

Teaching, Learning & Equity Committee Meeting

Tuesday, September 22, 2026 6:30 PM

Spellman Education Center Board Room/Livestream, 782 Springdale Drive, Exton, PA 19341

A. OPENING

A.1. Call to Order

Speaker (s) : Director
Parkinson

A.2. Roll Call

B. PUBLIC COMMENT

B.1. Public Comment Protocol

B.2. Public Comment

C. MEETING MINUTES APPROVAL

C.1. Approval of August 17, 2026 Teaching, Learning
& Equity Committee Meeting Minutes

West Chester Area School District

Teaching, Learning & Equity Committee Meeting Monday, August 17, 2026, 6:37 PM

Spellman Education Center Board Room/Livestream 782 Springdale Drive

Exton, PA 19341

Considered a draft until approved at the next **Teaching, Learning & Equity Committee Meeting**

A. OPENING

A.1. Call to Order - Director Parkinson 6:37 PM

A.2. Roll Call

Committee members present: Director Parkinson (chair), Director Campbell, Director Frey

Other Board members present: President Durnell, Vice President Bevilacqua, Director Jackson, Director Lahm, Director Fleming

Administrators present: D. Christopher, J. Conley, S. Missett, J. McGowan, K. Reynolds, W. Birster, J. Scully, M. Kleiman, S. Brown, M. Weary

B. PUBLIC COMMENT

No public comments

C. MEETING MINUTES APPROVAL

C.1. Approval of June 15, 2026, Teaching, Learning & Equity Committee Meeting Minutes 3-0

D. ACTION ITEMS

D.1. Approval of Booster Registration and Recognized Athletic Groups - Dr. Conley 3-0

D.2. Approval of AASA Contract - Dr. Reynolds 3-0

D.3. Approval of ten (10) Special Education Contracts - Mrs. Kleiman 3-0

D.4. Approval of Social Studies Professional Learning Development - Dr. Weary 3-0

E. DISCUSSION ITEMS

E.1. 2026-2027 Elementary Departmentalization - Dr. Missett

E.2. Screen Time Update - Mr. McGowan

F. MONTHLY ROUTINE ITEMS (these are not voted on by the committee, however, they will appear on the Board Consent Agenda)

F.1. Teaching, Learning and Equity Committee Consent Agenda

G. NEXT MEETING DATE ANNOUNCEMENT

G.1. The next Teaching, Learning & Equity Committee meeting is on September 22, 2026 at 6:30 pm.

H. ADJOURNMENT 7:39 pm

D. **DISCUSSION**

D.1. Screen Time Updates

Speaker (s) : Mr.
McGowan

D.2. PAYS Survey Results Presentation

Speaker (s) : Mrs.
Kleiman, Mrs. Coulter
and Mrs. Ritter



West Chester Area School District

OUR MISSION IS TO EDUCATE AND INSPIRE OUR STUDENTS
TO ACHIEVE THEIR PERSONAL BEST



PENNSYLVANIA YOUTH SURVEY

IT PAYS TO ASK. IT PAYS TO KNOW.

2025 Survey Review



PAYS: What is the PA Youth Survey?

- The purpose of the PAYS survey is to learn about students mental health, behavior, attitudes, and knowledge concerning alcohol, tobacco, other drugs, and violence.
- The data is provided to school districts to assist with prevention.
- Given every two years to the same cohort of 6th-12th graders.
- **267,379** students participated across **1,064** school districts.
- **3,090** WCASD students participated in the survey.



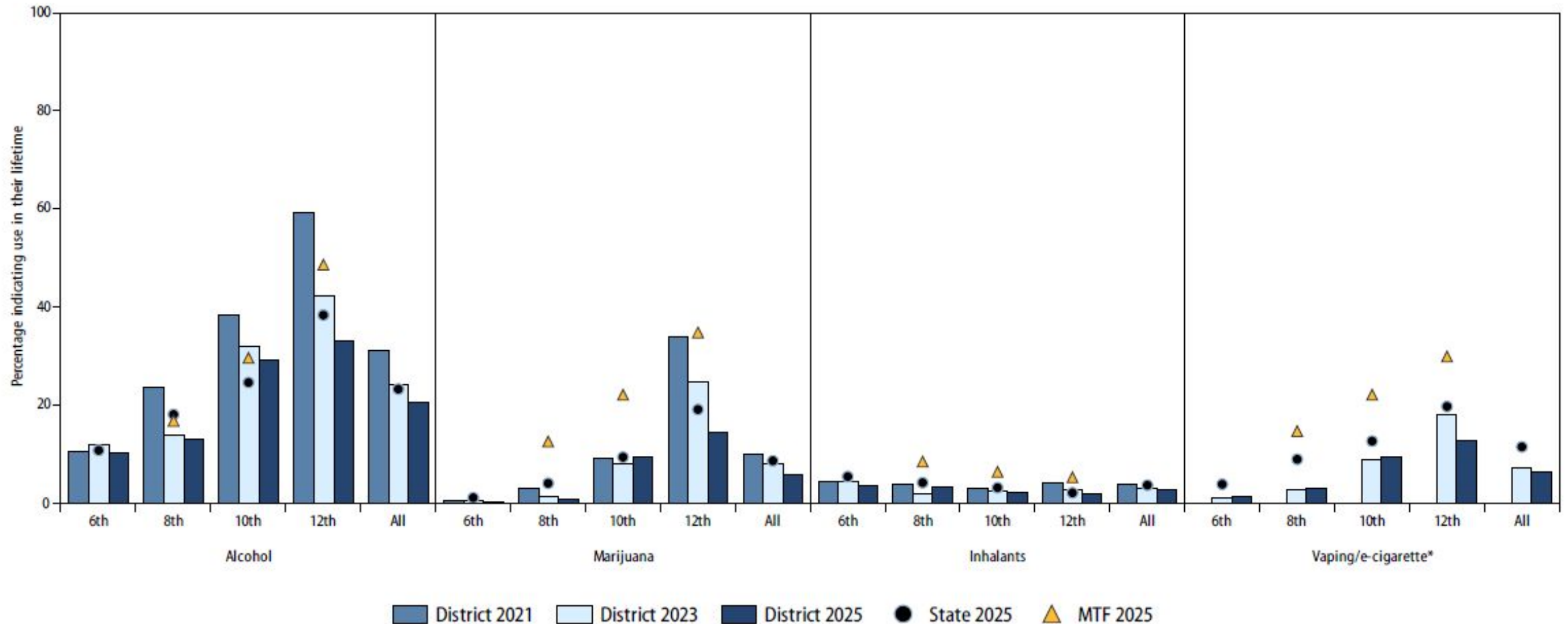
Key Findings from 2025 PAYS

- Overall, there was a **decrease** in most areas surveyed.
- The majority of the increases are below the state rate.
- We are focusing on our 10th grade students who seem to have higher percentages than other grade levels each year.
- The emphasis on reducing the risk factors in the last few years has been effective.
- Our protective factors are much higher than our risk factors.



Early Initiation Drugs

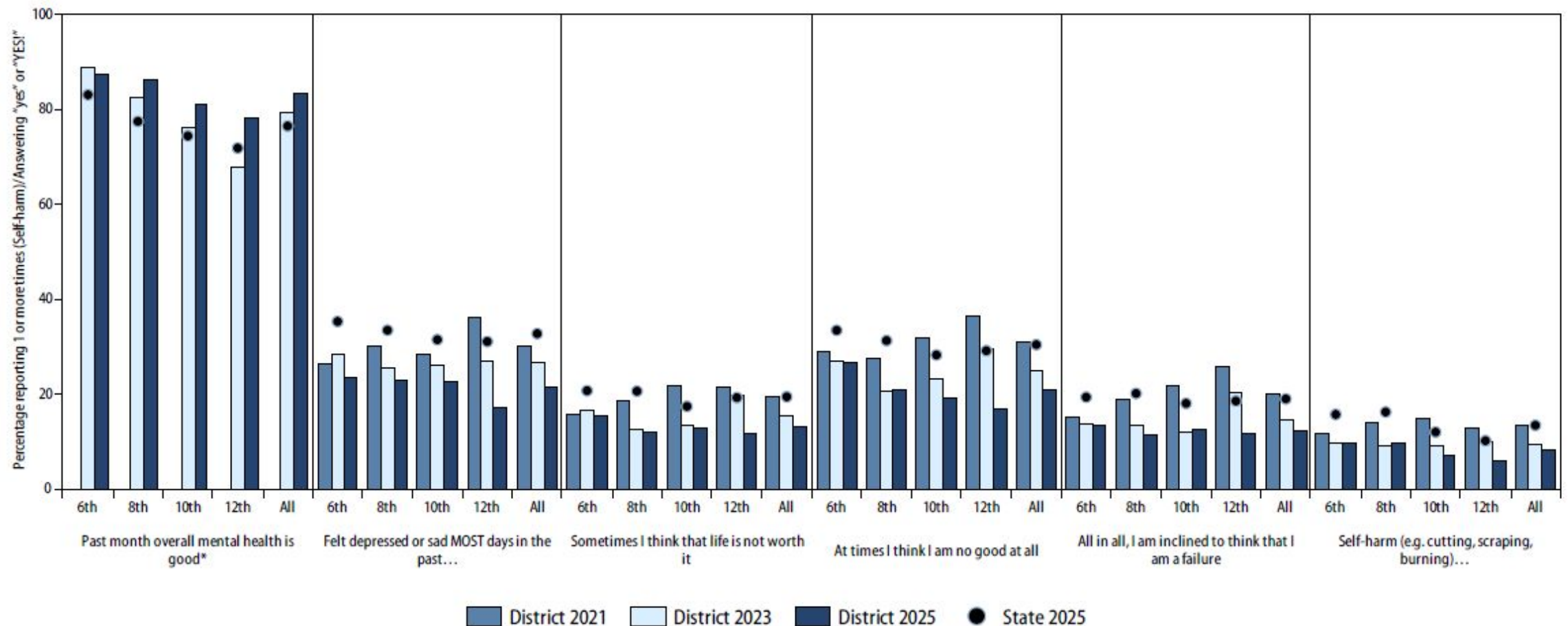
Early initiation and higher prevalence drugs - Lifetime use
West Chester Area School District 2025 Pennsylvania Youth Survey





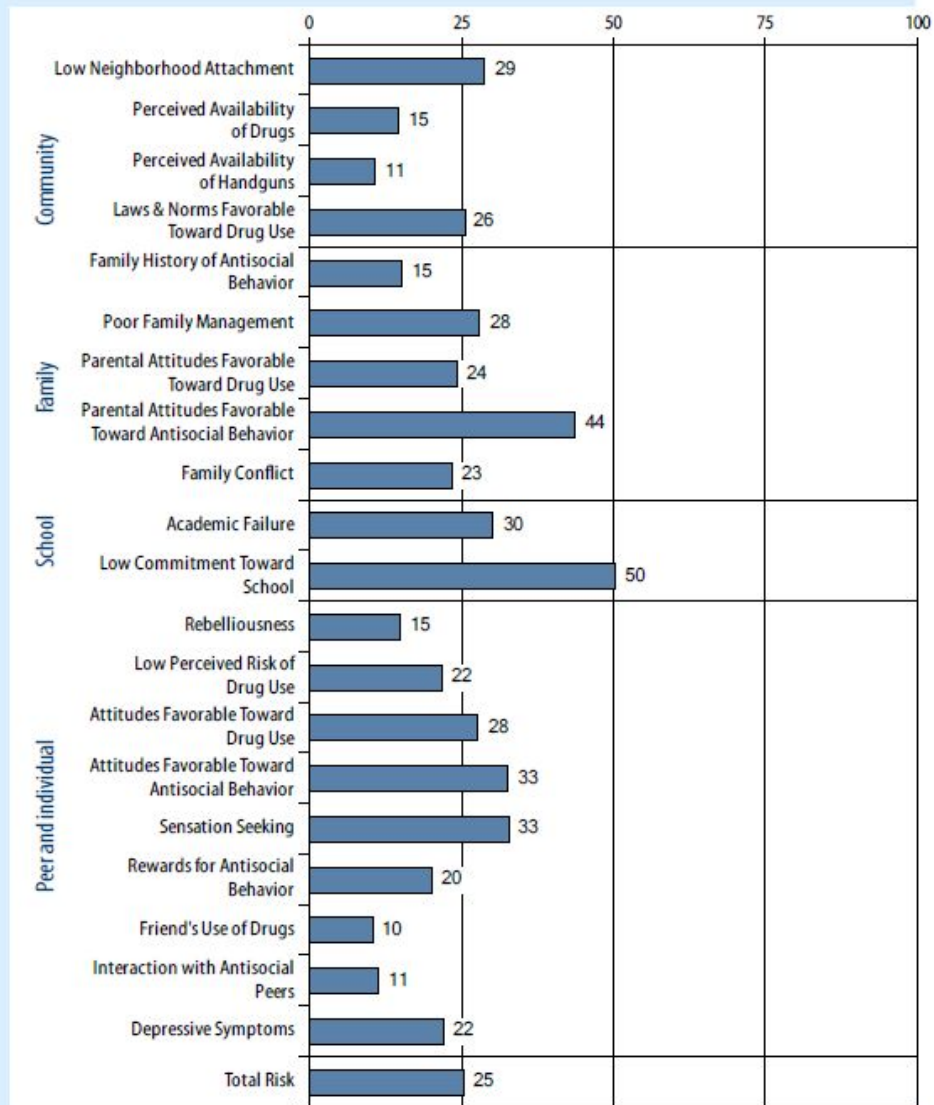
Mental Health Concerns

Mental Health Concerns West Chester Area School District 2025 Pennsylvania Youth Survey



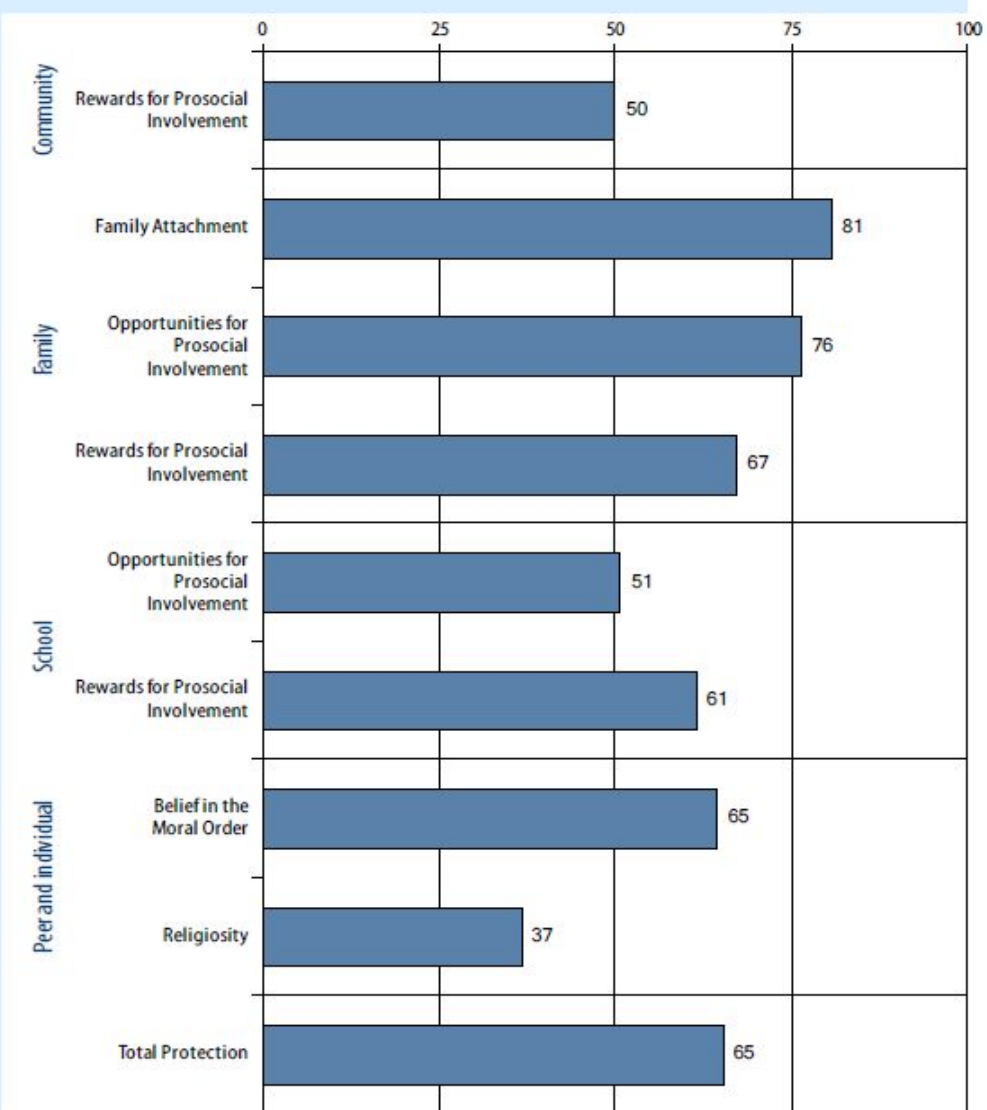


West Chester Area School District Risk Factors, 2025 Pennsylvania Youth Survey



TOTAL RISK IS DEFINED AS THE PERCENTAGE OF STUDENTS WHO HAVE MORE THAN A SPECIFIED NUMBER OF RISK FACTORS OPERATING IN THEIR LIVES. (6TH AND 8TH GRADES: 5 OR MORE RISK FACTORS, 10TH AND 12TH GRADES: 7 OR MORE RISK FACTORS.)

