, if appropriate for your child:

- *Extended School Year - In some cases, interruptions in the school schedule, such as summer break, will result in children with disabilities losing many of their basic skills, and taking a long time to get those skills back once school begins again. Extended School Year (ESY) services are to be provided during breaks in the educational schedule to prevent this loss as part of a free appropriate public education.*
- *Special or modified physical education (adaptive physical education) for children who cannot take part in regular physical education because of their disabilities.*

PLANNING FOR LIFE AFTER GRADUATION

As your child gets older, the IEP team will design a program to help your child prepare for life when your child is finished with school. This is called transition planning because planning is done through the IEP to facilitate the transition from school to the world of work or other activities in which the

young adult may be involved. Your child will learn the skills needed in the future while he or she is still in school.

By the time your child is 16, or sooner if the IEP team agrees, the IEP team must decide what kinds of courses your child will take. Examples include art courses, vocational courses, or courses to prepare your child for higher education, which may include college.

Planning for transition from school to adult living must begin when your child turns 16 or sooner if the IEP team thinks early planning would be appropriate. The IEP team (including your child, if possible) must discuss what you and your child want your child to be doing when high school is completed. These plans must include the kind of education training your child will receive, the kind of job your child might have, where your child will live, and how your child will spend time in the community.

EDUCATIONAL SETTING

The special education program will be completely developed before the IEP team decides where the program will be provided. The IEP team will look at different classes or schools to see where that program can be delivered. The first place it will consider will be the general classroom in the neighborhood school where your child would attend if your child were not eligible for special education.

The law requires that children with disabilities be placed in situations that will give them as many opportunities as appropriate to be with students who are not disabled. This is called placing the student in the Least Restrictive Environment (LRE). The LRE is the general class in the neighborhood school unless the IEP team determines that the special needs of the child cannot be met there even with supplemental aids and services.

THE APPROPRIATE CLASS

The classroom chosen for your child will depend upon the amount and kind of special instruction or services your child needs. A special education teacher may be able to give instruction in the general classroom.

For some children, placement in a special education class for some of the day is necessary. Students who receive most of their instruction in basic academic subjects in special education classes will have opportunities to participate in other activities in school with general education students. These opportunities might include participation in elective subjects such as art or music, belonging to a general homeroom, socializing in the lunchroom, and attending assemblies and other enrichment programs with general education students.

School districts in Pennsylvania must make available the following types of classes for the placement of their children with special needs if an IEP team decides that a particular type of class is necessary. these classes are formed around the the learning needs of children who are assigned to them:

- *Learning support class - for children whose greatest need is for help in academic areas such as reading and math.*
- *Emotional support class - for children whose greatest need is for social, emotional, and behavioral help.*
- *Life skills support class - for children whose greatest need is to learn skills that will allow them to*

live and work independent of their families.

- *Sensory support skills class - for children who require help in dealing with disabilities resulting from limited vision or hearing.*
- *Speech and language support class - for children who have difficulty speaking and communicating.*
- *Physical support class - for children who need programs that consider their physical disabilities.*
- *Autistic support class - for children with autism.*
- *Multiple disabilities support class - for children with more than one disability, the combination of which results in needs requiring many services and much support.*

Children with different disabilities can be placed together in one class if their learning needs are similar and they can all benefit from the same level and manner of instruction.

The law requires that special education students be placed in classes with students of the same age range. At the elementary level (grades K - 6), a class cannot have children who vary in age by more than three years. At the secondary level (grades 7 - 12), an age range of no more than four years is allowed. An exception can be made by the IEP team for an individual child based on the child's needs. It must be explained in writing in the IEP.

NOTICE OF RECOMMENDED EDUCATIONAL PLACEMENT (NOREP)

Once you have developed the **Individualized Education Program (IEP)** with the IEP team, you will receive a **Notice of Recommended Educational Placement (NOREP)**. The NOREP explains the educational placement or class recommended for your child and explains your rights. You must approve the IEP and educational placement in writing for your child's first special education placement before the school is allowed to begin implementation. For subsequent IEPs services will continue without your signature on the NOREP.

If you are placing your child in a private school and are asking the school district to pay for this private school because you believe your child is not receiving a free appropriate public education, you must give advance notice to school officials. This notice can be given at the IEP meeting or in writing 10 business days before you remove your child from public school. If you do not give this notice, the reimbursement to you may be reduced or denied. If the school district gave notice of their intent to evaluate your child for special education prior to your removal of your child, reimbursement may be reduced or denied if you did not make your child available for the evaluation. Reimbursement may be reduced or denied for the private placement if a court thinks your actions have been "unreasonable." An exception to the reduction or denial of reimbursement will be made if you are unable to read or write in English, physical or serious emotional harm to the child may result if the parent adhered to the prior notice requirements, the school prevented the parent from providing the notice to the school, or the school failed to give the parent notice of these rights and procedures.

WHAT ARE THE SCHOOL'S RESPONSIBILITIES TO MY CHILD AND ME?

High School Graduation

All students receiving special education services in Pennsylvania are guaranteed the right to an opportunity to earn a high school diploma. A high school diploma will be awarded to a student who successfully completes the same courses and earns the same credits as a general education student, or who completes the special education program developed by the IEP team.

Notwithstanding any other provision of law to the contrary, a child who attains the age of twenty-one (21) years during the school term and who has not graduated from high school may continue to attend the public schools in his district free of charge until the end of the school term. If school officials believe your child's IEP has been completed and your child is eligible for graduation, or if your child reached the age of 21, you will receive written notice of the termination. If you disagree with the notice, you may request an informal meeting with school officials, mediation, or a special education due process hearing.

Your Child's School Records

All parents are guaranteed the right to see their child's public school records without delay, within 45 days after asking for them, before any meeting regarding an IEP, or before a due process hearing. You may be charged for the copying of these records. Parents are also guaranteed the right to ask for and receive an explanation of any information in the records.

The law guarantees that your child's school records be kept confidential. No one should see those records who do not have an educational interest in your child. Someone has an educational interest in your child if that person teaches your child or otherwise is responsible for some aspect of your child's education. Records cannot be given to anyone outside the school system without your permission unless there is a legal reason for doing so. Your district must have a procedure for you to follow to correct the records that you feel are wrong or misleading.

Materials, Classrooms and School Buildings

Equipment and materials may be different for children with disabilities because of their individual needs, but they should be of the same quality as the equipment and materials that are purchased for students in general education classes. Each special education class must be as close as appropriate to the ebb and flow of usual school activities and located where noise will not interfere with instruction. It should be located only in a space that is designed for purposes of instruction, be readily accessible, and be composed of at least 28 square feet per student.

Discipline for the Student Receiving Special Education Services

Behavior sometimes results from a child's disability. When behavior caused by the disability results in the violation of school rules, inappropriate discipline by school officials is not permitted.

Programs to control or change behavior must be designed using positive approaches to help children correct or control their behavior. Positive approaches include recognizing and rewarding appropriate behaviors so that they will replace those behaviors that are inappropriate. They do not include punishing, embarrassing or isolating your child.

Discipline must not include use of mechanical restraints or physically restraining a child, except in an emergency situation where there is a danger that the child will be harmed or harm someone else. The use of restraints in those situations will trigger an IEP team meeting to review the current IEP to ensure it is appropriate and remains effective. Certain mechanical restraints, such as seat belts, can be used to help children control their movements if the parents agree and their use is made clear in the IEP.

None the following methods of punishment may be used with children:

- *Corporal punishment*
- *Punishment for behavior that is caused by the student's disability*

- *Locked rooms, locked boxes, or other locked structures or spaces from which the student cannot*
 - *readily exit*
- *Noxious substances*
- *Deprivation of basic rights, such as withholding meals, water, or fresh air*
- *Treatment of a demeaning nature*
- *Electric shock*
- *Suspensions or removals from classes for disciplinary reasons that form a pattern. The following provides additional information with regard to these removals.*

There are special rules in Pennsylvania for excluding children receiving special education services for disciplinary reasons. Before a student is excluded from school for more than 10 school days in a row or 15 total school days in any one school year, the IEP team must meet and a Notice of Recommended Educational Placement (NOREP) must be signed, because such exclusions are considered changes in placement. The exclusion of a child with mental retardation for any amount of time is considered a change of placement and requires all of the steps mentioned above. When a student is subjected to a series of removals that accumulate to more than 10 days in a year, but less than 15, these removals may be a change in placement, and if so require prior notice to the parents for approval. This determination of whether or not the series of removals is a change in placement is done on a case-by-case basis.

