



Book	Policy Manual
Section	100 Programs
Title	Academic Standards
Code	102
Status	First Reading
Adopted	August 8, 1985
Last Revised	November 13, 2025
Prior Revised Dates	12/07/2017

### **Purpose**

The Board recognizes the importance of developing, assessing and expanding academic standards to challenge students to achieve at their highest level possible. To this end, the district shall establish rigorous academic standards in accordance with, and may expand upon, those adopted by the State Board of Education.[\[1\]](#)[\[2\]](#)

### **Definition**

**Academic standards means** what a student should know and be able to do at a specified grade level. For purposes of **this** policy, the term **academic standards encompasses** Pennsylvania Core Standards, state academic standards and local academic standards.[\[3\]](#)

### **Authority**

The Board shall approve academic standards for district students to attain, in the following content areas:[\[2\]](#)

1. English Language Arts (**reading, writing, speaking and listening**).
2. Mathematics.
3. **Science, Environment, Ecology, Technology and Engineering (Grades K-5).**
4. Science, **Environment and Ecology (Grades 6-12).**
5. Technology **and Engineering (Grades 6-12).**
6. Social Studies (history, geography, civics and government, economics) - to include reading in history and social studies, and writing for history and social studies.

7. Arts and Humanities.
8. Career Education and Work.
9. Health, Safety and Physical Education.
10. Family and Consumer **Sciences**.

### **Guidelines**

The district's curriculum shall be designed to provide students with the planned instruction needed to attain established academic standards.[\[2\]](#)[\[4\]](#)[\[5\]](#)

The district shall assess individual student attainment of established academic standards and provide assistance for students having difficulty attaining academic standards.[\[2\]](#)[\[6\]](#)[\[7\]](#)

Students with disabilities may attain academic standards by completion of their Individualized Education Programs in accordance with law, regulations and Board policy.[\[2\]](#)[\[8\]](#)

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#### Legal

[1. 22 PA Code 4.11](#)

[2. 22 PA Code 4.12](#)

[3. 22 PA Code 4.3](#)

4. Pol. 105

5. Pol. 107

6. Pol. 127

7. Pol. 212

8. Pol. 113

[22 PA Code 4.4](#)



Book	Policy Manual
Section	100 Programs
Title	Curriculum
Code	105
Status	First Reading
Adopted	August 8, 1985
Last Revised	November 13, 2025
Prior Revised Dates	01/10/2019

### **Purpose**

The Board recognizes its responsibility for the development, assessment and improvement of the educational program of the schools. To this end, the curriculum shall be evaluated, developed and modified on a continuing basis and in accordance with a plan for curriculum improvement.[\[1\]](#)

### **Definition**

For purposes of this policy, **curriculum** shall be defined as a series of planned instruction aligned with established academic standards in each subject that is coordinated, articulated and implemented in a manner designed to result in the achievement of academic standards at the proficient level by all students.[\[2\]](#)[\[3\]](#)[\[4\]](#)

### **Authority**

The Board shall be responsible for the curriculum of the district's schools. The curriculum shall be designed to provide students the opportunity to achieve the academic standards established by the Board. Attaining the academic standards requires students to demonstrate the acquisition and application of knowledge.[\[1\]](#)[\[2\]](#)[\[4\]](#)

In order to provide a quality educational program for district students, the Board shall adopt a curriculum plan that includes the requirements for courses to be taught; subjects to be taught in the English language; courses adapted to the age, development and needs of students; and strategies for assisting those students having difficulty attaining the academic standards.[\[1\]](#)[\[2\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)

### **Special Instruction/Observances**

**The district's curriculum plan must also include provisions for special instruction and observances to comply with state and federal law including, but not limited to, Constitution Day and Citizenship Day, Arbor Day and the Bill of Rights Week.**[\[9\]](#)[\[10\]](#)[\[11\]](#)

## **Guidelines**

The district's curriculum shall provide the following:

1. {X} Continuous learning through effective collaboration among the schools of this district.
2. {X} Continuous access for all students to sufficient programs and services of a library/media facility and classroom collection to support the educational program.[12]
3. {X} Guidance and counseling services for all students to assist in career and academic planning.[13]
4. {X} A continuum of educational programs and services for all students with disabilities, pursuant to law and regulation.[14]
5. {X} Language Instruction Educational Program for English Learner students, pursuant to law, regulation and Board policy.[15][16]
6. {X} Compensatory education programs for students, pursuant to law and regulation.
7. {X} Equal educational opportunity for all students, pursuant to law and regulation.[17][18]
8. {X} Career awareness and vocational education, pursuant to law and regulation.[19]
9. {X} Educational opportunities for identified gifted students, pursuant to law and regulation. [20]
10. {X} Regular and continuous instruction in required safety procedures.[21]

## **Delegation of Responsibility**

As the educational leader of the district, the Superintendent shall be responsible to the Board for the district's curriculum. **The Superintendent** shall establish procedures for curriculum development, evaluation and modification, which ensure the utilization of available resources, and effective participation of [\[1\]](#)

{X} administrators

{X} teaching staff members

~~{ } students~~

~~{ } community members~~

~~{ } Board members.~~

A listing of all curriculum materials shall be made available for the information of parents/guardians, students, staff and Board members.[\[1\]](#)[22]

~~{ } With prior Board approval, the Superintendent may conduct pilot programs as deemed necessary to the continuing improvement of the instructional program. The Superintendent shall report periodically to the Board on the status of each pilot program, along with its objectives, evaluative criteria, and costs.~~

~~{ } The Board encourages, where it is feasible and in the best interest of district students, participation in state-initiated pilot programs of educational research.~~

~~{ } The Board directs the Superintendent to **actively** pursue state and federal aid in support of research activities.~~

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### Legal

[1. 22 PA Code 4.4](#)

[2. 22 PA Code 4.12](#)

[3. 22 PA Code 4.3](#)

4. Pol. 102

[5. 24 P.S. 1511](#)

[6. 24 P.S. 1512](#)

7. Pol. 107

8. Pol. 127

[9. 36 U.S.C. 106](#)

[10. P.L. 108-447](#)

[11. 24 P.S. 1541-1555](#)

12. Pol. 109

13. Pol. 112

14. Pol. 113

[15. 22 PA Code 4.26](#)

16. Pol. 138

17. Pol. 103

18. Pol. 103.1

19. Pol. 115

20. Pol. 114

21. Pol. 805

22. Pol. 105.1

[22 PA Code 4.21](#)

[22 PA Code 4.22](#)

[22 PA Code 4.23](#)

[22 PA Code 4.25](#)

[22 PA Code 4.27](#)

[22 PA Code 4.29](#)

[22 PA Code 4.82](#)

Pol. 100

Pol. 106

Pol. 116





Book	Policy Manual
Section	100 Programs
Title	Independent Study
Code	118
Status	First Reading
Adopted	March 10, 2011
Last Revised	November 13, 2025

### **Purpose**

**The Board shall support the approval of a course of independent study for a properly qualified student, as recommended by the Superintendent, on the condition that the student will demonstrate achievement of established academic standards as a result of participation in the independent study.**

The purposes of independent study shall be to:

1. Fulfill graduation requirements if courses are unable to be scheduled by guidance.
2. Extend the learning experience begun in the classroom.
3. Relate the school world to the world of work and learning around and beyond the school.
4. Include a greater variety of learning experiences within their educational program.
5. Identify and explore an area of particular interest.
6. Set personal learning goals and work, with appropriate staff guidance, toward achieving them.

### **Authority**

**The Superintendent or designee shall recommend to the Board each course of independent study and designate the number of credits toward graduation to be awarded upon successful completion of such course.** The Board or their designee shall approve each course of independent study, except that the Board reserves the right to assign no credit for such an approved course.

Each such course of study must meet the requirements set down in applicable codes and regulations. [1][2]

### **Delegation of Responsibility**

**The Superintendent or designee shall develop administrative regulations to implement independent study programs that:**

1. Counsel students who apply for independent study.
2. Develop specified, measurable, instructional objectives for each individually planned course of independent study.
3. Assure that each student conducts **the independent** study under appropriate staff and guidance and supervision.
4. Monitor the progress of each student.
5. Certify the completion of each course of independent study based upon the original specified objective.
6. **Grades will be issued according to the approved district grading scale.**
7. **Courses completed will not factor into the overall G.P.A. but rather be listed on the transcript as an independent study.**
8. **Independent study courses successfully completed will count toward the credits required for graduation.**

**Guidelines**

Qualifications

The Board directs that only those students shall be admitted to courses of independent study who have demonstrated academic proficiency, maturity of judgment, a strong motivation to learn, and self-reliance.

Objective

The intention of this policy is to provide students with the opportunity to supplement existing scope and sequence of available courses not supplant the offering or duplicate it.

Legal

[1. 22 PA Code 4.4](#)

[2. 22 PA Code 4.24](#)

[22 PA Code 4.12](#)



Book	Policy Manual
Section	100 Programs
Title	Extracurricular Activities
Code	122
Status	First Reading
Adopted	June 21, 2007
Last Revised	November 13, 2025
Prior Revised Dates	03/14/2024, 02/11/2021

### **Purpose**

The Board recognizes the educational values inherent in student participation in extracurricular activities and supports the concept of student organizations for such purposes as **enriching the educational experience**, building social relationships, developing interests in a specific area, **promoting civic engagement** and gaining an understanding of the elements and responsibilities of **teamwork, leadership and** good citizenship.

### **Definitions**

For purposes of this policy, **extracurricular activities refers to** programs, **including athletic activities**, that are sponsored or approved by the **Board, are** conducted wholly or partly outside the regular school **day and** are equally available to all students who voluntarily elect to participate.

For purposes of this policy, an **athletic activity** shall mean all of the following:[\[1\]](#)[\[2\]](#)

1. An athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with the school, including cheerleading, club-sponsored sports activities and sports activities sponsored by school-affiliated organizations.
2. Noncompetitive cheerleading that is sponsored by or associated with the school.
3. Practices, interschool practices and scrimmages for all athletic activities.

### **Authority**

The Board shall make school facilities, supplies and equipment available and shall assign staff members for the support of extracurricular activities for students. Such availability and assignment shall be in accordance with the Equal Access Act **and other applicable laws, regulations and Board policies.**[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)

The Board encourages secondary level students to pursue clubs and interests that may not be related directly to any of the curriculum programs offered in the district. In pursuit of such goal and in compliance with law, the Board maintains a limited open forum in which secondary students may meet for voluntary student-initiated activities unrelated directly to the curriculum, regardless of the religious, political, philosophical or other content of the speech related to such activities. [\[3\]](#)[\[7\]](#)

Any extracurricular activity shall be considered under the sponsorship of this Board when it has been

~~{X} approved by the Board upon recommendation of the Superintendent.~~

~~{ } approved by the Superintendent and reported to the Board for its review.~~

~~{ } approved by the Superintendent upon recommendation of the building principal.~~

The Board shall maintain the program of extracurricular activities at no cost to participating students, except that:

1. {X} The Board's responsibility for provision of supplies shall carry the same exemptions as listed in the Board's policy on regular school supplies.[\[8\]](#)
2. {X} Students may assume all or part of the costs for travel and attendance at extracurricular events and trips. The district will pay for transportation and participation fees for all NTL League/County competitions. Transportation, lodging, and meals within reason are reimbursed by the district for state tournament competitions only.

Where eligibility requirements are necessary or desirable, the Board shall **determine the standards for eligibility to be met by all students participating in an extracurricular activity.**[\[4\]](#)[\[9\]](#)

**The Board directs that no student may participate in extracurricular activities who has not:**

1. **{X} Met the requirements for academic eligibility.**[\[4\]](#)
2. **{X} Complied with the requirements of applicable Board policies and administrative regulations.**[\[10\]](#)[\[11\]](#)[\[12\]](#)
3. **{X} Attended school regularly.**[\[13\]](#)
4. **{X} Been in attendance on the day of the activity, event or practice for the hours required.**
5. **{X} Returned all school equipment previously used as directed.**
6. **{X} Adhered to other applicable conduct standards.**

#### Off-Campus Activities

**Student** conduct that occurs off school property **or during nonschool hours shall be addressed in accordance with the provisions of the student discipline policy regarding on and off-campus activities.**[\[12\]](#)

This policy shall also apply to student conduct that occurs off school property and would otherwise violate the Code of Student Conduct if any of the following circumstances exist:[\[9\]](#)

1. The conduct occurs during the time the student is traveling to and from school or traveling to and from school-sponsored activities, whether or not via school district furnished transportation.
2. The student is a member of an extracurricular activity and has been notified that particular off-campus conduct could result in exclusion from such activities.
3. Student expression or conduct materially and substantially disrupts the operations of the school, or the administration reasonably anticipates that the expression or conduct is likely to materially and substantially disrupt the operations of the school.
4. The conduct has a direct nexus to attendance at school or a school-sponsored activity, for example, a transaction conducted outside of school pursuant to an agreement made in school, that would violate the Code of Student Conduct if conducted in school.
5. The conduct involves the theft or vandalism of school property.
6. There is otherwise a nexus between the proximity or timing of the conduct in relation to the student's attendance at school or school-sponsored activities.

