# Agenda of Board Information Meeting

## The Board of Directors
## Kiski Area School District

A Board Information Meeting of the Board of Directors of Kiski Area School District will be held Wednesday, November 11, 2026, beginning at 7:00 PM Kiski Area Central Administration Building, 250 Hyde Park Road, Leechburg, PA 15656.

1. **OPENING**

1.1 **Call Meeting to Order**
1.2 **Pledge of Allegiance**
1.3 **Roll Call**

2. **SUPERINTENDENT PRESENTATION/REPORT - Dr. Jason Lohr**

2.1 **Student Representative Report**
2.2 **Recognition of the 2026 KASD Holiday Card Design Contest Winner**
2.3 **Construction Report**

3. **CITIZENS' COMMENTS ON AGENDA ITEMS**

3.1 During this portion of the meeting, you may make comments about agenda items. As written in district policy, all citizen comments are limited to three (3) minutes. We request that your public comments focus on issues or policies, not on people. Please state your name, community in which you reside, and the agenda item number you are addressing.

4. **SOLICITOR REPORT - Mr. Ron Repak**

**5.**

6. **BOARD REPRESENTATIVE REPORTS**

6.1 **Northern Westmoreland Career and Technology Center**
Ms. Nicole Kamer
Mrs. Dawn Mellinger

6.2 **Pennsylvania School Boards Legislative Council**

Mrs. Melissa Kowalkowski

6.3 **Westmoreland County Intermediate Unit #7**
Mrs. Jenna Rowe

6.4 **Kiski Area Education Foundation**
Mrs Dawn Mellinger

6.5 **Committee Reports**
Mrs. Jenna Rowe

## 7. REPORTS TO THE BOARD

7.1 **Financial Reports 2026**
**Description:**
Click the Link Below to View Kiski Area School District Financial Reports and Documents. Any Additional Documents are Located in the Public Files.
MONTHLY FINANCIAL REPORTS TO THE BOARD

7.2 **Cash Summary and Investments**

7.3 **School Reports**

7.4 **Change Order Summary**

## 8. APPROVAL OF MINUTES

8.1 **Minutes**

## 9. COMMUNICATION

## 10. OLD BUSINESS

## 11. PERSONNEL

11.1 **Hire - Food Service**
**Recommended Motion(s):**
Approve employment as food service general workers at an hourly rate of $17.79, per all other terms and conditions of the current collective bargaining agreement, pending satisfactory receipt of all clearances and required paperwork.

**Description:** a. Josephine Meredith, High School, effective November 23, 2026.

11.2 **Hire - Sweeper**

**Recommended Motion(s):**

Approve employment as sweepers at an hourly rate of $15.88, per all other terms and conditions of the current collective bargaining agreement, pending satisfactory receipt of all clearances and required paperwork.

**Description:** a. Charles Bowser, Intermediate School, effective November 17, 2026.

11.3 **Hire - Substitute Support Staff**

**Recommended Motion(s):**

Approve employment as a substitute at an hourly rate of $14.50, per all other terms and conditions of the current collective bargaining agreement, pending satisfactory receipt of all clearances and required paperwork.

**Description:**

a. Keri Sabedra, administrative assistant, effective November 17, 2026.
b. Barb Hancock, food service, effective November 9, 2026.

11.4 **Resignations**

**Recommended Motion(s):**

Accept the resignations of the listed employees.

**Description:**

a. Sarah Reidell, High School sweeper, effective November 5, 2026.
b. Savannah Reidell, High School sweeper, effective November 5, 2026.

12. **FINANCE**

---

12.1 **Appraisal Proposal**

**Recommended Motion(s):**

Approve the attached proposals from Provident Real Estate Advisors to perform two appraisal services regarding S&T Bank Leechburg, located at 30 Towne Center Dr., and the former Akers Plant, located at 400 Railroad Ave., for a total cost of both not to exceed $8,700.00.

13. **LEGISLATION**

---

14. **BILLS**

---

14.1 **General Fund Payments**

**Recommended Motion(s):**

Approve and ratify the attached list of general fund payments for October 14, 2026, through November 6, 2026, for $3,808,840.15.

14.2 **Food Service Payments**

**Recommended Motion(s):**

Approve and ratify the attached list of food service fund payments for October 14, 2026, through November 6, 2026, for $150,857.97.

14.3 **Capital Project Payments**

**Recommended Motion(s):**

Approve and ratify the attached list of capital project fund payments for October 14, 2026, through November 6, 2026, for $184,402.41.

## 15. STUDENT ACTIVITIES

15.1 Approve - Booster Organization Guidelines and Annual Compliance Form

**Recommended Motion(s):**

Approve Booster Organization Guidelines and Annual Compliance Form for implementation beginning with the 2027 - 2028 school year (attached).

## 16. CURRICULUM AND PROFESSIONAL DEVELOPMENT

## 17. CONSTRUCTION

## 18. CITIZENS' COMMENTS ON NON-AGENDA ITEMS

18.1 The Board welcomes comments of a general nature relating to school board business from residents, taxpayers, employees, and students of the District. We request that you limit your comments to three (3) minutes. All other rules for engaging the Board, as detailed in the earlier public comment period, apply equally to this session.

## 19. DIRECTORS' COMMENTS

## 20. ADJOURNMENT

Kiski Area School District
Monthly Bank Account Summary by Bank Account
October 31, 2026

| | Fund 10 GENERAL FUND MM 1st CW OPENED 2.1.2026 | Fund 10 GENERAL FUND Checking 1st CW OPENED 2.1.2026 | Fund 39 Capital Project CHECKING 1st CW Opened 10.1.2025 | Fund 39 Capital Project MM 1st CW Opened 10.1.2025 | Fund 51 Food Service 1st CW Checking Opened 4/1/2025 | Fund 51 Food Service MM 1st CW Opened 5.1.2025 | Fund 51 Food Service INVESTMENT Opened 5.1.2025 |
|---|---|---|---|---|---|---|---|
| Maturity Dates - Investments | | | | | | | |
| INTEREST PER ACCOUNT | MM 3.04% | Checking 1.39% | Checking 1.39% | MM 3.04% | Checking 1.39% | MM 3.04% | Investment 4.07% |
| Bank Statement Beginning Balance | 9,001,124.12 | 3,503,249.07 | 250,232.19 | 6,385,758.44 | 139,523.92 | 178,813.84 | 1,001,047.05 |
| Cleared Transactions | | | | | | | |
| Payments and Other Debits | (0.02) | (19,289,208.45) | (375,848.28) | (375,616.09) | (243,316.37) | (100,018.94) | $0.00 |
| Deposits and Other Credits | 13,846,343.31 | 19,290,056.32 | 375,909.11 | 15,630.16 | 247,520.64 | 2.82 | $0.00 |
| Bank Statement Ending Balance | 22,847,467.41 | 3,504,096.94 | 250,293.02 | 6,025,772.51 | 143,728.19 | 78,797.72 | 1,001,047.05 |
| Cleared Ending Balance | 22,847,467.41 | 3,504,096.94 | 250,293.02 | 6,025,772.51 | 143,728.19 | 78,797.72 | 1,001,047.05 |
| Difference | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Outstanding Transactions | | | | | | | |
| Payments and Other Debits | 0.00 | (2,142,472.92) | (11,650.00) | 0.00 | (102,068.33) | 0.00 | 0.00 |
| Deposits and Other Credits | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ending Cash On Hand | 22,847,467.41 | 1,361,624.02 | 238,643.02 | 6,025,772.51 | 41,659.86 | 78,797.72 | 1,001,047.05 |
| Voided This Statement Period | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |

| | | |
|---|---|---|
| TOTAL GENERAL FUND CASH | $24,209,091.43 | |
| TOTAL CAPITAL PROJECT CASH | $6,264,415.53 | |
| TOTAL FOOD SERVICE CASH | | $1,121,504.63 |
| TOTAL CASH AS OF 10/31/2026 | $31,595,011.59 | |

# Kiski Area East Primary

# November Board Report

**PTO Meeting**

Our monthly PTO meeting for October was held Wednesday, October 14th, at 6 PM in the East Library. We had another large turnout of parents, and we continue discussing ways to make East Primary the best school it can be. Our first Fitness Friday was held on Friday, October 16th, and we had over 100 students participate in a basketball session led by staff members with PTO Support. Our November meeting is scheduled for November 11th at 6 PM. We hope to see you there!

**October Events at East**

It was very busy at East in October, with many activities for students and families. We held our first Donuts with Grownups for Kindergarten families during the month, and had over 100 participants. We finished the month with Red Ribbon Week and our Fall Parade/Party. Thank you to all who helped make these programs a success for our students!

**Engagement at School Tonight (E.A.S.T.)**

Our first E.A.S.T. event for the year was held on October 24th, from 2-3 pm in the parking lot. The theme was Trunk or Treat - students were able to participate in this event while receiving a minimum of one book through the event.

Our E.A.S.T. event for this month is planned for Thursday, November 18th, from 6-7 PM. We are planning on bringing back our annual "turkey raffle" for families in attendance, and attendees will participate in Thanksgiving-themed activities. Please join us for all of the fun and maybe leave with your Thanksgiving turkey!

**Parent-Teacher Conferences**

Parent-Teacher Conferences were held November 3rd from 12-8:00 PM at the school and were well attended. I encourage parents to continue partnering with their child's teachers and the school to create and maintain a first-class educational environment for all.

**Otis Lennon Scholastic Achievement Test (OLSAT)**

OLSATs were administered to 2nd-grade students at East Primary on November 10th. These tests provide the school with data to better plan for each individual student's academic success.

**Scholastic Book Fair**

The East Primary PTO is sponsoring a Scholastic Book Fair to be held the week of November 16th. The fair will be held in our library, and all students will have an opportunity to visit and

make purchases.  There will also be an evening available during the E.A.S.T. event for shopping. Thank you to our PTO volunteers for their hard work in setting up this event!

**Houghton Mifflin Harcourt Coaching**

The district has arranged for in-person coaches to be on-site on Thursday, November 12, 2026. These coaches will observe and engage in conversations with our teaching staff about the implementation of our ELA resource.

**North Primary Board Report**
**November**

- Second graders had an exciting day of hands-on learning at the Crooked Creek Outdoor Discovery Center this past month! Students explored the fascinating world of nocturnal animals and discovered what makes their eyes so special. They dissected owl pellets and classified the bones they found, enjoyed a nature hike while learning about different trees and sampling edible tree products, turned acorn tops into whistles, and got hands-on with pumpkins! It was a fun-filled day of exploring, discovering, and learning about the world around us.







- Our North Primary students participated in North's First Ever Bike Bus, and it was a wonderful success. Our students enjoyed riding to school and starting their day off with some fun and community spirit. We are thankful to East Primary for starting such a wonderful tradition. We can't wait to have another!