Factors such as the length of time of each removal, the total amount of time the child is removed, and the proximity of the removals to one another are used to determine if the series of removals is a change in placement. If you do not agree with the change in placement on the NOREP, your child remains in the existing placement until due process is complete. School officials may seek a court order to exclude your child from school to "override" your disapproval.

When a child's placement is changed for disciplinary reasons, the IEP team (including the parents) must meet to review the IEP to decide if it is appropriate and if it contains an appropriate plan that addresses the child's problem behaviors. If no plan is included in the IEP *a functional behavioral assessment* must be done and a behavior plan developed. A *functional behavioral assessment* reviews the child's behavior in the setting where the problems are occurring and analyzes what is happening to trigger and reinforce the inappropriate behaviors. The IEP team then outlines steps to take to reduce problem behaviors and replace them with appropriate ones. If a plan already exists, it must be reviewed and, if necessary, changed.

In addition, a "manifestation determination" must be conducted by the IEP team to decide if your child's behavior was caused by your child's disability or is a "manifestation" of the disability. In order to determine that a behavior was a manifestation of the disability, the team must decide that the conduct in question was caused by or had a direct relationship to your child's disability; or the conduct in question was the direct result of failure to implement your child's IEP. Children with disabilities cannot be disciplined for behaviors which are related to or are manifestations of their disabilities.

The Individuals with Disabilities Education Improvement Act allows school officials to change your child's placement for no more than 45 school days, without your permission, in school situations involving possession of a weapon, possession of a controlled substance, or serious bodily injury. In the new 45-day education placement (called an interim alternative educational setting), your child must be able to receive the services in the IEP and continue to demonstrate progress in the general education curriculum. The new placement must also offer services to deal with your child's problem behavior so it does not occur again.

Basic Rights for Parents

As a parent you have a right to be notified (sometimes called procedural safeguard) that service to protect the rights of your child who is a child with a disability or thought to be a child with a disability. Generally, the school has the duty to inform parents of these procedural safeguards:

1. Upon initial referral or parental request for evaluation;
2. With notice of a disciplinary change in placement;
3. Upon the first occurrence of filing for a due process hearing.

Additionally the law requires parents to be informed:

4. When the school proposes to change the identification, evaluation, educational placement, and the provision of a free appropriate public education or refuses your request to change the identification, evaluation, educational placement, or the provision of a free appropriate public education.
5. Of your child's progress toward annual IEP goals at least as often as progress is reported for students in general education.

6. Of the procedures to maintain the privacy of your child's educational needs. Your child's record will be seen only by those who need to work with your child. Your school district must show you its policy about the student records and confidentiality if requested. Detailed information on confidentiality will be described in the notice given you on those instances listed above.

WHAT IF I DISAGREE WITH SCHOOL OFFICIALS ABOUT MY CHILD'S EDUCATION PROGRAM?

The "Due Process" Rights of Parents

If you do not believe your child's special education program is working, you should first talk to your child's teacher. If you wish to visit your child's classroom to observe your child's program, you must follow the school's visitation policy. You can also request an IEP meeting to discuss changing your child's program if you think a change is necessary. The IEP team may then decide that a reevaluation is needed to gather more information about your child. Anytime school officials suggest a reevaluation of your child or your child's program, you will be contacted in writing and given the opportunity to agree or disagree. You may request an IEP team meeting, a mediation session, or a due process hearing in order to resolve differences that you may have with school officials regarding your child's education.

The Bureau of Special Education has established ConsultLine, a toll-free information line for your questions and concerns: 1-800-879-2301. ConsultLine is designed to assist parents and advocates of children with disabilities or children thought to be disabled. If you have questions concerning your child's disability, special education program, or the laws relating to the provision of services in your child's IEP, the special education specialists at ConsultLine may be able to assist you.

Glossary of Special Education Terms

Assistive Technology Device (AT): A piece of equipment or product which is used to increase, maintain or improve the way a child with a disability interacts and communicates with the world around them. This does not include a medical device that is surgically implanted or the replacement of such a device.

Assistive Technology Services: Services to help a child with a disability use an assistive technology device. These services include evaluating the needs of the child; providing the device; and then training the child, the child's family and the professionals who work with that child in the use of the device.

Chapter 14: The state law pertaining to the delivery of special education services and programs. It is called a regulation or sometimes called a rule

Child With a Disability: A child evaluated as having mental retardation, a hearing impairment including deafness, a speech or language impairment, a visual impairment including blindness, emotional disturbance, or orthopedic impairment, autism, traumatic brain injury, another health impairment, a specific learning disability, deaf-blindness, or multiple disabilities, and who as a result of the disability needs special education and related services.

Curriculum Based Assessment (CBA): a type of ongoing assessment that monitors student performance against the curriculum, providing insights into student progress and the effectiveness of instruction

Due Process: The procedures that parents can use to disagree with the decisions of school district officials concerning special education. The parent is informed of this right by written notice, which describes the options of a pre-hearing conference, a preliminary resolution, a formal hearing, and appeals.

DIBELS - Dynamic Indicators of Early Literacy Skills: is a set of procedures and measures for assessing the acquisition of literacy skills

Evaluation: The process used to determine if a child has a disability and if special education is needed. The evaluation looks at how the child learns, the kinds of instruction that would be successful and the kinds of instruction that have been tried and have not resulted in success

Evaluation Report (ER): The report that is compiled and written by the evaluation team (which includes parents) following an evaluation. It describes all of the information gathered from the team members, including the results of assessment. From the report, the evaluation team determines the student's eligibility and need for special education programs.

Evaluation Team: A team of educators, other professional individuals, and the child's parents that reviews all formal testing of a child and all other evaluation material. The evaluation team must issue a written report stating if the child is a child with a disability who needs special education and making suggestions about the programs and services needed.

Free Appropriate Public Education (FAPE): A program of education and related services for a child with a disability that is designed to meet the child's special education needs. Appropriate services are those which allow the child to make meaningful progress in the educational setting. FAPE is provided without charge to parents.

Individuals with Disabilities Education Improvement Act (IDEA '04): The federal law which governs the provision of special education services and the rights of parents of a child with disabilities.

Individualized Education Plan (IEP): Your child's educational plan based upon the evaluation/re-evaluation report and recommendations including supports and services along with specially designed instruction.

Local Education Agency (LEA): The local school district and/or organization financially responsible for your child's educational plan.

Least Restrictive Environment (LRE): Students who are eligible for special education will be educated to the maximum extent appropriate with students who are not disabled.

Notice of Recommended Educational Placement (NOREP): The form issued to parents to inform them of the placement recommended by the IEP team.

Parent: A natural parent, adoptive parent, surrogate parent, or foster parent who has been assigned educational decision-making rights. The term may also apply to an individual acting in the place of a natural or adoptive parent (including grandparent or other relative) with whom the child lives and who has educational decision-making rights, or an individual who is legally responsible for the child.

Related Services: Services necessary to provide specially designed instruction to ensure the child benefits from the special education programs. Examples are special transportation, counseling, school health services, and physical therapy.

Special Education: An educational program individually designed to meet the unique education needs for a child with a disability. A special education professional is directly involved as either a consultant or a provider of services.

Specially Designed Instruction (SDI): Adapting the content, methods, or delivery of the instruction as is appropriate based on the unique needs of the child with disability.

Transition Services: Specific planning in school that helps to prepare students with disabilities to participate more effectively in higher education or job training, community participation, independent living, continuing and adult education, and employment when they leave school.