### **Delegation of Responsibility**

Each school year, prior to participation in an athletic activity, every student athlete and their parent/guardian shall sign and return the **acknowledgment** of receipt and review of the following: [\[2\]](#)[\[10\]](#)[\[11\]](#)[\[14\]](#)

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet, **that includes information about electrocardiogram testing.**

The Superintendent or designee shall develop administrative regulations to implement the extracurricular activities program.

### **Guidelines**

Guidelines shall ensure that the program of extracurricular activities:

1. {X} Assesses the needs and interests of and is responsive to district students.
2. {X} Invites the participation of parents/guardians and **the** community in developing extracurricular activities. Such participation shall be in accordance with the Equal Access Act.[\[3\]](#)
3. {X} Involves students in developing and planning extracurricular activities.
4. {X} Ensures provision of competent guidance and supervision by staff.
5. {X} Guards against exploitation of students.
6. {X} Provides a variety of experiences and diversity of organizational models.
7. {X} Provides for continuing evaluation of the program and its components.
8. {X} Ensures that all extracurricular activities are open to all students, **without discrimination**, and that all students are fully informed of the opportunities available to

them.[15][16]

### Equal Access Act

The district shall provide secondary students the opportunity for noncurriculum-related student groups to meet on the school premises during noninstructional time for the purpose of conducting a meeting within the limited open forum on the basis of religious, political, philosophical, or other content of the speech at such meetings. Such meetings must be voluntary, student-initiated, and not sponsored in any way by the school, its agents or employees.[4]

### Transportation

In all cases, transportation provided must comply with Board Policy 810. The administration is authorized to arrange the sharing of transportation with another school district to generate cost savings. In the event that another district is invited to share Canton transportation, the district that will be sharing must provide a certificate of insurance which names the Canton Area School District as additionally insured.[14]

**Noninstructional time** is the time set aside by the school before actual classroom instruction begins, after actual classroom instruction ends, or during the lunch hour.

The meetings of student groups cannot materially and substantially interfere with the orderly conduct of the educational activities in the school.

The Superintendent or designee shall establish the length of sessions, number per week, and other limitations deemed reasonably necessary.

The district retains the authority to maintain order and discipline on school premises in order to protect the well-being of students and employees and to ensure that student attendance at such meetings is voluntary.

## **PSBA Revision 8/25**

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### Legal

- [1. 24 P.S. 5322](#)
- [2. 24 P.S. 1425](#)
- [3. 20 U.S.C. 4071 et seq](#)
- [4. 24 P.S. 511](#)
5. Pol. 103
6. Pol. 103.1
7. Pol. 122.1
8. Pol. 110
- [9. 22 PA Code 12.3](#)
10. Pol. 123.1
11. Pol. 123.2
12. Pol. 218
13. Pol. 204
- [14. 24 P.S. 5323](#)

[15. 22 PA Code 12.1](#)

[16. 22 PA Code 12.4](#)

[24 P.S. 5321 et seq](#)

Mahanoy Area School District v. B.L., 594 U.S. 180 (2021)



Book	Policy Manual
Section	100 Programs
Title	Interscholastic Athletics
Code	123
Status	First Reading
Adopted	June 21, 2007
Last Revised	November 13, 2025
Prior Revised Dates	02/11/2021

### **Purpose**

The Board recognizes the value of a program of interscholastic athletics as an integral part of the total school experience for all district students and as a conduit for community involvement.

{X} The **interscholastic athletic** program fosters the growth of school loyalty within the student body as a whole and **inspires** community interest.

{X} **Interscholastic athletic** activities and practice sessions provide opportunities to teach the values of competition, sportsmanship, and teamwork.

### **Definition**

For purposes of this policy, the program of **interscholastic athletics includes** all activities relating to competitive or exhibition sport contests, games or events involving individual students or teams of students when such events occur between schools within this district or outside this district.

### **Authority**

It shall be the policy of the Board to offer opportunities for participation in interscholastic athletic programs to male and female students on as equal a basis as is practicable and without discrimination, in accordance with **applicable laws, regulations and Board policies.**[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)

{X} The Board shall approve a program of interscholastic athletics and require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.[\[6\]](#)

The Board shall determine the standards of eligibility to be met by all students participating in **the interscholastic athletic** program. Such standards shall require that each student, before participating in any interscholastic **athletic** activity, be covered by student accident

insurance and undergo a physical examination by a licensed physician **to ensure that there are no obvious illnesses and/or injuries that would place the student or others at enhanced risk of injury.**[\[6\]](#)[\[7\]](#)

The **Board adopts the** eligibility standards set by the Constitution **and Bylaws** of the Pennsylvania Interscholastic Athletic Association (**P.I.A.A.**).

The Board directs that no student may participate in interscholastic athletics who has not: [\[6\]](#).

1. {X} Met the requirements for academic eligibility.
2. {X} Complied with the requirements of **applicable handbooks**, Board policies and administrative regulations.[\[8\]](#)[\[9\]](#)[\[10\]](#)
3. {X} Attended school regularly.[\[11\]](#)
4. {X} Been in attendance on the day of the athletic event or practice for the hours required.
5. {X} Returned all school athletic equipment previously used.
6. {X} Adhered to **other** applicable **conduct** standards.

#### Off-Campus Activities

**Student** conduct that occurs off school property **or during nonschool hours shall comply with the provisions of the student discipline policy addressing on and off-campus activities.**[\[10\]](#)

#### Delegation of Responsibility

Each school year, prior to participation in an interscholastic athletic activity, every student athlete and their parent/guardian shall sign and return the **acknowledgment** of receipt and review of the following:[\[8\]](#)[\[9\]](#)[\[12\]](#)[\[13\]](#)

1. Concussion and Traumatic Brain Injury Information Sheet.
2. Sudden Cardiac Arrest Symptoms and Warning Signs Information Sheet, **that includes information about electrocardiogram testing.**

The Superintendent or designee shall annually prepare, approve and present to the Board for its consideration a program of interscholastic athletics, which shall include a complete schedule of events.

{X} The Superintendent shall inform the Board of changes in **the** schedule as they occur.

The Superintendent or designee shall disseminate rules for the conduct of students participating in interscholastic athletics. Such rules shall be in conformity with regulations of the State Board of Education, the P.I.A.A. and the district.

The Superintendent shall ensure that similar athletic programs are offered to both sexes in proportion to the district's enrollment, **in accordance with Title IX regulations.**[\[3\]](#)

{X} The Superintendent shall ensure that interscholastic athletics are open to all eligible students and that all students are fully informed of the opportunities available to them.[\[14\]](#)[\[15\]](#)

#### Guidelines

## Male/Female Athletic Opportunities Report

By October 15 of each year, on the designated disclosure form, the Superintendent or designee shall report to the PA Department of Education the interscholastic athletic opportunities and treatment for male and female secondary school students for the preceding school year.[\[16\]](#)

By November 1 of each year, the completed disclosure form shall be made available for public inspection during regular business hours and posted on the district's website.[\[16\]](#)

The availability of the completed disclosure form shall be announced by posting a notice on school bulletin boards, in the school newspaper, on any electronic mailing list or list serve, and by any other reasonable means.[\[16\]](#)

### ~~{ } Name, Image and Likeness~~

~~Students and their parents/guardians are responsible for following the rules set by the P.I.A.A. for the student to maintain their amateur status in order to be continuously eligible to participate in the district's interscholastic athletics program.~~[\[17\]](#)

~~Students may use their own name, image and likeness for such permissible activities that include commercial endorsements, promotional activities, social media presence, product or service advertisements and unique digital items/assets.~~[\[17\]](#)

~~District employees and any individual affiliated with a P.I.A.A. member school, including booster clubs, coaches, collectives, administrators and alumni, are prohibited from soliciting, arranging, negotiating or paying for a student's use of their name, image and likeness and/or the provision of consideration to a student for the use of their name, image and likeness. This provision does not apply if the use of the name, image and likeness is for their own child.~~[\[17\]](#)

~~Students must notify the building principal or Athletic Director upon entering into any type of name, image and likeness contracts or agreements within seventy-two (72) hours of entering into such contract or agreement. Such notification does not serve as approval by the district of any name, image and likeness contract or agreement.~~[\[17\]](#)

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Legal

[1. 22 PA Code 4.27](#)

[2. 24 P.S. 1601-C et seq](#)

[3. 34 CFR 106.41](#)

4. Pol. 103

5. Pol. 103.1

[6. 24 P.S. 511](#)

[7. PIAA Bylaws, Article V](#)

8. Pol. 123.1

9. Pol. 123.2

10. Pol. 218

11. Pol. 204

[12. 24 P.S. 5323](#)

[13. 24 P.S. 1425](#)

[14. 22 PA Code 12.1](#)

[15. 22 PA Code 12.4](#)

[16. 24 P.S. 1603-C](#)

[17. PIAA Bylaws, Article II](#)

[24 P.S. 5321 et seq](#)



Book	Policy Manual
Section	200 Pupils
Title	Diabetes Management
Code	209.2
Status	First Reading
Adopted	November 10, 2022
Last Revised	November 13, 2025

### **Purpose**

The Board recognizes that an effective program of diabetes management in school is crucial to:

1. The immediate safety of students with diabetes.
2. The long-term health of students with diabetes.
3. Ensure that students with diabetes are ready to learn and participate fully in school activities.
4. Minimize the possibility that diabetes-related emergencies will disrupt classroom activities.

### **Authority**

The Board adopts this policy in accordance with applicable state and federal laws and regulations, and Board policies and administrative regulations, regarding the provision of student health services.[\[1\]](#)[\[2\]](#)[\[3\]](#)[\[4\]](#)[\[5\]](#)[\[6\]](#)[\[7\]](#)[\[8\]](#)[\[9\]](#)

### **Definitions**

**Diabetes Medical Management Plan (DMMP)** means a document describing the medical orders or diabetes regimen developed and signed by the student's health care practitioner and parent/guardian.[\[1\]](#)

**Individualized Education Program (IEP)** means the written educational statement for each student with a disability that is developed, reviewed and revised in accordance with federal and state laws and regulations. A **student with a disability** is a school-aged child within the jurisdiction of the district who has been evaluated and found to have one or more disabilities as defined by law, and who requires, because of such disabilities, special education and related services.[\[7\]](#)

**Section 504 Service Agreement (Service Agreement)** means an individualized plan for a qualified student with a disability which sets forth the specific related aids, services, or accommodations needed by the student, which shall be implemented in school, in transit to and

from school, and in all programs and procedures, so that the student has equal access to the benefits of the school's educational programs, nonacademic services, and extracurricular activities. A **qualified student with a disability** means a student who has a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the district's educational programs, nonacademic services or extracurricular activities.[6]

**Trained Diabetes Personnel** means nonlicensed school employees who have successfully completed the required training.

### **Guidelines**

Before a student can receive diabetes-related care and treatment in a school setting, the student's parent/guardian shall provide written authorization for such care and instructions from the student's health care practitioner. The written authorization may be submitted as part of a student's DMMP.[3]

Diabetes-related care shall be provided in a manner consistent with Board policy, district procedures and individualized student plans such as an IEP, Service Agreement or DMMP.[2][3][4][6][7][9]

In order to maintain a student's health and safety, each student's individualized plan shall address what information will be provided to school staff and other adults who have responsibility for the student in the school setting.[3][6][7][10][11]

Student health records shall be confidential and maintained in accordance with state and federal laws and regulations.[12][13][14]

### **Trained Diabetes Personnel**

The school nurse, in consultation with the Superintendent or designee, may identify at least one (1) school employee, who is not the school nurse and who does not need to be a licensed health care practitioner, in each school building attended by a student with diabetes to perform diabetes care and treatment for students. The identified school employee has the right to decline this role.[2]

An identified school employee who has accepted this role shall complete the training developed by the state or training offered by a licensed health care practitioner with expertise in the care and treatment of diabetes, that includes at a minimum:[2]

1. An overview of all types of diabetes.
2. Means of monitoring blood glucose.
3. The symptoms and treatment for blood glucose levels outside of target ranges, as well as symptoms and treatment for hypoglycemia, hyperglycemia and other potential emergencies.
4. Techniques on administering glucagon and insulin.

The identified school employee shall complete such training on an annual basis.[2]

Upon successful completion of the required training, individual trained diabetes personnel may be designated in a student's Service Agreement or IEP to administer diabetes medications, use monitoring equipment and provide other diabetes care.[2]

If the diabetes-related care provided to a particular student by trained diabetes personnel will include administration of diabetes medication via injection or infusion, the Board shall require the following:[\[2\]](#)

1. The parent/guardian and the student's health care practitioner must provide written authorization for such administration; and
2. The trained diabetes personnel must receive annual training for such administration from a licensed health care practitioner with expertise in the care and treatment of diabetes.