West Chester Area School District Protective Factors, 2025 Pennsylvania Youth Survey



TOTAL PROTECTION IS DEFINED AS THE PERCENTAGE OF STUDENTS WHO HAVE MORE THAN A SPECIFIED NUMBER OF PROTECTIVE FACTORS OPERATING IN THEIR LIVES. (6TH, 8TH, 10TH, AND 12TH GRADES: 3 OR MORE PROTECTIVE FACTORS.)



Supports for Families and Students



- School Intervention Specialists, Counselors, Mental Health Specialists, and Psychologists (All buildings)
- Achieve Progress Transition - APT (HS)
- Second Step (K-5)
- Question Persuade Refer (QPR) Training (HS)
- Safe2Say Something, Gaggle, SYSCloud (All buildings)
- Violent/Suicide Risk Assessments - CSTAG (All buildings)
- Red Ribbon Week
- Smoking Cessation Program
- Devereux/Student Assistance Program (SAP)



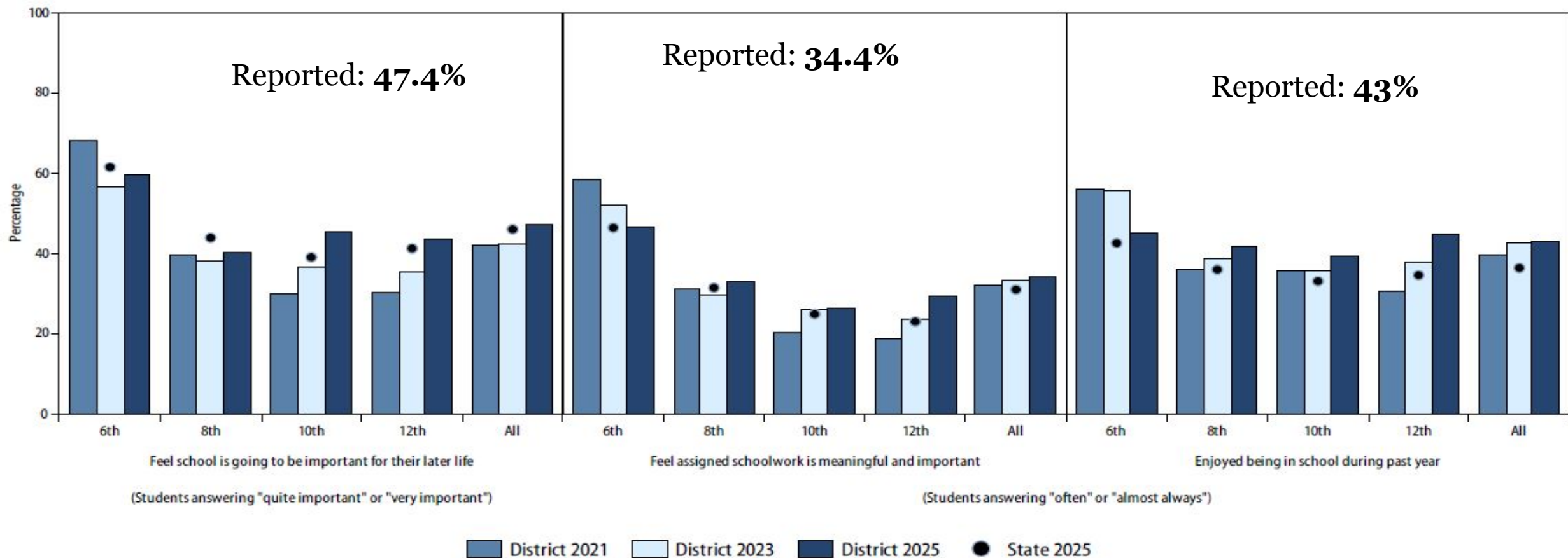
Student Engagement

- Commitment and Involvement in School
 - Perceived Importance of School
 - Positive School Environment
 - Involvement in Pro-social Activities



Perceived Importance of School

Commitment to school - Perceived importance of school
West Chester Area School District 2025 Pennsylvania Youth Survey





School Engagement Supports

- Middle and High School Schedule Changes
- Elementary Departmentalization
- Portrait of a Graduate
- Career Compass
- Community Partnerships
- Deeper Learning



Student Use of Social Screen Time



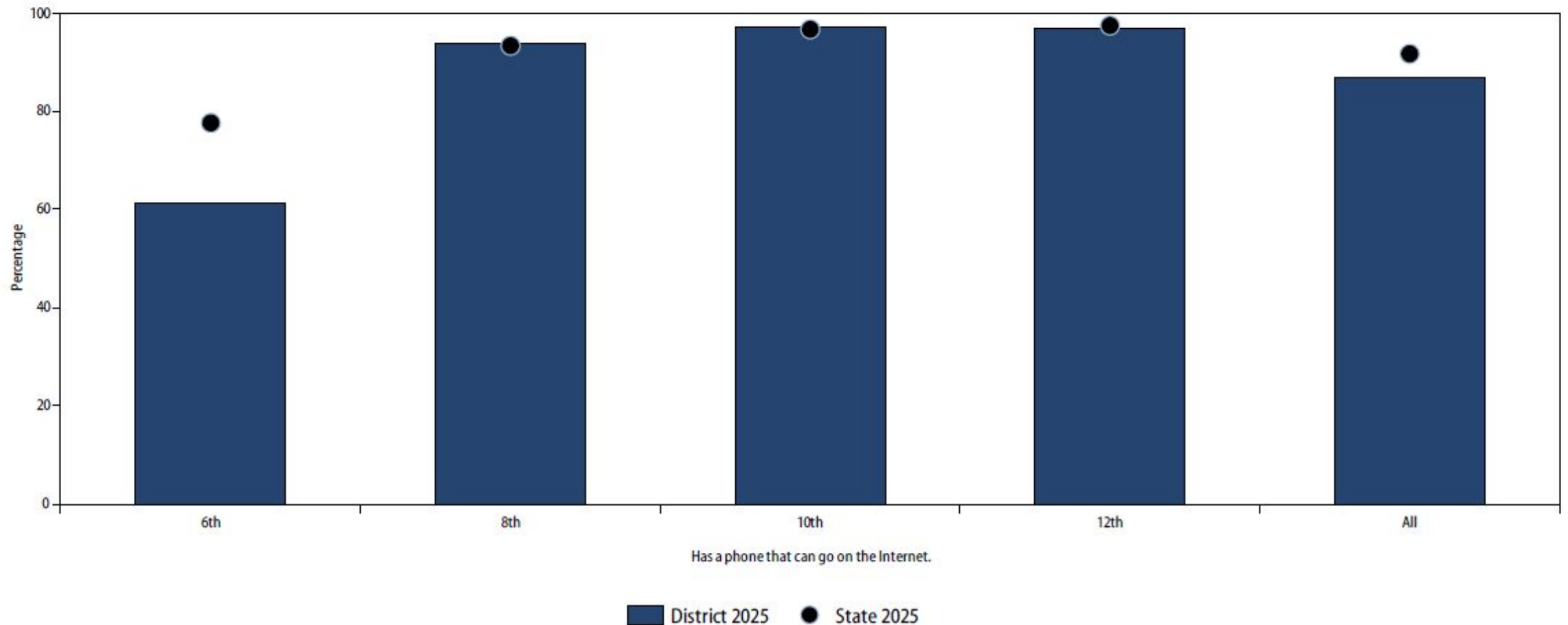
- Student Access to Internet Capable Phone
- Time on Social Media
- Time on Gaming Sites
- Parent Imposed Limitation on Access





Student Has Internet Capable Phone

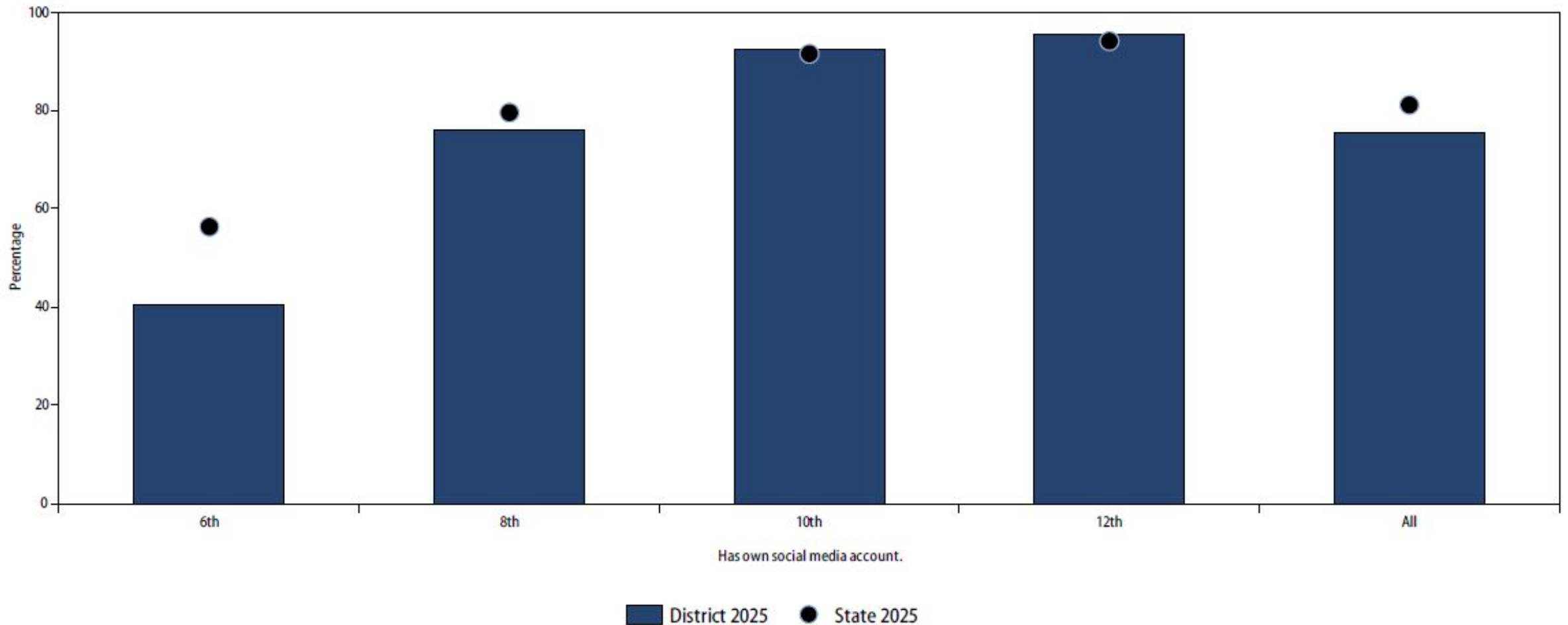
Student has internet capable phone
West Chester Area School District 2025 Pennsylvania Youth Survey





Student Has Social Media Account

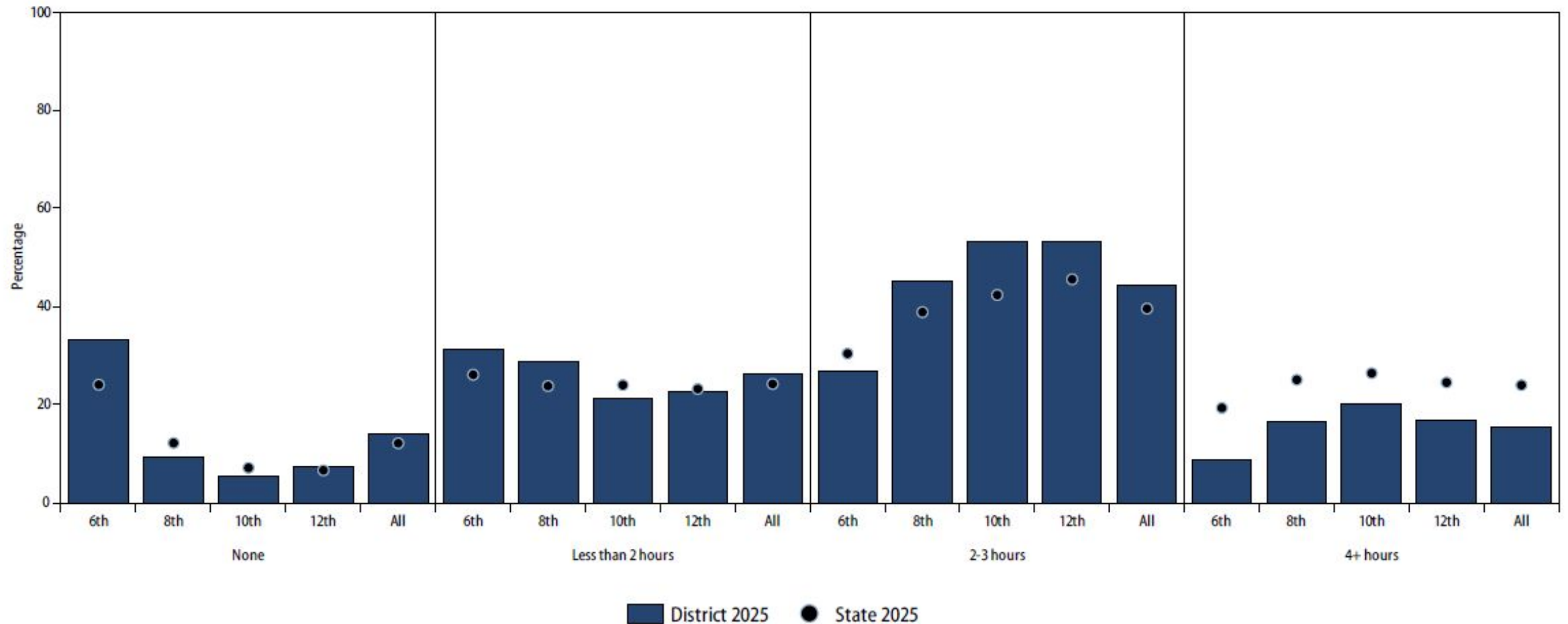
Student has social media account
West Chester Area School District 2025 Pennsylvania Youth Survey





Hours Spent on Social Media

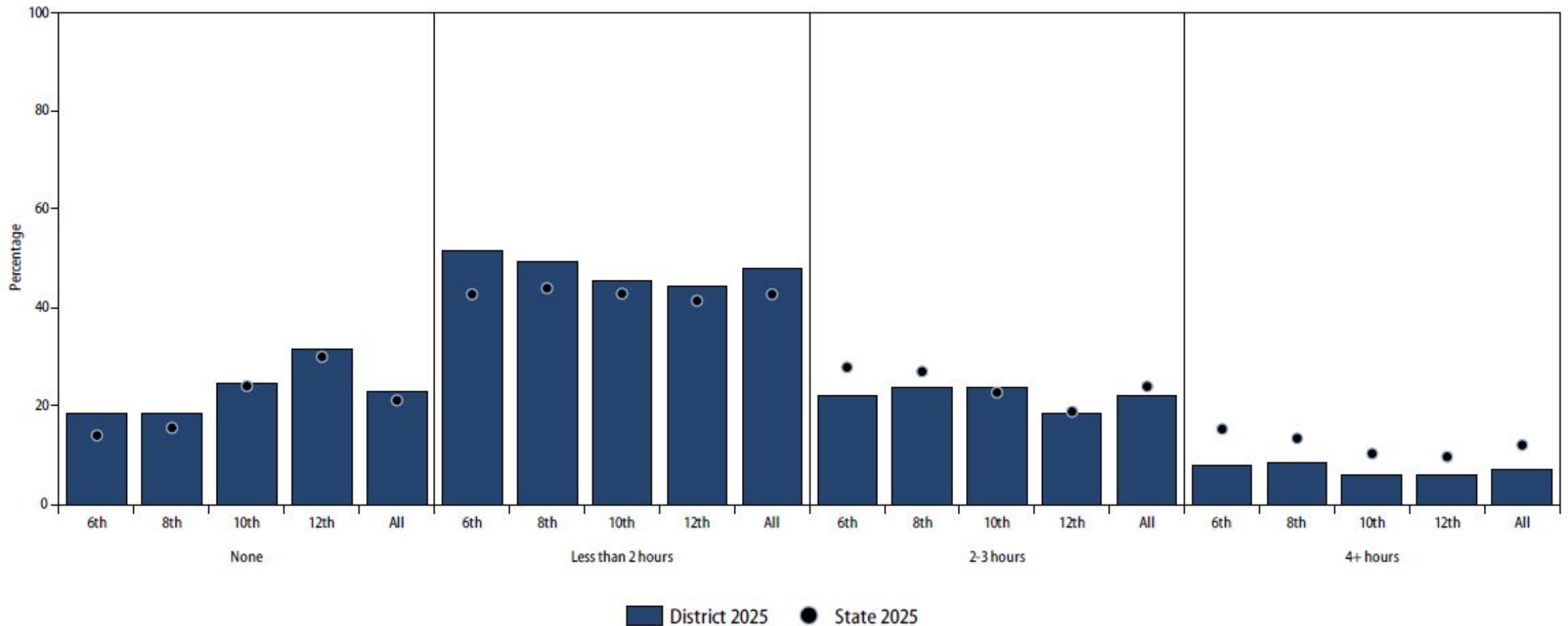
Hours spent on social media per school day
West Chester Area School District 2025 Pennsylvania Youth Survey