TREASURER'S REPORT

CANTON AREA SCHOOL DISTRICT

3/31/2025

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	03/01/25	641,753.15	10,463,506.21	5,441.35	648.53
RECEIPTS - REGULAR		1,522,561.75	0.00	11,906.01	192.27
INTEREST EARNED		1,298.72	30,246.44	0.00	0.00
DISBURSEMENTS		-1,539,105.51	-678,909.39	-7,706.77	-380.00
BALANCE	03/31/25	626,508.11	9,814,843.26	9,640.59	460.80

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	03/01/25	1,265.60	1.00	1.00
RECEIPTS - REGULAR		984.75	428,909.39	0.00
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		-1,264.60	-428,909.39	0.00
BALANCE	03/31/25	985.75	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	03/01/25	641,674.84	214,476.81	966.95	30,902.11
RECEIPTS-REGULAR		75,112.73	42,452.40	1,071.00	0.00
INTEREST EARNED		1,732.41	607.55	3.66	82.44
DISBURSEMENTS		-87,611.88	-26,107.26	-19.00	-90.18
BALANCE	03/31/25	630,908.10	231,429.50	2,022.61	30,894.37

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 3/31/25 **CANTON AREA SCHOOL DISTRICT**

SUMMARY OF INCOME

TOTAL LOCAL	422,772.36	34.16%
TOTAL STATE	791,473.21	63.95%
TOTAL FEDERAL	23,362.80	1.89%
GRAND TOTAL	1,237,608.37	

LOCAL INCOME

ADMISSIONS

Athletic Director	Gate Receipts	0.00
	TOTAL ADMISSIONS	0.00

INSURANCE

School Claims Service	Cobra insurance premiums	4,481.07
	TOTAL INSURANCE >>>	4,481.07

INTEREST

First Citizens Community Bank	Gen. Fund Checking	1,298.72
First Citizens Community Bank	Gen. Fund Savings	30,246.44
First Citizens Community Bank	HRA	82.44
	TOTAL INTEREST >>>	31,627.60

MISCELLANEOUS

BLaST	IDEA	175,695.00
Bradford-Tioga Head Start	Lease	821.85
Central Treasury - HS	Reimb. for baseball/volleyball purchases	2,400.00
Commonwealth of Pennsylvania	SHARSS	13,942.36
Commonwealth of Pennsylvania	School Safety Grant	269.69
Commonwealth of Pennsylvania	School Safety Grant	54,820.63
District Magistrate	Fines	2,330.43
HIS Pizza & Sandwich Shop	Sports schedule sponsorship	160.00
Lycoming County Treasurer	Clean & Green	819.34
Martin, Jennifer	Wage overpayment refund	1,607.53
Northern Tier Insurance Consortium	Wellness incentive	1,650.00
PHEAA	Student teacher stipend	10,000.00
PMEA	Refund	202.42
Troy Area SD	Hotel - States - Wrestling	436.00
Wesneski, Lyle	Meal money change - wrestling	225.22
	TOTAL MISCELLANEOUS >>>	265,380.47

PAYROLL

CASD Cafeteria Fund	Payroll expenses	47,246.83
	TOTAL PAYROLL>>>	47,246.83

TAXES

Berkheimer	E.I.T.	35,017.83
Bradford County	Delinquent Taxes	21,816.22
Bradford County	R.E. Transfer Tax	3,558.44
Harris, G.H. and Associates	Delinquent Occup. and Per Capita Taxes	3,883.00
Tioga County	Delinquent Taxes	9,404.47
Tioga County	R.E. Transfer Tax	356.43
	TOTAL TAXES >>>	74,036.39

TUITION

	Tuition	0.00
	TOTAL TUITION >>>	0.00

TOTAL LOCAL INCOME >>>

422,772.36

STATE INCOME

Commonwealth of Pennsylvania	Retirement Subsidy	491,163.21
Commonwealth of Pennsylvania	SD Special Ed.	136,019.00
Commonwealth of Pennsylvania	SD Transportation	164,291.00
	TOTAL STATE INCOME >>>	791,473.21

FEDERAL INCOME

Commonwealth of Pennsylvania	Title I Improving Basic Programs	23,362.80
	TOTAL FEDERAL INCOME >>>	23,362.80

Condensed Board Summary Report

Fund: 10
From 07/01/2024 To 03/31/2025
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	3,243,507.15	3,243,507.15	0.00	2,535,207.85	56.13
200	EMPLOYEE BENEFITS	3,809,902.00	2,506,600.88	2,506,600.88	0.00	1,303,301.12	65.79
300	PURCH PROF&TECH SVCS	361,460.00	158,960.88	158,960.88	0.00	202,499.12	43.98
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	676,862.94	676,862.94	0.00	(217,495.94)	147.35
600	SUPPLIES	306,360.00	337,022.32	337,022.32	0.00	(30,662.32)	110.01
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	6,927,052.46	6,927,052.46	0.00	3,801,245.54	64.57
2000							
100	PERSONAL SVCS-SALARIES	2,014,700.00	1,432,475.29	1,432,475.29	0.00	582,224.71	71.10
200	EMPLOYEE BENEFITS	1,676,201.00	1,118,634.81	1,118,634.81	0.00	557,566.19	66.74
300	PURCH PROF&TECH SVCS	380,115.00	209,502.14	209,502.14	0.00	170,612.86	55.12
400	PURCH PROPERTY SVCS	246,193.00	188,759.49	188,759.49	0.00	57,433.51	76.67
500	OTHER PURCHASED SVCS	1,139,652.00	781,930.79	781,930.79	0.00	357,721.21	68.61
600	SUPPLIES	327,575.00	278,483.83	278,483.83	0.00	49,091.17	85.01
800	OTHER OBJECTS	9,130.00	12,129.50	12,129.50	0.00	(2,999.50)	132.85
	MAJOR FUNCTION TOTAL	5,793,566.00	4,021,915.85	4,021,915.85	0.00	1,771,650.15	69.42
3000	GENERAL FUND - OPER. NON-INSTRUC. SVCS						
100	PERSONAL SVCS-SALARIES	209,160.00	126,029.35	126,029.35	0.00	83,130.65	60.25
200	EMPLOYEE BENEFITS	89,065.00	41,216.88	41,216.88	0.00	47,848.12	46.28
300	PURCH PROF&TECH SVCS	75,100.00	56,021.52	56,021.52	0.00	19,078.48	74.60
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	48,235.25	48,235.25	0.00	(335.25)	100.70
600	SUPPLIES	60,336.00	61,214.82	61,214.82	0.00	(878.82)	101.46

Condensed Board Summary Report

Fund: 10
From 07/01/2024 To 03/31/2025
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	13,917.00	13,917.00	0.00	(11,917.00)	695.85
	MAJOR FUNCTION TOTAL	496,561.00	346,634.82	346,634.82	0.00	149,926.18	69.81
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	37,250.25	1,426,449.75	3.58
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	37,250.25	1,426,449.75	3.58
Fund 10 Totals							
	Total Expenditure	22,096,891.00	11,535,813.08	11,535,813.08	0.00	10,561,077.92	52.21
	Total Other Expenditure	1,479,400.00	15,700.00	15,700.00	37,250.25	1,426,449.75	3.58
	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	11,551,513.08	11,551,513.08	37,250.25	11,987,527.67	

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	11,535,813.08	11,535,813.08	0.00	10,561,077.92	52.21
Total Other Expenditure	1,479,400.00	15,700.00	15,700.00	37,250.25	1,426,449.75	3.58
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	11,551,513.08	11,551,513.08	37,250.25	11,987,527.67	