- North Primary's first annual Trunk-or-Treat was a spooktacular success! With more than 65 decorated cars and 130 trick-or-treaters, the blacktop was filled with Halloween excitement! Students enjoyed parading from trunk to trunk with their friends and families, collecting treats and making special memories along the way. We were also excited to welcome local police officers and firefighters who volunteered their time to join in the fun.

Thank you to everyone who helped make our first Trunk-or-Treat such a success! We are already looking forward to making this a favorite annual North Primary tradition.










- Red Ribbon Week was filled with lots of activities.






- Halloween Parade








- Unified Trick Or Treat: Thanks to the collaboration between KNP and KHS, Dominic Roland, Jackson Pollick, Emma Krisswell, Kenlee Hepler and Faith Newcomer volunteered their time and joined the Autistic Support Classroom teachers, support staff and students to participate in KNP's First Unified Trick or Treat event. Students visited a total of 20 classrooms and offices where K-2 teachers, support staff, school nurse, school counselor and SRO passed out a variety of treats.


LET'S
SLIPPERY ROCK
WRESTLING









- Parent-Teacher Conferences at North Primary went very well on Tuesday, November 3. It was a great opportunity for our teachers and families to connect, celebrate student progress, and discuss ways to continue supporting student success.

  A special thank you to Cheri Croney for generously providing a wonderful meal for our teachers and staff during conferences! Beyond the delicious food, it provided a much-appreciated opportunity for the North Primary staff to come together, relax, and enjoy each other's company. We are incredibly grateful for her kindness and continued support of our North Primary family!

# November Board Report
# South Primary

## Trunk-Or-Treat

This year, we held our second annual Trunk-Or-Treat on Wednesday, October 21st, at South Primary. Our lot was filled with 35 cars, each with its trunk decorated with a different theme. We had over 100 students and siblings trick-or-treating from car to car. There was also a coffee truck, pizza truck, and a mini petting zoo. Pictures from the event can be found on the Kiski Area School District Facebook page.

## Red Ribbon Week

The last week of October, we celebrated "Red Ribbon Week." Each day, the students had a different theme. We also had a DJ and dance party as part of our festivities. The week ended with our annual costume parade. It was incredible to see so many family members at our parade, supporting our students. The parents' and guardians' attendance made the event extra special for our children.

## Fire Prevention Assembly

In October, we held a fire prevention assembly for our students in grades K and 3. The Washington Township Fire Department came and set up multiple stations for the students. They also brought 2 fire engines for the students to see and walk through.

**Upcoming Events:**

November 9-13 - Fall Book Fair
November 11 - Report Cards Issued
November 12 - Title 1 family workshop 6 pm - 7 pm
November 12 - Evening Book Fair 6 pm - 8 pm
November 25 - 2-hour early dismissal

**KAUE Board Report - November 2026**

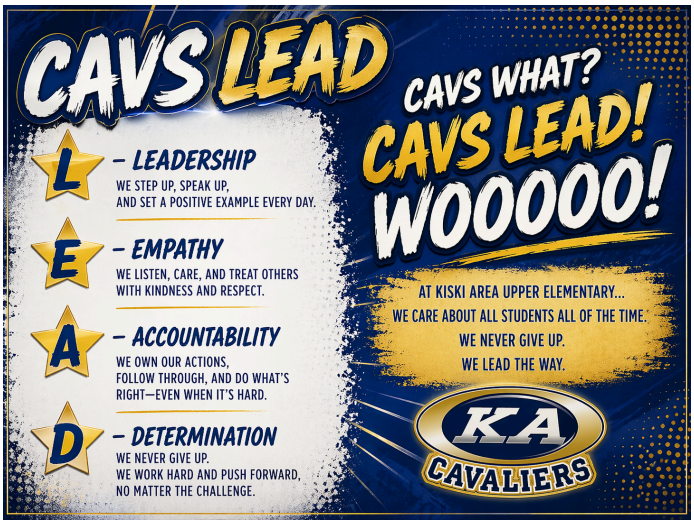
October was an exciting and memorable month at Kiski Area Upper Elementary! Our students and staff continued to demonstrate our Cavs LEAD values of Leadership, Empathy, Accountability, and Determination through meaningful learning experiences, schoolwide celebrations, and opportunities to build a positive school community. During Red Ribbon Week, students participated in daily themes and activities promoting healthy, drug-free choices. A highlight was our schoolwide Wear Red Day, when nearly 500 students and staff gathered to form a human red ribbon, captured from above by drone! Special thanks to Mrs. Hummel and our Student Council for organizing such a meaningful week. Our photograph will also participate in the Red Ribbon Photo Contest, with voting beginning November 3.

Our schoolwide PBIS initiatives continued to bring excitement and positive recognition to our students. Our annual Cavs LEAD Fashion Show, organized by Mrs. Flemm, Mrs. Dunkel, and our Cavs Club students, featured students modeling merchandise available through our PBIS Student Store. We also celebrated our first Golden Garbage Can winners, recognizing students for demonstrating responsibility and taking pride in keeping our school clean. These initiatives continue to reinforce positive behaviors and encourage students to live out our motto, "Leave it better than you found it!" October concluded with an incredible day of school spirit at our PTO-sponsored Haunted Hustle! Students enjoyed a festive outdoor course, Halloween costumes, a Cavs Club Costume Contest, and our entertaining Pie in the Face Challenge. We are grateful to our PTO, staff, and volunteers for creating such a memorable experience!

As we move into November and begin the second quarter, we are excited to continue building on the incredible work taking place at KAUE! Our staff remains committed to strengthening instruction through the PLC process, focusing on essential skills, and working collaboratively to ensure all students have the support and opportunities they need to be successful. At the same time, we continue to build a positive school culture through our Cavs LEAD values of Leadership, Empathy, Accountability, and Determination, encouraging our students to demonstrate these values in their classrooms, throughout our school, and beyond. We are so proud of the work our entire team continues to do each and every day, and we are incredibly grateful for the continued support of our families and PTO. It truly takes a team to make KAUE such a special place to learn and grow, and we are blessed to serve alongside such an amazing school community.

**Upcoming Events:**

- **November 3 |** Parent-Teacher Conferences (School Closed)
- **November 4 |** Last Day of Quarter 1
- **November 11 |** Quarter 1 Report Cards Posted
- **November 13 |** Club Recess and Cavs LEAD Lesson
- **November 16 - 20 |** Scholastic Book Fair Sponsored by the PTO
- **November 25 |** Two-Hour Early Dismissal / Thanksgiving Break
- **November 26 - 30 |** School Closed / Thanksgiving Break
- **December 1 |** School Resumes



***Kiski Area Intermediate School***

*November 2026*

***Unity Day***

*In celebration of Unity Day, a nationwide event that promotes anti-bullying and kindness, the students at KAIS wrote positive messages on heart-shaped leaves to display outside of our counseling suite. This activity was coordinated through our school counselors, Mrs. Taliani and Ms. Claypool.*




***You've Got a Friend Day 2026***

*Students in Mr. Donati's classroom had a great time at the 2026 "You've Got a Friend Day" picnic at Twin Lakes Park in Greensburg. Some of the day's activities included a petting zoo, paddle boats, music/dancing, bounce houses, fishing, a reptile exhibit, and nature hikes. Everyone had an opportunity to meet new friends and had a great time walking around the park on a sunny October day!*





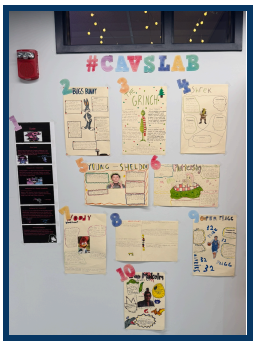


***Cavs Lab***

*Eighth grade Cavs Lab students explored the concept of "Multiple Intelligences." Students identified their areas of intelligence and then selected another person (character, musician, actor, etc.) to research. Their posters displayed an introduction to their person, 3 different intelligence types that they demonstrated, and explanations!*








***KAIS Dance***

*The KAIS Student Council hosted its Halloween Dance on October 29th from 6:00-8:00 PM. The event welcomed over 250 students from grades 7 and 8 for an evening of music, dancing, and Halloween festivities. Students wore costumes and enjoyed a fun evening with friends. Student Council members played an active role in organizing and preparing the event, assisting with ticket sales and concessions, and helping ensure its success. The dance was a great event, with strong student participation and engagement. Thank you to the Student Council members, staff, administrators, and volunteers whose time and support helped make the event possible.*







***Upcoming Events***

*November 11th- First Quarter Report Cards Issued*
*November 18th & 19th- NWCTC Presentations- 8th Grade Students*
*November 25th- Two-Hour Early Dismissal*
*November 26th-30th- Thanksgiving Recess*

**Kiski Area High School**
**November 2026 Board Report**

**Presenter:** Matt Smith

## Welcome to Our 2026 Little CAVS!

We are excited to welcome 11 preschoolers to our Little CAVS Preschool Program! This hands-on learning experience brings together our youngest learners, ages 3–5, and our high school Child Development students, known as Big Buddies. Through play, stories, music, and creative activities, our Little CAVS build important early childhood skills while our Big Buddies gain valuable experience teaching, guiding, and caring for young children. It's a wonderful opportunity for both our little and big learners to grow together!



# TRU Club

Kiski Area High School's TRU Club recognized Red Ribbon Week, October 26–30, with activities centered on the theme "Make a Difference. Be a Hero. Stay Drug Free." Students signed a drug-free pledge, received red ribbons and TRU gear, and participated in themed spirit days. TRU Club officers shared morning announcements promoting healthy choices, and Adagio Health hosted an informational table. The club also organized a grade-level "Miles of Quarters" competition, with the Junior Class raising the most money. These activities encouraged school spirit, student involvement, and a commitment to a drug-free lifestyle.



# KISKI AREA KEY CLUB & STUDENT COUNCIL

*Making a Difference, One Act at a Time!*

## Key Club: Making a Difference

### Spreading Holiday Cheer



Key Club has adopted five children and one family for the holiday season! Our members will be purchasing gifts for the children and family and the gifts will be delivered to the Salvation Army for distribution.

## 3,588 Hours of Community Service!



Our Key Club members have volunteered an incredible 3,588 hours so far this school year! We are so proud of our members for continuing to make a difference!

## Annual Fruit Sale Is in Full Swing!



Our annual Key Club fruit sale is underway! In conjunction with our local Kiwanis Club, students are selling boxes of fresh fruit as our community service project.

- **Cost: $30 per box**
- **Delivery: End of January**

*Thank you for supporting our fundraiser!*

## Student Council: School Spirit in Action!




Student Council sponsored student fan buses to all away football games this season! These buses gave students the opportunity to travel together, show their school spirit, and cheer on their favorite high school football team. We love seeing our Cavaliers supported both at home and on the road!