Hours Spent Playing Games on Devices

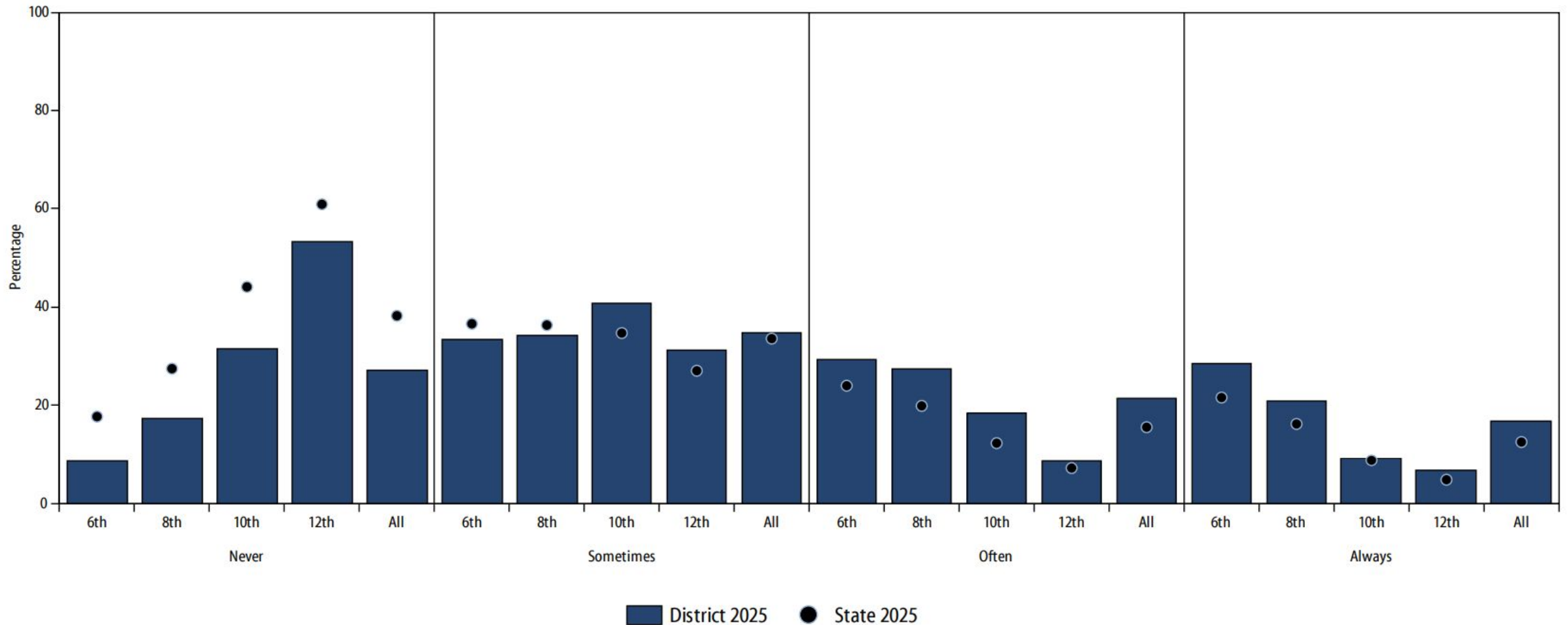
Hours spent playing games on electronic devices
West Chester Area School District 2025 Pennsylvania Youth Survey





Parent Imposed Limitations on Access

Has to follow rules about screen time
West Chester Area School District 2025 Pennsylvania Youth Survey





Supports for Students and Families

- K-5 Technology use guidelines
- Cell phone use during the school day at secondary schools
- Middle School programs on social media use
- Parent Workshops and Informational Sessions
- Investigating different digital wellness programs K-12

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Questions?

D.3. WCASD Curriculum Resource Listing

Speaker(s): Dr. Brown



2026-2027 Curriculum Programs and Resources

Curriculum Review Cycle TLE

The purpose of this document is to outline the curriculum resources that will be used for the 2026-2027 school year and align with the Curriculum Review Cycle.

	Content Area	Curriculum Resource	Professional Goals
Elementary Level	ELA	Resources: Heggerty Phonemic Awareness (K-2) Foundations (K-3) Morpheme Magic (4-5) Schoolwide Reading/ Writing/Grammar/Poetry Novel Sets (4-5) Assessments: Acadience IXL ELA Diagnostic Common Summative Assessments: • Foundational Skills • Reading • Writing	• Continue building teacher knowledge of the Science of Reading and support the instructional shifts that improve literacy outcomes for all students. • Provide meaningful, differentiated professional learning at the building level, including bite-sized PD sessions and collaborative support during grade-level PLCs. • Assist teams in analyzing IXL (grades 2–5), Acadience (K–3), and Common Summative Assessment data to guide MTSS conversations and tailor instruction to student needs. • Lead ongoing revisions in Chalk to ensure clarity, alignment, and consistency across grade levels. • Identify, review, and recommend high-quality, evidence-based ELA resources for grades K–5 to strengthen reading, writing, and language development. • Encourage integration of writing in all subject areas (narrative, opinion, informational) to enhance student voice and strengthen communication.



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

			Support classroom and schoolwide initiatives that build reading stamina, foster independent reading habits, and create a culture of reading joy.
	Math	Illustrative Mathematics K - 5 Bridges Intervention Kit IXL Happy Numbers Tangy Tuesday/Wordy Wednesday Puzzle Packs	- Evaluate and monitor proficiency towards grade level standards - Continue to support teachers with instructional pedagogy in mathematics, including the number sense routines and practices embedded in Illustrative Mathematics. - Ensure ease of access - Scope and Sequence, Chalk resources, Assessments and Clarification Guides for each reporting period on Schoology - Support Math specialists with professional development and aligned resources for supporting all tiers of the MTSS process. - Bridges Intervention Kit - onboard and facilitate professional development for math specialists - IXL - Students have individualized online instruction for support, on-grade level and extensions - Teachers and administration will use IXL to monitor student progression towards mastery of standards and correlating to proficiency in PSSA in Grades 3-5
	Science	Mystery Science (two-year access)	- Use the three dimensions of NGSS (Science and Engineering Practices, Cross Cutting Concepts, and Disciplinary Core Ideas), as well as other dimensions like students' experiences & interests - Follow District science scope and sequence for grades K-5



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

			● Support the use of Mystery Science as a supplemental resource for this school year and next ● Work with Science Advocates to acquire materials needed by teachers for use of new Mystery Packs in K-5.
	Social Studies	TCI: 4th and 5th K-3 Studies Weekly. Fourth Grade - TCI SS Alive: America's Past Fifth Grade - TCI SS Alive: America's Past	● Ensure that each unit in all grade levels has essential questions aligned to the priority standards. ● Implement units/lessons for teachers to use in conjunction with the revised social studies units. ● Continue to support the implementation of Structured Literacy in the Social Sciences. ● Continue to develop Project-Based Learning (PBL) experiences for each grade level, aligned with SS, Library, and ELA standards. ● Curriculum Review Cycle: Evaluate ○ analyze common assessment data ○ gather feedback from classroom teachers, ○ Collaborate with surrounding districts to learn more about Social Studies in their district to gain perspective.



	Social Emotional Learning	Second Step (K-5) https://www.secondstep.org/	The Second Step program in grades kindergarten through 5th grade aims to: • Teach students social-emotional skills such as empathy, emotion management, and problem-solving. • Prevent problem behaviors by promoting positive behavior and attitudes. • Improve students' ability to focus and learn in school. • Create a safe and supportive classroom and school environment. These goals are accomplished through: • Structured lessons that teach specific skills and concepts. • Role-playing and modeling of positive behaviors. • Activities that encourage perspective-taking and understanding others' feelings. • Discussions and reflection on students' own emotions and behavior. • Integration of social-emotional learning into the overall school culture and curriculum.
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West Chester Area School District: Teaching, Learning, and Equity
2026-2027

			Program efficacy is monitored and assessed by: • Review fidelity of delivery at specific times throughout the year. • Ensure building administration has understanding and support in order to ensure teachers are implementing the program consistently. • Pre and post assessments given to students after completed units. • Continue to provide PD and pacing guide to teachers at the beginning of each school year. • Utilize learning from lessons to complete Act 339 Artifact collection.
Elementary	Music <i>Implementation Phase of the Curriculum Revision Cycle</i>	Supplemental Materials: Essential Elements Music Class	• Continue to use the PDE, NCAS and NAFME Crosswalk to identify priority standards for classroom music and ensembles.
Elementary	Visual Art <i>Implementation Phase of the Curriculum Revision Cycle</i>	Supplemental Materials: Art of Ed FLEX Curriculum	• Continue to use the PDE, NCAS and PAEA Crosswalk to identify priority standards for all courses. • Focus on the vertical articulation of all courses, from Kindergarten through AP.



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

Secondary Level	ELA	Board Approved Texts: Novel Based Curriculum: 6-12 Approved & Pending Novel List The Language of Composition (Shea et al) Compact Bedford Introduction to Reading, Thinking Writing (Meyer & Miller) How to Read Literature Like Professor (Foster) Resources: IXL ELA Assessment (6-8) Wilson: Just Words (6-8) Lexia Power Up (6-12) CommonLit (9-12)	Enhancing Student Engagement: • Research Best Practices for Classroom Discourse and Audit current classroom discourse. Review how current classroom practices support or hinder student engagement. This will involve instructional rounds, surveying students, and gathering input from teachers about challenges in facilitating engagement. • Develop staff in structured literacy at the secondary level particularly a focus on before, during and after reading strategies. Engage in work on the Writing Revolution at the Secondary level. Strengthen Assessment Practices: • Implementation of Common Benchmark Assessments at the secondary level. Middle School is in the fourth year of the IXL ELA assessment and continues to work to use the data effectively to inform instructional decisions. High school is in the first full year of the CommonLit assessment as a means of collecting data. Professional development will be provided on better use of this data to support learners. • Evaluate Common Formative Assessment tools and compile a list of effective formative assessment techniques that align with new novels and overall instructional goals.
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			Explore New Texts and work toward Storyline Curriculum : ● Gather Feedback and Assess Novel Integration from both students and teachers. Focus on student engagement, comprehension, and the relevance of the texts to their experiences. Assess how well these novels facilitate deeper connections with themes and current curricular content. ● Develop writing focussed curriculum components as part of the storyline approach. Look for ways to weave writing into storylines in creative and analytical ways with a focus on understanding and engagement. ● Evaluate and prepare for curriculum revisions using the data from the novel integration to determine how these will be integrated into the curriculum. This evaluation should look at how well these elements help achieve desired educational outcomes and how they can be improved or expanded in preparation for next year's curriculum revision ELA-Reading Intervention Professional Development for Effective Implementation ● Tailored training sessions on Lexia Power Up Focus on understanding the foundational theories behind the programs, the specific methodologies employed, and best practices for engaging students effectively. ● Establish regular check-ins and groups for teachers to share experiences, challenges, and strategies.
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			Evaluating Program Effectiveness and Student Growth • At the end of the year, conduct a detailed review of the program’s effectiveness. Use a combination of assessment data, teacher feedback, student feedback, and classroom observations to evaluate the impact of the intervention. • Based on the first year’s findings, adapt the intervention program to better meet students' needs. This could involve adjusting the pacing, intensity, supplemental materials or other components. Solicit ongoing feedback Specialized Structured Literacy Training for Tier 2 Co-teachers • Provide targeted professional development that focuses on integrating literacy strategies into tier 2 and tier 1 Science and Social Studies classes. For social studies focus on support in primary and secondary source critical analysis. For Science, focus on reading strategies that support the implementation of STEELs. • Organize professional development where co-teachers can practice various co-teaching models (such as team teaching, station teaching, parallel teaching) in subject specific contexts.
Secondary Level	CTE	Xello -Student Success Plan, college planning tools,	• Professional learning on equitable, inclusive, and non-traditional practices and supporting students with special needs



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

		scheduling, work-based learning (This is available to all students) Nepris-Connections to industry partners to provide virtual work-based learning experiences, including guest speakers, work-site tours (This is available for all content areas)	• Career Advisement integrated with Pathways • Specialized professional development for teacher entering education field from industry • Continue integration of Work-Based Learning in Pathways
Secondary Level	Math	Middle School: Desmos 6-A1 High School: Big Ideas (Algebra 1 & 2, Geometry) Precalculus Calculus Statistics Secondary: DeltaMath	District-wide: • Develop, test, and monitor math curricula and student progress • Continue working with learning targets to meet identified Learning Goals • Assure all assessments measure target learning and create plans for students who do not meet standards • Use materials and resources with integrity Middle School: • Integrate meaningful experiences in curriculum with consistency • Professional learning with Desmos (converting to Amplify Desmos Math in 2025) and Building Thinking Classrooms • Professional learning in Structured Literacy and strategies to support learning of mathematics High School:



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

			● Revisit vertical alignment of learning goals for each unit ● Utilize resources for each course: Big Ideas (Algebra 1 & 2, Geometry), PreCalculus, Calculus, Statistics ● Continue professional learning in Building Thinking Classrooms
Secondary Level	Science	Gizmos	Both Middle and High School: ● Utilize Gizmos as a virtual lab/simulation resource to continue developing blended and flipped learning activities to support phenomenon-based learning & STEELS
		McGraw Hill Integrated Science	Middle School: ● Implement newly developed curriculum into science instruction ● Ensure all three grade levels are utilizing phenomena-based storylines in core content and continue advancing the knowledge of STEELS standards ● Collaborate with Technology & Engineering department to address all STEELS standards ● Continue to identify and use common assessments to help inform instruction and drive PLC discussions ● Select and use resources to support STEELS ● Continue professional learning in multidimensional strategies and building integrative learning experiences for students ● Professional learning in Structured Literacy and its integration with STEELS



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

		Textbooks: Biology Chemistry Physics Earth & Space Science Environmental Science Advanced Geosciences Anatomy & Physiology Physical Science	High School: • Continue to create, identify, and use common assessments to help inform instruction • Implement newly developed curriculum into science instruction • Review and revise elective courses to be phenomenon-based • Select and use resources to support STEELS • Collaborate with Technology & Engineering department to address all STEELS standards • Continue professional learning in multidimensional strategies and building integrative learning experiences for students • Professional learning in STEELS-based assessments and integration with courses across several disciplines
Secondary Level	Social Studies <i>Evaluation Phase of the Curriculum Revision Cycle</i>	Board Approved CIM: Cengage HMH Savvas (FKA Pearson) BFW AP - College Board Supplemental Materials: C3 Inquiries ESRI ArcGIS for Schools GALE Databases iCivics EconEDLink	• Ensure that each unit in all grade levels has essential questions aligned to the priority standards. • Continue to support the implementation of Structured Literacy in the Social Sciences. • Support AP teachers with continued professional development.



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

	World Language <i>Development Phase of the Curriculum Revision Cycle</i>	Board Approved CIM: Wayside EMC Publishing Holt Cengage Vista Higher Learning Hands Up Wayne State Press Bolchazy-Carducci Publishers Immerse Me	● Identify/vet proficiency-based resources based on language-specific needs. ● The department will continue to develop IPAs for all 5 languages. ● Continue the implementation of the PASB ● Work with the Director of T&L and Equity to continue to expand Dual and Concurrent Enrollment opportunities. ● Continue to develop partnerships with EF to expand interdisciplinary opportunities for study abroad.
Secondary Level	Music <i>Implementation Phase of the Curriculum Revision Cycle</i>	Board Approved CIM: MS Band - Habits Series Soundtrap Musicals, 2nd Ed (Vocal B'Way) Norton - The Musician's Guide to Theory & Analysis	● Continue to use the PDE, NCAS and NAFME Crosswalk to identify priority standards for classroom music and ensembles.
Secondary Level	Visual Art <i>Implementation Phase of the Curriculum Revision Cycle</i>	Cengage, Art through the Ages (AP Art History) Supplemental Resources: Art of Ed FLEX Curriculum I am a Designer!	● Continue to use the PDE, NCAS and PAEA Crosswalk to identify priority standards for all courses. ● Focus on the vertical articulation of all courses, from Kindergarten through AP.
Secondary Level	Health and PE		
Secondary Level	Special Education	Corrective Reading Program Read 180	● Equip all teachers and paraprofessionals to support students with disabilities



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

		System 44 Phonics Blitz	● Create an ASD Accredited “Para Academy” for paraprofessionals assigned to the support facilitation role. ● Increase inclusive practices, providing students with educational opportunities in their least restrictive environments ● Provide targeted interventions for students in their areas of deficit
	Instructional Technology	Schoology Seesaw Performance Matters Edpuzzle PearDeck	● Equip teachers and students with a central digital location for content delivery, communication, collaboration, and assessment ● Equip teachers/schools to build assessments, manage the way assessments are used, and measure results across an entire school or district. Performance Matters enables collaboration among teachers and PLCs and gives them the data needed for continuous improvement ● Equip teachers with a platform that merges formative assessment and dynamic media for collaborative learning experiences created both by teachers and vendor content creators
Special Programs	Elementary Foundations Program	Early Literacy Skill Builder- ELSB Equals Mathematics Unique Learning Systems/News2You Move this World IXL	● Equip teachers and paraprofessionals in our special programs with resources needed to support students with significant intellectual disabilities at the elementary level ● Provide targeted interventions for students in their areas of deficit



West Chester Area School District: Teaching, Learning, and Equity
2026-2027

			• Support teachers in delivering instruction that aligned with the Dynamic Learning Maps
	Secondary Foundations Program/LCCE Pathway	Early Reading Skills Builder-ERSB Unique Learning Systems/News2You Teaching to Standards: English Language Arts Equals Mathematics TeachTown to Transition to Adulthood Move this World IXL	• Equip teachers and paraprofessionals in our special programs with resources needed to support students with significant intellectual disabilities at the secondary level • Provide targeted interventions for students in their areas of deficit • Support teachers in delivering instruction that aligned with the Dynamic Learning Maps
	RISE Program	Early Literacy Skill Builder- ELSB Early Reading Skills Builder-ERSB TeachTown Basics and TeachTown Social Skills Skill Streaming Social Thinking VB-MAPP Move this World	• Equip teachers and paraprofessionals in our special programs with resources needed to support students with autism • Provide targeted interventions for students in their areas of deficit • Support teachers in delivering instruction that aligned with the Dynamic Learning Maps

E. **ACTION ITEMS**

E.1. Approval of PSBA Leadership Positions



PSBA OFFICER ELECTION

Frequently Asked Questions

The answers below are drawn primarily from PSBA Bylaws and PSBA Policy 302 – Procedures and Campaign Policy for Election of Officers, Zone Representatives, and Sectional Advisors

How many affirmative votes are needed to select a candidate?