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2025-03-21
Check Numbers: 0000064794 - 0000064816
Payment Categories: Regular Checks, Direct Deposits, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064794	03/21/2025	AMAZON CAPITAL SERVICES	SUPPLIES		4,043.66
0000064795	03/21/2025	BENEDICT'S BUS SERVICE	STUDENT ACTIVITY RUN - GBB		1,470.00
0000064796	03/21/2025	BERKONE	ACT 80 SVC		879.31
0000064797	03/21/2025	BLAST IU #17	S TIOGA PHP MID YR		5,410.72
0000064798	03/21/2025	CAPITOL DOOR AND HARDWARE CO.	SUPPLIES		172.00
0000064799	03/21/2025	CCIU	TUITION - L.C.		6,315.98
0000064800	03/21/2025	CENTRAL TREASURY - HS	MUSIC FUNDRAISING ACCOUNT		92.00
0000064801	03/21/2025	CM REGENT LLC	LIFE INSURANCE		741.00
0000064802	03/21/2025	MAGISTERIAL DISTRICT COURT 42-3-01	DED: MISC - Full Payroll Pay Date: 3/21/2025	DED: MISC - Full Payroll Pay Date: 3/7/2025	10.00
0000064803	03/21/2025	FIRE ALARM SERVICE TECHNOLOGY INC.	PROF SVC		1,196.00
0000064804	03/21/2025	KIDSPACE CHILDREN'S HOSPITAL	TUITION - L.Z.		120.00
0000064805	03/21/2025	LIBERTY ARENA	BB		600.00
0000064806	03/21/2025	LYCOMING COUNTY	HOMESTEAD MAILINGS		31.57
0000064807	03/21/2025	NAVIGATE HCR	ACA FILING		2,019.50
0000064808	03/21/2025	NORTHERN TIOGA SCHOOL DISTRICT	BATTLE OF THE BOOKS 2025		35.00
0000064809	03/21/2025	PITNEY BOWES	LEASE		276.72
0000064810	03/21/2025	PMEA DISTRICT 8	JAZZ FESTIVAL REG FEE		50.00
0000064811	03/21/2025	ROCKWELL H & SON	SUPPLIES		93.52
0000064812	03/21/2025	SWEET STEVENS KATZ & WILLIAMS LLP	PROF SVC		418.00
0000064813	03/21/2025	TOPS MARKETS LLC	SUPPLIES		422.61

* - 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: 2025-03-21
 Check Numbers: 0000064794 - 0000064816
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064814	03/21/2025	TULPEHOCKEN MT SPRING WATER	WATER		454.00
0000064815	03/21/2025	WELLSBORO AREA HIGH SCHOOL	JH TRACK REG FEE		300.00
0000064816	03/21/2025	XEROX CORPORATION	COPIERS		966.54
D000003482	03/21/2025	AGORA CYBER CHARTER SCHOOL	TUITION		1,262.33 ^D
D000003483	03/21/2025	BRADFORD COUNTY SANITATION INC	PROF SVC		200.00 ^D
D000003484	03/21/2025	CANTON AUTO SUPPLY	SUPPLIES		18.58 ^D
D000003485	03/21/2025	ROBERT COBB	3/13/25 OFFICIAL		90.00 ^D
D000003486	03/21/2025	COMMONWEALTH CHARTER ACADEMY	TUITION		27,964.17 ^D
D000003487	03/21/2025	DANDY MINI MARTS INC.	FUEL		262.96 ^D
D000003488	03/21/2025	FELICIA DIEFENDERFER	REGULAR DAYS TRANS.		1,440.00 ^D
D000003489	03/21/2025	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	24,579.24 ^D
D000003490	03/21/2025	JOSHUA FRY	PROF SVC		2,076.96 ^D
D000003491	03/21/2025	ROGER HECKROTE	3/8/25 OFFICIAL		95.00 ^D
D000003492	03/21/2025	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 3/21/2025		2,746.00 ^D
D000003493	03/21/2025	LISA INMAN	PROF SVC		6,323.80 ^D
D000003494	03/21/2025	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	10,571.11 ^D
D000003495	03/21/2025	LACEY KITCHEN	BOOK - GBB - 4 GAMES		100.00 ^D
D000003496	03/21/2025	LESKO FINANCIAL SERVICES	DED: 403b ANN1 - Full Payroll Pay Date: 3/21/2025	DED: 403b ROTH - Full Payroll Pay Date: 3/21/2025	5,674.57 ^D
D000003497	03/21/2025	MARK MCMURRAY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	13,272.11 ^D
D000003498	03/21/2025	ALAN MOYER	3/14/25 OFFICIAL		95.00 ^D
D000003499	03/21/2025	PSEA HEALTH & WELFARE FUND	VISION INSURANCE		505.05 ^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 Date: 2025-03-21
 Check Numbers: 0000064794 - 0000064816
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003500	03/21/2025	CODY RICHTER	PROF SVC		50.00 <i>D</i>
D000003501	03/21/2025	ED ROOT	3/14/25 OFFICIAL	3/8/25 OFFICIAL	190.00 <i>D</i>
D000003502	03/21/2025	KEVIN RUBERT	3/13/25 OFFICIAL		90.00 <i>D</i>
D000003503	03/21/2025	DONALD CRON	TRAVEL EXPENSES		43.40 <i>D</i>
D000003504	03/21/2025	ROBERT ROCKWELL	AD TRAVEL EXPENSES		89.60 <i>D</i>
D000003505	03/21/2025	MARIAH M SMITH	REIMB - MEAL MONEY - BOCCE		220.00 <i>D</i>
D000003506	03/21/2025	ROBERT M SIDES INC.	SUPPLIES		153.00 <i>D</i>
D000003507	03/21/2025	STANDING STONE CONSULTING, INC.	SECURITY		107.88 <i>D</i>
D000003508	03/21/2025	UNITED PARCEL SERVICE	UPS CHARGES		36.00 <i>D</i>
D000003509	03/21/2025	ZITO BUSINESS	INTERNET		1,175.00 <i>D</i>
10 - GENERAL FUND					125,549.89
Grand Total All Funds					125,549.89
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					99,431.76
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					26,118.13
Grand Total Virtual Payments					0.00
Grand Total All Payments					125,549.89

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2025-04-04
Check Numbers: 0000064817 - 0000064836
Payment Categories: Regular Checks, Direct Deposits, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000064817	04/04/2025	AGPARTS WORLDWIDE, INC.	SUPPLIES		169.90
0000064818	04/04/2025	AMAZON CAPITAL SERVICES	SUPPLIES		1,334.12
0000064819	04/04/2025	J. RICHARD BENNINGHOFF	PROF SVC		1,000.00
0000064820	04/04/2025	BRADFORD COUNTY SHERIFF	SRO		24,819.85
0000064821	04/04/2025	CANTON AUTO PARTS INC.	SUPPLIES		89.54
0000064822	04/04/2025	CANTON BUILDING SUPPLY	SUPPLIES		21.15
0000064823	04/04/2025	DAILY REVIEW	ADVERTISING		481.57
0000064824	04/04/2025	JEFFREY S DEUTSCHLE	PROF SVC		200.00
0000064825	04/04/2025	GEORGE ELY ASSOCIATES INC.	PLAYGROUND MULCH		4,950.00
0000064826	04/04/2025	FRONTIER COMMUNICATIONS OF CTN	PHONE SVC		2,706.94
0000064827	04/04/2025	JIMMY'S PARK HOTEL	TITLE I FAMILY NIGHT SUPPLIES		278.67
0000064828	04/04/2025	PENELEC	ELECTRICITY		10,968.26
0000064829	04/04/2025	PMEA DISTRICT 8	JH CHORUS FEST REG FEE	MIDDLE SCHOOL JAZZ FEST REG FEE	525.00
0000064830	04/04/2025	POLAR ENGRAVING	SUPPLIES		97.50
0000064831	04/04/2025	ROCKWELL H & SON	SUPPLIES		117.00
0000064832	04/04/2025	SPORTS IMPORTS INC	SUPPLIES - VB		5,020.75
0000064833	04/04/2025	TROY DUGOUT CLUB	JV BB REG FEE		200.00
0000064834	04/04/2025	UGI ENERGY SERVICES INC.	NATURAL GAS		15,272.29
0000064835	04/04/2025	WARD'S SCIENCE	SUPPLIES		45.01
0000064836	04/04/2025	WORK CENTER SUSQUEHANNA PHYSICIAN SERVICES	PROF SVC		280.30
D000003510	04/04/2025	JOSEPH BIDOLI JR.	3/18/25 OFFICIAL		95.00 ^D
D000003511	04/04/2025	BRADCO PRINTERS	SPORTS SCHEDULES		130.00 ^D