## November Volunteer Opportunities

Our students have plenty of opportunities to get involved and give back this month! Upcoming volunteer opportunities include:



- Turkey Trot
- Community Turkey Dinner
- Bingo
- Winter Sports Concession Stands
- Fall Drama: Radium Girls

*Whether you volunteer for one event or several, every hour makes a difference!*

## Coming Soon: Holiday Giving!

Key Club and Student Council are gearing up for two important holiday service projects!

### Red Kettle Bell Ringing




Students will be volunteering their time to ring the Salvation Army Red Kettle Bell at Giant Eagle. Every donation helps support individuals and families in need.

### Annual Stuff A Bus




Our clubs are also preparing to help with the annual Stuff A Bus event! Students will come together to collect donations and support families in our community.

## Together, We Make a Difference!

We are incredibly proud of our Key Club and Student Council members for their willingness to serve, lead, and make a difference. Their dedication reminds us that even the smallest acts of kindness can have a lasting impact.

***When Actions Meet Compassion, Lives Change!***

Thank you to our students, families, volunteers, and community partners for your continued support!

Provident
Real Estate Advisors, LLC

36 Old Clairton Road, Suite 220
Pittsburgh, PA 15236
412-250-7809 Phone

Greensburg
724-837-4824 Phone

November 4, 2026

Neil M. Fagot, MAI
724-837-4824
nfagot@providentcre.com

Darrell Arbore, Esq., Solicitor
Westmoreland County Board of Assessment Appeals
40 North Pennsylvania Avenue, Suite 440
Greensburg, PA 15601
darbore@westmorelandcountypa.gov

**Re: S&T Bank Leechburg**

Dear Mr. Arbore:

Provident Real Estate Advisors, LLC (Appraiser) is pleased to present this proposal to perform Appraisal Services regarding the above referenced property for the Westmoreland County Board of Assessment Appeals, care of Darrell Arbore, Esq., Solicitor, (Client). If this document is executed by both parties, it will form the engagement contract for our services.

The following provisions will apply to our services:

| | |
|---|---|
| **Subject Property** | S&T Bank<br>30 Towne Center Dr.<br>Allegheny Township, Westmoreland County, PA |
| **Tax Map Parcels** | 42-13-00-0-191 |
| **Intended Use** | Tax assessment appeal |
| **Intended User(s)** | Westmoreland County Board of Assessment Appeals, Kiski Area School District and Allegheny Township. |
| **Date of Value** | Current market value (one value date) |
| **Scope of Assignment** | 1) Market value appraisal, fee simple interest. Standard analysis/scope.<br>2) Desk review (if requested) of property owner's appraisal. |
| **Assignment Conditions** | Specific assignment conditions to be assumed by the Appraiser per the Client's request: None |
| **Presentation of Findings** | Narrative appraisal report.<br>Electronic copy in PDF format. |

Darrell Arbore, Esq., Solicitor
November 4, 2026

| | |
|---|---|
| **Professional Fee** | 1) $2,850 – Appraisal report<br>2) $850 – Appraisal desk review (if requested) |
| **Retainer** | None |
| **Responsibility for Fees** | The balance of the fee is due upon completion of the assignment. In the event that the balance is not paid in full within 30 days, late charges will accrue at a rate of 1% per month on the original balance. Additionally, Appraiser will have the right to seek immediate collection and shall be entitled to recover costs and attorney fees associated with any such action.<br><br>If the assignment is terminated prior to completion of the report, billing will reflect expenses to date and work to date. Billing of a cancelled assignment will follow the standard payment policy described in the included Terms and Conditions. |
| **Additional Services** | In the event that additional services are needed, such as, but not limited to additional reports, further analysis, formal presentations, court testimony or any other services, a fee of $250 per hour will be charged. $100 per hour will be charged for travel time should testimony be required. |
| **Delivery** | 5 weeks from date of engagement<br><br>Appraiser will use Appraiser's best efforts to deliver the appraisal report by the above date. Appraiser's delivery of the report is contingent on receipt of an executed copy of this engagement contract, receipt of the retainer, and receipt of the requested information and documentation from Client within seven (14) business days of acceptance of this proposal. |
| **Requested Information** | A data request will be submitted upon receipt of the executed engagement letter. |
| **Professional Standards** | The analyses, opinions, and conclusions will be developed and presented in conformance with (and the use of this report is subject to) the requirements of: (1) the Uniform Standards of Professional Appraisal Practice, and (2) the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute. |
| **Disclosure of Prior Services Regarding Subject Property** | The appraiser(s) who will perform the appraisal has not performed any prior services regarding the Subject Property within the three year period immediately preceding the date of this Agreement, as an appraiser or in any other capacity. |

Darrell Arbore, Esq., Solicitor
November 4, 2026

Attached to and incorporated in this engagement letter are Provident Real Estate Advisors, LLC Terms and Conditions of Agreement. These Terms and Conditions form a material part of this Agreement and are no less important than any other part. The appraisal(s) performed under this Agreement also will be subject to all assumptions and limiting conditions and other conditions (collectively, "Appraisal Conditions") set forth in the appraisal report(s). Client's use of the appraisal will constitute acceptance of the Appraisal Conditions stated in a report. The Appraisal Conditions shall be considered as being incorporated into and forming part of this Agreement with respect to the appraisal in which they are contained and to the services relating to that appraisal.

Thank you for considering our firm for this assignment. If these terms are acceptable to you, please indicate below by your signature, or the signature of an authorized alternate. Please retain a copy for your records and return a signed copy to us, along with the retainer. We look forward to working with you on this assignment.

Respectfully submitted,



Neil M. Fagot, MAI
Provident Real Estate Advisors, LLC

**AGREED AND ACCEPTED**

_____ _____
Signature Title

_____ _____
Name (print) Date

_____
Phone Number

Darrell Arbore, Esq., Solicitor
November 4, 2026

**TERMS AND CONDITIONS OF AGREEMENT**

1. "Appraiser" means Provident Real Estate Advisors, LLC and its appraisers, employees, partners, owners, shareholders, members, officers, directors and independent contractors.
2. Acceptance of this Agreement assumes that Client will provide all necessary information needed for the appraisal on a timely and truthful basis.
3. It is Client's responsibility to read the report and to inform Appraiser of any errors or omissions, prior to utilizing the report or making it available to any third party.
4. The fee quoted is based on Appraiser's understanding of the assignment as outlined in the scope of work. Changes in scope will be billed at Appraiser's normal hourly rates. The fee and estimated completion time are subject to change if the property is not as outlined in our proposal, or if issues come to light during the course of Appraiser's investigation which, in Appraiser's opinion, necessitates such change. If Client places an assignment "on hold," then reactivates the appraisal, an additional charge may apply due to the inefficiency created. If Appraiser is requested or required to provide testimony as a result of this appraisal, testimony and preparation time will be charged at our normal hourly rates.
5. This appraisal shall be used only for the function outlined in the attached letter unless expressly authorized by Provident Real Estate Advisors, LLC. The format and value reported may or may not be valid for other purposes.
6. No consideration will be given to hazardous waste or other factors affecting environmental quality, no testing of any kind will be performed or contracted for, and no warranty will be made by the Appraiser as to the presence or absence of hazardous substances in the land and/or its improvements.
7. The fee for this appraisal is not contingent upon the valuation of the property, the funding of any loan or outcome of litigation. Any opinions Appraiser may have expressed about the outcome of your matter or case are expressions of Appraiser's opinions only and do not constitute any guarantee about the outcome. Should the assignment be terminated prior to completion, you agree to pay for time and costs incurred prior to Appraiser's receipt of written notice of cancellation.
8. If this assignment includes a provision for work on an hourly billing basis, client acknowledges that Provident Real Estate Advisors, LLC has made no promises about the total amount of fees to be incurred by client under this agreement.
9. Client and Provident Real Estate Advisors, LLC both agree that any dispute over matters in excess of $5,000 will be submitted for resolution by arbitration. This includes fee disputes and any claim of malpractice. The arbitrator shall be mutually selected. If Provident Real Estate Advisors, LLC and the client cannot agree on the arbitrator, the presiding civil administrative judge the presiding head of the Local County Mediation & Arbitration panel shall select the arbitrator. Such arbitration shall be binding and final. In agreeing to arbitration, the Client and Appraiser both acknowledge that, by agreeing to binding arbitration, each is giving up the right to have the dispute decided in a court of law before a judge or jury. In the event that the client, or any other party entitled to do so, makes a claim against Provident Real Estate Advisors, LLC or any of its employees in connection with or in any way relating to this assignment, the maximum damages recoverable from Provident Real Estate Advisors, LLC or its employees shall be the amount of monies actually collected by Provident Real Estate Advisors, LLC for this assignment and under no circumstances shall any claim for consequential damages be made.

10. Appraiser shall have no obligation, liability, or accountability to any third party. Any party who is not the "client" or intended user identified on the face of the appraisal or in the engagement letter is not entitled to rely upon the contents of the appraisal without the express written consent of Provident Real Estate Advisors, LLC. "Client" shall not include partners, affiliates or relatives of the party named in the engagement letter. Client shall hold Appraiser harmless in the event of any lawsuit brought by any third party, lender, partner or part owner in any form of ownership or any other party as a result of this assignment. The client also agrees that in case of lawsuit arising from or in any way involving these appraisal services, client will hold Appraiser harmless from and against any liability, loss, cost or expense incurred or suffered by Appraiser in such action, regardless of its outcome.
11. Distribution of this report is at the sole discretion of the client, and the Appraiser will make no distribution without the specific direction of the client. However, in no event shall client give a third party a partial copy of the appraisal report.
12. This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this agreement will be binding on the parties. This agreement may be modified by subsequent agreement of the parties.

Provident
Real Estate Advisors, LLC

36 Old Clairton Road, Suite 220
Pittsburgh, PA 15236
412-250-7809 Phone

Greensburg
724-837-4824 Phone

November 4, 2026

Neil M. Fagot, MAI
724-837-4824
nfagot@providentcre.com

Darrell Arbore, Esq., Solicitor
Westmoreland County Board of Assessment Appeals
40 North Pennsylvania Avenue, Suite 440
Greensburg, PA 15601
darbore@westmorelandcountypa.gov

**Re: Former Akers Plant**

Dear Mr. Arbore:

Provident Real Estate Advisors, LLC (Appraiser) is pleased to present this proposal to perform Appraisal Services regarding the above referenced property for the Westmoreland County Board of Assessment Appeals, care of Darrell Arbore, Esq., Solicitor, (Client). If this document is executed by both parties, it will form the engagement contract for our services.