#### Training of Other School Personnel

School employees, including classroom teachers, lunchroom staff, coaches and bus drivers, shall receive annual diabetes care training appropriate to their responsibilities for students with diabetes.

#### Student Possession and Use of Diabetes Medication and Monitoring Equipment

Prior to student possession or use of diabetes medication and monitoring equipment, the Board shall require the following:[\[4\]](#)[\[15\]](#)

1. A written request from the parent/guardian that the school comply with the instructions of the student's health care practitioner. The request from the parent/guardian shall include a statement relieving the district and its employees of responsibility for the prescribed medication or monitoring equipment and acknowledging that the school is not responsible for ensuring that the medication is taken or the monitoring equipment is used.
2. A written statement from the student's health care practitioner that provides:
  - a. Name of the drug.
  - b. Prescribed dosage.
  - c. Times when medication is to be taken.
  - d. Times when monitoring equipment is to be used.
  - e. Length of time medication and monitoring equipment is prescribed.
  - f. Diagnosis or reason medication and monitoring equipment is needed.
  - g. Potential serious reactions to medication that may occur.
  - h. Emergency response.
  - i. Whether the child is competent and able to self-administer the medication or monitoring equipment and to practice proper safety precautions.
3. A written acknowledgement from the school nurse that the student has demonstrated that s/he is capable of self-administration of the medication and use of the monitoring equipment.
4. A written acknowledgement from the student that s/he has received instruction from the student's health care practitioner on proper safety precautions for the handling and disposal of the medications and monitoring equipment, including acknowledgement that the student will not allow other students to have access to the medication and monitoring

equipment and that s/he understands appropriate safeguards.

The written request for student possession and use of diabetes medication and monitoring equipment shall be reviewed annually, along with the required written statements from the parent/guardian and the student's health care practitioner. If there is a change in the student's prescribed care plan, level of self-management or school circumstances during the school year, the parent/guardian and the student's health care practitioner shall update the written statements.

Students shall be prohibited from sharing, giving, selling and using diabetes medication and monitoring equipment in any manner other than which it is prescribed during school hours, at any time while on school property, at any school-sponsored activity and during the time spent traveling to and from school and school-sponsored activities. Violations of this policy, provisions of a Service Agreement or IEP, or demonstration of unwillingness or inability to safeguard the medication and monitoring equipment may result in loss of privilege to self-carry the diabetes medication and monitoring equipment, and may result in disciplinary action in accordance with Board policy and applicable procedural safeguards.[\[4\]](#)[\[6\]](#)[\[10\]](#)[\[16\]](#)[\[17\]](#)

If the district prohibits a student from possessing and self-administering diabetes medication and operating monitoring equipment, or if a student is not capable of self-administering diabetes medication or operating monitoring equipment, the district shall ensure that the diabetes medication and monitoring equipment is appropriately stored in a readily accessible location in the student's building. The school nurse and other designated school employees shall be informed where the medication and monitoring equipment is stored and the means to access them.[\[4\]](#)

### **Delegation of Responsibility**

The Superintendent or designee, in conjunction with the school nurse(s), shall develop administrative regulations for care and treatment of students with diabetes in the school setting.

The Superintendent or designee shall coordinate training for school employees. Such training may be included in the district's Professional Education Plan.[\[2\]](#)[\[18\]](#)[\[19\]](#)

The Superintendent or designee shall annually distribute to all staff, students and parents/guardians this policy along with the Code of Student Conduct. **In addition, the district must make the Type 1 Diabetes Fact Sheet developed by the PA Department of Health available to parents/guardians when their child is first enrolled in elementary school and again upon their child's entry into grade six. The Diabetes Fact Sheet must be made available in writing, electronically or on the school district's publicly accessible Internet website.**[\[16\]](#)[\[20\]](#)[\[21\]](#)

### **PSBA Revised 8/25 © 2025 PSBA**

Legal

[1. 24 P.S. 1401](#)

[2. 24 P.S. 1414.3](#)

[3. 24 P.S. 1414.4](#)

[4. 24 P.S. 1414.5](#)

[5. 24 P.S. 1414.7](#)

6. Pol. 103.1

7. Pol. 113

8. Pol. 209

9. Pol. 209.1

10. Pol. 113.1

11. Pol. 810

[12. 24 P.S. 1409](#)

13. Pol. 113.4

14. Pol. 216

[15. 22 PA Code 12.41](#)

16. Pol. 218

17. Pol. 227

18. Pol. 100

19. Pol. 333

[20. 22 PA Code 12.3](#)

[21. 24 P.S. 1414.12](#)

[24 P.S. 510](#)

Pol. 210



Book	Policy Manual
Section	300 Employees
Title	Conduct/Disciplinary Procedures
Code	317
Status	First Reading
Adopted	February 12, 2015
Last Revised	November 13, 2025
Prior Revised Dates	12/28/2017, 12/03/2015

### **Authority**

All administrative, professional and support employees are expected to conduct themselves in a manner consistent with appropriate and orderly behavior. Effective operation of district schools requires the cooperation of all employees working together and complying with a system of Board policies, administrative regulations, rules and procedures, applied fairly and consistently.

The Board requires employees to maintain professional, moral and ethical relationships with students at all times.[\[1\]](#)[\[2\]](#)

The Board directs that all district employees shall be informed of conduct that is required and is prohibited during work hours and the disciplinary actions that may be applied for violation of Board policies, administrative regulations, rules and procedures.[\[3\]](#)[\[4\]](#)

### **Delegation of Responsibility**

All district employees shall comply with state and federal laws and regulations, Board policies, administrative regulations, rules and procedures. District employees shall endeavor to maintain order, perform assigned job functions and carry out directives issued by supervisors.[\[3\]](#)

### **Certificated employees shall comply with the Code of Professional Practice and Conduct for Educators, in accordance with applicable law and regulations.[\[1\]](#)**

When engaged in assigned duties, district employees shall not participate in activities that include, but are not limited to, the following:

1. {X} Physical or verbal abuse, or threat of harm, to anyone.
2. {X} Nonprofessional relationships with students.[\[2\]](#)
3. {X} Causing intentional damage to district property, facilities or equipment.
4. {X} Forceful or unauthorized entry to or occupation of district facilities, buildings or grounds.

5. {X} Use, possession, distribution, or sale of alcohol, drugs or other illegal substances.[5]
6. {X} Use of profane language.
7. {X} Breach of confidential **student, staff or district** information.
8. {X} Failure to comply with directives of district officials, security officers or law enforcement officers.[6]
9. {X} Carrying **or** possessing a weapon on school grounds without authorization from the appropriate school administrator.
10. {X} Violation of Board policies, administrative regulations, rules or procedures.[6]
11. {X} Violation of federal, state, or applicable municipal laws or regulations.[6]

**The district may take disciplinary action for employee** conduct that **occurs during or outside of assigned duties when such conduct has a direct nexus to or** obstructs, disrupts, or interferes with **the** teaching, research, service, operations, administrative or disciplinary functions of the district, or any **district-sponsored activity**.

The Superintendent or designee shall develop and disseminate disciplinary rules for violations of Board policies, administrative regulations, rules and procedures that provide progressive penalties, including but not limited to

- {X} verbal warning
- {X} written warning
- {X} reprimand
- {X} suspension
- {X} demotion[7]
- {X} dismissal[6]
- {X} pursuit of civil and **legal remedies**.

**Prior to considering demotion or dismissal of an employee, and at other times when employee conduct has been reported, the Superintendent or designee shall investigate allegations that an employee has violated Board policies, administrative regulations, rules or procedures and shall recommend appropriate action to the Board, in accordance with applicable law and regulations.**[4][6][8][9]

**When demotion or dismissal charges are filed against a certificated administrative or professional employee, a public Board hearing, if demanded shall be provided. Noncertificated administrative and support employees may be entitled to a Local Agency Law hearing, at the employee's request.**[4][6][8][9][10][11][12][13][14][15][16][17]

#### Arrest or Conviction Reporting Requirements

Employees shall use the designated form to report to the Superintendent or designee, within seventy-two (72) hours of the occurrence, an arrest or conviction required to be reported by law. [18][19]

Employees shall also report to the Superintendent or designee, in writing, within seventy-two (72) hours of notification, that the employee has been named as a perpetrator in a founded or indicated report pursuant to the Child Protective Services Law.[\[20\]](#)

**The Superintendent may also receive notice from the PA Department of Education when a certificated educator has a pending record of arrest, indictment or charge entered upon their state record in the Teacher Information Management System (TIMS).**

An employee shall be required to submit new criminal history background checks if the Superintendent or designee has a reasonable belief that the employee was arrested or has been convicted of an offense required to be reported by law, and the employee has not notified the Superintendent or designee.[\[18\]](#)[\[21\]](#)

An employee shall be required immediately to submit a new child abuse history certification if the Superintendent or designee has a reasonable belief that the employee was named as a perpetrator in a founded or indicated report or has provided written notice of such occurrence.[\[20\]](#)[\[21\]](#)

Failure to accurately report such occurrences may subject the employee to disciplinary action up to and including termination and criminal prosecution.[\[18\]](#)[\[20\]](#)

#### **PSBA Revision 4/25 © 2025 PSBA**

##### Legal

[1. 22 PA Code 235.1 et seq](#)

2. Pol. 824

[3. 24 P.S. 510](#)

[4. 24 P.S. 514](#)

5. Pol. 351

[6. 24 P.S. 1122](#)

[7. 24 P.S. 1151](#)

[8. 24 P.S. 1121](#)

[9. 24 P.S. 1127](#)

[10. 24 P.S. 1126](#)

[11. 24 P.S. 1128](#)

[12. 24 P.S. 1129](#)

[13. 24 P.S. 1130](#)

[14. 24 P.S. 1131](#)

[15. 24 P.S. 1132](#)

[16. 24 P.S. 1133](#)

[17. 2 Pa. C.S.A. 551 et seq](#)

[18. 24 P.S. 111](#)

[19. 24 P.S. 2070.9a](#)

[20. 23 Pa. C.S.A. 6344.3](#)

21. Pol. 806

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 2070.1a et seq](#)

Neal Follman v. School District of Philadelphia (Department of Education), 320 A.3d 882 (Commw. Ct. 2024)

Pol. 317.1



Book	Policy Manual
Section	300 Employees
Title	Educator Misconduct
Code	317.1
Status	First Reading
Adopted	February 12, 2015
Last Revised	November 13, 2025
Prior Revised Dates	11/14/2024, 09/10/2020

### **Purpose**

The Board adopts this policy to promote the integrity of the education profession and to create a climate within district schools that fosters ethical conduct and practice.

### **Authority**

The Board requires certificated district employees to comply with the Code of Professional Practice and Conduct and the requirements of the Educator Discipline Act.[\[1\]](#)[\[2\]](#)

### **Definitions**

**Educator** - shall mean a person who holds a certificate.[\[3\]](#)

**Certificate** - shall mean any Commonwealth of Pennsylvania certificate, commission, letter of eligibility or permit issued under the School Code.[\[3\]](#)

**Sexual Abuse or Exploitation** - shall mean any of the following:[\[4\]](#)

1. The employment, use, persuasion, inducement, enticement or coercion of a child to engage in or assist another individual to engage in sexually explicit conduct, which includes, but is not limited to, the following:
  - a. Looking at the sexual or other intimate parts of a child or another individual for the purpose of arousing or gratifying sexual desire in any individual.
  - b. Participating in sexually explicit conversation either in person, by telephone, by computer or by a computer-aided device for the purpose of sexual stimulation or gratification of any individual.
  - c. Actual or simulated sexual activity or nudity for the purpose of sexual stimulation or gratification of any individual.

- d. Actual or simulated sexual activity for the purpose of producing visual depiction, including photographing, videotaping, computer depicting or filming.
2. Any of the following offenses committed against a child: rape; statutory sexual assault; involuntary deviate sexual intercourse; sexual assault; institutional sexual assault; aggravated indecent assault; indecent assault; indecent exposure; incest; prostitution; sexual abuse; unlawful contact with a minor; or sexual exploitation.

**Sexual Misconduct** - any act, including, but not limited to, any verbal, nonverbal, written or electronic communication or physical activity, directed toward or with a child or student that is designed to establish a romantic or sexual relationship with the child or student, such acts include but are not limited to: [\[3\]](#)

1. Sexual or romantic invitation.
2. Dating or soliciting dates.
3. Engaging in sexualized or romantic dialog.
4. Making sexually suggestive comments.
5. Self-disclosure or physical disclosure of a sexual or erotic nature.
6. Any sexual, indecent, romantic or erotic contact with a child or student.