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund Payment Date: 2025-04-04
 Check Numbers: 0000064817 - 0000064836
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003512	04/04/2025	PATRICK DAVIDSON	3/22/25 OFFICIAL		90.00 <i>D</i>
D000003513	04/04/2025	FELICIA DIEFENDERFER	REGULAR DAYS TRANS.		1,600.00 <i>D</i>
D000003514	04/04/2025	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	29,998.62 <i>D</i>
D000003515	04/04/2025	DOUGLAS A. MCNETT	LAWN MAINTENANCE		1,756.82 <i>D</i>
D000003516	04/04/2025	PATRICK FARRELL	3/28/25 OFFICIAL		90.00 <i>D</i>
D000003517	04/04/2025	ROGER HECKROTE	3/18/25 OFFICIAL		95.00 <i>D</i>
D000003518	04/04/2025	INGERSOLL-RAND FEDERAL CU	DED: CRED - Full Payroll Pay Date: 4/4/2025		2,746.00 <i>D</i>
D000003519	04/04/2025	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	11,531.58 <i>D</i>
D000003520	04/04/2025	LESKO FINANCIAL SERVICES	DED: 403b ANN1 - Full Payroll Pay Date: 4/4/2025	DED: 403b ROTH - Full Payroll Pay Date: 4/4/2025	5,674.57 <i>D</i>
D000003521	04/04/2025	MARK MCMURRAY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	14,701.92 <i>D</i>
D000003522	04/04/2025	ALAN MOYER	3/29/25 OFFICIAL		90.00 <i>D</i>
D000003523	04/04/2025	NTSWA	PROF SVC		45.00 <i>D</i>
D000003524	04/04/2025	ROGER ORLANDI	3/28/25 OFFICIAL		90.00 <i>D</i>
D000003525	04/04/2025	BRIAN PIFER	3/29/25 OFFICIAL		90.00 <i>D</i>
D000003526	04/04/2025	DUANE POTTER	3/22/25 OFFICIAL	3/18/25 OFFICIAL	180.00 <i>D</i>
D000003527	04/04/2025	REAL DISPOSAL ENVIRONMENTAL SERVICE, LLC	GARBAGE REMOVAL		696.00 <i>D</i>
D000003528	04/04/2025	SANICO	SUPPLIES		2,111.25 <i>D</i>
D000003529	04/04/2025	JASON DELOZIER	REIMB - TITLE I FAMILY NIGHT SUPPLIES		295.50 <i>D</i>
D000003530	04/04/2025	MICHAEL B WELLS	REIMB - TITLE I FAMILY NIGHT SUPPLIES	TRAVEL EXPENSES	176.43 <i>D</i>
D000003531	04/04/2025	ROBERT M SIDES INC.	SONGFEST SUPPLIES		210.29 <i>D</i>
D000003532	04/04/2025	DAVID SIKORSKI	3/22/25 OFFICIAL	3/18/25 OFFICIAL	185.00 <i>D</i>

* - 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: 2025-04-04
Check Numbers: 0000064817 - 0000064836
Payment Categories: Regular Checks, Direct Deposits, Credit Cards
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003533	04/04/2025	FRANK EDWARD SOCHA	3/22/25 OFFICIAL		95.00 <i>D</i>
D000003534	04/04/2025	STANDING STONE CONSULTING, INC.	SECURITY		373.95 <i>D</i>
D000003535	04/04/2025	UNITED PARCEL SERVICE	UPS CHARGES		36.00 <i>D</i>
D000003536	04/04/2025	LYLE WESNESKI	REIMB - W HOTEL		781.37 <i>D</i>
10 - GENERAL FUND					142,543.15
Grand Total All Funds					142,543.15
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					73,965.30
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					68,577.85
Grand Total Virtual Payments					0.00
Grand Total All Payments					142,543.15

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: PA - PROCUREMENT Payment Dates: 03/01/2025 - 03/31/2025

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
+ 0001032025	03/03/2025	LOWES COMPANIES INC.	SUPPLIES		612.68
+ 0002032025	03/06/2025	J. CHAD PROFESSIONAL TRAINING	SUPPLIES		40.00
+ 0003032025	03/06/2025	J. CHAD PROFESSIONAL TRAINING	SUPPLIES		40.00
+ 0004032025	03/10/2025	DICK'S SPORTING GOODS	SB SUPPLIES (TO BE REIMBURSED)		2,033.00
+ 0005032025	03/10/2025	PLAQUES & SUCH LLC	SUPPLIES - MISC		982.58
+ 0006032025	03/18/2025	PA INTERSCHOLASTIC ATHLETIC ASSN	SUPPLIES - BB/SB		23.60
+ 0007032025	03/19/2025	NET WORLD SPORTS	BB SUPPLIES (TO BE REIMBURSED)		1,486.96
+ 0008032025	03/20/2025	EBAY	SUPPLIES		128.95
+ 0009032025	03/24/2025	THE INSTRUMENTALIST	SUPPLIES - CHORUS		90.00
+ 0010032025	03/25/2025	WALMART	SUPPLIES		135.68
+ 0011032025	03/20/2025	L'ESCAPADOU	APP		50.45
+ 0012032025	03/20/2025	NET WORLD SPORTS	BB SUPPLIES (TO BE REIMBURSED)		13.38
+ 0013032025	03/24/2025	ZOOM VIDEO COMMUNICATIONS INC.	YEARLY FEE		159.90

* - 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: PA - PROCUREMENT Payment Dates: 03/01/2025 - 03/31/2025

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

10 - GENERAL FUND	5,797.18
Grand Total All Funds	5,797.18
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	5,797.18
Grand Total Regular Checks	0.00
Grand Total Virtual Payments	0.00
Grand Total All Payments	5,797.18

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 50 - FOOD SERVICE FUND Payment Date: 2025-03-28

Check Numbers: 0000004882 - 0000004882

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004882	03/28/2025	TRIMARK	SUPPLIES		30.29
D000000081	03/28/2025	GENERAL FUND-CASD	CAFE PAYROLL - FEBRUARY	CAFE PAYROLL - JANUARY	47,246.83 <i>D</i>
D000000082	03/28/2025	NUTRITION INC.	MARCH INVOICE		40,099.59 <i>D</i>
50 - FOOD SERVICE FUND					87,376.71
Grand Total All Funds					87,376.71
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					87,346.42
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					30.29
Grand Total Virtual Payments					0.00
Grand Total All Payments					87,376.71

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G.H. HARRIS ASSOCIATES, INC.