The following provisions will apply to our services:

| | |
|---|---|
| **Subject Property** | Former Akers Plant<br>400 Railroad Avenue<br>Avonmore Borough, Westmoreland County, PA |
| **Tax Map Parcels** | 04-01-11-0-001, 04-01-11-0-010, 04-01-11-0-011 |
| **Intended Use** | Tax assessment appeal |
| **Intended User(s)** | Westmoreland County Board of Assessment Appeals, Kiski Area School District and Avonmore Borough. |
| **Date of Value** | Current market value (one value date) |
| **Scope of Assignment** | 1) Desk review of property owner's appraisal.<br>2) Market value appraisal, fee simple interest. (if requested) |
| **Assignment Conditions** | Specific assignment conditions to be assumed by the Appraiser per the Client's request: None |
| **Presentation of Findings** | Narrative report.<br>Electronic copy in PDF format. |

Darrell Arbore, Esq., Solicitor
November 4, 2026

| | |
|---|---|
| **Professional Fee** | 1) $1,000 – Appraisal desk review<br>2) $4,000 – Appraisal report (if requested) |
| **Retainer** | None |
| **Responsibility for Fees** | The balance of the fee is due upon completion of the assignment. In the event that the balance is not paid in full within 30 days, late charges will accrue at a rate of 1% per month on the original balance. Additionally, Appraiser will have the right to seek immediate collection and shall be entitled to recover costs and attorney fees associated with any such action.<br><br>If the assignment is terminated prior to completion of the report, billing will reflect expenses to date and work to date. Billing of a cancelled assignment will follow the standard payment policy described in the included Terms and Conditions. |
| **Additional Services** | In the event that additional services are needed, such as, but not limited to additional reports, further analysis, formal presentations, court testimony or any other services, a fee of $250 per hour will be charged. $100 per hour will be charged for travel time should testimony be required. |
| **Delivery** | 1) Desk review – 3 weeks from engagement date<br>2) Appraisal – Six weeks from engagement date<br><br>Appraiser will use Appraiser's best efforts to deliver the appraisal report by the above date. Appraiser's delivery of the report is contingent on receipt of an executed copy of this engagement contract, receipt of the retainer, and receipt of the requested information and documentation from Client within seven (14) business days of acceptance of this proposal. |
| **Requested Information** | A data request will be submitted upon receipt of the executed engagement letter. |
| **Professional Standards** | The analyses, opinions, and conclusions will be developed and presented in conformance with (and the use of this report is subject to) the requirements of: (1) the Uniform Standards of Professional Appraisal Practice, and (2) the Code of Professional Ethics and Standards of Professional Practice of the Appraisal Institute. |
| **Disclosure of Prior Services Regarding Subject Property** | The appraiser(s) who will perform the appraisal has not performed any prior services regarding the Subject Property within the three year period immediately preceding the date of this Agreement, as an appraiser or in any other capacity. |

Darrell Arbore, Esq., Solicitor
November 4, 2026

Attached to and incorporated in this engagement letter are Provident Real Estate Advisors, LLC Terms and Conditions of Agreement. These Terms and Conditions form a material part of this Agreement and are no less important than any other part. The appraisal(s) performed under this Agreement also will be subject to all assumptions and limiting conditions and other conditions (collectively, "Appraisal Conditions") set forth in the appraisal report(s). Client's use of the appraisal will constitute acceptance of the Appraisal Conditions stated in a report. The Appraisal Conditions shall be considered as being incorporated into and forming part of this Agreement with respect to the appraisal in which they are contained and to the services relating to that appraisal.

Thank you for considering our firm for this assignment. If these terms are acceptable to you, please indicate below by your signature, or the signature of an authorized alternate. Please retain a copy for your records and return a signed copy to us, along with the retainer. We look forward to working with you on this assignment.

Respectfully submitted,



Neil M. Fagot, MAI
Provident Real Estate Advisors, LLC

**AGREED AND ACCEPTED**

_____ _____
Signature Title

_____ _____
Name (print) Date

_____
Phone Number

Darrell Arbore, Esq., Solicitor
November 4, 2026

**TERMS AND CONDITIONS OF AGREEMENT**

1. "Appraiser" means Provident Real Estate Advisors, LLC and its appraisers, employees, partners, owners, shareholders, members, officers, directors and independent contractors.
2. Acceptance of this Agreement assumes that Client will provide all necessary information needed for the appraisal on a timely and truthful basis.
3. It is Client's responsibility to read the report and to inform Appraiser of any errors or omissions, prior to utilizing the report or making it available to any third party.
4. The fee quoted is based on Appraiser's understanding of the assignment as outlined in the scope of work. Changes in scope will be billed at Appraiser's normal hourly rates. The fee and estimated completion time are subject to change if the property is not as outlined in our proposal, or if issues come to light during the course of Appraiser's investigation which, in Appraiser's opinion, necessitates such change. If Client places an assignment "on hold," then reactivates the appraisal, an additional charge may apply due to the inefficiency created. If Appraiser is requested or required to provide testimony as a result of this appraisal, testimony and preparation time will be charged at our normal hourly rates.
5. This appraisal shall be used only for the function outlined in the attached letter unless expressly authorized by Provident Real Estate Advisors, LLC. The format and value reported may or may not be valid for other purposes.
6. No consideration will be given to hazardous waste or other factors affecting environmental quality, no testing of any kind will be performed or contracted for, and no warranty will be made by the Appraiser as to the presence or absence of hazardous substances in the land and/or its improvements.
7. The fee for this appraisal is not contingent upon the valuation of the property, the funding of any loan or outcome of litigation. Any opinions Appraiser may have expressed about the outcome of your matter or case are expressions of Appraiser's opinions only and do not constitute any guarantee about the outcome. Should the assignment be terminated prior to completion, you agree to pay for time and costs incurred prior to Appraiser's receipt of written notice of cancellation.
8. If this assignment includes a provision for work on an hourly billing basis, client acknowledges that Provident Real Estate Advisors, LLC has made no promises about the total amount of fees to be incurred by client under this agreement.
9. Client and Provident Real Estate Advisors, LLC both agree that any dispute over matters in excess of $5,000 will be submitted for resolution by arbitration. This includes fee disputes and any claim of malpractice. The arbitrator shall be mutually selected. If Provident Real Estate Advisors, LLC and the client cannot agree on the arbitrator, the presiding civil administrative judge the presiding head of the Local County Mediation & Arbitration panel shall select the arbitrator. Such arbitration shall be binding and final. In agreeing to arbitration, the Client and Appraiser both acknowledge that, by agreeing to binding arbitration, each is giving up the right to have the dispute decided in a court of law before a judge or jury. In the event that the client, or any other party entitled to do so, makes a claim against Provident Real Estate Advisors, LLC or any of its employees in connection with or in any way relating to this assignment, the maximum damages recoverable from Provident Real Estate Advisors, LLC or its employees shall be the amount of monies actually collected by Provident Real Estate Advisors, LLC for this assignment and under no circumstances shall any claim for consequential damages be made.

10. Appraiser shall have no obligation, liability, or accountability to any third party. Any party who is not the "client" or intended user identified on the face of the appraisal or in the engagement letter is not entitled to rely upon the contents of the appraisal without the express written consent of Provident Real Estate Advisors, LLC. "Client" shall not include partners, affiliates or relatives of the party named in the engagement letter. Client shall hold Appraiser harmless in the event of any lawsuit brought by any third party, lender, partner or part owner in any form of ownership or any other party as a result of this assignment. The client also agrees that in case of lawsuit arising from or in any way involving these appraisal services, client will hold Appraiser harmless from and against any liability, loss, cost or expense incurred or suffered by Appraiser in such action, regardless of its outcome.
11. Distribution of this report is at the sole discretion of the client, and the Appraiser will make no distribution without the specific direction of the client. However, in no event shall client give a third party a partial copy of the appraisal report.
12. This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this agreement will be binding on the parties. This agreement may be modified by subsequent agreement of the parties.

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071640 | 10/15/2026 | BERKHEIMER | DED: BERK - Full Payroll Pay Date: 10/15/2026 | | 98.50 |
| 0000071641 | 10/15/2026 | PENNSYLVANIA 529 INVESTMENT PLAN | HOFFER 540579991135 | | 100.00 |
| 0000071642 | 10/14/2026 | 2 KREW, INC | TECH SUPPLIES | | 1,365.75 |
| 0000071643 | 10/14/2026 | ADVANTAGE SPORT & FITNESS INC | GENERAL SUPPLIES-PHYSICAL EDUCATION-L.ENCISO | | 607.97 |
| 0000071644 | 10/14/2026 | A-K SUPPLY CO INC | PROPANE FILL | | 87.50 |
| 0000071645 | 10/14/2026 | ALLEGHENY TOWNSHIP | SAFETY & SECURITY SERVICES | | 27,998.77 |
| 0000071646 | 10/14/2026 | AMAZON CAPITAL SERVICES | GENERAL SUPPLIES-SCIENCE-SCALISE | GO BACK SUPPLIES | 0.00 |
| 0000071647 | 10/14/2026 | APPLE INC | TECH SUPPLIES | | 1,874.00 |
| 0000071648 | 10/14/2026 | BANKOSH SANITATION | GARBAGE | | 3,205.23 |
| 0000071649 | 10/14/2026 | BSN SPORTS, LLC | FALL SPORTS SUPPLIES | | 869.00 |
| 0000071650 | 10/14/2026 | BURTT'S CREATIVE SOLUTIONS INC | SEPTEMBER SEWAGE OPERATIONS | | 2,650.00 |
| 0000071651 | 10/14/2026 | CDW GOVERNMENT INC. | TECH SUPPLIES | | 975.00 |
| 0000071652 | 10/14/2026 | COMCAST | PHONE LINES | | 217.24 |
| 0000071653 | 10/14/2026 | DQE COMMUNICATIONS LLC | ETHERNET | | 4,669.00 |
| 0000071654 | 10/14/2026 | EASY WAY SAFETY SERVICES, INC. | TRANSPORTATION PRODUCT | | 1,095.00 |
| 0000071655 | 10/14/2026 | GRECO GAS | GEN SUPPLIES - SCIENCE - LIQUID NITROGEN, CO2 | | 31.73 |
| 0000071656 | 10/14/2026 | JACK'S AUTO PARTS | SAFETY ABSORBENT ROLL | | 35.99 |
| 0000071657 | 10/14/2026 | KISKI AREA FOOD SERVICE | SAFETY BREAKFAST | | 202.55 |
| 0000071658 | 10/14/2026 | KOCHKA AND SON TOWING LLC | FUEL - GASOLINE | TOWING OF BUSES | 2,369.16 |
| 0000071659 | 10/14/2026 | LIBERTY FLAGS INC | PRINCIPAL SVCS - SUPPLIES | | 468.00 |