### **Delegation of Responsibility**

#### **Duty to Report**

The Superintendent or designee shall report to the Pennsylvania Department of Education on the required form, within fifteen (15) days of receipt of notice from an educator or discovery of the incident, any educator: [\[5\]](#)

1. Who has been provided with notice of intent to dismiss or remove for cause, notice of nonrenewal for cause, notice of removal from eligibility lists for cause, or notice of intent not to reemploy for cause.
2. Who has been arrested or indicted for, or convicted of any crime that is graded a misdemeanor or felony.
3. Against whom there are any allegations of sexual misconduct or sexual abuse or exploitation involving a child or student.
4. Where there is reasonable cause to suspect that the educator has caused physical injury to a child or student as the result of negligence or malice.
5. Who has resigned or retired or otherwise separated from employment after a school entity has received information of alleged misconduct under the Educator Discipline Act.
6. Who is the subject of a report filed by the school entity under 23 Pa. C.S. Ch. 63 (relating to child protective services). [\[6\]](#)
7. Who the school entity knows to have been named as a perpetrator of an indicated or founded report under 23 Pa. C.S. Ch. 63.

An educator who knows of any action, inaction or conduct which constitutes sexual abuse or exploitation or sexual misconduct under the Educator Discipline Act shall report such misconduct to the Pennsylvania Department of Education on the required form, and shall report such

misconduct to the Superintendent and immediate supervisor, within fifteen (15) days of discovery of such misconduct.[5]

All reports submitted to the Pennsylvania Department of Education shall include an inventory of all information, including: documentary and physical evidence in possession or control of the school relating to the misconduct resulting in the report.[5]

An educator who is arrested or convicted of a crime shall report the arrest or conviction to the Superintendent or designee, within seventy-two (72) hours of the occurrence, in the manner prescribed in Board policy.[5][7][8]

Failure to comply with the reporting requirements may result in professional disciplinary action.[9]

## **Guidelines**

### **Investigation**

School officials shall cooperate with the Pennsylvania Department of Education during its review, investigation, or prosecution, and shall promptly provide the Pennsylvania Department of Education with any relevant information and documentary and physical evidence upon request.[10]

Upon receipt of notification in writing from the Pennsylvania Department of Education, the Superintendent or designee shall investigate the allegations of misconduct as directed by the Department and may pursue its own disciplinary procedure as established by law or by collective bargaining agreement.[10]

Within ninety (90) days of receipt of notification from the Pennsylvania Department of Education directing the school district to conduct an investigation (extensions may be requested), the Superintendent or designee shall report to the Department the outcome of its investigation and whether it will pursue local employment action. The Superintendent or designee may make a recommendation to the Department concerning discipline. If the district makes a recommendation concerning discipline, it shall notify the educator of such recommendation.[10]

### **Discrimination/Harassment**

Whenever the allegations underlying a report of educator misconduct include conduct that appears to constitute harassment or other discrimination, including **Title IX sexual harassment**, subject to policies and procedures specific to such conduct, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in the applicable Board policies. Whenever an investigation by the district of educator misconduct reveals indications of conduct by any person that appears to constitute harassment or other discrimination, including **Title IX sexual harassment**, the Title IX Coordinator shall be promptly notified and shall respond to such allegations as provided in policies specific to such conduct. To the extent feasible, investigations shall be conducted jointly with investigations by the district of educator misconduct.[11][12]

### **Confidentiality Agreements**

The district shall not enter into confidentiality or other agreements that interfere with the mandatory reporting requirement.[10]

### **Confidentiality**

Except as otherwise provided in the Educator Discipline Act, all information related to any complaint, any complainant, or any proceeding related to discipline under the Educator Discipline Act shall remain confidential unless or until public discipline is imposed.[13]

## Immunity

Any person who, in good faith, files a complaint or report, or who provides information or cooperates with the Pennsylvania Department of Education or Professional Standards and Practices Commission in an investigation or proceeding shall be immune from civil liability. The district also is immune from civil liability for the disclosure of information about the professional conduct of a former or current employee to a prospective employer of that employee.[\[14\]](#)

## **PSBA Revision 4/25 © 2025 PSBA**

### Legal

[1. 22 PA Code 235.1 et seq](#)

[2. 24 P.S. 2070.1a](#)

[3. 24 P.S. 2070.1b](#)

[4. 23 Pa. C.S.A. 6303](#)

[5. 24 P.S. 2070.9a](#)

6. Pol. 806

[7. 24 P.S. 111](#)

8. Pol. 317

[9. 24 P.S. 2070.9c](#)

[10. 24 P.S. 2070.11](#)

11. Pol. 103

12. Pol. 104

[13. 24 P.S. 2070.17b](#)

[14. 24 P.S. 2070.17a](#)

[23 Pa. C.S.A. 6301 et seq](#)

[24 P.S. 2070.1a et seq](#)



Book	Policy Manual
Section	300 Employees
Title	Freedom of Speech by Employees
Code	320
Status	First Reading
Adopted	August 8, 1985
Last Revised	November 13, 2025
Prior Revised Dates	03/08/2018

### **Authority**

**The Board respects employees' freedom of speech. Public school employees do not surrender their rights to free speech merely because of their status as an employee of the school district.** The Board acknowledges the right of administrative, professional and support employees as **private** citizens in a democratic society to speak on issues of public concern.

The Board adopts this policy to clarify situations in which an employee's expression could conflict with the district's interests, **when the employee is not engaged in assigned duties. In such instances, the district, in coordination with the school solicitor, must balance the employee's interests regarding freedom of expression on issues of public concern as a private citizen against the interests of this district in promoting the efficient and effective functioning and educational purpose of the district.**

In situations in which a district employee is not engaged in the performance of assigned duties, **the employee's freedom of speech may be addressed when the employee's speech impacts efficiency or constitutes a reasonable likelihood of disruption, as indicated by any one of the following:**

1. Making comments that would interfere with the maintenance of student discipline;
2. Making public statements about the district known to be false or made without regard for truth or accuracy;
3. Making threats against co-workers, supervisors, or district officials;
4. **Impairing discipline by superiors or harmony among co-workers;**
5. **Having a detrimental impact on close working relationships requiring loyalty and confidence;**
6. **Impeding the performance of the duties of the employee that conducted the speech; or**

**7. Interfering with the operations of the school district.**

**Any decisions based on the above listing shall take into consideration all of the facts of each individual situation and shall include consultation with the school solicitor.**

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Legal

[22 PA Code 235.1 et seq](#)

[PA Const. Art. I Sec. 7](#)

[U.S. Const. Amend. I](#)

Connick v. Myers, 461 U.S. 138 (1983)

Dougherty v. Sch. Dist. of Philadelphia, 772 F.3d 979, 991 (3d Cir. 2014)

Garcetti v. Ceballos, 547 U.S. 410 (2006)

Natalie Munroe v. Central Bucks School District, 805 F.3d 454 (3d Cir. 2019)

Pickering v. Board of Education, 391 U.S. 563 (1968)

Pol. 816

ww 11/7/25  
BdApp 11/13/25

# NRG Controls North, Inc.

PO Box 235  
Selinsgrove, PA 17870-0235  
Tel: (570) 374-1933  
Fax: (570) 374-6742  
www.nrgnorth.com

David Landmesser  
Cell: (570) 233-0228  
dlandmesser@nrgnorth.com

NRG Controls North, Inc. agrees to provide Canton Area School District the services described herein and on the attached schedules, hereby incorporated herein, according to the following terms and conditions:

<b>Facility:</b>	<b>District</b>
<b>Scope of Service:</b>	<b>Six (6) DDC predictive and preventative maintenance visits on the Honeywell system (including electric/electronic devices) controlling the heating, ventilating and air conditioning at the stated facilities. Includes N4 software licensing agreement.</b>

**Duration:** This Service Agreement shall begin on the **1st day of November 2025** and shall continue for the accepted contract period.

**Price and Payment Terms:** In exchange for the services provided hereunder by NRG Controls North, Inc., customer shall pay the amount of **\$9,000.00**, and which payment shall be due within 30 days of invoice date:

**Contract Year #1:** 11/01/2025 - 10/30/2026  
**Nine Thousand and**.....00/100 Dollars (\$9,000.00)

**Year #2 of 5-Year Contract:** 11/01/2026 - 10/30/2027  
**Nine Thousand and**.....00/100 Dollars (\$9,000.00)  
(Roughly 3% cost of business increase and other cost increases will be forgone)

**Year #3 of 5-Year Contract:** 11/01/2027 - 10/28/2028  
**Nine Thousand Two Hundred Seventy and**.....00/100 Dollars (\$9,270.00)

**Year #4 of 5-Year Contract:** 11/01/2028 - 10/28/2029  
**Nine Thousand Four Hundred Forty-Eight and**.....00/100 Dollars (\$9,448.00)

**Year #5 of 5-Year Contract:** 11/01/2029 - 10/28/2030  
**Nine Thousand Six Hundred Thirty-Six and**.....00/100 Dollars (\$9,636.00)

This proposal, provided to the customer on or about September 24, 2025, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract upon the execution by both parties. This agreement supersedes all prior presentations and agreements not incorporated herein. Please check the contract option you are choosing and sign below:

[ ] 1 Year OR [✓] 5 Year

NRG Controls North, Inc.

By: \_\_\_\_\_

Scott Bordner, Controller

Date: \_\_\_\_\_

Canton Area School District

By: \_\_\_\_\_

Superintendent

Date: \_\_\_\_\_

## **SUMMARY OF AGREEMENT COVERAGE**

This service agreement provides for:

**Six (6) predictive and preventative maintenance visits per year on the Honeywell System. Includes annual N4 software license agreement for server.** These visits will be scheduled with the owner's input. It is intended to ensure that the selected equipment to be maintained as required ensuring proper, efficient operation. It is also intended to prevent premature failures of the system components thus reducing the number of repair / emergency service calls each year.

### **I. SCHEDULED MAINTENANCE Basic Agreement Coverage**

1. Specially trained technicians and engineers will conduct the required tasks to ensure that the select equipment is properly maintained.
2. With the facility director's input, a programmed maintenance schedule will be developed during the first year detailing what equipment is to be inspected and calibrated during each inspection. At the facility director's request, our technician may be assigned specific other tasks related to the controls system in lieu of their scheduled task.
3. A service report will be completed after each call and will be provided to the customer. A duplicate record will be maintained by NRG Controls North, Inc. to update the history of work performed.

### **II. REPAIR LABOR AND MATERIALS**

Any repair labor and materials will be billed at the preferred customer contract rate. (Preferred Customer Contract Rates for the current year are shown on the following page)

### **III. PREFERRED CUSTOMER DISCOUNTS**

Customer will enjoy a 30% discount on Schneider Electric parts.

### **IV. TRAINING**

Operator training will be provided on an ongoing basis by the NRG Controls North, Inc. service technician. Preventive maintenance inspections may be temporarily suspended at the discretion of the owner to provide informal "brush up" operator training. Comprehensive operator training is available at the Schneider Electric Professional Training Center each year for an additional fee.

**SCHEDULE OF BILLING RATES**  
**2025 CONTRACT YEAR**

**Preferred Contract Customer Billing Rates**  
(For work performed over and above the contract)

<b>DDC Control / Security Technician</b>		
Monday – Friday	normal business hours*	\$185.00
Monday – Friday	after hours**	\$235.00
Saturday		\$235.00
Sunday & All Holidays		\$310.00

<b>Fire Alarm Technician</b>		
Monday – Friday	normal business hours*	\$195.00
Monday – Friday	after hours**	\$292.50
Saturday		\$292.50
Sunday & All Holidays		\$390.00

<b>HVAC Specialist</b>		
Monday – Friday	normal business hours*	\$130.00
Monday – Friday	after hours**	\$193.50
Saturday		\$193.50
Sunday & All Holidays		\$260.00

\*Monday – Friday, normal business hours – regular non-holiday business operating hours of 7:00 AM – 5:00 PM.

\*\*Monday – Friday, after hours work – regular non-holiday, non-weekend, operating hours prior to 7:00 AM and after 5:00 PM

**NRG Controls North provides 24/7 service coverage for our service contract customers.**  
**Our regular office hours are 8 a.m. – 4 p.m. Our answering service is also available**  
**to take after-hours and weekend calls.**

**For 24/7 service, please call 570.374.1933.**

Jim Ready, Chief Operating Officer  
Frank Kilyanek, Account Executive  
David Landmesser, Account Executive  
Dan Matechak, Account Executive  
Kerry Hockenbroch II, Life Safety Controls Sales  
Jonathan Stroh, Security Systems Sales Engineer  
Jeff Dudek, BAS Service Manager  
Michael Stadulis, HVAC Mechanical Team Lead  
Chris Kerstetter, HVAC Mechanical Team Lead  
Todd Hoover, Security Systems Team Lead

***Rates are subject to change based on current contract year.***

# FIELD TRIP REQUEST

Destination(s): Orlando, Florida

How many subs  
are needed:

0

Date of Trip 2-6-26 - 2-13-26 Day of Week Friday to Friday Leave Time 6:00 AM Return to School 2/13/26  
Number of Students/Adults 19 Circle One VAN BUS -- If you want a VAN, who will drive? 5pm

Where will the bus load for the trip? Parents provide transportation to airport

Students will: (check one) X Ride their regular bus home after the field trip.  
X Arrange their own transportation home after the field trip.