A candidate must receive a simple majority of votes of a quorum of the entity's governing board in order for an entity's vote to be cast for that candidate.

What happens if a school board is deadlocked and cannot select one candidate for a particular office?

If the board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.

Does the school board need to vote at a public meeting to elect PSBA officers?

Yes. PSBA Policy 302 specifies that votes of an entity's board are to be cast at a public meeting.

Is a roll call vote needed?

A roll call vote is not required. However, that procedure may be used if it appears necessary in order to accurately determine the outcome of a vote that is not unanimous.

Are governing boards of intermediate units (IU), career and technical centers (CTC), and community colleges also entitled to cast votes in PSBA elections?

Yes. The boards of all PSBA-member entities whose current-year membership dues are paid in full are eligible to cast that entity's votes in PSBA elections.

If I am also on the IU board or CTC joint operating committee, does that mean I am able to participate in the voting of each entity?

Yes.

May a board abstain from voting on a particular office?

There is no general rule that requires a vote to be cast for every office on a ballot, so as a practical matter, abstention is allowed but of course, not encouraged.

Our board secretary never received an email from Simply Voting with the login password to the online ballot.

This email will not arrive until voting opens on September 8. Be sure your firewall security is allowing the email vote@simplyvoting.com to get through. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from the IP address: 198.21.6.73 or 184.173.105.83. Ask them to add these to your firewall safe lists. **PLEASE NOTE: Only member entities in good standing may vote. If your dues have not arrived by September 8, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2026-27.**

Why do some candidates have an asterisk next to their name on the ballot?

The Leadership Development Committee may, by majority vote, determine that one or more candidates for any elected position will be designated on the ballot as a candidate the Leadership Development Committee considers to be highly qualified.
(PSBA Bylaws, Section 6 C – Nominations)

Below is an excerpt from PSBA Policy 302, addressing how votes are cast by member entity boards.

VOTING PROCEDURES

Voting procedures. Voting and registering of votes shall take place during a period commencing eight (8) weeks prior to the annual meeting of the Delegate Assembly and ending one (1) week prior to the annual meeting of the Delegate Assembly, unless the PSBA Governing Board declares a shorter voting period. Specific dates for the first and last day of voting shall be widely publicized to the membership.

Sufficiently prior to the voting window, printed slates of candidates, along with instructions for voting, shall be distributed to the board secretary of the Governing Board of each member entity eligible to cast votes. For purposes of the PSBA election process and this policy, a Joint Operating Committee is regarded as that entity's Governing Board.

Casting of votes by member entities

Each member entity whose current year PSBA dues have been paid in full shall be entitled to cast one (1) vote for each elected position presented for election.

An entity may cast a vote only for an Zone Representative position for the zone of the state to which the entity is assigned. An entity may cast a vote only for a Sectional Advisor position for the section of the state to which the entity is assigned.

The vote of the entity for each position shall be determined by simple majority vote of the entity's Governing Board (majority of a quorum), cast at a public meeting of the Board.

A candidate must receive a majority of votes of a quorum of the entity's Governing Board present and voting in order for an entity's vote to be cast for that candidate. A plurality of votes by an entity's Governing Board for any candidate is not sufficient. If no candidate for a position receives at least a majority of votes of the quorum present and voting, a run-off shall be conducted between the two (2) candidates previously receiving the most votes. If the Board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.

The secretary of each entity's Board shall record the Board's vote as to each elected position on the ballot. The selections of each member entity's Board for the elected positions on the ballot cast for that entity shall be registered with the PSBA Credentials Committee via the PSBA election system by the secretary of each entity's Board.



2026 VOTING INSTRUCTIONS

Register your school entity's votes for PSBA officers

The following instructions will guide you through the voting process step by step. The authorized vote registrar for member entities is typically the board secretary, except for community colleges, in which case the president is designated as the authorized voter.



STEP 1 – Be sure your school directors are aware of the slate of candidates.

In July, the 2026 slate of candidates is available on [myPSBA](#) including photos, bios and videos. It is strongly encouraged that school directors be instructed to review the website.



STEP 2 – Schedule a discussion on PSBA officer candidates at one of your August, September or October board meetings.

Because each school entity will vote collectively on one candidate per position, the board of school directors will need to decide by majority which candidate will receive the board's vote. Board secretaries should be sure this discussion is scheduled for one of your meetings since the electronic voting period is only open from September 8 – October 31, 2026.



STEP 3 – Register your votes

Once your school board has decided which candidates to support, you will go to the Simply Voting website between 12:01 a.m. on September 8 and 5:00 p.m. on October 31 through the link provided to you in an email from vote@simplyvoting.com on September 8. Be sure to allow emails from vote@simplyvoting.com through your firewall or spam filters. This email will provide you with a dedicated link to the voting pages on its site and a password unique to you, which you will use to enter the secure system. Additionally, you can notify your IT staff that email blasts from Simply Voting will originate from the IP address: 198.21.6.73 or 184.173.105.83. Ask them to add these to your firewall "safe" lists.

PLEASE NOTE: Only member entities in good standing may vote. If your entity's dues have not arrived by September 8, you will not receive the email with the link to the ballot. Passwords will be released once we receive dues for 2026–27. If possible, we encourage you to register your votes online during the board meeting immediately following the board discussion and decision.



STEP 4 – Share your voting confirmation with the school directors.

Immediately after you vote on the Simply Voting website, you will have access to a voting receipt confirming that your vote has been completed and showing you who your entity voted for. The receipt provides documentation that the board's votes were registered consistently with results of the board's decision. You should print the receipt and circulate copies to your school directors without delay. You should consider attaching a copy of the receipt to the minutes of the meeting at which the board cast its votes.

Policy 302:

Nomination & Campaign Procedures: Election of Officers, Zone Representatives & Sectional Advisors

The Governing Board adopts this policy to establish guidelines necessary to carry out the process of electing PSBA officers, zone representatives and sectional advisors. The procedures set forth in this policy apply to the election of the following elected positions of the Association:

- President-elect
- Vice president
- Treasurer
- East zone representative
- Central zone representative
- West zone representative
- Sectional advisors

SUCCESSION

The president-elect shall automatically assume the office of President in the year following the term as president-elect, without needing to stand for election, unless the president-elect was appointed to fill a vacancy. In that case, a president will be nominated and elected by the governing board upon obtaining a three-fourths affirmative vote of all eligible members of the governing board. In the event a vacancy in the office of president occurs, the president-elect shall serve as acting president for the remainder of the term, shall assume the office of president the following year in the normal course, and the term of the immediate past-president shall be extended for one year.

TERMS

The term of office for the offices of president, president-elect, and vice president is one calendar year, commencing on the first day of January following the election (although not elected, the term of an immediate past-president is also one year). The term for each zone representative is three years, staggered such that one is elected each year. The treasurer shall serve a term of three years. The elections of the treasurer and zone representatives shall take place every three years calculated from the year in which elected for the first full three-year term.

For reference purposes, the first full three-year terms of the treasurer and zone representatives commenced as follows:

- Treasurer elected for three-year term commencing January 1, 2024, 2027...
- West zone representative elected for a three-year term commencing January 1, 2024, 2027...
- East zone representative elected for a three-year term commencing January 1, 2022, 2025, 2028...
- Central zone representative elected for a three-year term commencing January 1, 2026, 2029...
- The three zones of the state from which each zone representative is elected are defined as follows:
 - The Eastern zone consists of PSBA Sections E-1, E-2, E-3 and E-4.
 - The Central zone consists of PSBA Sections C-1, C-2, C-3 and C-4
 - The Western zone consists of PSBA Sections W-1, W-2, W-3 and W-4.
- Sectional advisors serve a two-year term.

NOMINATION

The nominating process shall be overseen by a Nominating Committee as outlined in the PSBA Bylaws and consistent with this policy. The function of the Nominating Committee is to seek and consider, on behalf of the membership of the association, a slate of candidates to fill the several elected positions of the association, to carefully evaluate the qualifications of the applicants for office and identify for benefit of the voting membership those the committee believes will best govern the association. The committee shall engage in appropriate activities to increase awareness among the membership about association leadership opportunities, and to identify members whose background, experiences, talents, training, involvement in association activities and other pertinent attributes indicate potential for valuable contributions to the success of the association at increasing levels of association leadership and responsibility.

A candidate shall not apply for or be slated for more than one elected position in any year.

Committee Composition

The Nominating Committee consists of:

- The immediate past-president serving as committee chair
- The president-elect
- One sectional advisor appointed by and from among the sectional advisors
- One individual member of the association from each PSBA zone, appointed by the president from among at least three persons nominated by each zone representative
- Two current members of the Governing Board other than officers appointed by the Governing Board
- Two past presidents of the association appointed jointly by the president and the immediate past-president
- Two school directors who are individual voting members of the association not otherwise holding an elected position of the association, appointed by the president

The Governing Board and sectional advisors each shall designate one alternate who, in the event an appointee is unable to participate in the committee meeting at which candidate interviews take place, will replace that appointee without need to convene the appointing body. The alternate does not become a member of the committee until the original appointee they are to replace has resigned. A committee member who discovers that they will be unable to participate in the interview meeting in person or via alternative means shall immediately notify the chairperson and tender their resignation so that an alternate may be activated.

All appointees and alternates to the Nominating Committee should be active members who exhibit an understanding of PSBA's organizational structure, programs, and services. The president and immediate past-president shall confer with the Governing Board and the sectional advisors and department heads to ensure that in selecting persons to serve on the Nominating Committee, an appropriate geographical balance and balance of current Governing Board members and others not holding positions of leadership in the association is sought in constituting the membership of the committee each year.

Committee Meetings

The Governing Board shall establish a timeline with deadlines for submission of Applications for Nomination, completion of candidate interviews, and preparation and publication of the slate of candidates, such that the association membership can be notified of the result of the nomination slating process no later than July 31 of each year. The approved timeline shall be widely published to the

membership. The approved timeline shall remain in effect for succeeding years until amended or replaced by the Governing Board.

A quorum of the Nominating Committee shall be a minimum of nine members.

Electronic participation by committee members may be permitted, at the discretion of the committee chairperson, for the annual meeting at which the committee conducts interviews and deliberations. In the event a member of the committee becomes aware that the member will be unable to attend that meeting in person, the member should notify the committee chairperson immediately, so that alternative arrangements can be made for participation in the meeting. The committee also may meet at the call of the chairperson at such other times and places, including via electronic means, as necessary to carry out the other functions of the committee.

Only members or an alternate of the committee may attend or observe the committee meeting at which interviews, deliberations and voting occur. However, the president may attend as an observer without right of participation. The corporate secretary of the association (and/or their designee) may attend the meetings for the purpose of providing staff support and creating a record of the proceedings. When the president and/or corporate secretary attends as an observer, they may be designated by the committee chair to take notes of the meeting, and to serve as teller for counting ballots and reporting results of balloting in the event the committee elects to use confidential written ballots.

Eligibility for elected positions

Eligibility for election to the PSBA Governing Board requires that the candidate be a voting member of the association in good standing (a member of the local board of a school entity having current PSBA membership) and have completed four years of service on their local board.

Eligibility for election to a zone representative position requires that the candidate be an elected member of the Governing Board of a school entity having current PSBA membership that is situated in a section included in the East, Central or West zone of the state represented by the zone representative position being sought.

To be eligible for election as a zone representative or an officer other than treasurer, a candidate shall have completed a minimum of four years of service as a school director in the state of Pennsylvania prior to taking office. No person may hold at the same time more than one of the elected positions of the Association.

Candidates for the office of treasurer must have fiscal acumen and experience in finance and accounting, enabling an understanding of the Association's financial issues including but not limited to, accounting standards, financial reports, financial statements, audits, budgets and financial recordkeeping requirements.

Eligibility for election to a sectional advisor position requires that the candidate be a member of the Governing Board of a school entity having current PSBA membership that is situated in that PSBA section of the state. There is no requirement for years of service.

No person is eligible to be slated as a candidate for any officer, zone representative or sectional advisor position in any year for which such person accepted appointment as a member of the Nominating Committee.

To be eligible for election as an officer, zone representative or sectional advisor, the current year membership dues of the entity from which a candidate's individual membership is derived must be paid in full prior to the slating of candidates.

An individual school director is ineligible to stand for election if they are no longer serving in an elected local director position. The only exception being an individual elected to the position of president-elect may complete the succession to president and immediate past-president.

Applications

Position descriptions detailing the qualifications and responsibilities of officer and zone positions, and Application for Nomination forms shall be approved by the Governing Board and widely distributed to members. Application forms may be updated from year to year to reflect current interview dates, the positions that are up for election and other administrative elements, without further action of the Governing Board, if no substantive aspects of a form are changed.

Persons seeking consideration for an elected position of the Association shall file at PSBA headquarters to the attention of the corporate secretary an Application for Nomination on a form approved by the PSBA Governing Board, accompanied by a photograph, letters of recommendation and such other supporting materials as may be specified on the Application for Nomination form for the purpose of further documenting the candidate's involvement in activities of the Association, relevant community service, and leadership experiences or other qualifications.

Applications may be submitted via hand delivery, electronically or via United States Postal Service. Applications for Nomination must be marked received at PSBA headquarters no later than the application deadline specified in the timeline approved by the Governing Board in order to be considered as timely filed.

During interviews of applicants, the committee shall also confirm whether a candidate continues to meet minimum eligibility requirements for the position sought.

Process

The Nominating Committee shall review all Applications for Nomination that meet Tier 1 criteria to make a preliminary determination that applicants meet minimum eligibility requirements established in the PSBA Bylaws for the positions sought. The Nominating Committee shall apply a three-tiered eligibility process to the selection of a candidate(s) for each open position:

Tier 1 – Application for a position must be received by the established deadline. The member district must be considered in good standing and be current with PSBA dues. Candidates must meet the minimum years of service on their local board (as outlined in this policy and bylaws) and be current with all state-required training for school directors. In addition, the candidate must supply clear evidence that their local school board has officially adopted the PSBA Principles for Governance and Leadership either specifically within the district policies or by annual/biannual resolution or official action of the local school board.

Any application received that does not meet these minimum criteria will not be provided to the Nominating Committee by the corporate secretary. PSBA staff will notify the committee chair of all

applications received. PSBA staff will notify all applicants of their application status.

Tier 2 – Applications for nomination shall be reviewed by the Nominating Committee and all slated candidates must meet the following criteria to be slated:

- A demonstrated record of service to their local board
- Consistent participation in PSBA programs and services
- Familiarity with PSBA structures, bylaws and resources
- A record of promoting PSBA and maintaining their fiduciary duty during past PSBA service
- Exhibits ongoing support of PSBA, the platform and professional staff

All candidates meeting Tier 2 requirements shall be slated by the nominating committee.

Tier 3 - Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates.

At the conclusion of the process, the chair of the Nominating Committee shall provide, in writing, feedback to all applicants regarding the strengths and weaknesses of their application based on the committee review.

LOSS OF ELIGIBILITY

If it appears that a candidate has ceased to meet minimum eligibility requirements after being slated, the matter shall be referred to the Credentials Committee for determination of whether the candidate remains eligible for election. The determination of the Credentials Committee shall be considered final. The applicant shall not be slated as a candidate if the Credentials Committee determines the applicant has ceased to meet eligibility requirements.

If the Credentials Committee determines that the candidate no longer is eligible for election and thus is disqualified, the candidate’s name shall be removed from subsequently published slates and ballots and other measures shall be taken to inform members of the association of the change to the slate for that position.

On July 20, the staff will provide the Credentials Committee with a list of the candidates and the date their district paid the current year’s dues, and any candidate whose district dues have not been paid will be deemed ineligible by the Committee and disqualified from the election, regardless of subsequent dues payment.

Loss of eligibility by the only candidate slated for an office after the nomination process, such that no eligible candidate remains slated and no candidate thus can be elected, results in a vacancy in that position effective upon the commencement of the term of office. The vacancy will be filled by the incoming Governing Board in accordance with the PSBA Bylaws.

PUBLISHED SLATES AND BALLOTS

As soon as practicable following the Nominating Committee’s candidate interviews and determinations of candidates to be designated as endorsed, and in any event no later than July 31, a slate reflecting the candidates shall be prepared and published in PSBA publications and on the association website.

DISSEMINATION OF CANDIDATE INFORMATION TO THE MEMBERSHIP

Information about slated candidates shall be disseminated to the membership as follows: The slate with brief candidate profiles shall be published on the PSBA website. In addition to the publication of slates and ballots, the following candidate information shall be published on the association's website if provided by the candidate:

- A good quality headshot of the candidate.
- Biography and written statement from the candidate summarizing the candidate's interest in, qualifications for and goals of serving the association in an elected position, not to exceed 500 words in length.
- A video of the candidate delivering a statement addressing a brief series of points developed by the Nominating Committee, not to exceed three minutes in total length.

VOTING PROCEDURES

Voting and registering of votes shall take place during a period commencing eight weeks prior to the annual meeting of the Delegate Assembly and ending one week prior to the annual meeting of the Delegate Assembly, unless the PSBA Governing Board declares a shorter voting period. Specific dates for the first and last day of voting shall be widely publicized to the membership.

Sufficiently prior to the voting window, printed slates of candidates, along with instructions for voting, shall be distributed to the board secretary of the governing board of each member entity eligible to cast votes. For purposes of the PSBA election process and this policy, a joint operating committee is regarded as that entity's governing board.

Casting of votes by member entities

Each member entity whose current year PSBA dues have been paid in full shall be entitled to cast one vote for each elected position presented for election.