EXONERATION
REPORT

26

COUNTY OF BRADFORD

TOWNSHIP OF LEROY

2024 TAXES

SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			OCCUPATION	TOTAL		
2414062321	17	JANET H BEAN 407 LONG AVE PATTON PA 16668	10.00	10.00	11.00		10.00	1.00	11.00
NON-RESIDENT SINCE 6-2022/CAMBRIA COUNTY, CAMBRIA HEIGHTS SD									
2494966617	103	WILLIAM GROGAN 12093 RTE 414 CANTON PA 17724	10.00	10.00	11.00		10.00	1.00	11.00
DECEASED 4.9.22, PLEASE REMOVE FROM TAX ROLLS									
2475244334	123	NICOLE JENNINGS 10540 ROUTE 154 SHUNK PA 17768	10.00	10.00	11.00	15.00 1.50 16.50	25.00	2.50	27.50
NON-RESIDENT 3 YEARS									
2412702950	153	STACEY L LEWIS 220 HORSESHOE LN ATHENS PA 18810	10.00	10.00	11.00		10.00	1.00	11.00
NON-RESIDENT EFF 02/20/2024 PER POST OFFICE; LISTED AGAIN AS "STACY LEWIS"									
2491012321	160	BETTY MCNEAL 32 S MINNEQUA AVE CANTON PA 17724	10.00	10.00	11.00		10.00	1.00	11.00
MOVED, NOT FORWARDABLE PER POST OFFICE									
2491967139	168	EDWARD C MOORE 6361 RTE 414 CANTON PA 17724	10.00	10.00	11.00	30.00 3.00 33.00	40.00	4.00	44.00
DECEASED AUGUST 19, 2023									
2443352603	254	CARL SMITH 35230 BODIE DR LOT 11 ZEPHR HILLS FL 33541	10.00	10.00	11.00	15.00 1.50 16.50	25.00	2.50	27.50
NON-RESIDENT/FLORIDA EFFECTIVE 6-13-22 PER POST OFFICE									
2437677631	283	CATHY WEST 10250 RTE 414 CANTON PA 17724	10.00	10.00	11.00		10.00	1.00	11.00
DECEASED 1.13.22, PLEASE REMOVE FROM TAX ROLLS									
2419848817	304	TOM WILLIAMS 9955 RTE 414 CANTON PA 17724	10.00	10.00	11.00		10.00	1.00	11.00
RETURN TO SENDER, MOVED LEFT NO ADDRESS, UNABLE TO FORWARD PER P.O.									
2478700600	306	KENNETH WILLOW JR 9925 RTE 414 CANTON PA 17724	10.00	10.00	11.00		10.00	1.00	11.00
MOVED, NOT FORWARDABLE PER POST OFFICE; "JR" ADDED TO NAME									
Total(s)			100.00	100.00	110.00	60.00 6.00 66.00	160.00	16.00	176.00
Count(s)			10	10	10	3 3 3	10	10	10
Grand Total			176.00						

03/17/2025

G.H. HARRIS ASSOCIATES, INC.

EXONERATION
REPORT

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COUNTY OF LYCOMING

TOWNSHIP OF MCINTYRE

2024 TAXES

SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA	OCCUPATION	TOTAL
2413199699	7	JENNIFER AVERY 114 Greens Hill Rd RALSTON PA 17763	10.00 10.00 11.00		10.00 1.00 11.00
		RETURN TO SENDER, NOT DELIVERABLE AS ADDRESSED, UNABLE TO FORWARD PER P.O.			
2411881401	31	ANN L BRYINGTON 5957 LYCOMING CREEK RD #6C COGAN STATION PA 17728	10.00 10.00 11.00		10.00 1.00 11.00
		AGE 85 + NON-RESIDENT SINCE 6/2021			
2476186303	57	KENNETH E FERNSLER III PO Box 92 Ralston PA 17763	10.00 10.00 11.00 15.00 1.50 16.50 25.00 2.50 27.50		
		MOVED, NOT FORWARDABLE PER POST OFFICE			
2439737617	92	JEFFREY A KUZIO 2608 PLEASANT STREAM RD TROUT RUN PA 17771	10.00 10.00 11.00 15.00 1.50 16.50 25.00 2.50 27.50		
		DECEASED			
2426667262	118	CODY PFEIFFER 170 CPR LN LINDEN PA 17744	10.00 10.00 11.00 15.00 1.50 16.50 25.00 2.50 27.50		
		NON-RESIDENT			
2492034027	143	BETSY SPARLING 220 SAWMILL RD LOT 6 COGAN STATION PA 17728	10.00 10.00 11.00 15.00 1.50 16.50 25.00 2.50 27.50		
		NON-RESIDENT EFFECTIVE 04/06/22 PER POST OFFICE			
2432766065	144	BRYAN SPARLING 220 SAWMILL RD LOT 6 COGAN STATION PA 17728	10.00 10.00 11.00 15.00 1.50 16.50 25.00 2.50 27.50		
		MOVED, CORRECT ADDRESS UNKNOWN			
2440913782	146	JENNIFER L THURSBY 10990 RTE 14 HWY 2ND FL P O BOX 94 RALSTON PA 17763	10.00 10.00 11.00 15.00 1.50 16.50 25.00 2.50 27.50		
		MOVED, NOT FORWARDABLE PER POST OFFICE			
2465648043	147	ROBERT W THURSBY 1930 KONKLE RD MONTGOMERYVILLE PA 17754	10.00 10.00 11.00 15.00 1.50 16.50 25.00 2.50 27.50		
		NON-RESIDENT SINCE 9/2021			
		Total(s)	90.00 90.00 99.00 105.00 10.50 115.50 195.00 19.50 214.50		
		Count(s)	9 9 9 7 7 7 9 9 9		
		Grand Total	214.50		

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G.H. HARRIS ASSOCIATES, INC.

EXONERATION
REPORT

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COUNTY OF LYCOMING

TOWNSHIP OF MCNETT

2024 TAXES

SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			OCCUPATION			TOTAL		
2494069426	39	CHARLES J MEE 1620 SYCAMORE RD #1 MONTOURSVILLE PA 17754	10.00	10.00	11.00				10.00	1.00	11.00
		NON-RESIDENT SINCE 2023 PER TAX RETURNS									
2442578149	41	EDWARD V MINNIER III 1924 MASTEN RD CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
		MOVED, CORRECT ADDRESS UNKNOWN									
		Total(s)	20.00	20.00	22.00	15.00	1.50	16.50	35.00	3.50	38.50
		Count(s)	2	2	2	1	1	1	2	2	2
		Grand Total	38.50								

03/17/2025

G.H. HARRIS ASSOCIATES, INC.

EXONERATION
REPORT

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COUNTY OF TIOGA

TOWNSHIP OF UNION

2024 TAXES

SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			OCCUPATION			TOTAL		
2426400680	45	BOBBY COLE 113 MARVIN AVE IVA SC 29655	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
		NON-RESIDENT EFFECTIVE 7.26.21 PER POST OFFICE									
2434297965	46	BRENDA COLE 2955 OGDENSBURG RD ROARING BRANCH PA 17765	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
		MOVED, NOT FORWARDABLE PER POST OFFICE									
2424120921	47	ROBERT COLE 2955 OGDENSBURG RD ROARING BRANCH PA 17765	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
		MOVED, NOT FORWARDABLE PER POST OFFICE									
2422359562	56	APRIL DAVY 18 RUSTY IRON LN ROARING BRANCH PA 17765	10.00	10.00	11.00				10.00	1.00	11.00
		RETURN TO SENDER, MOVED LEFT NO ADDRESS, UNABLE TO FORWARD PER P.O.									
2438849358	90	GENEVIEVE FULMER 1346 RTE 14 ROARING BRANCH PA 17765	10.00	10.00	11.00				10.00	1.00	11.00
		DECEASED 10.29.22									
2413810383	142	JOHN KERRICK 527 HAGER RD ROARING BRANCH PA 17765	10.00	10.00	11.00				10.00	1.00	11.00
		DECEASED DECEMBER 3, 2023									
2461624350	203	ROXANNA MILLER 13929 RTE 414 CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
		DECEASED; LISTED AS "ROXANNE"									
2483489849	241	DENNIS PORTER 141 MCBLANE RD CANTON PA 17724				30.00	3.00	33.00	30.00	3.00	33.00
		RETIRED PER CASD 2.7.25									
2470409071	301	THEODORE SCHMELZLE 3104 OGDENSBURG RD ROARING BRANCH PA 17765	10.00	10.00	11.00				10.00	1.00	11.00
		DECEASED IN 2021									
2477780736	305	ELIZABETH V SHANLEY 11947 RTE 414 ROARING BRANCH PA 17765	10.00	10.00	11.00				10.00	1.00	11.00
		DECEASED 10.26.22									
2489044051	309	LYLE SHANLEY 11947 RTE 414 ROARING BRANCH PA 17765	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
		DECEASED 7.27.23									
2412534036	325	ROXANNA SOULE 33 MANSFIELD VLG #A6 MANSFIELD PA 16933	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
		NON-RESIDENT									
2445464161	397	LINDSEY WESNESKI 20 KRISE LN CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
		DUPLICATE/PAID IN CANTON TWP PER CASD EMAIL 2.7.25									
		Total(s)	120.00	120.00	132.00	135.00	13.50	148.50	255.00	25.50	280.50

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G.H. HARRIS ASSOCIATES, INC.