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071660 | 10/14/2026 | M.A.W.T. | SEWAGE | | 1,584.00 |
| 0000071661 | 10/14/2026 | MAHER DUESSEL | AUDIT SERVICES | | 25,687.50 |
| 0000071662 | 10/14/2026 | MURPHY'S MUSIC CENTER | MUSIC EQUIPMENT, GREG LUTZ | | 1,596.00 |
| 0000071663 | 10/14/2026 | MURRAY AUTOMOTIVE ELECTRIC | 2 ADDT'L RADIOS - EAST | 1 ADDT'L RADIO - INTER | 2,195.41 |
| 0000071664 | 10/14/2026 | NORTH ALLEGHENY ATHLETICS | NA GIRLS WRESTLING INVITATIONAL | | 450.00 |
| 0000071665 | 10/14/2026 | NORTHERN WESTMORELAND CTC | 2026-2027 MEMBER DISTRICT TUITION FOR NWCTC PROGRAMS | | 156,071.33 |
| 0000071666 | 10/14/2026 | PEOPLES GAS COMPANY LLC | NATURAL GAS | | 286.58 |
| 0000071667 | 10/14/2026 | PEOPLES NATURAL GAS | NATURAL GAS | | 1,541.92 |
| 0000071668 | 10/14/2026 | PERMA-BOUND | SCHOOL LIBRARY-BOOKS/PERIODICA | UPPER LIBRARY BOOKS | 3,357.23 |
| 0000071669 | 10/14/2026 | SAVVAS LEARNING COMPANY LLC | CURRICULUM BOOKS/PERIODICALS | | 1,166.38 |
| 0000071670 | 10/14/2026 | SCHAEDLER YESCO DISTRIBUTION INC. | HS SERVER RM | | 1,057.14 |
| 0000071671 | 10/14/2026 | SCHOOL HEALTH CORPORATION | PUPIL HEALTH SERVICES - SUPPLI | | 70.53 |
| 0000071672 | 10/14/2026 | SPORTSMANS | ATHLETICS - GIRL'S SPORTS - TR | | 526.40 |
| 0000071673 | 10/14/2026 | STANFORD'S GLASS SERVICE | SARGENT KEYS | | 485.00 |
| 0000071674 | 10/14/2026 | THE LIBRARY COLLECTIVE | LIBRARY BOOKS | | 2,609.60 |
| 0000071675 | 10/14/2026 | TOP SEPTIC TANK SERVICE | PORTABLE RESTROOMS | | 155.00 |
| 0000071676 | 10/14/2026 | TOSHIBA FINANCIAL SERVICES | XMEDIUS | | 284.00 |
| 0000071677 | 10/14/2026 | WARD'S SCIENCE | GENERAL SUPPLIES - SCIENCE - I | | 559.38 |
| 0000071678 | 10/14/2026 | WASHINGTON TWP POLICE DEPARTMENT | SRO | | 16,155.39 |
| 0000071679 | 10/14/2026 | WEST MUSIC COMPANY, INC | MUSIC SUPPLIES - ELEMENTARY | | 1,095.24 |
| 0000071680 | 10/14/2026 | WEST PENN POWER | ELECTRICITY | | 4,957.87 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071681 | 10/14/2026 | WESTMORELAND I.U. | CHILD FIND ACT PUBLICATION | | 305.26 |
| 0000071682 | 10/16/2026 | THE PENNSYLVANIA CYBER CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 25,927.71 |
| 0000071683 | 10/19/2026 | AMAZON CAPITAL SERVICES | GENERAL SUPPLIES-SCIENCE-SCALISE | GO BACK SUPPLIES | 1,505.15 |
| 0000071684 | 10/19/2026 | DIRECT ENERGY BUSINESS | ELECTRICITY | | 49,787.61 |
| 0000071685 | 10/19/2026 | MARLON SILVA | SALSA EVENT 2026 - SPANISH CLASS | | 300.00 |
| 0000071686 | 10/19/2026 | NASCO EDUCATION, LLC / SCHOOL SPECIALTY, LLC | SCIENCE CLASSROOM SUPPLIES | GENERAL SUPPLIES-FAM & CONS SC | 1,279.29 |
| 0000071687 | 10/19/2026 | PSEA HEALTH & WELFARE FUND | DENTAL | VISION | 22,021.56 |
| 0000071688 | 10/19/2026 | WCPSHC | DISTRICT COST | DEDUCTION REPORT | 648,853.93 |
| 0000071689 | 10/20/2026 | STANFORD HOME CENTER | TRACTOR NORTH ELEM | | 16,800.00 |
| 0000071690 | 10/21/2026 | KEYSOURCE EDUCATIONAL STAFFING | PROFESSIONAL SERVICES | | 130,970.13 |
| 0000071691 | 10/21/2026 | MYERS TRANSPORTATION | NWCTC VO-TECH TRANSPORTATION | | 166.80 |
| 0000071692 | 10/21/2026 | MYERS TRANSPORTATION | STUDENT TRANSPORTATION | SPECIAL ED TRANSPORTATION | 381,739.80 |
| 0000071693 | 10/21/2026 | MYERS TRANSPORTATION | TRANSPORTATION KINDERCAMP | | 1,768.88 |
| 0000071694 | 10/21/2026 | MYERS TRANSPORTATION | STUDENT ACT - TRANSPORTATION - | | 6,785.02 |
| 0000071695 | 10/21/2026 | ERIN FIORE | SEPT MILEAGE | | 27.84 |
| 0000071696 | 10/21/2026 | AMAZON CAPITAL SERVICES | GENERAL SUPPLIES - SCIENCE | | 1,276.37 |
| 0000071697 | 10/21/2026 | KVWPCA | SEWAGE | | 0.00 |
| 0000071698 | 10/21/2026 | KVWPCA | SEWAGE | | 1,154.33 |
| 0000071699 | 10/22/2026 | FIRST NATIONAL BANK | ATHLETICS - VARSITY - WRESTLIN | | 279.50 |
| 0000071700 | 10/22/2026 | FIRST NATIONAL BANK | TRACK WRESTLING | TRACK RECORD UPDATES | 126.00 |
| 0000071701 | 10/22/2026 | FIRST NATIONAL BANK | AMOUNT PAST DUE | | 3.92 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071702 | 10/23/2026 | 2 KREW, INC | TECH SUPPLIES | SECURITY MAINTENANCE AGREEMENTS | 2,509.15 |
| 0000071703 | 10/23/2026 | ADELPHOI EDUCATION INC | TUITION | STUDENT SERVICES | 6,394.06 |
| 0000071704 | 10/23/2026 | ADVANTAGE SPORT & FITNESS INC | GENERAL SUPPLIES-PHYSICAL EDUCATION-L.ENCISO | | 259.95 |
| 0000071705 | 10/23/2026 | ALLEGHENY CLINIC | SERVICES PROVIDED BY AHN DR. DEFELICE | | 833.33 |
| 0000071706 | 10/23/2026 | ALLEGHENY POOL SERVICES CO | INSTALLATION NEW POOL CONTROLLER | | 545.79 |
| 0000071707 | 10/23/2026 | ALLEGHENY TOWNSHIP | POLICE AT FOOTBALL GAME | | 1,758.20 |
| 0000071708 | 10/23/2026 | AMAZON CAPITAL SERVICES | TECH SUPPLIES | TECH SUPPLLIES | 2,723.17 |
| 0000071709 | 10/23/2026 | AMERICAN PRINT CONSULTANTS LLC | TECH ED SUPPLIES GARRIS | | 2,192.47 |
| 0000071710 | 10/23/2026 | AMERICAN RED CROSS | CURRICULUM OTHER SERVICES | | 1,873.00 |
| 0000071711 | 10/23/2026 | AUTOZONE | VEHICLE OPERATION & MAINTENANC | | 55.47 |
| 0000071712 | 10/23/2026 | BAD DOG CUSTOM SHIRTS & HATS | PBIS CAVS LEAD STORE SUPPLIES | | 972.00 |
| 0000071713 | 10/23/2026 | BLICK ART MATERIALS | ART DEPT SUPPLIES - ELEMENTARY | | 204.64 |
| 0000071714 | 10/23/2026 | BOROUGH OF VANDERGRIFT | SEWAGE RECOVERY | | 90.00 |
| 0000071715 | 10/23/2026 | CCIU | STUDENT SERVICES | | 4,042.20 |
| 0000071716 | 10/23/2026 | CDW GOVERNMENT INC. | TECH SUPPLIES | | 404.37 |
| 0000071717 | 10/23/2026 | CERTIFIED LIFT SPECIALISTS, INC. | FUEL TANK FOR LIFT FILLED | | 405.69 |
| 0000071718 | 10/23/2026 | CHEMSTREAM | SOUTH SEWAGE | | 1,063.80 |
| 0000071719 | 10/23/2026 | COMCAST | PHONE LINES | | 190.02 |
| 0000071720 | 10/23/2026 | COMCAST | PHONE LINES | | 716.20 |
| 0000071721 | 10/23/2026 | CREST/GOOD MANUFACTURING CO | HS POOL BOILER | | 527.21 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071722 | 10/23/2026 | DONGHIA LUMBER CO. | HS KEYS | OP/MAINT-SUPPLIES - KA EAST PR | 53.37 |
| 0000071723 | 10/23/2026 | DUMBAUGH ELECTRIC MOTORS | MOTOR FOR PUMP UPPER GEOTHERMAL | | 1,157.86 |
| 0000071724 | 10/23/2026 | FAMILY COUNSELING CENTER OF ARMSTRONG COUNTY | EDUCATIONAL STUDENT SERVICES RED ED | TUITION | 3,000.00 |
| 0000071725 | 10/23/2026 | GRAINGER | OP/MAINT-SUPPLIES - HIGH SCHOO | ANGLE GRINDER | 1,175.78 |
| 0000071726 | 10/23/2026 | GRECO GAS | CARBON DIOXIDE | CYLINDER RENTAL | 227.71 |
| 0000071727 | 10/23/2026 | HOLLIDAYSBURG AREA SCHOOL DISTRICT | EDUCATIONAL STUDENT SERVICES REG ED | | 21,068.19 |
| 0000071728 | 10/23/2026 | HUCKESTEIN MECHANICAL | HS CHILLER INSPECTIONS SERVICE | | 498.51 |
| 0000071729 | 10/23/2026 | J.C. EHRLICH CO. INC. | OP/MAINT-EXTERMINATION SERVICE | | 773.64 |
| 0000071730 | 10/23/2026 | JACK'S AUTO PARTS | FUEL STRIKER HAMMER | | 599.00 |
| 0000071731 | 10/23/2026 | KEYSOLUTION STAFFING LLC | PROFESSIONAL SERVICES | | 53,729.95 |
| 0000071732 | 10/23/2026 | KOCHKA AND SON TOWING LLC | HS TRUCK REPAIR | | 102.45 |
| 0000071733 | 10/23/2026 | LOCUST GROVE COUNTRY SHOP | BOOTS WH GUYS | | 150.00 |
| 0000071734 | 10/23/2026 | LOWER KISKI AMBULANCE SERVICE | CROSS COUNTRY STANDY BY | | 450.00 |
| 0000071735 | 10/23/2026 | M.A.A.T. | SEWAGE | | 5,467.46 |
| 0000071736 | 10/23/2026 | M.A.W.C. | WATER | | 6,836.36 |
| 0000071737 | 10/23/2026 | MERAKEY PENNSYLVANIA | TUITION; PROFESSIONAL SVCS | | 20,022.92 |
| 0000071738 | 10/23/2026 | MONGIOVI AND SON | CONTRACTED REPAIR/MAINT SERVIC | | 9,601.00 |
| 0000071739 | 10/23/2026 | MONTOUR SCHOOL DISTRICT | TUITION | | 5,460.00 |
| 0000071740 | 10/23/2026 | NEW STORY SCHOOLS | LPS - SECONDARY | | 26,145.00 |
| 0000071741 | 10/23/2026 | OIL CITY AREA S.D. | TUITION | | 6,847.32 |
| 0000071742 | 10/23/2026 | ORKIN COMMERICAL SERVICES | BEES CENTRAL | | 300.00 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071743 | 10/23/2026 | PMEA | STUDENT REGISTRATION-BAND-DISTRICT ONE HONORS BAND | | 90.00 |
| 0000071744 | 10/23/2026 | PMEA | STUDENT REGISTRATION-BAND-DISTRICT ONE HONORS BAND | | 425.00 |
| 0000071745 | 10/23/2026 | PRAC HOLDINGS, INC | OTHER SUPPORT SERVICES - PROFE | | 3,600.00 |
| 0000071746 | 10/23/2026 | RiP USA, INC | SECURITY GUARD AT EAST | EAST SECURITY GUARD | 9,771.10 |
| 0000071747 | 10/23/2026 | ROBERT MARION PIANO SERVICES | MUSIC REPAIRS | | 145.00 |
| 0000071748 | 10/23/2026 | SCHAEDLER YESCO DISTRIBUTION INC. | OP/MAINT-SUPPLIES - HIGH SCHOO | | 286.49 |
| 0000071749 | 10/23/2026 | SEVIC LANDSCAPE & SUPPLY LLC | 1B HS | | 220.45 |
| 0000071750 | 10/23/2026 | SPLASHTOP, INC | TECH SUPPLIES | | 4,995.45 |
| 0000071751 | 10/23/2026 | SPORTSMANS | 2 ADDITIONAL ITEMS ADDED TO ORDER | | 98.50 |