Class or Grade Description Competition Cheer

Person in Charge Marcie Jennings

Other Chaperones going: Becca Jennings

Katelyn Hart Ford

Objective of Trip: National Cheer Competition

**Estimated Cost  
Of Trip -  
Including Subs**

Additional Information, if any: Competing 2 days against other High Schools  
across the Country.

\$25,000

## 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.

Marcie Jennings  
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 11/5/25

Business Manager:

Approved [Signature]

Date 11/5/25

WW 11/07/25  
Bd App 11/13/25

**Name:** Mrs. Stacey Segur  
**Course/Subject:** College & Career Literacy  
**Topic:** Employment Literacy  
**Intended Weeks of Study:** 3-5 weeks

**Date (completed):** October 2025  
**Team:** 12th Grade  
**School:** Canton Junior-Senior High School

**Revised:**

WW 10/10/25  
 Bd App 11/13/25

# Curriculum Guide: KUD/College & Career Literacy/Employment Literacy Unit

**By the end of this unit, students will be able to *UNDERSTAND* (what)?**

The process of applying for employment  
 The process of interviewing  
 Creating a portfolio of this information on job websites and in Smart Futures.

<u>Concepts/Know</u>	<u>Competencies/Do</u>	<u>Resources/Assessments</u>
Applying for a job/position Job application Resume Cover Letter Interview Letter of Appreciation Portfolio	<p>PA Academic Standards:  <b>1.2 Reading Informational Text</b>  <b>CC.1.2.11-12.A</b>            Determine and analyze the relationship between two or more central ideas of a text, including the development and interaction of the central ideas; provide an objective summary of the text.</p> <p><b>CC.1.2.11-12.B</b>            Cite strong and thorough textual evidence to support analysis of what the text says explicitly, as well as inferences and conclusions based on and related to an author's implicit and explicit assumptions and beliefs.</p> <p><b>CC.1.2.11-12.C</b>            Analyze the interaction and development of a complex set of ideas, sequence of events, or specific individuals over the course of the text.</p>	<p><u>Resources:</u></p> <p><u>Format and Content Job Application</u>  <u>Active Verbs for Resume</u>  <u>Format and Content Resume</u>  <u>Format and Content for Cover Letter</u>  <u>How to Dress for an Interview</u>  <u>Classic Interview Questions</u>  <u>Mock Interview Fields and Interviewers</u>  <u>Exit Interview Questions</u>  <u>Exit Interview Schedule</u>  <u>Format and Content for Letter of Appreciation</u>  <u>Information for Envelope</u>  <u>How to Write an Email</u>  <u>LinkedIn</u>  <u>Monster</u>  <u>ZipRecruiter</u>  <u>Indeed</u>  <u>Best Job Sites: Forbes</u></p> <p><u>Assessments:</u>  <u>Time, Activities, Skills</u>  <u>Self-introduction</u>  <u>Format and Content for Job Application</u>  <u>RD and FD Evaluation for Job Application</u>  <u>Job Application, Option 1 Form</u>  <u>Job Application, Option 2</u></p>

**CC.1.2.11–12.D**

Evaluate how an author's point of view or purpose shapes the content and style of a text.

**CC.1.2.11–12.E**

Analyze and evaluate the effectiveness of the structure an author uses in his or her exposition or argument, including whether the structure makes points clear, convincing, and engaging.

**CC.1.2.11–12.F**

Evaluate how words and phrases shape meaning and tone in texts.

**CC.1.2.11–12.G**

Integrate and evaluate multiple sources of information presented in different media or formats (e.g., visually, quantitatively) as well as in words in order to address a question or solve a problem.

**CC.1.2.11–12.J**

Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college- and career-readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

**CC.1.2.11–12.K**

Determine or clarify the meaning of unknown and multiple meaning words and phrases based on grade-level reading and content, choosing flexibly from a range of strategies and tools.

Format and Content for Resume Notes

CHS Resume Template

RD and FD Resume Evaluation

Format and Content for Cover Letter Notes

RD and FD Evaluation for Cover Letter

Mock Interview Rubric

Exit Interview Rubric

Mock Interview Information, Questions, and

Answers

Exit Interview Information, Questions, and

Answers

Format and Content Notes for Letter of

Appreciation

RD and FD Evaluation for Letter of Appreciation

Writing to Yourself about Goals: FutureMe

Terms to Review from Unit

**CC.1.2.11–12.L**

Read and comprehend literary nonfiction and informational text on grade level, reading independently and proficiently.

**1.4 Writing**

**CC.1.4.11–12.A**

Write informative/explanatory texts to examine and convey complex ideas, concepts, and information clearly and accurately.

**CC.1.4.11–12.B**

Write with a sharp, distinct focus identifying topic, task, and audience.

**CC.1.4.11–12.C**

Develop and analyze the topic thoroughly by selecting the most significant and relevant facts, extended definitions, concrete details, quotations, or other information and examples appropriate to the audience's knowledge of the topic; include graphics and multimedia when useful to aiding comprehension.

**CC.1.4.11–12.D**

Organize complex ideas, concepts, and information so that each new element builds on that which precedes it to create a whole; use appropriate and varied transitions and syntax to link the major sections of the text; provide a concluding statement or section that supports the information presented; include formatting when useful to aiding comprehension.

**CC.1.4.11–12.E**

Write with an awareness of the stylistic aspects of composition.

- Use precise language, domain-specific vocabulary, and techniques such as metaphor, simile, and analogy to manage the complexity of the topic.
- Establish and maintain a formal style and objective tone while attending to the norms of the discipline in which they are writing.

**CC.1.4.11–12.F**

Demonstrate a grade-appropriate command of the conventions of standard English grammar, usage, capitalization, punctuation, and spelling.

**CC.1.4.11–12.M**

Write narratives to develop real or imagined experiences or events.

**CC.1.4.11–12.N**

Engage and orient the reader by setting out a problem, situation, or observation and its significance, establishing one or multiple points of view, and introducing a narrator and/or characters.

**CC.1.4.11–12.O**

Use narrative techniques such as dialogue, description, reflection, multiple plotlines, and pacing to develop experiences, events, and/or characters; use precise words and phrases, telling details, and sensory language to convey a vivid picture of the experiences, events, settings, and/or characters.

**CC.1.4.11–12.P**

Create a smooth progression of experiences or events using a variety of techniques to sequence events so that they build on one another to create a coherent whole and build toward a particular tone and outcome; provide a conclusion that follows from and reflects on what is experienced, observed, or resolved over the course of the narrative.

**CC.1.4.11–12.Q**

Write with an awareness of the stylistic aspects of writing.

- Use parallel structure.
- Use various types of phrases and clauses to convey specific meanings and add variety and interest.
- Use precise language, domain-specific vocabulary, and techniques such as metaphor, simile, and analogy to manage the complexity of the topic.

**CC.1.4.11–12.R**

Demonstrate a grade-appropriate command of the conventions of standard English grammar, usage, capitalization, punctuation, and spelling.

**CC.1.4.11–12.S**

Draw evidence from literary or informational texts to support analysis, reflection, and research, applying grade-level reading standards for literature and literary nonfiction.

**CC.1.4.11–12.T**

Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.

**CC.1.4.11–12.U**

Use technology, including the Internet, to produce, publish, and update individual or shared writing products in response to ongoing feedback, including new arguments and information.

**CC.1.4.11–12.V**

Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation.

**CC.1.4.11–12.W**

Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the strengths and limitations of each source in terms of the task, purpose, and audience; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and overreliance on any one source and following a standard format for citation.

**CC.1.4.11–12.X**

Write routinely over extended time frames (time for research, reflection, and revision) and shorter time frames (a single sitting or a day or two) for a range of discipline-specific tasks, purposes, and audiences.

**1.5 Speaking and Listening****CC.1.5.11–12.A**

Initiate and participate effectively in a range of collaborative discussions on grade-level topics, texts, and issues, building on others' ideas and expressing their own clearly and persuasively.

**CC.1.5.11–12.C**

Integrate multiple sources of information presented in diverse formats and media (e.g., visually, quantitative, orally) in order to make informed decisions and solve problems, evaluating the credibility and accuracy of each source and noting any discrepancies among the data.

**CC.1.5.11–12.D**

Present information, findings, and supporting evidence, conveying a clear and distinct perspective; organization, development, substance, and style are appropriate to purpose, audience, and task.

**CC.1.5.11–12.E**

Adapt speech to a variety of contexts and tasks.

**CC.1.5.11–12.G**

Demonstrate command of the conventions of standard English when speaking based on Grades 11–12 level and content.

	<b>Chapter 339: (Updated to 2026 standards)</b> 13.1.9-12.A-F Career Awareness and Exploration 13.2.9-12.A-F Employability Skills 13.3.9-12.A-D Growth and Advancement 13.4.9-12.A-D Personal Interests and Career Planning	
<b>Vocabulary:</b> Self-introduction, Job Application, References, Resume, Cover Letter, Interviewing, Mock/Exit Interview, Letter of Appreciation/Thanks, Envelope Applying Online: Monster, LinkedIn, Indeed, ZipRecruiter, Formal Email, FutureMe.org Portfolio		

<b>Unit Topic:</b> Employment Literacy
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<b>Unit Essential Question:</b> Based on my future, how do I get employed?
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<b>Concept:</b> Apply for Employment	<b>Concept:</b> Interviewing Process	<b>Concept:</b> Portfolio
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<p><b>Lesson Essential Question #1:</b> What do I need to do when applying for employment?</p>	<p><b>Vocabulary:</b>            -Self-introduction            -Job Application            -References            -Resume            -Cover Letter            -References</p>
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<p><b>Lesson Essential Question #2:</b> What do I do before, during, and after an interview?</p>	<p><b>Vocabulary:</b>            -Interviewing            -Mock/Exit interview            -Letter of Appreciation/Thanks            -Envelope</p>
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<p><b>Lesson Essential Question #4</b> How do I create a portfolio of my employment information on job websites and in Smart Futures?</p>	<p><b>Vocabulary:</b>            -Applying Online            -Formal Email            -FutureMe.org</p>
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<p><b>LEQ #1: What do I need to do when applying for employment?</b></p> <p><b>ACTIVATOR/LINK TO PRIOR KNOWLEDGE:</b>  Where could you work now based on your current education and skills? How could you go about getting a job right now? After education/training, where do you want to work? How are you going to get a job after education/training? Journal and share.</p>	<p><b>ASSESSMENT PROMPT #1</b>  Create your own self-introduction and practice.</p>
<p>Instruction for Assessment Prompt 1</p> <p>Discuss networking along with how to introduce oneself. Discuss self-introduction (introduce yourself and highlight some important information--education, activities, experiences, and wanting to be employed). Practice.</p> <p>Explain skills table. Review them as students share them.</p>	<p>Assessment Prompt 1 Task</p> <p>Create a self-introduction by writing a paragraph about yourself...introduce yourself first followed by education, activities, experiences, and wanting to be employed. Practice.</p> <p>Create your own table about a busy weekday that you have...start from when you wake up to when you go to sleep, and include important hours of the day. Include skills that you use during each part of your day. (For example, waking up has the skill of time management, showering has the skill of health and wellness.) Share with teacher.</p>
<p><b>ASSESSMENT PROMPT #2</b>  Job application format/content notes, rough draft, evaluation, final draft, and rewrite.</p>	<p>Instruction for Assessment Prompt 2</p> <p>Discuss format and content for job application. Look at the job application and evaluation. Discuss rough draft, final draft, and evaluation. Regrade rewrites.</p>
<p>Assessment Prompt 2 Task</p> <p>Complete the format and content notes. Review the job application evaluation. Fill in the rough draft of the job application and self and peer evaluate. Revise/edit for final draft. Turn in rough draft, final draft, and evaluation. Rewrite. Include notes, final draft/rewrite, and evaluation.</p>	<p><b>ASSESSMENT PROMPT #3</b>  Resume format/content notes, rough draft, evaluation, final draft, and rewrite.</p>