An entity may cast a vote only for a zone representative position for the zone of the state to which the entity is assigned. An entity may cast a vote only for a sectional advisor position for the section of the state to which the entity is assigned.

The vote of the entity for each position shall be determined by simple majority vote of the entity's Governing Board (majority of a quorum), cast at a public meeting of the board.

A candidate must receive a majority of votes of a quorum of the entity's governing board present and voting in order for an entity's vote to be cast for that candidate. A plurality of votes by an entity's governing board for any candidate is not sufficient. If no candidate for a position receives at least a majority of votes of the quorum present and voting, a run-off shall be conducted between the two candidates previously receiving the most votes. If the board is unable to produce a majority vote for a candidate, no vote is cast by the entity for that elected position.

The secretary of each entity's board shall record the board's vote as to each elected position on the ballot. The selections of each member entity's board for the elected positions on the ballot cast for that entity shall be registered with the PSBA Credentials Committee via the PSBA election system by the secretary of each entity's board.

Tallying of votes

The corporate secretary, or designee, shall implement an electronic voting system. The system may be either an internal system or provided by an external vendor. The Credentials Committee shall meet as necessary prior to the annual meeting of the Delegate Assembly to review, verify and certify the tallying of votes for the elected positions of the association.

The Credentials Committee shall determine whether a voting entity was ineligible to vote because the entity's current year dues were not paid in full prior to the close of the voting window and shall declare void votes cast by entities that were ineligible to vote. The decision of the Credentials Committee shall be considered final.

Plurality and tie votes (reference general counsel legal opinion dated September 9, 1987, and thereafter incorporated in PSBA policy): In any election year when two or more candidates are on the ballot for a specific elected position, the winner shall be determined by a plurality of the votes cast by the member entities casting votes (i.e., the one who gets the largest number of the votes for that position cast by member entities).

In the case of a tie vote for a PSBA elected position, the winner shall be determined by a flip of a coin. The Credentials Committee chairperson shall conduct the coin toss in the presence of a majority of the committee when practical and the tied candidates or those candidates' designees shall be invited to attend.

Results of voting shall be announced at the Delegate Assembly or other suitable membership gathering following the tabulation of the election results.

PROHIBITED PRACTICES

Slated candidates are encouraged to campaign actively and consistently with the provisions of this policy and the Expectations of Fairness and Civility expressed within the Information and Instructions for Candidates Seeking PSBA Elected Positions document provided to all applicants for elected positions.

Other than those staff functions necessary for the dissemination of candidate information as described in this policy, no PSBA staff or organizational support of any kind may be used for the campaign of any candidate with the exception of promoting the endorsed candidates via PSBA publications and the promotion of any candidate endorsed by the PSBA Governing Board for the position of PSERS Trustee.

Other than the tasks necessary to carry out the informational aspects of the election process as outlined in this policy, PSBA staff members shall not engage in any activities supporting the campaign of any candidate and must avoid activities or making statements that might create that appearance in their official capacities. However, PSBA staff are permitted to express personal views when asked by a member.

PSBA resources supplied to any candidate as part of their existing organization duties shall not be used for campaign purposes. Officers, zone representatives, sectional advisors, affiliate council members and members of the Nominating Committee are not permitted to use the privileges or functions of their official positions to campaign for themselves or for others.

The foregoing provisions are not intended to limit otherwise permissible campaign activities by such

officials as individuals when not performing official functions or speaking in an official capacity, nor to discourage persons holding such PSBA elected positions from speaking generally about the PSBA election process or encouraging participation in the process.

ALTERNATE CANDIDATE RECRUITING PROCESS

If no person meeting eligibility requirements has filed a timely Application for Nomination for an elected position, or if the only applicant for a position ceases to meet all eligibility requirements for the position sought after the application is received, the following alternate candidate recruiting procedure shall be implemented to assist the Nominating Committee in seeking applications by interested candidates.

Members of the Committee, the PSBA Governing Board and the sectional advisors will engage in appropriate activities to find and recruit interested candidates for the position lacking any applicant.

Second-round Applications for Nomination must be marked received at PSBA headquarters not later than the alternate recruiting application deadline specified in the approved election timeline.

Should no applicants come forward under the alternate procedure for seeking out interested candidates, the incoming PSBA Governing Board shall fill resulting vacancies in accordance with the bylaws and appropriate policy.

PSBA Leadership Positions up for Election

*Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Section 300 – Policy 302)

2027 President-Elect (one-year term)

Matt Vannoy*, Sharon City School District

My name is Matt Vannoy and I am a school director for the Sharon City School District (Mercer Co.) and serve on the Finance, Buildings and Grounds and Budget Committee. I am also currently in my second term as the vice president of the PSBA Governing Board. Prior to this I was a sectional advisor and sectional advisor representative to the PSBA Governing Board. Professionally, I am a principal in the Conneaut School District (Crawford Co.) and have also been a social studies teacher, athletic director and assistant principal in the Farrell Area School District, Moniteau School District and Sharon City School District. I am a member of the PIAA District 10 Committee, PIAA Cross Country Steering Committee, the Slippery Rock University (SRU) Alumni Association Board of Directors, several boards under the ARC of Mercer County umbrella and several other local boards. In 2018, I was a recipient of the SRU Alumni Association’s Distinguished Recent Alumni Award as well as the Mercer County Chambers of Commerce 40 Under 40 award. I graduated *summa cum laude* from Slippery Rock University in 2009 and earned my Master of Education degree and Superintendent’s Letter of Eligibility from Westminster College. Serving on the PSBA Governing Board has been a highlight of my career and I look forward to continuing to serve PSBA as the president-elect of the Governing Board and working with the staff and PSBA members across the state to advocate for public education. I look forward to working with PSBA to advocate for on-time budgets, cyber charter reform, mental health supports for schools, increased education funding and other areas that will benefit school districts. I appreciate your support. Thank you.

2027 Vice President (one-year term)

Kristy Bolte*, Northwestern School District

It has been an honor to serve as the Western Zone representative on the PSBA Governing Board since 2024. I am honored to seek election as vice president of the Pennsylvania School Boards Association and to continue advancing our shared mission of supporting school board directors as they lead their districts, build strong relationships and advocate for public education across Pennsylvania. I am a graduate of Edinboro University with a bachelor's degree in elementary education. As a former teacher, a mother of six, and the wife of a middle school teacher in the Conneaut School District, I have experienced public education from many perspectives. My family and I live in West Springfield, Pennsylvania, where I have been inspired to serve because I believe quality public education is the cornerstone of strong communities. I am currently serving my second term on the Northwestern School District Board of School Directors in Albion and am privileged to serve as board president. I also serve on the Tri-County Intermediate Unit 5 board. These leadership roles have reinforced my belief in the importance of effective governance, collaboration and continuous learning. Through PSBA's training, advocacy and support, I have grown as a leader and have become better equipped to serve my district and community. If elected vice president, I will remain committed to PSBA's vision of fostering informed, engaged and passionate school board directors who lead with integrity and advocate effectively for excellent public education. I will work to strengthen connections between PSBA and local school boards, ensuring directors throughout the commonwealth understand and benefit from the valuable resources and services our association provides. Public education faces both significant challenges and tremendous opportunities. By working together with honesty, integrity, collaboration and innovation, we can support school directors, strengthen our

districts and create the best possible educational opportunities for every student. I would be honored to continue serving the members of PSBA as your vice president. I respectfully ask for your trust, your vote and your support as we work together to advance public education and ensure a bright future for Pennsylvania's students.

2027- 2029 PSBA Treasurer (three-year term)

David Hein*, Parkland School District

My name is David Hein, and I am honored to ask for your support as treasurer of the Pennsylvania School Boards Association. For more than a decade, I have been privileged to serve PSBA in a variety of volunteer and governing board leadership roles, including as president, Eastern Zone representative, E-2 sectional advisor, member of the Finance Committee and other PSBA committees. These experiences have given me a deep understanding of our association, its mission and the importance of responsible financial stewardship. Locally, I am serving my fourth term on the Parkland School Board and currently have the privilege of serving as board president. Throughout my service, I have chaired our Personnel and Finance Committee and worked collaboratively on many of the complex financial and governance issues facing public education today. Beyond K-12 education, I currently serve as chair of the Lehigh Carbon Community College Board of Trustees after being reappointed to a second six-year term. I also served for 12 years on the Lehigh Career and Technical Institute Joint Operating Committee, holding several leadership positions there. These experiences have reinforced my commitment to sound governance, fiscal responsibility and long-term strategic planning. Professionally, I bring more than 35 years of finance and accounting experience across banking, healthcare IT, health insurance and the nonprofit sector. Today, I serve as assistant business administrator at Lehigh Career and Technical Institute, where fiscal accountability and responsible stewardship are central to my daily work. If elected treasurer, I will work to ensure that PSBA's financial resources are managed with transparency, integrity and a focus on delivering value to every member school district. I believe strong financial management allows our association to remain a trusted advocate for public education while providing the services and support our members depend on. I am passionate about protecting and strengthening public education through the fair allocation of resources, advocating for fully funded state and federal mandates, and ensuring a level playing field for our public schools in relation to charter and cyber charter schools. Public service has always been a family commitment. My wife and daughter are both elementary school teachers, giving me a firsthand appreciation for the work happening in our classrooms every day. I also proudly serve as president of the Parkland CARES Food Pantry, supporting families throughout our community. It would be an honor to continue serving PSBA in this new capacity. I respectfully ask for your vote for treasurer, and I thank you for your continued commitment to Pennsylvania's students, schools and communities.

2027 PSBA Eastern Zone Representative (one-year term) (Only Eastern Sections vote)

Jason Mell*, Exeter Township School District

My name is Jason Mell and I am seeking election to the PSBA Governing Board as the Eastern Zone representative for a one-year term starting in 2027. As part of the election process, I'd like to provide some background on myself as a candidate. I currently serve as a school director in the Exeter Township School District, located in Berks County, where I represent our board as the district's PSBA Liaison. Being the liaison to PSBA has provided me with valuable insight into the association's resources and advocacy efforts. I also had the privilege of serving as board president for two years. Throughout my time on the board, I have worked closely with fellow directors and district leadership to address complex policy, financial and operational issues while maintaining a focus on student success. My commitment to public service extends beyond education. Over the years, I have served on the boards of the Exeter Community

Library, Exeter Youth Soccer Association, Albright College Alumni Association and the Exeter Township Planning Commission. Today, I continue to support our region as a board member of Genesius Theatre, the Reading Film Office and Opportunity House. From 2014 through 2020, I also founded and served as editor of *The Exeter Informant*, a community news service dedicated to keeping residents informed about local government and community issues. Professionally, I am a software engineering manager for a national restaurant service and supplies company headquartered in Lititz, Pennsylvania, in neighboring Lancaster County. I hold a Master of Science degree in information systems from Drexel University and a bachelor's degree in information systems from Albright College. In addition, I've earned a Master Planner certification through the Albright College Center for Excellence in Local Government and the Cyber Risk and Oversight for Public Education certification from the Diligent Institute. Public education is also deeply personal to my family. In addition to both of my children attending the Exeter Township School District, my wife, Tiffany, is a 1998 Exeter graduate herself and serves as a K-4 reading specialist in the district. I believe strong public schools depend on thoughtful governance and effective advocacy. If elected, I will work collaboratively with fellow board members across the commonwealth, listen carefully to the concerns of our member districts, and advocate for policies that strengthen local school boards and improve educational opportunities for every student. I would be grateful for your support and the opportunity to serve as your Eastern Zone representative. Thank you.

2027 Section W1 Advisor (one-year term) (Only Section W-1 vote)

Tracey Leyda*, Franklin Area School District

I am honored to submit my candidacy for PSBA Sectional Advisor. Throughout my service in school board leadership, I have been guided by a deep belief that strong governance, open communication and a commitment to students are essential to public education. I would welcome the opportunity to continue serving PSBA and the local school boards in my section by listening carefully, sharing information clearly, and representing member concerns with professionalism and integrity. My experience in school board administration has taught me the value of collaboration, consistency and thoughtful decision-making. I understand that local boards face a wide range of challenges, from policy development and finance to personnel matters and community expectations. As sectional advisor, I would strive to be a responsive and reliable connection between local members and PSBA, ensuring that feedback from boards in our section is heard and carried forward. I would also work to strengthen awareness of PSBA resources, advocacy efforts and leadership initiatives that support effective board service. I believe one of the most important responsibilities of a sectional advisor is building trust through regular communication and visible engagement. I would approach this role by maintaining strong relationships with board liaisons, encouraging participation in PSBA programs, and promoting the Principles for Governance and Leadership. I also value the importance of recognizing local service and celebrating the work of board members who give their time to public education. That kind of encouragement helps sustain a healthy culture of leadership across our schools. If elected, I will bring dedication, steadiness, and a sincere respect for the volunteer spirit that makes PSBA strong. I am prepared to serve as an effective voice for local members, to support PSBA's mission, and to represent my section with energy and accountability. Thank you for your consideration and for the opportunity to serve.

2027-2028 Section W-2 Advisor (two-year term) (Only Section W-2 vote)

Michael Panza*, Moniteau School District

My name is Michael Panza and I respectfully ask for your support to continue as your sectional advisor. I was first appointed to the Moniteau school board in 2008 and have since won five elections. I have served as president of my

school board and am currently vice-president. Our board operates by committees. I have served on the Policy, Superintendent Evaluation and other committees during this time. I also serve on the Midwestern Intermediate Unit Board of Directors, serving as the treasurer. As a current sectional advisor, I was elected by my peers to serve on the governing board of PSBA for the past three years. My background is in education, as I hold bachelor's and master's degrees in music education, a second master's degree in administration, a doctorate in educational leadership and 18 post doctorate credits for my Letter of Eligibility. I have been a music educator, assistant principal, principal and served for more than 17 years as a district superintendent. I retired from public education in 2016 and am currently on the faculty at Slippery Rock University, supervising student teachers and teaching various courses at both the undergraduate and graduate levels. I also serve on several doctoral dissertation committees. I have presented twice at the PSBA conference and have served as a session monitor at the annual conference. I have submitted articles and have been published on no less than three occasions in the *PSBA Bulletin*. I have also been published on the national level on education-related matters. Most recently, I was asked to write a theme song for PSBA. I was happy to complete this piece. It was recently professionally recorded by the North Hills Wind Ensemble and will be featured at this year's conference. I was also asked and participated in the taping of the *PSBA Keystone Education Report* television program on the topic of arts in our schools. This program aired twice on the *PNC* cable news channel and can be found at the PSBA site or on YouTube. As can be seen, I have extensive experience in education, as a teacher, an administrator, a school director, with the intermediate unit and at the state level. I respectfully ask for your support to continue our important work, providing guidance and support to fellow school directors as we collectively serve our schools, our communities, but most importantly, our students. Again, I am Michael Panza asking to continue as your sectional advisor. Thank you for watching, and best wishes.

2027 Section E-1 Advisor (one-year term) (Only Section E-1 vote)

Christina Cosmello*, Blue Ridge School District

Hello, my name is Christina Cosmello and I am honored to seek your support to continue serving as your PSBA Sectional Advisor for section E-1. Public education has always been at the heart of my commitment to public service. I am proud to say that I am the product of Pennsylvania public schools and so are both of my children. Our public education provided the foundation that has shaped our lives. And that personal connection has fueled my lifelong commitments to advocating for strong public education. I believe every student deserves the same opportunities to learn, grow and succeed. And I am proud to support PSBA's mission of promoting excellence in public education across our commonwealth. For approximately 20 years, I have proudly served on the Blue Ridge School District Board of Directors, including five years as vice president and eight years as treasurer, which I currently hold. During that time, I have gained extensive experience in school governance, policy development, financial stewardship, strategic planning and advocating for students in our community. In addition, I have also served on the NEIU 19 board of directors for approximately nine years, three years as treasurer, which I currently hold that position. Working alongside representatives from 20 school districts has broadened my perspective, strengthened regional partnerships and deepened my understanding of the challenges and opportunities facing public education across northeast Pennsylvania. As a PSBA member for more than 15 years, I have consistently participated in conferences, sectional meetings and educational sessions. I encourage my district to recognize excellence by nominating students, educators and fellow board members for PSBA's Student Showcase. I believe these programs highlight the incredible work happening in our schools and strengthen connections across districts. For the past seven months I've had the privilege of serving as your PSBA Sectional Advisor for section E-1. During this time, I have gained valuable experience, communicating with member districts, supporting PSBA initiatives and help strengthening engagement throughout

our section. That experience has reinforced my commitment to ensuring our districts remain informed, connected and represented. Outside of education I remain actively involved in community service. I am involved in leading a scholarship program for more than a decade, I support initiatives that address food insecurity and participate in projects that honor veterans and strengthen our local communities. Professionally I am a Berkshire Hathway Home Services Chairman's Circle recipient. I'm recognized among the top agents globally. That achievement reflects the same values I bring to public service, integrity, communication, accountability and dedication. I would be honored to continue serving as your PSBA Sectional Advisor for E-1. And I am committed to listening, collaborating and advocating for our districts while promoting the outstanding work taking place throughout our schools. Thank you for your time, your support and continued dedication to Pennsylvania students and public education. I respectfully ask for your vote this fall and I look forward to the opportunity to continue serving the schools and communities of section E-1.