EXONERATION
REPORT

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COUNTY OF TIOGA

TOWNSHIP OF UNION

2024 TAXES
SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			OCCUPATION			TOTAL		
		Count(s)	12	12	12	8	8	8	13	13	13
		Grand Total	280.50								

03/17/2025

G.H. HARRIS ASSOCIATES, INC.

EXONERATION
REPORT

4

COUNTY OF BRADFORD

BOROUGH OF CANTON

2024 TAXES

SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			OCCUPATION				TOTAL		
2469430922	5	KELLIE A ALLEN 6063 FOUNTAIN POINTE APT 2 GRAND BLANC MI 48439 NON-RESIDENT/MICHIGAN EFF 10/26/2023 PER POST OFFICE	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
2438332331	1401577	JOANN M BARRETT 32 E SOUTH AVE CANTON PA 17724 MOVED, NOT FORWARDABLE PER POST OFFICE	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
2450525464	28	RICHARD BELLOWS 297 W UNION ST CANTON PA 17724 DECEASED	10.00	10.00	11.00				10.00	1.00	11.00	
2468279862	1401711	BOBBIE BERGER 211 8TH ST VINTON VA 24179 NON-RESIDENT/VIRGINIA; LISTED AS "BOBBI HEFFNER"	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
2473197259	63	CAROL DIBBLE PO BOX 121 CANTON PA 17724 DECEASED PER CAROL EDWARDS	10.00	10.00	11.00				10.00	1.00	11.00	
2432544136	1401748	BRIANNA ELLISON 13 TROY ST APT 1 CANTON PA 17724 LISTED AS "BREANNA"	10.00	10.00	11.00	10.00	1.00	11.00	20.00	2.00	22.00	
2438402640	74	BRANDON FLEMING 71 FASSETT ST CANTON PA 17724 NON-RESIDENT/TROY AREA SD 2 YEARS	10.00	10.00	11.00	30.00	3.00	33.00	40.00	4.00	44.00	
2490850155	89	TASHA FITCH GOWIN 2782 JENNINGS RD GRANVILLE SMT PA 16926 NON-RESIDENT EFFECTIVE 05/14/2024 PER POST OFFICE; "FITCH" ADDED TO NAME	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
2469904573	1501806	REGINALD GRIFFIN 131 COLONIAL DR APT 206 TOWANDA PA 18848 NON-RESIDENT EFF 10/31/2023 PER POST OFFICE; LISTED AS "REGGIE"	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
2420396572	87	MARY HARTFORD 53 E TIOGA ST CANTON PA 17724 DECEASED 9.3.2021	10.00	10.00	11.00				10.00	1.00	11.00	
2492592423	1502033	JENNIFER HOLCOMB 511 E TROY BACK RD TROY PA 16947 NON-RESIDENT EFFECTIVE 2/12/24 PER POST OFFICE	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
2463068247	111	CHRISTINA HULBERT 103 FASSETT ST CANTON PA 17724 MOVED, NOT FORWARDABLE PER POST OFFICE	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
2413166431	109	KIMBERLY JENNINGS 54 MAY HILL RD COLUMBIA CROSS RD PA 16914 NON-RESIDENT/RIDGEBURY TWP, BRADFORD COUNTY/ATHENS AREA SD PER DL ISS 08/04/2022	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	

03/17/2025

G.H. HARRIS ASSOCIATES, INC.

EVALUATION
REPORT

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COUNTY OF BRADFORD

BOROUGH OF CANTON

2024 TAXES
SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER	CAPITA	OCCUPATION	TOTAL
2468292495	121	REBEKAH KILBORN 147 TABER ST APT A BLOSSBURG PA 16912	10.00	10.00	11.00	10.00 1.00 11.00
NON-RESIDENT EFFECTIVE 09/23/2023 PER POST OFFICE; LISTED AS "BECKY"						
2411900754	137	PATRICIA LEWIS 212 A ST WELLSBORO PA 16901	10.00	10.00	11.00	10.00 1.00 11.00
NON-RESIDENT SINCE 10.20.21; LISTED AS "PAT"						
2498965369	150	GREGORY R MAYNARD 31 FISHBACK CT WARRENTON VA 20186	10.00	10.00	11.00 15.00 1.50 16.50	25.00 2.50 27.50
DECEASED 3.10.23 PER DEATH CERTIFICATE; LISTED AS "GREG MAYNARD"						
2422724820	180	CHRISTOPHER OTT 378 E UNION ST CANTON PA 17724	10.00	10.00	11.00	10.00 1.00 11.00
RETURN TO SENDER, MOVED LEFT NO ADDRESS, UNABLE TO FORWARD PER P.O.						
2441385343	178	VERA L REED 2 R 1 CANTON PA 17724	10.00	10.00	11.00	10.00 1.00 11.00
MOVED, NOT FORWARDABLE PER POST OFFICE						
2477957289	225	BRADLEY SHAFFER 200 FRANKLIN PL #206 BLOOMSBURG PA 17815	10.00	10.00	11.00	10.00 1.00 11.00
NON-RESIDENT SINCE 12.1.2023						
2428838102	208	EDWARD STONE 233 TROY ST CANTON PA 17724	10.00	10.00	11.00	10.00 1.00 11.00
MOVED, NOT FORWARDABLE PER POST OFFICE						
2439496353	217	PATRICIA TERRY PO BOX 345 CANTON PA 17724	10.00	10.00	11.00	10.00 1.00 11.00
RESIDENT OF DAR-WAY HEALTHCARE & REHAB CTR PER PRIOR INFO						
2419721830	221	BARBARA TUFFNER 309 SPRINGBROOK DR CANTON PA 17724	10.00	10.00	11.00	10.00 1.00 11.00
PER POST OFFICE NOT DELIVERABLE AS ADDRESSED UNABLE TO FORWARD						
2415494905	249	DAVID L ZIMMER JR 434 N MINNEQUA AVE CANTON PA 17724	10.00	10.00	11.00	10.00 1.00 11.00
DECEASED PER EMAIL FROM CASD 2.7.25 DECEASED 9-15-2023 PER SON						
Total(s)			230.00	230.00	253.00 175.00 17.50 192.50	405.00 40.50 445.50
Count(s)			23	23	23 11 11 11	23 23 23
Grand Total			445.50			