<p>Instruction for Assessment Prompt 3</p> <p>Discuss resume and format and content, and explain the evaluation. Use template to explain different sections. Share rough draft, final draft, and evaluation. Regrade rewrites.</p>
<p>Assessment Prompt 3 Task</p> <p>Complete the format and content notes. Consult the template and evaluation. Type rough draft. Self and peer evaluate. Revise/edit for final draft. Turn in rough draft, final draft, and evaluation. Rewrite.</p>
<p><b>ASSESSMENT PROMPT #4</b></p> <p><b>Cover letter format/content notes, rough draft, evaluation, final draft, and rewrite.</b></p>
<p>Instruction for Assessment Prompt 4</p> <p>Look at your resume and write down the main points that you want employers to know. Explain how this relates to a cover letter. Discuss the format and content and explain the evaluation. Collect rough draft, final draft, and evaluation. Regrade rewrites.</p>
<p>Assessment Prompt 4 Task</p> <p>Write down the main points from the resume and share. Complete the format and content notes. Use the evaluation to assist them in writing the cover letter. Write a rough draft. Self and peer evaluate. Edit/revise for final draft. Turn in rough draft, final draft, and evaluation. Rewrite.</p> <p><b>Summarizer: Answer LEQ#1.</b></p> <p><b>Lesson Assessment: Skills sheet, job application, self-introduction, resume, cover letter, notes, and self and peer evaluations</b></p>
<p><b>LEQ #2: What do I do before, during, and after an interview?</b></p>
<p><b>ASSESSMENT PROMPT #1</b></p> <p><b>Type answers to 5-10 interview questions. Participate in a mock/exit interview with an authority figure or employer.</b></p> <p>Instruction for Assessment Prompt 1</p> <p>Discuss types of interviews and what to do before, during, and after an interview. Discuss Do's and Don'ts of interviewing. Assist with responding to 5-10 interview questions. Organize a mock/exit interview including dates, times, locations, and interviewers. Practice. Explain discussion board.</p>
<p>Assessment Prompt 1 Task</p> <p>Research and share about the types of interviews and what to do before, during, and after an interview. Listen to Do's and Don'ts of interviewing. Participate in a practice interview. Share. Type 5-10 interview questions and your answers. Participate in a mock/exit interview with a school authority figure or employer. Discuss board: What did you learn? What did you do well? What do you need to improve upon for next time?</p>

<p><b>ASSESSMENT PROMPT #2</b></p> <p><b>Letter of appreciation format/content notes, rough draft, evaluation, final draft, and rewrite.</b></p>	<p>Instruction for Assessment Prompt 2</p> <p>Discuss letter of thanks format and content. Review the evaluation. Assist students. Collect rough draft, final draft, and evaluation. Regrade rewrites. Explain the envelope.</p>
<p>Assessment Prompt 2 Task</p> <p>Take notes about format and content. Type a rough draft, self and peer evaluate, and fix/edit for final draft. Turn in rough draft, final draft, and evaluation. Rewrite. Write on an envelope and deliver/mail.</p> <p><b>Summarizer: Answer LEQ#2.</b></p> <p><b>Lesson Assessment: interviewing information/research, mock/exit interview, letter of appreciation/thanks, envelope, self and peer evaluations</b></p>	<p>LEQ #3: How do I create a portfolio of my employment information on job websites and in Smart Futures?</p> <p><b>ASSESSMENT PROMPT #1</b></p> <p><b>Type a formal email and send to Mrs. Segur at <a href="mailto:ssegur@canton.k12.pa.us">ssegur@canton.k12.pa.us</a></b></p> <p><b>Create an account on LinkedIn, Monster, or ZipRecruiter.</b></p> <p><b>Type a letter to themselves in the future on FutureMe.org</b></p>
<p>Instruction for Assessment Prompt 1</p> <p>Discuss how to type a formal email about college, career, getting assignments, or asking for a reference. Show them LinkedIn, Monster, and/or Zip Recruiter. Assist with registering. Show them FutureMe.org and check to see that they wrote to themselves about their future.</p>	<p>Assessment Prompt 1 Task</p> <p>Listen to information about how to type a formal email about college, career, getting assignments, or asking for a reference. Type and send an email to Mrs. Segur. Look at LinkedIn, Indeed, Monster, and/or Zip Recruiter and register a new account. Look at FutureMe.org and type a letter to themselves about their future.</p>
<p><b>ASSESSMENT PROMPT #2:</b></p> <p><b>Review the terms from the three sections: career, education/training, and employment literacy.</b></p>	<p>Instruction for Assessment Prompt 2</p> <p>Explain pass-it game and assign definitions and editing/revising others' definitions.</p>
<p>Assessment Prompt 2 Task</p> <p>Use pass-it game to define unit terms and revise/edit other students' definitions.</p>	

**Summarizer: Answer LEQ #3 on SLM.**

**Lesson Assessments: Formal email, register for a job account, letter for [FutureMe.org](https://FutureMe.org), review sheet**

# TREASURER'S REPORT

## CANTON AREA SCHOOL DISTRICT

10/31/2025

### 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	10/01/25	197,929.53	8,781,744.44	6,850.43	3,279.90
RECEIPTS - REGULAR		1,311,085.88	243,100.14	5,155.59	0.00
INTEREST EARNED		1,064.91	24,619.56	0.00	0.00
DISBURSEMENTS		-1,300,625.56	-1,540,993.07	-1,957.51	-150.00
BALANCE	10/31/25	209,454.76	7,508,471.07	10,048.51	3,129.90

### 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	10/01/25	1,786.75	1.00	129,834.41
RECEIPTS - REGULAR		2,025.70	640,993.07	210,798.40
INTEREST EARNED		0.00	0.00	0.00
DISBURSEMENTS		-1,785.75	-640,993.07	-252,534.27
BALANCE	10/31/25	2,026.70	1.00	88,098.54

### 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	10/01/25	592,985.53	247,208.10	2,357.51	24,752.20
RECEIPTS-REGULAR		90,463.98	27,100.59	876.55	0.00
INTEREST EARNED		1,715.63	651.37	7.48	66.46
DISBURSEMENTS		-45,482.29	-40,675.15	-479.91	-1,351.84
BALANCE	10/31/25	639,682.85	234,284.91	2,761.63	23,466.82

### 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 2020	\$3,290,000	2025 - 2027	2.00%	750,000	766,100

# **RECEIPTS FOR THE MONTH ENDING 10/31/25** **CANTON AREA SCHOOL DISTRICT**

## **SUMMARY OF INCOME**

<b>TOTAL LOCAL</b>	<b>109,621.17</b>	<b>31.03%</b>
<b>TOTAL STATE</b>	<b>243,678.12</b>	<b>68.97%</b>
<b>TOTAL FEDERAL</b>	<b>0.00</b>	<b>0.00%</b>
<b>GRAND TOTAL</b>	<b>353,299.29</b>	

## **LOCAL INCOME**

### **ADMISSIONS**

Athletic Director	Gate Receipts	4,322.50
	<b>TOTAL ADMISSIONS</b>	<b>4,322.50</b>

### **INSURANCE**

School Claims Service	Cobra insurance premiums	1,912.80
	<b>TOTAL INSURANCE &gt;&gt;&gt;</b>	<b>1,912.80</b>

### **INTEREST**

First Citizens Community Bank	Gen. Fund Checking	1,064.91
First Citizens Community Bank	Gen. Fund Savings	24,619.56
First Citizens Community Bank	HRA	66.46
	<b>TOTAL INTEREST &gt;&gt;&gt;</b>	<b>25,750.93</b>

### **MISCELLANEOUS**

America Settlement Co.	Tax duplicate	5.00
Aylesworth, Casey	Cross country meal money change	49.07
Bradford-Tioga Head Start	Lease	842.40
CASD Students	Lost charger/computer repair	145.00
CASD Students	Elevator key	10.00
CASD Students	Computer insurance	20.00
CASD Students	Instrument rental fees	286.00
Central Treasury-Elementary	Field trip transportation	217.71
Chatterbox Restaurant	Fall sports schedule sponsorship	130.00
Commonwealth of Pennsylvania	PURTA	3,295.52
Community Foundation for the Twin Tiers	Grants	2,085.00
District Magistrate	Fines	270.36
Krause, Thomas	Jury duty	9.00
N. Tier Regional Planning & Development Commission	Donation	750.00
Northern Tier Insurance Consortium	Wellness incentive	750.00
OhioPyle	Royalties	28.61
Prime Transfer	Tax duplicate	5.00
Shanley, Siarra	Jury duty	10.00
Walker, Jerry	Brick purchase	50.00
	<b>TOTAL MISCELLANEOUS &gt;&gt;&gt;</b>	<b>8,958.67</b>

### **PAYROLL**

CASD Cafeteria Fund	Payroll Expenses	
	<b>TOTAL PAYROLL&gt;&gt;&gt;</b>	<b>0.00</b>

### **TAXES**

Berkheimer	E.I.T.	41,779.24
Bradford County	Delinquent Taxes	8,884.42
Bradford County	R.E. Transfer Tax	8,286.60
Lycoming County	Delinquent Taxes	1,469.02
Tioga County	Delinquent Taxes	6,321.49
Tioga County	R.E. Transfer Tax	1,935.50
	<b>TOTAL TAXES &gt;&gt;&gt;</b>	<b>68,676.27</b>

**TUITION**

**TOTAL TUITION >>> 0.00**

**TOTAL LOCAL INCOME >>> 109,621.17**

**STATE INCOME**

Commonwealth of Pennsylvania Property Tax Relief 243,678.12

**TOTAL STATE INCOME >>> 243,678.12**

**FEDERAL INCOME**

**TOTAL FEDERAL INCOME >>> 0.00**

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2025-10-17  
 Check Numbers: 0000065095 - 0000065117  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000065095	10/17/2025	QUINLAN ABERCROMBIE	RE TAX OVER PMT REFUND		553.44
0000065096	10/17/2025	ALL AMERICAN ATHLETICS	ELEM GYM RECOAT	HS GYM RECOAT	7,200.00
0000065097	10/17/2025	AMAZON CAPITAL SERVICES	SUPPLIES		1,064.37
0000065098	10/17/2025	AT & T	CELL PHONES		139.58
0000065099	10/17/2025	BRADFORD-SULLIVAN COUNTY MUSIC EDUC. ASSOC.	JH COUNTY CHORUS REG FEE	HS COUNTY CHORUS REG FEE	290.00
0000065100	10/17/2025	CANTON BOROUGH AUTHORITY	WATER/SEWER		3,334.54
0000065101	10/17/2025	CCIU	TUITION - L.C.		8,696.16
0000065102	10/17/2025	LANG DAYTON	RE TAX OVER PMT REFUND		82.79
0000065103	10/17/2025	JOSTENS INC.	SUPPLIES		488.71
0000065104	10/17/2025	JOHN LANDON	RE TAX OVER PMT REFUND		172.35
0000065105	10/17/2025	THOMAS MAY	RE TAX OVER PMT REFUND		3,552.82
0000065106	10/17/2025	NORTHEAST BRADFORD CROSS COUNTRY	XC NTL REG FEE		150.00
0000065107	10/17/2025	PAESSLER AG	25/26 SUBSCRIPTION		1,547.28
0000065108	10/17/2025	ANTHONY PARKER	TAX OVER PMT REFUND		25.00
0000065109	10/17/2025	PENELEC	ELECTRICITY		12,345.42
0000065110	10/17/2025	PMEA DISTRICT 8	STUDENT REG FEE		30.00
0000065111	10/17/2025	PYRAMID SCHOOL PRODUCTS	SUPPLIES		570.08
0000065112	10/17/2025	RIDDELL ALL AMERICAN SPORTS CORP.	SUPPLIES - FB		3,481.95
0000065113	10/17/2025	ROCKWELL H & SON	SUPPLIES		225.00
0000065114	10/17/2025	SPORTS IMPORTS INC	SUPPLIES - VB		365.15
0000065115	10/17/2025	TOPS MARKETS LLC	SUPPLIES		681.24