2027-2028 Section E-2 Advisor (two-year term) (Only Section E-2 vote)

Sarah Nemitz*, Salisbury Township School District

My name is Sarah Nemitz, and I'm a school board member and current vice president for the Salisbury Township School District in Lehigh County. I'm running for election to be the E-2 sectional advisor for PSBA, serving Lehigh, Northampton, Monroe and Carbon counties. I have been a school board member since 2019, and I've served in leadership roles in my own district and beyond. I was previously our president for one year, and have served as vice president since 2024. I've led negotiating teams and worked to recertify the charter school that is in our boundaries, worked with our state legislators, as well as presented sessions at the School Leadership Conference. Since 2019, I have also represented Salisbury on the joint operating committee for the Lehigh Career and Technical Institute, and currently serve as treasurer and chair of the Business and Finance committee. I was also a member of the inaugural class of PSBA's Innovation and Policy Institute in 2022. PSBA has a lot to offer our districts and as E-2 sectional advisor, I'd be happy to help connect you with those services and resources. Our board has had very positive experiences working with PSBA – we have taken roles and responsibilities and goal setting trainings, we regularly participate in the self-evaluation process, and we have engaged in advocacy day events, as well as working with PSBA on policy updates. Personally, I have gained a lot of knowledge from PSBA's webinars on current topics in education and have enjoyed hearing the experience of others through the member exchanges. I believe that the more informed we are as board members the better we can serve our students and communities. I also believe that by working together and sharing our unique experiences we can become stronger, more informed advocates for public education. I appreciate your support and look forward to working with all of you.

Anna Lopez, Pocono Mountain School District

Hello everyone my name is Anna Lopez and I'm a proudly serving school director at Pocono Mountain School District and as a director at the Colonial Intermediate Unit 20 board. It's an honor to be a candidate for the PSBA Sectional Advisor for section E-2. Over the past several years I've learned that effective leadership begins with listening. Every school district is unique. We all share many of the same challenges, supporting students, retaining quality staff, maintaining safe schools, managing facilities and balancing budgets all while remaining accountable to our communities. So serving on my local board has given me the opportunity to work on long-term projects such as capital improvements planning, policy development, education initiatives that strengthen our schools while all remaining fiscally responsible. Serving on the intermediate unit has also brought me an understanding of how collaboration between districts creates opportunities that no single district can accomplish alone. If elected as your advisor, my commitment is very simple. I will listen, I will communicate and I will advocate. I believe school directors

deserve timely information, opportunities to share ideas and a strong voice within PSBA. I also believe our greatest strength comes from working together. So regardless of the size of our district or community we represent, every school member brings valuable experience that can help improve public education across Pennsylvania. I want to help strengthen those connections by encouraging collaboration, sharing successful practices and ensuring that our concerns of our region are heard. Public education continues to face significant challenges, but it also has tremendous opportunities by working together with respect, professionalism and a shared commitment to students. We can continue building stronger schools and stronger communities. Thank you all for your service to public education, for everything you do on behalf of your students and communities and for considering my candidacy. I would be honored to earn your support as your next PSBA Section E-2 Advisor. Thank you.

Timothy Kearney*, Southern Lehigh School District

Over 40 years. That is how long I've been involved in public education work. I am honored to be a 2026 PSBA Nominating Committee endorsed candidate for the PSBA Section E2 Sectional Advisor position. Over 40 years ago, I decided to earn a degree in elementary education at Millersville University. I was hired by Allentown School District and taught there for 34 years. I earned a master's degree in education leadership and a Principal's Certificate at Lehigh University. I earned a Management Certificate from DeSales University. I won several awards including Outstanding Educator Award from the Allentown Education Association and the Legacy Award from Pennsylvania State Education (PSEA) Eastern Region. I was an education leader at the school, local, region, state and national level. I served as a building representative, Allentown Education Association's vice president of elementary schools, PSEA Eastern Region Third Representative and PSEA Board of Directors. I served on PSEA statewide Communications, Resolutions, Bargaining and Health Care committees. I also served on the National Education Association's Resolutions Committee. I attended education leadership meetings in Germany and National Education Association meetings across the country – Minnesota to Texas, California to Washington, D.C. When I retired, I did not stop my education work. I ran for school board. I am on our Continuing Education, Policy, Education and Technology committees. I serve as one of our representatives on our local technical school's joint operating committee. I am president of Founding Forward's Valley Forge Volunteer Chapter, and work part time there. I am a voice for civics education. I develop a weekly education update for area educators and community members. I've been composing that email newsletter for over five years. I bring a career's worth of dedication to this position. I want to bring my experience to PSBA and school board members in our region. When I look at PSBA's purpose of improving public schools, I can't help but know I've been doing this for decades. When PSBA states that its mission is promoting exceptional public education, it matches my own personal philosophy and the education success I achieved in support, empower and advocate for public education. When I see PSBA's Principles for Governance and Leadership, I know they are principles I've strived for as an educator, whether in the classroom, principal's office or education association leadership roles. I would be honored to serve you and PSBA. Thank you, sincerely, for your time and consideration.

2027-2028 Section E-4 Advisor (two-year term) (Only Section E-4 vote)

Dr. Tasliym Morales*, Chester Upland School District

My name is Dr. Tasliym Morales, and I am honored to seek another term as your PSBA Section E4 Advisor. Supporting school directors across Bucks, Chester, Delaware, Montgomery and Philadelphia counties has been one of the most rewarding opportunities of my public service. During my term, I have worked to ensure that board members had access to timely legislative updates, governance resources and opportunities to strengthen their effectiveness as educational leaders. As an elected school director, legislative chairwoman, and treasurer for the Chester Upland School District, I understand the challenges boards face every day. We are expected to balance fiscal responsibility,

student achievement, transparency, community expectations and an ever-changing legislative landscape. Those experiences have shaped the way I support section E4, with practical solutions, open communication, and a commitment to helping fellow board members succeed. Throughout my term, I have remained engaged with local school districts, legislative discussions, and regional educational partners. I believe an effective sectional advisor should not simply share information but also create opportunities for collaboration, ensuring that boards can learn from one another while advocating for policies that strengthen public education. If reelected, I will continue strengthening connections throughout section E4 by expanding communication, increasing opportunities for professional engagement, and ensuring school directors have access to meaningful governance and legislative resources. I remain committed to supporting every district fairly and professionally, recognizing that while our communities may differ, our commitment to serving students is shared. Public education continues to face significant challenges, from funding and workforce issues to governance and accountability. These challenges require thoughtful leadership, respectful dialogue, and a willingness to work together across districts and perspectives. I am committed to continuing to support that work on your behalf. Thank you for the trust you have placed in me during my first term. It has been a privilege to work alongside so many dedicated school directors who volunteer countless hours to improve outcomes for students and communities across southeastern Pennsylvania. I respectfully ask for your support and your vote to continue serving as your PSBA Section E4 Advisor.

PSBA Insurance Trustees

Member entities also are asked to vote for open trustee positions on the PSBA Insurance board. PSBA Insurance provides complimentary travel/accident insurance to all school directors from member school entities while on official school board business. As such, all member entities are considered participants in PSBA Insurance programs and are eligible to vote.

Trustee (term ends Dec. 31, 2029) – Includes two candidates (three-year term)

Choose up to two candidates for a three-year term.

Marianne L. Neel

Dr. Michael Faccinetto

Dr. Michael Faccinetto has served on the Bethlehem Area School District Board of Directors since 2009, providing 17 years of leadership in public school governance, budgeting, labor relations and education policy. As board president, he has advocated for underserved students, responsible stewardship, and programs that expand opportunities for every learner. His statewide leadership includes serving as PSBA president from 2017–18 and advocating for public education before the Pennsylvania General Assembly. Dr. Faccinetto is the principal of Southern Lehigh Middle School and previously served as an elementary teacher in the Southern Lehigh and Allentown school districts. He earned his Doctorate in Educational Leadership, master's degree, and K–12 Principal Certification from Lehigh University.

School Board Secretaries Forum

(Only school board secretaries may nominate and vote for the forum officers.)

Forum Steering Committee (term ends Dec. 31, 2028) – (two-year term)

Choose up to three individuals for a two-year term

Betsy Gates, Dauphin County Technical School

Betsy Gates is the administrative operations coordinator and board secretary at Dauphin County Technical School, where she plays a central role in supporting school leadership, board operations, and the mission of high-quality career and technical education. For the past three years, Betsy has been an active and engaged member of the PSBA School Board Secretaries Forum, contributing her expertise, insight and collaborative spirit to the statewide network of board professionals. She currently serves as chair of the forum, a role she has held for the past year, where she works to strengthen connections among members, elevate best practices and support the vital work of board secretaries across Pennsylvania. Betsy is a passionate advocate for both career and technical centers (CTCs) and the Pennsylvania School Boards Association. She believes deeply in the power of CTCs to prepare students for meaningful careers and in PSBA's role as a cornerstone of strong public education governance. Her commitment to these organizations reflects her broader dedication to ensuring that every student in Pennsylvania has access to high-quality educational opportunities.

Lauryn Weaver, Central Intermediate Unit 10

I have spent the last four years working in education, along with more than 10 years in the fitness industry, and one thing that has remained constant throughout my career is my love for connecting with people. I genuinely enjoy meeting new people, building relationships, and finding creative ways to make networking feel fun, welcoming and engaging. I am naturally organized, always happy to lend a helping hand and enjoy supporting others however I can. Those qualities are a big part of why I would love to serve on the SBS Steering Committee. From my very first SBS Annual Conference, I was impressed by how welcoming, knowledgeable and supportive this group is. The committee always goes the extra mile to help others and find answers, even when it takes a little extra digging. Through this committee, I have built valuable connections, gained insights that helped me grow professionally and felt genuinely supported. I would love the opportunity to give back by helping create those same positive experiences for others, supporting members, encouraging engagement and helping strengthen the network that makes SBS Steering Committee such a valuable resource. At the IU, I lead the Community and Staff Engagement Committee, where I help create events and initiatives that bring people together and strengthen our sense of community and boost employee morale. I believe that experience would transfer well to this opportunity and allow me to contribute ideas, organization and enthusiasm that support the committee's goals.



2026 PSBA Officer Elections

Section: **E-4**

Unofficial Ballot – For entity use only

2027 President-elect (one-year term)

_____ **Matt Vannoy* (Sharon City School District)**

2027 Vice President (one-year term)

_____ **Kristy Bolte* (Northwestern School District)**

2027-2029 Treasurer (three-year term)

_____ **David Hein* (Parkland School District)**

2027 Eastern Zone Representative (one-year term)

_____ **Jason Mell* (Exeter Township School District)**

2027 E-4 Sectional Advisor (one-year term)

_____ **Dr. Tasliym Morales* (Chester Upland School District)**

*Any slated candidate that demonstrates exceptional leadership at the local and state level shall be considered for “endorsement” by the Nominating Committee and the determination shall be noted on the slate of candidates. (PSBA Bylaws, Article IV and PSBA Policy & Procedures Manual – Policy 302)

PSBA Insurance Trustees (three-year term)

(Choose two)

_____ **Marianne L. Neel**

_____ **Dr. Michael Faccinetto**

BALLOT FOR _____ SCHOOL DISTRICT/IU/CTC

SIGNATURE OF VOTING BOARD MEMBER

This is for internal entity use only. Your designated recorder is the only individual responsible for casting your entity’s simple majority votes to the link they received from Simply Voting.

Questions/concerns – Email Fawn.mcclure@psba.org

E.2. Approval of Contract with Engage! Learning, LLC **Speaker(s):** Dr. Brown

E.3. Approval of Services Agreement with Reading Assist **Speaker(s):** Dr. Brown

E.4. Approval of two (2) Pupil Services Contracts

F. **MONTHLY ROUTINE ITEMS (these are not voted on by the committee, however, they will appear on the Board Consent Agenda)**

Form A – Application to Establish Account



WEST CHESTER AREA SCHOOL DISTRICT
Application to Establish Account

Submit 3 copies of this form to the Assistant Superintendent or Director of Elementary Education for submission to the Board

Note: All funds collected by student organizations shall be deposited in an activity fund in a bank designated by the Board. No school-sponsored student organization is permitted to establish an account separate from the WCASD activities fund.

Date: 5 June 2026

Check appropriate box:

☒ Student Activity Account (Fund 50)

☐ Trust Account (Fund 51)

Building: Henderson

Name of Account: L.I.N.K.

State the purpose for which this account is intended: To fund 1/2 trips per year for a weekend camp at South Mountain YMCA

List source(s) of revenue: Fundraising

List types of expenses to be incurred: Transportation (bus or coach), lodging, meals, incidentals, etc.

How long do you plan to keep this account active? _____

By signing below, you acknowledge that you have read Board Policies 618 and 618AG1 Student Activity Funds and will adhere to these policies.

Tom Farnesi
Student Officer's Signature

Tom Farnesi
Student Officer's Name Printed

Charles V. Clay
Faculty Sponsor's Signature

Charles V. Clay
Faculty Sponsor's Name Printed

[Signature]
Principal's Signature

[Signature]
Signature of Asst. Superintendent/Dir. of El. Ed.

BOARD ACTION

This request was: ☐ APPROVED
☐ DISAPPROVED

by the West Chester Area School Board at their meeting held on: _____ meeting date

Reason(s) for disapproval or qualifications of approval, if applicable, were as follows:

Board Secretary's Signature

Date

1 copy to Assistant Superintendent/Director of Elementary Education, 1 copy to Business Office, 1 copy to Principal

WEST CHESTER AREA SCHOOL DISTRICT

REVISED: March 25, 2024

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic, and Extracurricular Trips and Approval of Bus Transportation

Proposal	☒ New Trip Request	☐ Trip Revision Request	☐ Trip Cancellation Request
School	East High School	Grades	9 to 12
Teacher(s)/Coach(es) in Charge:	Katie Helmich		
Destination:	Costa Rica		
Trip Day(s)/Date(s):	June 20, 2028-June 28, 2028		Competition ☐ Yes ☒ No PIAA ☐ Yes
~ Overnight Trip:	☒ Yes ☐ No	☐ In State ☐ Out of State ☒ Out of Country	Name Tour Company: EF Tours
Special Instructions (rain date, etc.):			
How is it related to curriculum (Not for PIAA): Students will have the opportunity to experience one of the most biodiverse regions in the world, getting to see ecosystems that are studied in biology courses, and understanding how wildlife interacts with the environment.			
Objectives of the proposed trip (Not for PIAA): Students will have the opportunity to experience Costa Rica's ecosystems, including a cloud rainforest. They will go to 2 of CR's national parks. In addition to significant experiential learning, they will also do some other fun activities, like ziplining and riding a boat. They will get to meet local people and engage with the local culture.			
Number of Pupils:	up to 30	Total Passengers:	up to 36
Adult Chaperone to Student Ratio:	1 /	6	Per Pupil Cost: 3,959.00
Names of Teacher/Staff Chaperones:	Katie Helmich		
~ Other Adult Chaperones:	Will be selected depending on enrollment numbers - all chaperones will be East staff		
Nurses required on this trip:	☐ Yes ☒ No (refer to 121A G6)		
Estimated Cost			
	# Staff	# Days	Cost/Day
Substitute(s) Needed:	0	0	202.13
			Total Cost
			0.00
			%
Agency Nurses Needed:	0	0	0.00
			Total Cost
			0.00
			%
Name of Staff Member Driving Students:	N/A		
Mileage/Tolls: (if applicable)	N/A		
Hotel/Food/Airfare: (if applicable)	N/A		
Registration/Entrance Fee: (if applicable)	N/A		
Other Costs:	N/A		All costs will be paid directly to tour company by families
☐ Walking	☒ Parent Provided Transportation	☐ Public Transportation	
☐ Bus	☐ Van/Car Rental	☐ Coach	
	# Vehicles	# Days	Cost/Vehicle
Buses/Rentals/Coaches	0	0	0.00
			Total Cost
			0.00
			%
~ Rental Company/Carrier:			
Students Leaving From:	Philadelphia Airport	at	TBD
			☐ am ☐ pm
Students Returning To:	Philadelphia Airport	at	TBD
			☐ am ☒ pm
~ Request Drop off/Pick up (only if using Krapf):	☐ Yes ☒ No	Drop at:	
			at
			☐ am ☐ pm
		Pick up at:	
			at
			☐ am ☐ pm
What are the planned activities to assist students who require financial assistance:			
This trip is being planned early to give families around 2 school years to make monthly payments. I can also work with them to plan fundraisers.			
Additional Information (bus w/lift, star seat, ski boxes, special instructions)			
N/A			
Total Cost of Trip:	Pupil Cost:	Other Funded:	\$ - Total Cost to the District: none
Requested Travel Advance (Min. \$300):			
Requested By:	Katherine Helmich	Signature:	Katie Helmich
		Date:	9/2/2026

Approval			
Principal	Approved	Date:	9/2/20
Supervisor/ Athletic Director	Approved	Date:	
Director of: ☐ Elementary ☒ Secondary ☐ Pupil Services	Approved	Date:	9/8/2026
Transportation:		Date:	
Schedule Dates:	Contractor:		
Krapf Costs:	Additional Costs:		
Spellman Office Only: Overnight Trip will appear on the _____ Board Consent Agenda.			

**Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation – Page 2**

Instructions:

1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability **before submitting the trip application**. Do not send this application to the outside transportation company.
2. All information must be completed on the form. **Incomplete forms/forms with missing information will be returned.** All costs must be on the form **prior to submitting for approval**. All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for **New Trip Request** or **Trip Revision Request**.
3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. **Include any additional special instructions**. Explain how the trip supplements or enriches the classroom curriculum.
4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students, and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
5. Cost Section – **Fill in all costs associated with this trip. The sub rate is \$202.13 per day.** The sub cost line is pre-calculated at \$202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. **Budget accounts must be included.** Include transportation information and costs here.
6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.).
7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation.
8. Include the planned activities (fundraising) for financial assistance and any additional information.
9. If the trip is not approved, the form will be returned to the school principal with comments below.
10. After principal approval, forward the trip application to the appropriate director. **Krapf Bus transportation requests will be sent to the Transportation Department.** Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form.
11. **REVISIONS** - Once the trip form has been submitted to the director, ANY changes that need to be made must be made on a copy of the **original trip request form**. Check the **Trip Revision Request** at the top of the form and indicate the changes. Approval process to the principal, then director, then to transportation (if Krapf).