| 0000071752 | 10/23/2026 | STANFORD HOME CENTER | OP/MAINT - GENERAL SUPPLIES | OP/MAINT- SUPPLIES - INTERMEDI | 1,637.93 |
| 0000071753 | 10/23/2026 | STANFORD'S GLASS SERVICE | OP/MAINT-SUPPLIES - HIGH SCHOO | | 330.00 |
| 0000071754 | 10/23/2026 | THE CHILDREN'S INSTITUTE | SPEC PROG - TUITION TO APPROVE | | 25,599.00 |
| 0000071755 | 10/23/2026 | THE WESTERN PA SCHOOL FOR THE DEAF | PROFESSIONAL SERVICES | | 4,953.96 |
| 0000071756 | 10/23/2026 | UNITED ENERGY TRADING, LLC | NATURAL GAS | | 908.99 |
| 0000071757 | 10/23/2026 | VANDERGRIFT GOLF CLUB | JV GOLF SEASON | | 1,600.00 |
| 0000071758 | 10/23/2026 | VERIZON WIRELESS | PHONE LINES | MOBILE PHONES | 202.30 |
| 0000071759 | 10/23/2026 | WEST CENTRAL EQUIPMENT, LLC | OP/MAINT-SUPPLIES - HIGH SCHOO | | 141.04 |
| 0000071760 | 10/23/2026 | WEST PENN POWER | ELECTRICITY | | 1,711.63 |
| 0000071761 | 10/23/2026 | WESTARM PHYSICAL THERAPY | PROFESSIONAL SERVICES | | 18,477.24 |
| 0000071762 | 10/23/2026 | WESTMORELAND I.U. | EACADEMY CONSORTIUM | ESL STUDENT SERVICES | 31,435.88 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071763 | 10/23/2026 | ARLENE KLICK | 3RD QTR 2026 LST TAX VANDERGRIFT BORO | | 565.84 |
| 0000071764 | 10/23/2026 | WEX BANK | BAND FUEL | | 1,523.97 |
| 0000071765 | 10/28/2026 | 21ST CENTURY CYBER CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 15,633.78 |
| 0000071766 | 10/28/2026 | ACHIEVEMENT HOUSE CYBER CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 13,220.67 |
| 0000071767 | 10/28/2026 | AGORA CYBER CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 117,979.61 |
| 0000071768 | 10/28/2026 | COMMONWEALTH CHARTER ACADEMY | CYBER CHARTER SCHOOL PAYMENT | | 367,582.67 |
| 0000071769 | 10/28/2026 | INSIGHT PA CYBER CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 26,441.34 |
| 0000071770 | 10/28/2026 | LINCOLN PARK PERFORMING ARTS CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 1,242.02 |
| 0000071771 | 10/28/2026 | PA DISTANCE LEARNING CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 26,441.34 |
| 0000071772 | 10/28/2026 | PA LEADERSHIP CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 48,308.05 |
| 0000071773 | 10/28/2026 | PENNSYLVANIA VIRTUAL CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 22,369.92 |
| 0000071774 | 10/28/2026 | PENNWOOD CYBER CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 4,574.64 |
| 0000071775 | 10/28/2026 | PROVIDENT CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 10,167.88 |
| 0000071776 | 10/28/2026 | REACH CYBER CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 107,412.22 |
| 0000071777 | 10/28/2026 | SPECTRUM CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 10,167.88 |
| 0000071778 | 10/28/2026 | THE PENNSYLVANIA CYBER CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 297,796.74 |
| 0000071779 | 10/28/2026 | WESTINGHOUSE ARTS ACADEMY CHARTER SCHOOL | CYBER CHARTER SCHOOL PAYMENT | | 9,936.19 |
| 0000071780 | 10/30/2026 | AFLAC | DED: AFLC - Full Payroll Pay Date: 10/30/2026 | DED: AFLC - Full Payroll Pay Date: 10/15/2026 | 3,185.72 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071781 | 10/30/2026 | BERKHEIMER | DED: BERK - Full Payroll Pay Date: 10/30/2026 | | 50.00 |
| 0000071782 | 10/30/2026 | PENNSYLVANIA 529 INVESTMENT PLAN | HOFFER 540579991135 | | 100.00 |
| 0000071783 | 10/29/2026 | CHORAL PARENTS OF HEMPFIELD AREA | BAND STUDENT REGISTRATION FEES | | 240.00 |
| 0000071784 | 10/29/2026 | SPORTSMANS | ATHLETICS - VARSITY - FOOTBALL | ATHLETICS - GIRL'S SPORTS - VO | 27,990.50 |
| 0000071785 | 10/30/2026 | ADVANTAGE SPORT & FITNESS INC | GENERAL SUPPLIES-PHYSICAL EDUCATION-L.ENCISO | | 549.96 |
| 0000071786 | 10/30/2026 | ALLEGHENY POOL SERVICES CO | SPA CHEMICAL CONTROLLER | | 3,500.00 |
| 0000071787 | 10/30/2026 | ALLEGHENY TOWNSHIP | POLICE AT FOOTBALL GAME | | 1,714.20 |
| 0000071788 | 10/30/2026 | AMAZON CAPITAL SERVICES | STUDENT ACTIVITY SUPPLIES - INTERMEDIATE SCHOOL | TECH SUPPLIES | 1,286.40 |
| 0000071789 | 10/30/2026 | BLACKBURNS | EQUIPMENT HOYER LIFT | | 1,000.00 |
| 0000071790 | 10/30/2026 | BOROUGH OF VANDERGRIFT | CROSSING GUARD SERVICE | | 753.56 |
| 0000071791 | 10/30/2026 | COMCAST | PHONE LINES | | 630.48 |
| 0000071792 | 10/30/2026 | COMCAST | PHONE LINES | | 689.16 |
| 0000071793 | 10/30/2026 | COMMONWEALTH OF PENNSYLVANIA | PESTICIDE LICENSE | | 35.00 |
| 0000071794 | 10/30/2026 | D.H. BERTENTHAL & SONS | OP/MAINT- SUPPLIES - INTERMEDI | GENERAL SUPPLIES - KISKI AREA | 11,252.67 |
| 0000071795 | 10/30/2026 | DEAN ACHESON | ASSIGNOR FEES | | 456.00 |
| 0000071796 | 10/30/2026 | DEMCO INC | NORTH LIBRARY SUPPLIES | | 164.22 |
| 0000071797 | 10/30/2026 | EQUIPARTS | WH PARTS SPUD ASSEMBLIES | | 159.22 |
| 0000071798 | 10/30/2026 | FAMILY COUNSELING CENTER OF ARMSTRONG COUNTY | REGULAR ED PLACED TUITION - ELEMENTARY | | 2,200.00 |
| 0000071799 | 10/30/2026 | FRED J. MILLER, INC. | REPLACEMENT EQUIPMENT-BAND | | 100,000.00 |
| 0000071800 | 10/30/2026 | GALCO INDUSTRIAL ELECTRONICS INC | OP/MAINT- SUPPLIES - INTERMEDI | OP/MAINT-SUPPLIES - HIGH SCHOO | 1,412.24 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071801 | 10/30/2026 | GRAINGER | ALIGNMENT CLAMP SET | | 1,729.24 |
| 0000071802 | 10/30/2026 | HARRISVILLE DESIGNS INC | GENERAL SUPPLIES - FACS - LOOM KITS | SHIPPING | 557.25 |
| 0000071803 | 10/30/2026 | ITURITY LLC | Enc Transfer from FY26 TECH SUPPLIES | | 1,077.15 # |
| 0000071804 | 10/30/2026 | JACK'S AUTO PARTS | HS MOWER HOSE | | 19.80 |
| 0000071805 | 10/30/2026 | JANITORS SUPPLY | CLEANING/MISC SUPPLIES | | 0.00 |
| 0000071806 | 10/30/2026 | JOEL R SCHAEFFER PAINTING | ATHLETIC FIELD PAINT | | 1,080.00 |
| 0000071807 | 10/30/2026 | MACMILLAN HOLDINGS LLC | GENERAL SUPPLIES - BUSINESS - | | 9,125.47 |
| 0000071808 | 10/30/2026 | MURPHY'S MUSIC CENTER | MUSIC SUPPLIES-SECONDARY | | 1,352.08 |
| 0000071809 | 10/30/2026 | PAFPC | CURRICULUM TRAVEL | | 525.00 |
| 0000071810 | 10/30/2026 | PASCD | CURRICULUM DUES & FEES | | 99.00 |
| 0000071811 | 10/30/2026 | PENNSYLVANIA BAR ASSOCIATION | MOCK TRIAL REGISTRATION | | 125.00 |
| 0000071812 | 10/30/2026 | PERMA-BOUND | SCHOOL LIBRARY-BOOKS/PERIODICA | SOUTH LIBRARY BOOKS | 421.48 |
| 0000071813 | 10/30/2026 | PIONEER MANUFACTURING COMPANY | GRACO SUCTION HOSE | | 333.30 |
| 0000071814 | 10/30/2026 | PNC BANK N.A. | GENERAL SUPPLIES - FACS - GIANT EAGLE CONSUMABLES | GENERAL SUPPLIES - SCIENCE - GIANT EAGLE CONSUMABLES | 1,478.68 |
| 0000071815 | 10/30/2026 | RAPTOR TECHNOLOGIES LLC | SAFETY SUPPLIES | | 5,676.30 |
| 0000071816 | 10/30/2026 | STANFORD HOME CENTER | NORTH LIBRARY | | 31.58 |
| 0000071817 | 10/30/2026 | STANFORD'S GLASS SERVICE | HS SARGENT CYLINDER RETAINER KIT | | 94.42 |
| 0000071818 | 10/30/2026 | TMR ROOFING A TECTA AMERICA COMPANY LLC | HS ROOF REPAIR | | 752.20 |
| 0000071819 | 10/30/2026 | TRWEA | STUDENT ACT - MISC PURCH SERVI | | 2,000.00 |
| 0000071820 | 10/30/2026 | VOLKWEINS | MUSIC DEPT SUPPLIES - SECONDARY | | 10,291.00 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071821 | 10/30/2026 | WEST CENTRAL EQUIPMENT, LLC | HS MOWER PART | | 577.82 |
| 0000071823 | 11/02/2026 | NEDLEY LANDSCAPING, INC. | FERTILIZE FIELDS | | 5,860.00 |
| 0000071824 | 11/03/2026 | CM REGENT LLC | NOVEMBER 2026 LIFE INSURANCE | NOVEMBER 2026 LIFE INS RETIREES | 1,785.66 |
| 0000071825 | 11/03/2026 | MADISON NATIONAL LIFE INS. CO, INC | NOVEMBER 2026 STD/LTD INSURANCE | | 4,973.68 |
| 0000071826 | 11/03/2026 | MYERS TRANSPORTATION | ATHLETIC TRANSPORTATION | | 38,846.05 |
| 0000071827 | 11/05/2026 | BRIAN KUTCHAK | AUG SEPT OCT TRAVEL | | 89.38 |
| 0000071828 | 11/05/2026 | CYNTHIA DUNMIRE | GAME HELP | | 927.25 |
| 0000071829 | 11/05/2026 | ERIC COX | GAME HELP | | 227.25 |
| 0000071830 | 11/05/2026 | JODI BEECH | REIMBURSEMENT SUPPLIES MTG | | 30.00 |
| 0000071831 | 11/05/2026 | MATT SMITH | PRINCIPAL FACULTY MEETING | | 111.64 |
| 0000071832 | 11/05/2026 | ROBERT PENCAK | GAME HELP | | 90.90 |
| 0000071833 | 11/06/2026 | ADVANTAGE SPORT & FITNESS INC | KAEF AND HIGHMARK GRANT PURCHASE | | 2,915.00 |
| 0000071834 | 11/06/2026 | AG PARTS WORLDWIDE, INC | TECH SUPPLIES | | 2,086.85 |
| 0000071835 | 11/06/2026 | ALLEGHENY INTERMEDIATE UNIT | PROFESSIONAL SERVICES | | 95.94 |
| 0000071836 | 11/06/2026 | ALLEGHENY TOWNSHIP | SAFETY & SECURITY SERVICES | | 28,091.97 |
| 0000071837 | 11/06/2026 | AMAZON CAPITAL SERVICES | ACCESS - GENERAL SUPPLIES - EL | | 619.97 |
| 0000071838 | 11/06/2026 | ARTMAN EQUIPMENT INC | 2 TIRES FOR UPPER | | 229.84 |