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

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 Check Numbers: 0000065095 - 0000065117  
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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000065116	10/17/2025	TULPEHOCKEN MT SPRING WATER	WATER		164.00
0000065117	10/17/2025	XEROX CORPORATION	COPIERS		966.00
D000003881	10/17/2025	AGORA CYBER CHARTER SCHOOL	TUITION		1,318.63 <sup>D</sup>
D000003882	10/17/2025	BALDWINS HARDWARE & GIFT SHOP	SUPPLIES		588.07 <sup>D</sup>
D000003883	10/17/2025	ZACH COLTON	10/1/25 OFFICIAL	10/6/25 OFFICIAL	175.00 <sup>D</sup>
D000003884	10/17/2025	COMMONWEALTH CHARTER ACADEMY	TUITION		14,890.61 <sup>D</sup>
D000003885	10/17/2025	BRENT COOLBAUGH	10/2/25 OFFICIAL	10/11/25 OFFICIAL	200.00 <sup>D</sup>
D000003886	10/17/2025	DANDY MINI MARTS INC.	FUEL		121.08 <sup>D</sup>
D000003887	10/17/2025	FELICIA DIEFENDERFER	REGULAR DAYS TRANS.		1,646.20 <sup>D</sup>
D000003888	10/17/2025	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	31,710.01 <sup>D</sup>
D000003889	10/17/2025	STEVE DOWNS	10/1/25 OFFICIAL		100.00 <sup>D</sup>
D000003890	10/17/2025	EASTERN MANAGED PRINT NETWORK LLC	COPIERS		294.39 <sup>D</sup>
D000003891	10/17/2025	MATT HAROLD	10/1/25 OFFICIAL		100.00 <sup>D</sup>
D000003892	10/17/2025	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	12,127.50 <sup>D</sup>
D000003893	10/17/2025	JOSIE KERRICK	10/11/25 OFFICIAL	10/6/25 OFFICIAL	170.00 <sup>D</sup>
D000003894	10/17/2025	PETER P. LUPKOWSKI	10/2/25 OFFICIAL		115.00 <sup>D</sup>
D000003895	10/17/2025	MCGRAW-HILL	ACHIEVE LITERACY		8,150.00 <sup>D</sup>
D000003896	10/17/2025	MARK MCMURRAY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	15,344.25 <sup>D</sup>
D000003897	10/17/2025	NASCO	SUPPLIES		108.00 <sup>D</sup>
D000003898	10/17/2025	OMNI & TSACG	DED: 403b ANN1 - Full Payroll Pay Date: 10/17/2025	DED: 403b ROTH - Full Payroll Pay Date: 10/17/2025	5,765.83 <sup>D</sup>
D000003899	10/17/2025	ROGER ORLANDI	10/6/25 OFFICIAL		85.00 <sup>D</sup>

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

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Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003900	10/17/2025	PSEA HEALTH & WELFARE FUND	INSURANCE PREMIUM		480.20 <sup>D</sup>
D000003901	10/17/2025	KAREEM RAGAB	10/2/25 OFFICIAL		35.00 <sup>D</sup>
D000003902	10/17/2025	REACH CYBER CHARTER SCHOOL	TUITION		2,637.26 <sup>D</sup>
D000003903	10/17/2025	ED ROOT	10/1/25 OFFICIAL		100.00 <sup>D</sup>
D000003904	10/17/2025	CASEY M AYLESWORTH	XC MEAL MONEY - DISTRICTS		180.00 <sup>D</sup>
D000003905	10/17/2025	REBECCA SOCHA-BROWN	10/6/25 OFFICIAL		115.00 <sup>D</sup>
D000003906	10/17/2025	FRANK EDWARD SOCHA	10/6/25 OFFICIAL		115.00 <sup>D</sup>
D000003907	10/17/2025	STANDING STONE CONSULTING, INC.	SECURITY		569.43 <sup>D</sup>
D000003908	10/17/2025	BENNY THOMPSON III	10/6/25 OFFICIAL		75.00 <sup>D</sup>
D000003909	10/17/2025	KYLE THOMPSON	10/6/25 OFFICIAL		75.00 <sup>D</sup>
D000003910	10/17/2025	WILLIAMS NATHAN	10/6/25 OFFICIAL		75.00 <sup>D</sup>
D000003911	10/17/2025	ZITO BUSINESS	INTERNET		1,100.00 <sup>D</sup>
10 - GENERAL FUND					144,692.34
Grand Total All Funds					144,692.34
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					98,566.46
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					46,125.88
Grand Total Virtual Payments					0.00
Grand Total All Payments					144,692.34

\* - 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: 2025-10-17  
Check Numbers: 0000065095 - 0000065117  
Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
Sort: Payment Number

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2025-10-31  
 Check Numbers: 0000065118 - 0000065143  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000065118	10/31/2025	AGPARTS WORLDWIDE, INC.	SUPPLIES		209.80
0000065119	10/31/2025	AMAZON CAPITAL SERVICES	SUPPLIES		207.90
0000065120	10/31/2025	BLAST IU #17	SPEC ED 2ND IL		53,201.02
0000065121	10/31/2025	CANTON ELEMENTARY COKE AND CANDY	FOUNDATION GRANT		900.00
0000065122	10/31/2025	CANTON BUILDING SUPPLY	SUPPLIES		23.58
0000065123	10/31/2025	CM REGENT LLC	INSURANCE PREMIUM		747.50
0000065124	10/31/2025	CPE INTERLINK	SUPPLIES		54.82
0000065125	10/31/2025	MAGISTERIAL DISTRICT COURT 42-3-01	DED: MISC - Full Payroll Pay Date: 10/31/2025	DED: MISC - Full Payroll Pay Date: 10/17/2025	15.00
0000065126	10/31/2025	FISHER SCIENTIFIC	SUPPLIES		67.75
0000065127	10/31/2025	FOLLETT CONTENT SOLUTIONS LLC	BOOKS		938.16
0000065128	10/31/2025	FRONTIER COMMUNICATIONS OF CTN	PHONE SVC		2,756.99
0000065129	10/31/2025	HOBY LEADERSHIP SEMINAR 2023	L JACKSON REG FEE		285.00
0000065130	10/31/2025	HOLLIDAYSBURG AREA SCHOOL DISTRICT	TUITION - NH		20,027.70
0000065131	10/31/2025	JAXSON KARPINSKI	FB VIDEO - 10 GAMES		250.00
0000065132	10/31/2025	KURTZ BROTHERS	SUPPLIES		12.68
0000065133	10/31/2025	MASD	CHEER COMPETITION REG FEE		200.00
0000065134	10/31/2025	PACE ANALYTICAL SERVICES LLC	PROF SVC		185.60
0000065135	10/31/2025	ANTHONY PARKER	TAX OVER PMT REFUND		25.00
0000065136	10/31/2025	PENELEC	ELECTRICITY		13,802.30
0000065137	10/31/2025	PMEA DISTRICT 8	DISTRICT 8 CHORUS REG FEE		585.00

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2025-10-31  
 Check Numbers: 0000065118 - 0000065143  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000065138	10/31/2025	POLAR ENGRAVING	SUPPLIES		97.50
0000065139	10/31/2025	PYRAMID SCHOOL PRODUCTS	SUPPLIES		1,259.70
0000065140	10/31/2025	WENDY ROUTE	TICKET TAKER		70.00
0000065141	10/31/2025	UPMC	TRAINER		13,978.00
0000065142	10/31/2025	WILLIAMSON ATHLETICS	JH VB REG FEE		250.00
0000065143	10/31/2025	WILSON COLLEGE	A VOTH TUITION		1,470.00
D000003912	10/31/2025	AMPLIFY EDUCATION	CKLA		143,026.00 <sup>D</sup>
D000003913	10/31/2025	GARRY BAUMUNK	10/24/25 CHAINS		15.00 <sup>D</sup>
D000003914	10/31/2025	JOSEPH BIDOLI JR.	10/24/25 OFFICIAL		90.00 <sup>D</sup>
D000003915	10/31/2025	BRADFORD COUNTY SANITATION INC	PROF SVC		200.00 <sup>D</sup>
D000003916	10/31/2025	BRYCE BREWER	10/21/25 OFFICIAL		115.00 <sup>D</sup>
D000003917	10/31/2025	CANTON AUTO SUPPLY	SUPPLIES		25.41 <sup>D</sup>
D000003918	10/31/2025	COPIERFAX BUSINESS TECHNOLOGIES, INC.	COPIERS		273.95 <sup>D</sup>
D000003919	10/31/2025	PATRICK DAVIDSON	10/24/25 OFFICIAL		90.00 <sup>D</sup>
D000003920	10/31/2025	EDWARD F DAY	10/24/25 OFFICIAL		90.00 <sup>D</sup>
D000003921	10/31/2025	FELICIA DIEFENDERFER	REGULAR DAYS TRANS.		1,646.20 <sup>D</sup>
D000003922	10/31/2025	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	31,018.04 <sup>D</sup>
D000003923	10/31/2025	PETER GEANACOPOULOS	10/24/25 PA		25.00 <sup>D</sup>
D000003924	10/31/2025	LUKAS HALLETT	10/24/25 TICKET TAKER		70.00 <sup>D</sup>
D000003925	10/31/2025	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	13,360.50 <sup>D</sup>
D000003926	10/31/2025	CARTER KNECHT	10/27/25 CHAINS		15.00 <sup>D</sup>
D000003927	10/31/2025	LYNDON J LUNDY	10/23/25 OFFICIAL		115.00 <sup>D</sup>

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2025-10-31  
 Check Numbers: 0000065118 - 0000065143  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003928	10/31/2025	BARB MACHMER	10/24/25 CHAINS		15.00 <sup>D</sup>
D000003929	10/31/2025	MARK MCMURRAY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	15,358.20 <sup>D</sup>
D000003930	10/31/2025	NTSWA	PROF SVC		45.00 <sup>D</sup>
D000003931	10/31/2025	OMNI & TSACG	DED: 403b ANN1 - Full Payroll Pay Date: 10/31/2025	DED: 403b ROTH - Full Payroll Pay Date: 10/31/2025	5,765.83 <sup>D</sup>
D000003932	10/31/2025	JAY PERRY	10/24/25 SPOTTER		25.00 <sup>D</sup>
D000003933	10/31/2025	LEE PRESTON	10/24/25 CLOCK		25.00 <sup>D</sup>
D000003934	10/31/2025	KAREEM RAGAB	10/24/25 TICKET TAKER		35.00 <sup>D</sup>
D000003935	10/31/2025	RYAN RANSOM	09/18/25 OFFICIAL	10/23/25 OFFICIAL	230.00 <sup>D</sup>
D000003936	10/31/2025	KYLE J RAUPERS	10/24/25 OFFICIAL		90.00 <sup>D</sup>
D000003937	10/31/2025	REAL DISPOSAL ENVIRONMENTAL SERVICE, LLC	PROF SVC		696.00 <sup>D</sup>
D000003938	10/31/2025	RIVER ROCK ACADEMY LLC	TUITION		5,439.00 <sup>D</sup>
D000003939	10/31/2025	SCHOONOVER PLMB & HEATING INC	SUPPLIES		25.97 <sup>D</sup>
D000003940	10/31/2025	TIMOTHY L SCOTT	10/24/25 25 SEC CLOCK		25.00 <sup>D</sup>
D000003941	10/31/2025	CASEY SHIPOSH	10/24/25 OFFICIAL		90.00 <sup>D</sup>
D000003942	10/31/2025	FRANK EDWARD SOCHA	10/21/25 OFFICIAL	10/24/25 OFFICIAL	205.00 <sup>D</sup>
D000003943	10/31/2025	STANDING STONE CONSULTING, INC.	SECURITY		148.42 <sup>D</sup>
D000003944	10/31/2025	UGI ENERGY SERVICES INC.	NATURAL GAS		6,095.35 <sup>D</sup>
D000003945	10/31/2025	JESSICA UNRUH	VB BOOK - 11 GAMES		275.00 <sup>D</sup>
D000003946	10/31/2025	RUSSELL VERMILYA	10/24/25 CHAINS		15.00 <sup>D</sup>
D000003947	10/31/2025	HEATHER WALKER	VB BOOK - 8 GAMES		200.00 <sup>D</sup>

FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2025-10-31

Check Numbers: 0000065118 - 0000065143

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

10 - GENERAL FUND	336,599.87
Grand Total All Funds	336,599.87
Grand Total Credit Cards	0.00
Grand Total Direct Deposits	224,978.87
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	111,621.00
Grand Total Virtual Payments	0.00
Grand Total All Payments	336,599.87

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: GF - General Fund    Payment Date: 2025-11-14  
Check Numbers: 0000065144 - 0000065168  
Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000065144	11/14/2025	AGPARTS WORLDWIDE, INC.	SUPPLIES		999.45
0000065145	11/14/2025	ALUMINUM ATHLETIC EQUIPMENT	SUPPLIES - T		800.00
0000065146	11/14/2025	AMAZON CAPITAL SERVICES	SUPPLIES		350.76
0000065147	11/14/2025	AT & T	CELL PHONES		139.69
0000065148	11/14/2025	BLAST IU #17	ESY	TECH BILLING	4,130.15
0000065149	11/14/2025	BRADFORD COUNTY SHERIFF	SECURITY - FB		1,950.50
0000065150	11/14/2025	BRADFORD-SULLIVAN COUNTY MUSIC EDUC. ASSOC.	COUNTY BAND REG FEE		180.00
0000065151	11/14/2025	CANTON BOROUGH AUTHORITY	WATER/SEWER		3,447.37
0000065152	11/14/2025	CCIU	TUITION - L.C.		384.74
0000065153	11/14/2025	COLLINS SPORTS MEDICINE	SUPPLIES - MISC		405.04
0000065154	11/14/2025	CONCORD THEATRICALS CORP.	SUPPLIES	SUPPLIES PO 2600000152	1,852.13
0000065155	11/14/2025	EDUCERE LLC.	SUPPLIES		1,497.00
0000065156	11/14/2025	GAYLE'S PLACE	PROF SVC - BAND		215.00
0000065157	11/14/2025	JOSTENS INC.	SUPPLIES		601.55
0000065158	11/14/2025	NATIONAL SCHOOL FORMS	SUPPLIES		157.92
0000065159	11/14/2025	PENELEC	ELECTRICITY		13,172.63
0000065160	11/14/2025	PIAA FOUNDATION	AD DUES		50.00
0000065161	11/14/2025	PSBA INSURANCE	UC		46.36
0000065162	11/14/2025	TOPS MARKETS LLC	SUPPLIES		475.74
0000065163	11/14/2025	TULPEHOCKEN MT SPRING WATER	WATER		140.00
0000065164	11/14/2025	TURNER AND SONS PIANO	PROF SVC		555.00
0000065165	11/14/2025	WESCO RECEIVABLE CORPORATION	SUPPLIES		140.70