Please Note:

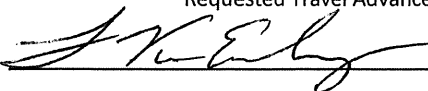
- ~ Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.
- ~ Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

Disapproval Comment:

WEST CHESTER AREA SCHOOL DISTRICT

REVISED: March 25, 2024

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic, and Extracurricular Trips and Approval of Bus Transportation

Proposal		☒ New Trip Request		☐ Trip Revision Request		☐ Trip Cancellation Request	
School: <u>Henderson High School</u>		Grades: <u>9,10,11,12</u>		Subject/Club/Sport: <u>HHS SKI CLUB</u>			
Teacher(s)/Coach(es) in Charge: <u>Lucas VanEmburg & Charlie Clay</u>							
Destination: <u>Jay Peak - 830 Jay Peak Road, Jay VT 05859</u>							
Trip Day(s)/Date(s): <u>February 12-15th 2027</u>				Competition ☐ Yes ☒ No PIAA ☐ Yes			
~ Overnight Trip: ☒ Yes ☐ No ☐ In State ☒ Out of State ☐ Out of Country				Name Tour Company: <u>Classic Ski Tours</u>			
Special Instructions (rain date, etc.): _____							
How is it related to curriculum (Not for PIAA): <u>Henderson Ski Club Members get the opportunity to ski at one of the premier resorts in the United States & use the skills and lessons they have learned from our Blue Mountain Ski Trips.</u>							
Objectives of the proposed trip (Not for PIAA): <u>Using the skills, lessons, and safety training they have received through our Blue Mountain ski trips, students will be able to test themselves at one of the premier ski resorts in the US.</u>							
Number of Pupils: <u>50</u>		Total Passengers: <u>54</u>		Per Pupil Cost: <u>920.60</u>			
Adult Chaperone to Student Ratio: <u>1 / 12</u>		% of Eligible Students Going: _____					
Names of Teacher/Staff Chaperones: <u>Lucas VanEmburg, Charlie Clay, Dan Shoup, & Megan Archey</u>							
~ Other Adult Chaperones: _____							
Nurses required on this trip: ☐ Yes ☒ No (refer to 121AG6)							
Estimated Cost							
	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project	
Substitute(s) Needed:	<u>0</u>	<u>0</u>	<u>202.13</u>	<u>0.00</u>	_____	_____	
Agency Nurses Needed:	<u>0</u>	<u>0</u>	<u>0.00</u>	<u>0.00</u>	_____	_____	
Name of Staff Member Driving Students: <u>N/A</u>							
Mileage/Tolls: (if applicable) _____							
Hotel/Food/Airfare: (if applicable) _____							
Registration/Entrance Fee: (if applicable) <u>37,650.00</u>							
Other Costs: _____							
☐ Walking ☐ Parent Provided Transportation ☐ Public Transportation ☐ Bus ☐ Van/Car Rental ☒ Coach							
	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project	
Buses/Rentals/Coaches	<u>1</u>	<u>1</u>	<u>8,380.00</u>	<u>8,380.00</u>	_____	_____	
~ Rental Company/Carrier: <u>Elite Coach</u>							
Students Leaving From: <u>Henderson High School - Friday 2/12/2027</u>		at <u>12:00</u>		☐ am ☒ pm			
Students Returning To: <u>Henderson High School - Monday 2/15/2027</u>		at <u>10:00</u>		☐ am ☒ pm			
~ Request Drop off/Pick up (only if using Krapf): ☐ Yes ☐ No Drop at: _____ at _____ ☐ am ☐ pm							
Pick up at: _____ at _____ ☐ am ☐ pm							
What are the planned activities to assist students who require financial assistance:							
<u>Fundraising from September through February</u>							
Additional Information (bus w/lift, star seat, ski boxes, special instructions)							
Total Cost of Trip: \$ <u>46,030.00</u> Pupil Cost: \$ <u>46,030.00</u> Other Funded: _____ Total Cost to the District: \$ <u>-</u>							
Requested Travel Advance (Min. \$300): _____							
Requested By: <u>Lucas VanEmburg</u>		Signature: 			Date: <u>08/27/2026</u>		

Approval			
Principal	Approved <u><i>RL</i></u>	Date:	<u>8/28/20</u>
Supervisor/ Athletic Director	Approved <u><i>RL</i></u>	Date:	
Director of: ☐ Elementary ☒ Secondary ☐ Pupil Services	Approved <u><i>Z.M.S</i></u>	Date:	<u>8/30/20</u>
Transportation: _____		Date:	
Schedule Dates: _____	Contractor: _____		
Krapf Costs: _____	Additional Costs: _____		
<u>Spellman Office Only:</u> Overnight Trip will appear on the _____ Board Consent Agenda.			

**Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation – Page 2**

Instructions:

1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability **before submitting the trip application**. Do not send this application to the outside transportation company.
 2. All information must be completed on the form. **Incomplete forms/forms with missing information will be returned**. All costs must be on the form **prior to submitting for approval**. All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for **New Trip Request** or **Trip Revision Request**.
 3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. **Include any additional special instructions**. Explain how the trip supplements or enriches the classroom curriculum.
 4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students, and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
5. Cost Section – **Fill in all costs associated with this trip**. The sub rate is **\$202.13 per day**. The sub cost line is pre-calculated at \$202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. **Budget accounts must be included**. Include transportation information and costs here.
 6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.).
 7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation.
 8. Include the planned activities (fundraising) for financial assistance and any additional information.
 9. If the trip is not approved, the form will be returned to the school principal with comments below.
10. After principal approval, forward the trip application to the appropriate director. **Krapf Bus transportation requests will be sent to the Transportation Department**. Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form.
 11. **REVISIONS** - Once the trip form has been submitted to the director, ANY changes that need to be made must be made on a copy of the **original trip request form**. Check the **Trip Revision Request** at the top of the form and indicate the changes. Approval process to the principal, then director, then to transportation (if Krapf).

Please Note:

- ~ Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.
- ~ Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

Disapproval Comment:

WEST CHESTER AREA SCHOOL DISTRICT

REVISED: March 25, 2024

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic, and Extracurricular Trips and Approval of Bus Transportation

Proposal	☒ New Trip Request	☐ Trip Revision Request	☐ Trip Cancellation Request
School	Henderson High School		
Grades	12-Sep		
Subject/Club/Sport:	chamber choir, chamber orchestra, jazz band		
Teacher(s)/Coach(es) in Charge:	Jon Kreamer, Kendra Woywod, and Katrina Kelly		
Destination:	Gretna Glen Retreat Center		
Trip Day(s)/Date(s):	11/4/26-11/6/26		Competition ☐ Yes ☒ No PIAA ☐ Yes
~ Overnight Trip:	☒ Yes ☐ No ☒ In State ☐ Out of State ☐ Out of Country Name Tour Company: _____		
Special Instructions (rain date, etc.):	rain or shine		
How is it related to curriculum (Not for PIAA):	Students will spend the time with each ensemble practicing and rehearsing for our upcoming fall and winter concerts.		
curricular ensembles practicing and team bonding through group activities and being together through meals and campfires at night.			
Objectives of the proposed trip (Not for PIAA):	rehearsing for our upcoming fall and winter concerts, team bonding.		
Number of Pupils:	80	Total Passengers:	83
Per Pupil Cost:	200.00	Adult Chaperone to Student Ratio:	_____ / _____
% of Eligible Students Going:	_____	Names of Teacher/Staff Chaperones:	Jon Kreamer, Kendra Woywod, Katrina Kelly
~ Other Adult Chaperones:	none		
Nurses required on this trip:	☐ Yes ☒ No (refer to 121AG6)		
Estimated Cost			
	# Staff	# Days	Cost/Day
Substitute(s) Needed:	1	2	202.13
			Total Cost
			404.26
			%
			100%
			Budget Code/Account/Project
			1-1110-000-20-40 221
Agency Nurses Needed:			0.00
			0.00
			%
			Budget Code/Account/Project
			315
Name of Staff Member Driving Students:	none		
Mileage/Tolls: (if applicable)			
Hotel/Food/Airfare: (if applicable)			
Registration/Entrance Fee: (if applicable)			
Other Costs:			
☐ Walking ☐ Parent Provided Transportation ☐ Public Transportation ☒ Bus ☐ Van/Car Rental ☐ Coach			
	# Vehicles	# Days	Cost/Vehicle
Buses/Rentals/Coaches	3	2	209.83
			Total Cost
			1,258.98
			%
			Budget Code/Account/Project
			50-000-221 078-221
~ Rental Company/Carrier:	Krapf - however, they have no released their 2026/2027 bus costs yet. Once I have them, I will resubmit this form.		
Students Leaving From:	HHS - 11/4/26	at	5:00 ☐ am ☒ pm
Students Returning To:	HHS - 11/6/26	at	2:00 ☐ am ☒ pm
~ Request Drop off/Pick up (only if using Krapf):	☒ Yes ☐ No Drop at: HHS Auditorium at 5:00pm ☐ am ☒ pm		
	Pick up at: HHS Auditorium at 4:00pm ☐ am ☒ pm		
What are the planned activities to assist students who require financial assistance:			
Music Activity has some money set aside for to cover those who need financial assistance			
Additional Information (bus w/lift, star seat, ski boxes, special instructions)			
Total Cost of Trip:	\$ 17,663.24	Pupil Cost:	\$ 16,000.00
Other Funded:	\$ 1,663.24	Total Cost to the District:	\$ -
Requested Travel Advance (Min. \$300): _____			
Requested By:	Jonathan K. Kreamer		Signature: JKK
Date:	08/06/2026		

Approval			
Principal	Approved _____	Date: <u>8/11/24</u>	
Supervisor/ Athletic Director	Approved _____	Date: _____	
Director of: ☐ Elementary ☒ Secondary ☐ Pupil Services	Approved _____	Date: <u>8/12/26</u>	
Transportation: _____		Date: _____	
Schedule Dates: _____	Contractor: _____		
Krapf Costs: _____	Additional Costs: _____		
<u>Spellman Office Only:</u> Overnight Trip will appear on the _____ Board Consent Agenda.			

**Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation – Page 2**

Instructions:

1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability **before submitting the trip application**. Do not send this application to the outside transportation company.
2. All information must be completed on the form. Incomplete forms/forms with missing information will be returned. All costs must be on the form **prior to submitting for approval**. All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for **New Trip Request** or **Trip Revision Request**.
3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. **Include any additional special instructions**. Explain how the trip supplements or enriches the classroom curriculum.
4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students, and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
5. Cost Section – **Fill in all costs associated with this trip**. The sub rate is **\$202.13 per day**. The sub cost line is pre-calculated at \$202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. **Budget accounts must be included**. Include transportation information and costs here.
6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.).
7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation.
8. Include the planned activities (fundraising) for financial assistance and any additional information.
9. If the trip is not approved, the form will be returned to the school principal with comments below.
10. After principal approval, forward the trip application to the appropriate director. Krapf Bus transportation requests will be sent to the Transportation Department. Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form.
11. **REVISIONS** - Once the trip form has been submitted to the director, ANY changes that need to be made must be made on a copy of the **original trip request form**. Check the **Trip Revision Request** at the top of the form and indicate the changes. Approval process to the principal, then director, then to transportation (if Krapf).

Please Note:

- ~Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.
- ~Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

Disapproval Comment:

WEST CHESTER AREA SCHOOL DISTRICT

REVISED: March 25, 2024

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic, and Extracurricular Trips and Approval of Bus Transportation

Proposal		☒ New Trip Request		☐ Trip Revision Request		☐ Trip Cancellation Request	
School: <u>Henderson High School</u>		Grades: <u>9-12th</u>		Subject/Club/Sport: <u>Cross Country</u>			
Teacher(s)/Coach(es) in Charge:		<u>Kevin Kelly, Bryan Johnson, Jon Mazzio</u>					
Destination: <u>Carlisle HS</u>							
Trip Day(s)/Date(s):		<u>9/25-9/26/2026</u>		Competition ☒ Yes ☐ No PIAA ☐ Yes			
~ Overnight Trip: ☒ Yes ☐ No		☒ In State ☐ Out of State ☐ Out of Country		Name Tour Company: _____			
Special Instructions (rain date, etc.): <u>NA</u>							
How is it related to curriculum (Not for PIAA): <u>It allows us to compete in a great meet.</u>							
Objectives of the proposed trip (Not for PIAA): <u>To compete well.</u>							
Number of Pupils: <u>33</u>		Total Passengers: <u>36</u>		Per Pupil Cost: <u>0.00</u>			
Adult Chaperone to Student Ratio: <u>1 / 11</u>		% of Eligible Students Going: <u>100.00%</u>					
Names of Teacher/Staff Chaperones: <u>Bryan Johnson, Kevin Kelly, Jon Mazzio</u>							
~ Other Adult Chaperones: _____							
Nurses required on this trip: ☐ Yes ☒ No (refer to 121AG6)							
Estimated Cost							
	# Staff	# Days	Cost/Day	Total Cost	%	Budget Code/Account/Project	
Substitute(s) Needed:	<u>0</u>			<u>0.00</u>			
Agency Nurses Needed:			<u>0.00</u>	<u>0.00</u>			
Name of Staff Member Driving Students: _____							
Mileage/Tolls: (if applicable) _____							
Hotel/Food/Airfare: (if applicable)				<u>3,000.00</u>		<u>Booster Club</u>	
Registration/Entrance Fee: (if applicable)							
Other Costs: _____							
☐ Walking ☐ Parent Provided Transportation ☐ Public Transportation ☒ Bus ☐ Van/Car Rental ☐ Coach							
	# Vehicles	# Days	Cost/Vehicle	Total Cost	%	Budget Code/Account/Project	
Buses/Rentals/Coaches	<u>1</u>	<u>2</u>	<u>1,895.37</u>			<u>Paid by Boosters</u>	
~ Rental Company/Carrier: <u>Krapf Bus Company</u>							
Students Leaving From:		<u>25-Sep</u>	at	<u>1:45</u>	☐ am ☒ pm		
Students Returning To:		<u>26-Sep</u>	at	<u>3:30</u>	☐ am ☒ pm		
~ Request Drop off/Pick up (only if using Krapf):		☒ Yes ☐ No	Drop at:	<u>Carlisle Hs</u>	at	<u>3:30</u>	☐ am ☒ pm
			Pick up at:	<u>Carlisle Hs</u>	at	<u>4:30</u>	☐ am ☒ pm
What are the planned activities to assist students who require financial assistance:							
<u>The booster club will pay for the trip.</u>							
Additional Information (bus w/lift, star seat, ski boxes, special instructions)							
Total Cost of Trip: \$ <u>4,895.37</u>		Pupil Cost: \$ <u>0.00</u>		Other Funded: \$ <u>-</u>		Total Cost to the District: \$ <u>0.00</u>	
Requested Travel Advance (Min. \$300): _____							
Requested By: <u>Kevin Kelly</u>		Signature: <u>Kevin Kelly</u>			Date: <u>08/11/2026</u>		

Approval			
Principal	Approved	Date:	8/11/26
Supervisor/ Athletic Director	Approved	Date:	8/11/26
Director of: ☐ Elementary ☒ Secondary ☐ Pupil Services	Approved	Date:	
Transportation: _____		Date:	
Schedule Dates: _____	Contractor: _____		
Krapf Costs: _____	Additional Costs: _____		
<u>Spellman Office Only:</u> Overnight Trip will appear on the _____ Board Consent Agenda.			

**Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation – Page 2**

Instructions:

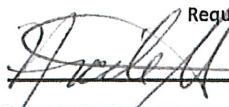
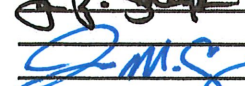
1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability **before submitting the trip application**. Do not send this application to the outside transportation company.
 2. All information must be completed on the form. **Incomplete forms/forms with missing information will be returned.** All costs must be on the form **prior to submitting for approval**. All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for **New Trip Request** or **Trip Revision Request**.
 3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. **Include any additional special instructions**. Explain how the trip supplements or enriches the classroom curriculum.
 4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students, and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
5. Cost Section – **Fill in all costs associated with this trip**. The sub rate is **\$202.13 per day**. The sub cost line is pre-calculated at \$202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. **Budget accounts must be included**. Include transportation information and costs here.
 6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.).
 7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation.
 8. Include the planned activities (fundraising) for financial assistance and any additional information.
 9. If the trip is not approved, the form will be returned to the school principal with comments below.
10. After principal approval, forward the trip application to the appropriate director. **Krapf Bus transportation requests will be sent to the Transportation Department**. Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form.
 11. **REVISIONS** - Once the trip form has been submitted to the director, ANY changes that need to be made must be made on a copy of the **original trip request form**. Check the **Trip Revision Request** at the top of the form and indicate the changes. Approval process to the principal, then director, then to transportation (if Krapf).