| 0000071839 | 11/06/2026 | B & R POOLS AND SWIM SHOP | WEEKLY PRIMARY SAMPLE | | 152.00 |
| 0000071840 | 11/06/2026 | BANKOSH SANITATION | GARBAGE | | 3,205.23 |
| 0000071841 | 11/06/2026 | BOROUGH OF VANDERGRIFT | EAST SRO | | 3,369.09 |
| 0000071842 | 11/06/2026 | CATAPULT LEARNING LLC | NONPUBLIC | | 2,592.00 |
| 0000071843 | 11/06/2026 | CENTURY SPORTS INC | FALL SPORTS SUPPLIES | | 1,709.09 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071844 | 11/06/2026 | COMCAST | PHONE LINES | | 217.78 |
| 0000071845 | 11/06/2026 | COMMUNICATIONS CONSULTING | TECH SUPPLIES | | 10,561.67 |
| 0000071846 | 11/06/2026 | COUNTRY REPORTS | LIBRARY SUBSCRIPTIONS | | 125.00 |
| 0000071847 | 11/06/2026 | D.H. BERTENTHAL & SONS | OP/MAINT - GENERAL SUPPLIES | OP/MAINT-SUPPLIES - UPPER ELEM | 2,608.40 |
| 0000071848 | 11/06/2026 | DECKER INC. SCHOOL FIX | CAFE SEAT COVERS | | 157.29 |
| 0000071849 | 11/06/2026 | DILLON MCCANDLESS KING COULTER & GRAHAM, LLP | LEGAL SERVICE | | 3,285.00 |
| 0000071850 | 11/06/2026 | DIRECT ENERGY BUSINESS | ELECTRICITY | | 22,107.49 |
| 0000071851 | 11/06/2026 | FAMILY COUNSELING CENTER OF ARMSTRONG COUNTY | LPS - SECONDARY | | 2,650.00 |
| 0000071852 | 11/06/2026 | FAMOUS ENTERPRISES | NORTH PRIMARY LIBRARY | | 145.00 |
| 0000071853 | 11/06/2026 | FIBER ASSETCO LLC dba ZAYO | INTERNET | | 1,000.00 |
| 0000071854 | 11/06/2026 | GRECO GAS | CARBON DIOXIDE | POWERADE WRESTLING TOURNAMENT | 234.73 |
| 0000071855 | 11/06/2026 | GRESHAM PETROLEUM COMPANY | BUSSING FUEL | | 58,713.44 |
| 0000071856 | 11/06/2026 | HC GLOBAL | SAFETY SUPPLIES | | 2,959.15 |
| 0000071857 | 11/06/2026 | INNERSIGHT | MENTAL HEALTH COUNSELING NOVEMBER | | 15,800.00 |
| 0000071858 | 11/06/2026 | ITURITY LLC | CHROMEBOOK BOARD REPAIR | | 1,076.00 |
| 0000071859 | 11/06/2026 | JACK'S AUTO PARTS | WH HAMMER | | 27.99 |
| 0000071860 | 11/06/2026 | KEYSOURCE EDUCATIONAL STAFFING | PROFESSIONAL SERVICES | | 134,166.89 |
| 0000071861 | 11/06/2026 | KOCHKA AND SON TOWING LLC | FUEL - GASOLINE | | 1,264.14 |
| 0000071862 | 11/06/2026 | LENOVO (UNITED STATES) INC | TECH SUPPLIES | | 97.21 |
| 0000071863 | 11/06/2026 | METCO SUPPLY INC. | TILES IN CHOIR HALL | | 31.25 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000071864 | 11/06/2026 | MICHAEL & JENNA JONES | PARENT TRANSPORT | | 2,327.42 |
| 0000071865 | 11/06/2026 | MURPHY'S MUSIC CENTER | SUMMER REPAIRS | MUSIC SUPPLIES-SECONDARY | 2,981.71 |
| 0000071866 | 11/06/2026 | MURRAY AUTOMOTIVE ELECTRIC | TRANSPORTATION | | 313.63 |
| 0000071867 | 11/06/2026 | NCS PEARSON INC | OLSAT8 DIGITAL | ASSESSMENTS | 4,239.76 |
| 0000071868 | 11/06/2026 | NORTHERN WESTMORELAND CTC | 2026-2027 MEMBER DISTRICT TUITION FOR NWCTC PROGRAMS | SUPPLIES - COMP ED | 156,591.77 |
| 0000071869 | 11/06/2026 | ORKIN COMMERICAL SERVICES | BEES CENTRAL | | 1,200.00 |
| 0000071870 | 11/06/2026 | OTIS ELEVATOR COMPANY | HS ELEVATOR REPAIR | | 862.00 |
| 0000071871 | 11/06/2026 | PEOPLES GAS COMPANY LLC | NATURAL GAS | | 582.16 |
| 0000071872 | 11/06/2026 | PEOPLES NATURAL GAS | NATURAL GAS | | 3,985.88 |
| 0000071873 | 11/06/2026 | PERMA-BOUND | NORTH LIBRARY BOOKS | UPPER LIBRARY BOOKS | 520.99 |
| 0000071874 | 11/06/2026 | POWERADE WRESTLING TOURNAMENT | POWERADE GIRLS WRESTLING TOURNAMENT | | 800.00 |
| 0000071875 | 11/06/2026 | PRAC HOLDINGS, INC | OTHER SUPPORT SERVICES - PROFE | | 4,000.00 |
| 0000071876 | 11/06/2026 | RIDDELL ALL AMERICAN SPORTS | ATHLETICS - VARSITY - FOOTBALL | | 652.73 |
| 0000071877 | 11/06/2026 | RiP USA, INC | SECURITY GUARD | SAFETY & SECURITY SERVICES | 7,235.88 |
| 0000071878 | 11/06/2026 | SCHAEDLER YESCO DISTRIBUTION INC. | HS DELAY CURRENT FUSE STRAP DRIVER | | 245.58 |
| 0000071879 | 11/06/2026 | SCHINDLER ELEVATOR CORP. | CONTRACTED REPAIR/MAINT SERVIC | | 1,497.20 |
| 0000071880 | 11/06/2026 | SHANK WASTE SERVICE, INC | HS DUMPSTER 11 DAYS | | 110.00 |
| 0000071881 | 11/06/2026 | SPORTSMANS | ATHLETICS - VARSITY - FOOTBALL | | 23.90 |
| 0000071882 | 11/06/2026 | STANFORD HOME CENTER | OP/MAINT-SUPPLIES - HIGH SCHOO | | 284.22 |
| 0000071883 | 11/06/2026 | STILLIONS IT CONSULTING, LLC | TECH SUPPLIES | | 1,325.00 |
| 0000071884 | 11/06/2026 | THE MAP SHOP LLC | GENERAL SUPPLIES-SOCIAL STUDIES-PULLDOWN MAPS | | 1,399.98 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount | |
|---|---|---|---|---|---|---|
| 0000071885 | 11/06/2026 | THE WATSON INSTITUTE | TUITION | | 11,609.85 | |
| 0000071886 | 11/06/2026 | TOSHIBA FINANCIAL SERVICES | COPIER LEASE | | 7,341.66 | |
| 0000071887 | 11/06/2026 | TYLER TECHNOLOGIES | TRANSPORTATION EQUIPMENT | PUPIL TRANSPORTATION - SUPPLIES | 2,185.11 | |
| 0000071888 | 11/06/2026 | W.W. REARICK CO INC | NEW WH WATER LINE PARTS | | 1,417.87 | |
| 0000071889 | 11/06/2026 | WASHINGTON TOWNSHIP | SRO SOUTH AND UPPER | | 16,095.54 | |
| 0000071890 | 11/06/2026 | WEST PENN POWER | ELECTRICITY | | 50,847.74 | |
| 0000071891 | 11/06/2026 | WESTMORELAND CO CHAMBER OF COMMERCE | PROF MEMBERSHIP | | 330.00 | |
| 0000071892 | 11/06/2026 | WESTMORELAND I.U. | PROFESSIONAL SERVICES | | 18,547.88 | |
| D000000150 | 10/15/2026 | KISKI AREA EDUCATION FOUNDATION | DED: KAEF - Full Payroll Pay Date: 10/15/2026 | | 459.00 | *D* |
| D000000151 | 10/15/2026 | UNITED WAY - WESTMORELAND CO | DED: UNFD - Full Payroll Pay Date: 10/15/2026 | | 3.00 | *D* |
| D000000152 | 10/21/2026 | ALESHA LINDO | COLLEGE COURSE REIMBURSEMENT | | 1,929.30 | *D* |
| D000000153 | 10/21/2026 | DALTON HAMM | OCTOBER MILEAGE | | 46.98 | *D* |
| D000000154 | 10/21/2026 | JAMES L CHRISTIE JR | OCTOBER MILEAGE | | 49.30 | *D* |
| D000000155 | 10/21/2026 | JENNIFER MCAFEE | OCTOBER 2026 | | 56.99 | *D* |
| D000000156 | 10/21/2026 | JOHN D GUZZIE | OCTOBER MILEAGE | | 179.80 | *D* |
| D000000157 | 10/21/2026 | MALINDA VALENTI | GRANT INCENTIVE PAYMENT | | 140.00 | *D* |
| D000000158 | 10/21/2026 | TYLER ODRECHOWSKI | OCTOBER MILEAGE | | 49.30 | *D* |
| D000000159 | 10/21/2026 | VINCENT J SMITH | SEPT MILEAGE | | 52.78 | *D* |
| D000000160 | 10/21/2026 | ZACHARY M SUSALLA | OCTOBER MILEAGE | | 49.30 | *D* |
| D000000161 | 10/28/2026 | BRADLEY J SCOTT | OCTOBER MILEAGE | | 48.64 | *D* |
| D000000162 | 10/28/2026 | CARLY HILL | REIMBURSMENT FOR THANK A POLICE OFFICER DAY | | 29.99 | *D* |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount | |
|---|---|---|---|---|---|---|
| D000000163 | 10/28/2026 | EMILY S MATHER | SEPTEMBER MILEAGE | | 50.16 | *D* |
| D000000164 | 10/28/2026 | JASON LOHR | OCTOBER MILEAGE | | 404.32 | *D* |
| D000000165 | 10/28/2026 | MORGAN SMITH | OCTOBER MILEAGE | | 48.64 | *D* |
| D000000166 | 10/28/2026 | REBEKAH STANKOWSKI | OCTOBER MILEAGE | | 35.72 | *D* |
| D000000167 | 10/28/2026 | RYAN D BRUNNER | OCTOBER MILEAGE | | 24.32 | *D* |
| D000000168 | 10/28/2026 | SANDRA M IGNOZZI | OCTOBER MILEAGE | | 48.64 | *D* |
| D000000169 | 10/28/2026 | TONYA M PACK | OCTOBER MILEAGE | REIMBURSEMENT PARKING | 64.64 | *D* |
| D000000170 | 10/28/2026 | ZACH JANKOWSKI | REIMBURSEMENT AP STATISTICS-JANKOWSKI | | 325.00 | *D* |
| D000000171 | 10/28/2026 | ZACHERY RUPERT | OCTOBER MILEAGE | | 48.64 | *D* |
| D000000172 | 10/30/2026 | KISKI AREA EDUCATION SUPPORT PROFESSIONALS | DED: DUES - Full Payroll Pay Date: 10/30/2026 | | 710.00 | *D* |
| D000000173 | 10/30/2026 | PHEPLE FCU | DED: CRUN - Full Payroll Pay Date: 10/30/2026 | DED: CRUN - Full Payroll Pay Date: 10/15/2026 | 10,668.00 | *D* |
| D000000174 | 11/05/2026 | ANGELA DUDA | OCTOBER MILEAGE | | 96.22 | *D* |
| D000000175 | 11/05/2026 | CARLY HILL | REIMBURSMENT FOR MTG | | 30.00 | *D* |
| D000000176 | 11/05/2026 | JACOB NULPH | OCTOBER MILEAGE | | 273.60 | *D* |
| D000000177 | 11/05/2026 | JESSICA MIELE | COLLEGE COURSE REIMBURSEMENT | | 1,969.00 | *D* |
| D000000178 | 11/05/2026 | JULIE SCHLESSINGER | REIMBURSEMENT OVR LUNCH SUPPLIES | | 126.74 | *D* |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** GFCK - FIRST COMMONWEALTH CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| | |
|---|---|
| **10 - GENERAL FUND** | **3,808,840.15** |
| **51 - FOOD SERVICE/CAFETERIA** | **0.00** |
| **Grand Total All Funds** | **3,808,840.15** |
| **Grand Total Credit Cards** | **0.00** |
| **Grand Total Direct Deposits** | **18,018.02** |
| **Grand Total Manual Checks** | **(2,754.01)** |
| **Grand Total Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Procurement Card Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Regular Checks** | **3,793,576.14** |
| **Grand Total Virtual Payments** | **0.00** |
| **Grand Total All Payments** | **3,808,840.15** |