\* - 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: 2025-11-14  
 Check Numbers: 0000065144 - 0000065168  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000065166	11/14/2025	WILLIAMSPORT MIRROR AND GLASS COMPANY	SUPPLIES		1,134.15
0000065167	11/14/2025	WYALUSING GIRLS HOOPSTERS CLUB	REG FEE - GBB		250.00
0000065168	11/14/2025	XEROX CORPORATION	COPIERS		913.47
D000003948	11/14/2025	BALDWINS HARDWARE & GIFT SHOP	SUPPLIES		322.34 <i>D</i>
D000003949	11/14/2025	COMMONWEALTH CHARTER ACADEMY	TUITION		21,483.78 <i>D</i>
D000003950	11/14/2025	CULLIGAN WATER	WATER		1,222.98 <i>D</i>
D000003951	11/14/2025	CUZ EXCAVATING LLC	WINTER MAINTENANCE		3,824.23 <i>D</i>
D000003952	11/14/2025	DANDY MINI MARTS INC.	FUEL		275.80 <i>D</i>
D000003953	11/14/2025	FELICIA DIEFENDERFER	REGULAR DAYS TRANS.		1,646.20 <i>D</i>
D000003954	11/14/2025	DOUD TRANSPORTATION LLC	REGULAR DAYS TRANS.		30,930.24 <i>D</i>
D000003955	11/14/2025	LISA INMAN	PROF SVC		17,204.25 <i>D</i>
D000003956	11/14/2025	JENNINGS BUS COMPANY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	13,676.94 <i>D</i>
D000003957	11/14/2025	MARK MCMURRAY	REGULAR DAYS TRANS.	STUDENT ACTIVITY RUNS	15,062.56 <i>D</i>
D000003958	11/14/2025	OMNI & TSACG	DED: 403b ANN1 - Full Payroll Pay Date: 11/14/2025	DED: 403b ROTH - Full Payroll Pay Date: 11/14/2025	5,765.83 <i>D</i>
D000003959	11/14/2025	PENNWOOD CYBER CHARTER SCHOOL	TUITION		5,274.52 <i>D</i>
D000003960	11/14/2025	DUANE POTTER	11/4/25 OFFICIAL		120.00 <i>D</i>
D000003961	11/14/2025	PSEA HEALTH & WELFARE FUND	INSURANCE PREMIUM		488.22 <i>D</i>
D000003962	11/14/2025	REACH CYBER CHARTER SCHOOL	TUITION		7,911.79 <i>D</i>
D000003963	11/14/2025	JULIE SECHRIST	PROF SVC		4,593.75 <i>D</i>
D000003964	11/14/2025	CASEY M AYLESWORTH	REIMB - XC HOTEL		378.26 <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: 2025-11-14  
 Check Numbers: 0000065144 - 0000065168  
 Payment Categories: Regular Checks, Direct Deposits, Credit Cards  
 Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
D000003965	11/14/2025	TAMMY L MACWHINNIE	REIMB - SUPPLIES PURCHASED		147.03 <sup>D</sup>
D000003966	11/14/2025	ROBERT ROCKWELL	AD TRAVEL EXPENSES		117.60 <sup>D</sup>
D000003967	11/14/2025	ROBERT M SIDES INC.	SUPPLIES		104.00 <sup>D</sup>
D000003968	11/14/2025	SPORTSMANS	SUPPLIES - T		54.00 <sup>D</sup>
D000003969	11/14/2025	STANDING STONE CONSULTING, INC.	SECURITY		616.48 <sup>D</sup>
D000003970	11/14/2025	STAPLES	SUPPLIES		109.95 <sup>D</sup>
D000003971	11/14/2025	COLLEEN SULLIVAN	11/4/25 OFFICIAL		120.00 <sup>D</sup>
D000003972	11/14/2025	JOHN B. SULLIVAN	11/4/25 OFFICIAL		120.00 <sup>D</sup>
D000003973	11/14/2025	DONALD WAINWRIGHT	11/4/25 OFFICIAL		120.00 <sup>D</sup>
D000003974	11/14/2025	WILMINGTON TRUST	CANTON ASD 20 TRUST ACCT 142842 -000		7,500.00 <sup>D</sup>
D000003975	11/14/2025	ZITO BUSINESS	INTERNET		1,100.00 <sup>D</sup>
10 - GENERAL FUND					174,280.10
Grand Total All Funds					174,280.10
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					140,290.75
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					33,989.35
Grand Total Virtual Payments					0.00
Grand Total All Payments					174,280.10

# FUND ACCOUNTING PAYMENT SUMMARY

Bank Account: 50 - FOOD SERVICE FUND    Payment Date: 2025-10-31

Check Numbers: 0000004888 - 0000004888

Payment Categories: Regular Checks, Direct Deposits, Credit Cards

Sort: Payment Number

Payment #	Paymnt Dt	Vendor Name	Description Of Purchase	Description Of Purchase	Amount
0000004888	10/31/2025	SINGER EQUIPMENT COMPANY	HS HOT CARTS		21,877.64
D000000099	10/31/2025	NUTRITION INC.	SEPTEMBER INVOICE		44,872.00    D
50 - FOOD SERVICE FUND					66,749.64
Grand Total All Funds					66,749.64
Grand Total Credit Cards					0.00
Grand Total Direct Deposits					44,872.00
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					21,877.64
Grand Total Virtual Payments					0.00
Grand Total All Payments					66,749.64

\* - 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: 10/01/2025 - 10/31/2025

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
+ 0001102025	10/08/2025	NTSWA	PROF SVC		621.00
+ 0002102025	10/13/2025	J W PEPPER & SON INC	SUPPLIES		30.74
+ 0003102025	10/16/2025	INDIVIDUALIZED HEALTHCARE PLANS FOR SCHOOL NURSE	SUBSCRIPTION		99.00
+ 0004102025	10/20/2025	EPIC SPORTS	SUPPLIES - GBB		122.34
+ 0005102025	10/20/2025	PIRATE SHIP LLC	SHIPPING FEE		7.56
+ 0006102025	10/14/2025	SUPPLYHOUSE.COM	SUPPLIES		863.76
+ 0007102025	10/28/2025	SAM'S CLUB	SUPPLIES		104.29
+ 0008102025	10/28/2025	SUPPLYHOUSE.COM	SUPPLIES		92.65
+ 0009102025	10/30/2025	PIRATE SHIP LLC	SHIPPING FEE		16.17
10 - GENERAL FUND					1,957.51
Grand Total All Funds					1,957.51
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					1,957.51
Grand Total Regular Checks					0.00
Grand Total Virtual Payments					0.00
Grand Total All Payments					1,957.51

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

OCCUPATION CHANGE REQUEST

ACCOUNT #	NAME	ADDRESS CURRENT	ADDRESS NEW	CATEGORY	VALUE	REASON
PC1603796 PC1602108	Trisha Wright	1736 Beech Flats Rd		PC	x	Addition - PC Only - Unemployed
	Leonard Guillaume	553 E Main St		PC	x	Addition - PC Only - Retired
	Cara Jackson	2747 Rt 414		x	x	Unemployed
	Tracy Froelich	12299 Rt 414	390 Buchanan Rd			Name Change / Moved
	Steven Chaapel	68 W. Carson St	390 Buchanan Rd			Addition - PC and Occ

REALESTATE CHANGE REQUEST

PARCEL #	NAME	ADDRESS CURRENT	ADDRESS NEW	REASON
16-106.00-054-004-000	James Bryan	433 McFadden Rd		Moved
16-106.00-054-004-000	Milo Douglas Morgan	33029 Rt 14, Gillet, PA 16925		Addition - Owns Property
16-117.00-183-022-003	Thomas Beach / Ashley Gowin	265 Richter Ln	8 Sarry Ln	Moved
16-105.00-109-000-000	Jennifer Person	11921 Rt 14		Tax Exempt
16-105.00-107-000-000	Jennifer Person	11921 Rt 14		Tax Exempt
22-107.00-114-000-000	Maria McDermott	1113 Seifrit Ln	216 Sanibel Ln, Wyomissing, PA 19610	Address Change & Only Maria - Micheal McDermott is deceased
16-094.00-002.000-000	Andrew / Kylie Sentyz	117 East St Rd	660 Casey Ln	Address Change
	Steven / Tracy Chaapel	68 W. Carson St	390 Buchanan Rd	Moved - Name Change Tracy Frelich to Tracy Chaapel







**M E M O**  
FROM THE DESK OF  
Deanna Watkins  
***CANTON AREA SCHOOL DISTRICT***

November 13, 2025

TO: Mark Jannone, Board of Education

RE: Transportation Changes

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

Doud Transportation

- Van 23 – Effective 11/3/25 – North Academy \$232.05
- Bus 21 – Effective 10/20/25 – Troy High School \$408.04
- Van 25- Effective 10/14/25 – River Rock Academy / Ralston \$320.07
- Van 25- Effective 11/12/25 – River Rock Academy / Ralston +1 student \$324.52

# REVISED BANK SIGNATURE CARDS

EFFECTIVE November 13, 2025		
ACCOUNT	AUTHORIZED SIGNERS	SIGNATURES REQUIRED
FCCB GENERAL FUND 0800002812	JUDY SOURBEER - PRESIDENT RYAN ALLEN - TREASURER MARK JANNONE - B.M. / SEC.	ALL THREE
GENERAL FUND 2 0800002818	AMY MARTELL - SUPT. MARK JANNONE - B.M. / BD. SEC.	ONE
FCCB SPECIAL FUND 0800007712	MADISON RIGGS AMY MARTELL - SUPT. MARK JANNONE - B.M. / BD. SEC. BRANDIE FRYE - SECRETARY	TWO
FCCB PAYROLL ACCOUNT 0800003612	JUDY SOURBEER - PRESIDENT RYAN ALLEN - TREASURER MARK JANNONE - B.M. / SEC.	ALL THREE
FCCB ONLINE PAYMENT ACCT. 0804811812	MARK JANNONE - B.M. / BD. SEC.	ONE
FCCB FOOD SERVICE / CAFE 0800006912	JUDY SOURBEER - PRESIDENT RYAN ALLEN - TREASURER MARK JANNONE - B.M. / SEC.	ALL THREE
Chemung HS POP ACCOUNT 276207480	DANIELLE GREER - SECRETARY DONALD JACOPETTI - HS PRIN. MARK JANNONE - B.M. / BD. SEC. BRANDIE FRYE - SECRETARY	TWO
Chemung ELEM. POP ACCOUNT 276001651	LUCAS BAILEY - ELEM. PRIN. BRIANNA WARD - SECRETARY MARK JANNONE - B.M. / BD. SEC. BRANDIE FRYE - SECRETARY	TWO
FCCB HIGH SCHOOL CENT. TREAS. 0800005112	AMY MARTELL - SUPT. DANIELLE GREER - SECRETARY MARK JANNONE - B.M. / BD. SEC. DONNIE JACOPETTI	TWO
FCCB ELEM SCHOOL CENT. TREAS. 0806575612	AMY MARTELL - SUPT. MARK JANNONE - B.M. / BD. SEC. LUCAS BAILEY - ELEM. PRIN. BRIANNA WARD SIARRA SHANLEY - SECRETARY	TWO
FCCB INVESTMENT CD'S 800002877	MARK JANNONE - B.M. / BD. SEC.	ONE
HRA CLEARING ACCOUNT 0806619112	AMY MARTELL - SUPT. MARK JANNONE - B.M. / BD. SEC.	ONE
FCCB PROCUREMENT ACCOUNT 810195702	MARK JANNONE - B.M. / BD. SEC. BRIANNA WARD - ELEM. SECRETARY DANIELLE GREER - HS SECRETARY <del>TERRY WEBER - SPEC. ED. SECRETARY</del> MADISON RIGGS - MAINTENANCE SECRETARY	EACH LISTED HAS A PROCUREMENT CARD