COUNTY OF BRADFORD

TOWNSHIP OF CANTON

2024 TAXES

SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER	CAPITA	OCCUPATION	TOTAL
2447721396	60	ELOISE J BENNETT 303 GROVER RD CANTON PA 17724	10.00	10.00 11.00		10.00 1.00 11.00
		RETURN TO SENDER, NOT DELIVERABLE AS ADDRESSED, UNABLE TO FORWARD PER P.O.				
2434516088	85	DALE B BOLT PO BOX 340 CANTON PA 17724	10.00	10.00 11.00	15.00 1.50 16.50	25.00 2.50 27.50
		PER POST OFFICE ATTEMPTED NOT KNOWN UNABLE TO FORWARD				
2469105002	86	DEANNA L BOLT PO BOX 340 CANTON PA 17724	10.00	10.00 11.00		10.00 1.00 11.00
		PER POST OFFICE ATTEMPTED NOT KNOWN UNABLE TO FORWARD				
2491924656	140	KENNETH A CAREY 2784 RR 1 CANTON PA 17724	10.00	10.00 11.00	15.00 1.50 16.50	25.00 2.50 27.50
		MOVED CORRECT ADDRESS UNKNOWN, UNABLE TO FORWARD				
2474295765	329	CAROL E HARNISH 743 ALBA MOUNTAIN RD TROY PA 16947	10.00	10.00 11.00		10.00 1.00 11.00
		DEC 24 2023 DECEASED PER SON				
2433243051	334	CONNIE HARTFORD 680 GRAHAM RD CANTON PA 17724	10.00	10.00 11.00		10.00 1.00 11.00
		MOVED, NOT FORWARDABLE PER POST OFFICE				
2499797397	337	MINDY HARTFORD 895 CANADA RD COVINGTON PA 16917	10.00	10.00 11.00	15.00 1.50 16.50	25.00 2.50 27.50
		NON-RESIDENT EFFECTIVE 06.15.2021 PER POST OFFICE				
2482027130	340	BEVERLY HENAGER 1051 DESMOINES LN POINCIANA FL 34759	10.00	10.00 11.00		10.00 1.00 11.00
		NON-RESIDENT/NEW JERSEY				
2450905895	380	ALAN HOOVER 905 QUAIL DR LEESBURG FL 34788	10.00	10.00 11.00	10.00 1.00 11.00	20.00 2.00 22.00
		NON-RESIDENT 4 YEARS				
2497642454	447	THOMAS A KRISE PO BOX 652 CONWAY SC 29528	10.00	10.00 11.00	15.00 1.50 16.50	25.00 2.50 27.50
		NON-RESIDENT/SOUTH CAROLINA				
2436663771	499	JODY MATTHEWS PO BOX 652 CONWAY SC 29528	10.00	10.00 11.00	15.00 1.50 16.50	25.00 2.50 27.50
		NON-RESIDENT/SOUTH CAROLINA EFFECTIVE 03/09/2022 PER POST OFFICE				
2490110850	523	MARIE MCNEAL 1266 BONNEY RD GRANVILLE SMT PA 16926	10.00	10.00 11.00	15.00 1.50 16.50	25.00 2.50 27.50
		MOVED, CORRECT ADDRESS UNKNOWN				
2442173736	525	MICHELLE M MCNETT 5209 ROUTE 414 CANTON PA 17724	10.00	10.00 11.00	15.00 1.50 16.50	25.00 2.50 27.50
		MOVED, NOT FORWARDABLE PER POST OFFICE; LIKELY DUPLICATE TO #707 "MICHELLE ROUTE" ON LIST WHO'S IN FLORIDA				

COUNTY OF BRADFORD

TOWNSHIP OF CANTON

2024 TAXES
SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			OCCUPATION				TOTAL		
2457276611	529	PATRICIA MESKO 3139 LITCHFIELD RD SAYRE PA 18840	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		NON-RESIDENT EFF 04/18/2023 PER POST OFFICE										
2449029003	531	DALE L METZGER 186 CEDAR LEDGE LN CANTON PA 17724	10.00	10.00	11.00				10.00	1.00	11.00	
		DECEASED 3.19.24 PER SON										
2471154472	550	DUANE L MOORE C/O 487 BEECH FLATS RD CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		IN DARWAY HEALTH AND REHAB CENTER FOR PAST 4 YEARS, THE STATE GETS ALL OF HIS SOCIAL SECURITY CHECKS.										
2421948031	608	DELORES I PARKS 8849 RTE 14 CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		DECEASED 3-17-2023										
2419416834	638	PATTI PORTER 1489 MARCY HILL RD TOWANDA PA 18848	10.00	10.00	11.00				10.00	1.00	11.00	
		N-R MONROE TWP PER D.L. UPDATED CARD DATED 01/05/2024										
2495791564	646	BONNIE RAGAN 1144 W UNION ST CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		MOVED, NOT FORWARDABLE PER POST OFFICE										
2448665741	685	ANGELA M ROUTE 2962 OGDENSBURG RD ROARING BRANCH PA 17765	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		MOVED, NOT FORWARDABLE PER POST OFFICE										
2432230230	701	ALICE A SAAR 14 ROCKLEDGE LN CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		DECEASED 3/2022, PLEASE REMOVE FROM TAX ROLLS										
2498471370	713	ERIC SCHRADER 300 VILLAGE DR APT G4 JACKSONVILLE NC 28546	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		NON-RESIDENT/NORTH CAROLINA										
2445463919	690	MICHELLE ROUTE SPENCER 4206 CADDIE DR E APT 204 BRADENTON FL 34203	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		NON-RESIDENT/FLORIDA; "SPENCER" ADDED TO NAME										
2416619953	817	JUDITH A VERMILYA 370 W SOUTH AVE PO BOX 114 CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		PER POST OFFICE MOVED LEFT NO ADDRESS UNABLE TO FORWARD										
2419735096	818	JAMES M VROMAN SR 14430 RTE 414 CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50	
		STILL DECEASED 7-3-2020, PLEASE REMOVE FROM TAX ROLLS										
2425293809	896	JEROME K YOUNG JR 1 PINE RIDGE TRL ARDEN NC 28704	10.00	10.00	11.00				10.00	1.00	11.00	
		NON-RESIDENT SINCE 11-2022/NORTH CAROLINA										

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G.H. HARRIS ASSOCIATES, INC.

REPORT

COUNTY OF BRADFORD

TOWNSHIP OF CANTON

2024 TAXES
SCHOOL

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CNTL#	ACCOUNT	NAME & ADDRESS	PER	CAPITA	OCCUPATION	TOTAL					
2482232202	897	CHRISTOPHER YUSCAWAGE 111 RIDGEWOOD RD CORAOPOLIS PA 15108	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
NON-RESIDENT											
Total(s)			270.00	270.00	297.00	280.00	28.00	308.00	550.00	55.00	605.00
Count(s)			27	27	27	19	19	19	27	27	27
Grand Total			605.00								

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G.H. HARRIS ASSOCIATES, INC.

EXPIRATION
REPORT

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COUNTY OF BRADFORD

TOWNSHIP OF CANTON

2023 TAXES

SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			OCCUPATION			TOTAL		
2398780696	1602908	DUANE L MOORE C/O 487 BEECH FLATS RD CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
IN DARWAY HEALTH AND REHAB CENTER FOR PAST 4 YEARS, THE STATE GETS ALL OF HIS SOCIAL SECURITY CHECKS.											
2362461636	1601215	JUDITH A VERMILYA 370 W SOUTH AVE PO BOX 114 CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
PER POST OFFICE MOVED LEFT NO ADDRESS UNABLE TO FORWARD											
Total(s)			20.00	20.00	22.00	30.00	3.00	33.00	50.00	5.00	55.00
Count(s)			2	2	2	2	2	2	2	2	2
Grand Total			55.00								

03/17/2025

G.H. HARRIS ASSOCIATES, INC.

CAUTIONARY
REPORT

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COUNTY OF BRADFORD

TOWNSHIP OF CANTON

2022 TAXES

SCHOOL

CNTL#	ACCOUNT	NAME & ADDRESS	PER CAPITA			OCCUPATION			TOTAL		
2266737051	1602908	DUANE L MOORE C/O 487 BEECH FLATS RD CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
IN DARWAY HEALTH AND REHAB CENTER FOR PAST 4 YEARS, THE STATE GETS ALL OF HIS SOCIAL SECURITY CHECKS.											
2287979088	1601215	JUDITH A VERMILYA 370 W SOUTH AVE PO BOX 114 CANTON PA 17724	10.00	10.00	11.00	15.00	1.50	16.50	25.00	2.50	27.50
PER POST OFFICE MOVED LEFT NO ADDRESS UNABLE TO FORWARD											
Total(s)			20.00	20.00	22.00	30.00	3.00	33.00	50.00	5.00	55.00
Count(s)			2	2	2	2	2	2	2	2	2
Grand Total			55.00								

M E M O
FROM THE DESK OF
Deanna Watkins
CANTON AREA SCHOOL DISTRICT

April 10, 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 32 – Effective 3/17/25 – Added student \$226.16 week 1 / \$222.73 week 2
- Van 25 – Effective 3/31/25 – Added 2 students \$ 178.34 + mileage change
- Van 25 – Effective 4/1/25 – Added stop at Towanda High School – mileage change