Please Note:

- ~ Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.
- ~ Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

Disapproval Comment:

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic, and Extracurricular Trips and Approval of Bus Transportation

Proposal	New Trip Request	Trip Revision Request	Trip Cancellation Request
School	Henderson High School	Grades	10-11
Teacher(s)/Coach(es) in Charge:	Nicole Snider	Subject/Club/Sport:	AP Art History, Studio Art, Sculpture, Spanish 3, Spanish 4, Spanish 5
Destination:	Peru		
Trip Day(s)/Date(s):	June 21 2028 to July 1, 2028	Competition	Yes ☐ No ☒ PIAA Yes ☐
~ Overnight Trip:	Yes ☒ No ☐	In State ☐ Out of State ☐ Out of Country ☒	Name Tour Company: EF TOURS
Special Instructions (rain date, etc.):	This is an all-inclusive. Please see attached itinerary and info		
How is it related to curriculum (Not for PIAA): Students will study Peruvian artwork in-person. Students will view, study, and appreciate Peruvian Architecture, art and ceramics. Students will learn the history and culture of Peru. Spanish learners will be immersed in a language experience outside of the class			
Objectives of the proposed trip (Not for PIAA): Students will be visiting Manchu Picchu and the City of Cusco. Both cities known for their unique art, history, & architecture. Students will be able to practice and apply their knowledge of the Spanish language in a Spanish speaking coun			
Number of Pupils:	30	Total Passengers:	35
Adult Chaperone to Student Ratio:	1 / 6	Per Pupil Cost:	5,199.00
Names of Teacher/Staff Chaperones:	Tara Jackson and Donna Galetta		
~ Other Adult Chaperones:	**Depends on size of the group- Andy Gear, Jeanne Latimer, and Peter Sok are alternate stand-by		
Nurses required on this trip:	Yes ☐ No ☒	(refer to 121AG6)	
Estimated Cost			
	# Staff	# Days	Cost/Day
Substitute(s) Needed:	N/a		202.13
			0.00
Agency Nurses Needed:	N/a		0.00
			0.00
Name of Staff Member Driving Students:	N/a		
Mileage/Tolls: (if applicable)			0.00
Hotel/Food/Airfare: (if applicable)			0.00
Registration/Entrance Fee: (if applicable)			0.00
Other Costs:	EF Tour- Included flight, hotel, tipping, insurance and transportat		
Walking	Parent Provided Transportation		
Bus	Public Transportation		
	# Vehicles	# Days	Cost/Vehicle
Buses/Rentals/Coaches			0.00
			0.00
~ Rental Company/Carrier:			
Students Leaving From:	Philadelphia International Airport	at	TBA am pm
Students Returning To:	Philadelphia International Airport	at	TBA am pm
~ Request Drop off/Pick up (only if using Krapf):	No Drop at:	at	am pm
	Pick up at:	at	am pm
What are the planned activities to assist students who require financial assistance:			
EF Tours provides a few discounts per pupil however we are fundraising - bake sales during the school year, car washes, and plant sales (poinsetta and cards)			
Additional Information (bus w/lift, star seat, ski boxes, special instructions)			
Parents will be responsible for airport drop off and pick up			
Total Cost of Trip:	\$ 155,970.00	Pupil Cost:	\$ 155,970.00
Other Funded:	\$ -	Total Cost to the District:	\$ -
Requested By: Nicole S Snider		Signature: 	
		Date: 08/20/2026	
Approval			
Principal	Approved		Date: 8/19/26
Supervisor/ Athletic Director	Approved		Date: 8/26/26
Director of: Elementary ☐ Secondary ☒	Pupil Services	Approved	Date: 8/26/26
Transportation:			Date: 8/26/26

Schedule Dates: _____	Contractor: _____
Krapf Costs: _____	Additional Costs: _____
<u>Spellman Office Only</u> Overnight Trip will appear on the _____ Board Consent Agenda.	

**Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation – Page 2**

Instructions:

1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability **before submitting the trip application**. Do not send this application to the outside transportation company.
 2. All information must be completed on the form. Incomplete forms/forms with missing information will be returned. All costs must be on the form **prior to submitting for approval**. All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for **New Trip Request** or **Trip Revision Request**.
 3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. **Include any additional special instructions.** Explain how the trip supplements or enriches the classroom curriculum.
 4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students, and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
-
5. Cost Section – **Fill in all costs associated with this trip.** The sub rate is **\$202.13 per day**. The sub cost line is pre-calculated at \$202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. **Budget accounts must be included.** Include transportation information and costs here.
 6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.).
 7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation.
 8. Include the planned activities (fundraising) for financial assistance and any additional information.
 9. If the trip is not approved, the form will be returned to the school principal with comments below.
-
10. After principal approval, forward the trip application to the appropriate director. Krapf Bus transportation requests will be sent to the Transportation Department. Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form.
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Please Note:

- ~ Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.
- ~ Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

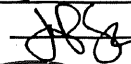
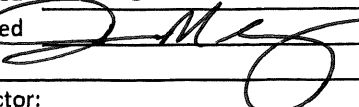
Disapproval Comment:

WEST CHESTER AREA
SCHOOL DISTRICT

REVISED: March 25, 2024

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic,
and Extracurricular Trips and Approval of Bus Transportation

Proposal ☒ New Trip Request ☐ Trip Revision Request ☐ Trip Cancellation Request																													
School <u>Henderson/East High School</u> Grades <u>9-12th</u> Subject/Club/Sport: <u>BSU</u>																													
Teacher(s)/Coach(es) In Charge: <u>Shanelle Dorsey/Lakeya Gilliam</u>																													
Destination: <u>Chicago Illinois - Obama Presidential Library - Please see attached itinerary/ Travel Lodge Inn - 65 E. Harrison St., Chicago, IL 60605</u>																													
Trip Day(s)/Date(s): <u>4/7/2027-4/9/2027</u> Competition ☐ Yes ☒ No PIAA ☐ Yes																													
~ Overnight Trip: ☒ Yes ☐ No ☐ In State ☒ Out of State ☐ Out of Country Name Tour Company: _____																													
Special Instructions (rain date, etc.): _____																													
How is it related to curriculum (Not for PIAA): <u>The field trip to the Obama Presidential Center provides students with an authentic, Interdisciplinary learning experience that connects directly to the school curriculum. Students will explore U.S. history, civics, government, African American history, leadership, civic engagement, and the impact of individuals and communities on society.</u>																													
Objectives of the proposed trip (Not for PIAA): <u>Develop an understanding of civic engagement by exploring how individuals and communities can participate in creating social and political change. Develop critical-thinking skills by analyzing museum exhibits, historical artifacts, photographs, documents, and other primary and secondary sources.</u>																													
Number of Pupils: <u>40</u> Total Passengers: <u>43</u> Per Pupil Cost: <u>414.00</u>																													
Adult Chaperone to Student Ratio: <u>1 / 13</u> % of Eligible Students Going: _____																													
Names of Teacher/Staff Chaperones: <u>Shanelle Dorsey, Gerri Okolosi, Lakeya Gilliam</u>																													
~ Other Adult Chaperones: _____																													
Nurses required on this trip: ☐ Yes ☒ No (refer to 121AG6)																													
Estimated Cost																													
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~ Rental Company/Carrier: <u>Werner Bus Lines</u>																													
Students Leaving From: <u>Henderson High School</u> at <u>7:00</u> ☒ am ☐ pm																													
Students Returning To: <u>Henderson High School</u> at <u>11:00</u> ☐ am ☒ pm																													
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Different fundraising events - option for students to make monthly payments _____																													
Additional Information (bus w/lift, star seat, ski boxes, special instructions) _____																													
Total Cost of Trip: \$ <u>16,552.17</u> Pupil Cost: \$ <u>16,560.00</u> Other Funded: \$ <u>-</u> Total Cost to the District: \$ <u>(7.83)</u>																													
Requested Travel Advance (Min. \$300): _____																													
Requested By: <u>Shanelle Dorsey</u> Signature: <u>Shanelle Dorsey</u> Date: <u>3/26/27</u>																													

Approval		9/2/26
Principal	Approved 	Date: 8/28/26
Supervisor/ Athletic Director	Approved 	Date:
Director of: ☐ Elementary ☒ Secondary ☐ Pupil Services	Approved 	Date: 9/8/2026
Transportation:		Date:
Schedule Dates:	Contractor:	
Krapf Costs:	Additional Costs:	
Spellman Office Only: Overnight Trip will appear on the _____ Board Consent Agenda.		

**Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation – Page 2**

Instructions:

1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability before submitting the trip application. Do not send this application to the outside transportation company.
 2. All information must be completed on the form. Incomplete forms/forms with missing information will be returned. All costs must be on the form prior to submitting for approval. All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for New Trip Request or Trip Revision Request.
 3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. **Include any additional special instructions**. Explain how the trip supplements or enriches the classroom curriculum.
 4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students, and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
5. Cost Section – **Fill in all costs associated with this trip**. The sub rate is \$202.13 per day. The sub cost line is pre-calculated at \$202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. **Budget accounts must be included**. Include transportation information and costs here.
 6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.).
 7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation.
 8. Include the planned activities (fundraising) for financial assistance and any additional information.
 9. If the trip is not approved, the form will be returned to the school principal with comments below.
10. After principal approval, forward the trip application to the appropriate director. Krapf Bus transportation requests will be sent to the Transportation Department. Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form.
 11. **REVISIONS** - Once the trip form has been submitted to the director, ANY changes that need to be made must be made on a copy of the original trip request form. Check the Trip Revision Request at the top of the form and indicate the changes. Approval process to the principal, then director, then to transportation (if Krapf).

Please Note:

- ~ Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.
- ~ Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

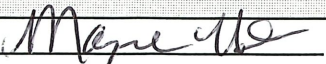
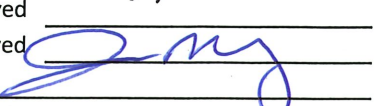
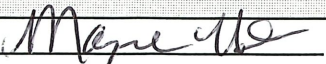
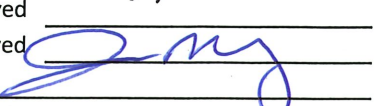
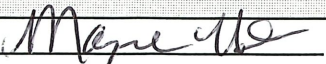
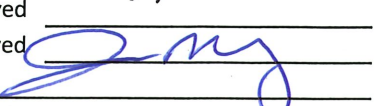
Disapproval Comment:

WEST CHESTER AREA SCHOOL DISTRICT

No. 121AG1

APPROVED: August 1, 2015
REVISED: October 13, 2022

121AG1 Application for Approval of Study, Excursion, and Extracurricular Trips and Approval of Bus Transportation

Proposal ☒ New Trip Request ☐ Trip Revision Request ☐ Trip Cancellation Request																																																																																																																																																																																																												
School: <u>Rustin High School</u>	Grade/Subject/Club: <u>Spanish students in grades 9-11</u>																																																																																																																																																																																																											
Teacher(s) in Charge: <u>Gabriela Stephens</u>																																																																																																																																																																																																												
Destination: <u>Costa Rica</u>																																																																																																																																																																																																												
Trip Day(s)/Date(s): <u>June 21, 2027 - June 28, 2027</u> Competition ☐ Yes ☒ No																																																																																																																																																																																																												
~ Overnight Trip: ☒ Yes ☐ No ☐ In State ☐ Out of State ☒ Out of Country Name Tour Company: <u>Explorica</u>																																																																																																																																																																																																												
Special Instructions (rain date, etc.): _____																																																																																																																																																																																																												
How is it related to curriculum: <u>A trip to Costa Rica allows students to experience the language and culture they have been learning about in class.</u>																																																																																																																																																																																																												
Objectives of the proposed trip: <u>Authentic experiences in the target language, culture, and global community.</u>																																																																																																																																																																																																												
Number of Pupils: <u>12</u>	Total Passengers: <u>14</u> Per Pupil Cost: <u>3,590.00</u>																																																																																																																																																																																																											
Adult Chaperone to Student Ratio: <u>6 / 1</u>	% of Eligible Students Going: <u>100.00%</u>																																																																																																																																																																																																											
Names of Teacher/Staff Chaperones: <u>Gabriela Stephens, Zachary Rehrig</u>																																																																																																																																																																																																												
~ Other Adult Chaperones: <u>2 teachers for 12 students= 6:1 ratio (will adjust with enrollment numbers)</u>																																																																																																																																																																																																												
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WEST CHESTER AREA SCHOOL DISTRICT

REVISED: March 25, 2024

Application for Approval of Study, Excursion, PIAA Sanctioned Athletic, and Extracurricular Trips and Approval of Bus Transportation

Proposal	☒ New Trip Request	☐ Trip Revision Request	☐ Trip Cancellation Request
School	RHS & Henderson High School		
Grades	9 thru 12		
Subject/Club/Sport:	SS & Culinary		
Teacher(s)/Coach(es) In Charge:	Daniel Coley		
Destination:	EF Tour Trip to France		
Trip Day(s)/Date(s):	July 17- July 27 2028		Competition ☐ Yes ☒ No PIAA ☐ Yes
~ Overnight Trip:	☒ Yes ☐ No ☐ In State ☐ Out of State ☒ Out of Country		Name Tour Company: EF Tours
Special Instructions (rain date, etc.):			
How is it related to curriculum (Not for PIAA):	We will be exploring the history, culture and cuisine of France		
Objectives of the proposed trip (Not for PIAA):	Will explore the food, history and culture of France, and visit different regions while experiencing local foods, traditions and historic sites.		
Number of Pupils:	18	Total Passengers:	21
Adult Chaperone to Student Ratio:	1 / 6	Per Pupil Cost:	5,439.00
Names of Teacher/Staff Chaperones:	Daniel Coley/ Bren Florence		
~ Other Adult Chaperones:	Melissa Coley		
Nurses required on this trip:	☐ Yes ☒ No (refer to 121AG6)		
Estimated Cost			
	# Staff	# Days	Cost/Day
Substitute(s) Needed:			202.13
Agency Nurses Needed:			0.00
Name of Staff Member Driving Students:			
Mileage/Tolls: (if applicable)			
Hotel/Food/Airfare: (if applicable)			
Registration/Entrance Fee: (if applicable)			
Other Costs:			
☐ Walking	☐ Parent Provided Transportation		
☐ Bus	☐ Public Transportation		
☐ Van/Car Rental	☐ Coach		
	# Vehicles	# Days	Cost/Vehicle
Buses/Rentals/Coaches			0.00
~ Rental Company/Carrier:			
Students Leaving From:	PHL airport	at	8
Students Returning To:	PHL airport	at	5
~ Request Drop off/Pick up (only if using Krapf): ☐ Yes ☐ No Drop at: at am pm			
Pick up at: at am pm			
What are the planned activities to assist students who require financial assistance:			
EF tours offer a variety of fundraising supports and scholarships that are available to any student.			
Additional Information (bus w/lift, star seat, ski boxes, special instructions)			
Total Cost of Trip:	\$ 97,902.00	Pupil Cost:	\$ 97,902.00
Other Funded:	\$ -	Total Cost to the District:	\$ -
Requested Travel Advance (Min. \$300):			
Requested By:	Daniel Coley	Signature:	Date: 9/4/24

RHS *M. Maguire*

9/4/26

Approval			
Principal	Approved	<i>[Signature]</i>	Date: 9/4/26
Supervisor/ Athletic Director	Approved	<i>[Signature]</i>	Date:
Director of: ☐ Elementary ☐ Secondary ☐ Pupil Services	Approved		Date:
Transportation:			Date:
Schedule Dates:	Contractor:		
Krapf Costs:	Additional Costs:		
<u>Spellman Office Only:</u> Overnight Trip will appear on the _____ Board Consent Agenda.			

**Application for Approval of Study, Excursion, and
Extracurricular Trips and Approval of Bus Transportation – Page 2**

Instructions:

1. The sponsoring teacher requesting the trip arranges the transportation by contacting the van/bus/coach company to determine cost and availability <u>before submitting the trip application</u>. Do not send this application to the outside transportation company. 2. All information must be completed on the form. <u>Incomplete forms/forms with missing information will be returned</u>. All costs must be on the form <u>prior to submitting for approval</u>. All expenses must be listed and include the budget code (activity account, building, or district budget code). If students or booster organizations are paying a tour company directly, include that information in the budget code line. If there are no costs, please write "0". Check appropriate box for New Trip Request or Trip Revision Request. 3. Indicate the destination of the trip to be visited and address. Include the trip date(s) and day(s) of the week. Each single day trip requires its own form. Multiple day trips cannot be combined on one form. If this trip is for a competition, check the appropriate box. Overnight trips must have prior Board approval. Include any additional special instructions. Explain how the trip supplements or enriches the classroom curriculum. 4. Include the number of students and total passengers on the trip. The teacher to student ratio is one (1) certified classroom teacher for every thirty (30) students, plus one (1) parent volunteer for every ten (10) elementary students, and one (1) parent volunteer for every fifteen (15) middle and high school students per Policy 121. For long trips or adult passengers, requirement should be based on two (2) passengers per seat. If unsure, check with your carrier.
5. Cost Section – <u>Fill in all costs associated with this trip</u>. The sub rate is \$202.13 per day. The sub cost line is pre-calculated at \$202.13 based on the number of subs required. Make sure you indicate if a full or half day sub is needed. Budget accounts must be included. Include transportation information and costs here. 6. Regardless of mode of transportation, fill in departure location and time the students are leaving from this location. Include specific pick up area (front door, café, etc.). 7. Fill in returning location and time the students will be returning to this location. Arrival time will be the time the bus will discharge passengers at the location. Complete regardless of mode of transportation. 8. Include the planned activities (fundraising) for financial assistance and any additional information. 9. If the trip is not approved, the form will be returned to the school principal with comments below.
10. After principal approval, forward the trip application to the appropriate director. <u>Krapf Bus transportation requests will be sent to the Transportation Department</u>. Krapf will indicate acceptance of assignment by scheduling date and signing form. Krapf bus cost and any additional transportation costs will be entered at the bottom of the form. 11. REVISIONS - Once the trip form has been submitted to the director, ANY changes that need to be made must be made on a copy of the <u>original trip request form</u>. Check the Trip Revision Request at the top of the form and indicate the changes. Approval process to the principal, then director, then to transportation (if Krapf).

Please Note:

- ~ Make sure you distinguish between Krapf Bus and Krapf Coach. They are two different divisions.
- ~ Cancellations – notify the building principal, who will notify District office. If Krapf is the carrier, contact the Transportation Office (x1041). Provide the Krapf ID number assigned for that trip.

Disapproval Comment:

G. **NEXT MEETING DATE ANNOUNCEMENT**

G.1. The next Teaching, Learning & Equity Committee meeting is on October 19, 2026

H. **ADJOURNMENT**

H.1. Committee Chair calls the meeting to a close