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** FSCK - FOOD SERVICE CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount | |
|---|---|---|---|---|---|---|
| 0000021930 | 10/16/2026 | HERSHEY'S CREAMERY CO | SNACKS | | 2,612.76 | |
| 0000021931 | 10/16/2026 | MONTEVERDE'S INC | FFVP - SEPT | | 875.80 | |
| 0000021932 | 10/16/2026 | NICKLE'S BAKERY | SNP GROCERY | | 8,334.25 | |
| 0000021933 | 10/16/2026 | UNITED REFRIGERATION INC | REPAIR PARTS | REPLACEMENT EQUIPMENT | 2,482.35 | |
| 0000021934 | 10/19/2026 | PSEA HEALTH & WELFARE FUND | DENTAL FS | VISION FS | 311.48 | |
| 0000021935 | 10/19/2026 | WCPSHC | FOOD SERVICE | | 7,981.97 | |
| 0000021936 | 10/23/2026 | ALLEGHENY SUPPLY | CLEANING/DISPOSABLES | | 1,802.15 | |
| 0000021937 | 10/23/2026 | AMAZON CAPITAL SERVICES | FOOD SUPPLIES | | 88.90 | |
| 0000021938 | 10/23/2026 | SOLOMON'S MINI MART II | GASOLINE - VEHICLE | | 329.51 | |
| 0000021939 | 10/23/2026 | TURNER'S DAIRY FARM | SNP MILK | | 24,137.72 | |
| 0000021940 | 10/23/2026 | US FOODS INC | SPFN & SNP SEPT 2026 | | 101,528.51 | |
| 0000021942 | 10/26/2026 | LYDIA MUSSER | SEPTEMBER MILEAGE | | 38.93 | |
| 0000021943 | 10/29/2026 | FNB COMMERCIAL CREDIT CARD | FS CC PURCHASES SEPT 2026 | | 110.16 | |
| 0000021944 | 11/03/2026 | CM REGENT LLC | NOVEMBER 2026 LIFE INSURANCE FS | | 12.38 | |
| D000000004 | 10/26/2026 | JACLYN M WALKER | AUGUST MILEAGE | APRIL MILEAGE | 211.10 | *D* |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** FSCK - FOOD SERVICE CHECKING **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| | |
|---|---|
| **51 - FOOD SERVICE/CAFETERIA** | **150,857.97** |
| **Grand Total All Funds** | **150,857.97** |
| **Grand Total Credit Cards** | **0.00** |
| **Grand Total Direct Deposits** | **211.10** |
| **Grand Total Manual Checks** | **0.00** |
| **Grand Total Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Procurement Card Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Regular Checks** | **150,646.87** |
| **Grand Total Virtual Payments** | **0.00** |
| **Grand Total All Payments** | **150,857.97** |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** CAPC - CAPITAL PROJECT CHECKING ACCOUNT **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| Payment # | Paymnt Dt | Vendor Name | Description Of Purchase | Description Of Purchase | Amount |
|---|---|---|---|---|---|
| 0000001139 | 10/14/2026 | FBS9 CONSTRUCTION LLC | LABOR-HS | LABOR HS | 25,215.00 |
| 0000001140 | 10/14/2026 | GOOD VIEW METALS | CEILING LINER PANEL | POLEBARN PANEL-WALLS | 31,420.05 |
| 0000001141 | 10/28/2026 | ADAMIK PLUMBING | FLOOR TUBING DESIGN VENTS GASLINE MATERIALS | | 12,934.36 |
| 0000001142 | 10/28/2026 | FBS9 CONSTRUCTION LLC | LABOR BUILDING & FASCIA | | 16,487.00 |
| 0000001143 | 10/28/2026 | FLUMAN METAL WORKS LLC | FILL DIRT, MANLIFT RENTAL | GAS LINE EXCAVATION | 16,484.00 |
| 0000001144 | 11/02/2026 | 2 KREW, INC | NEW STORAGE BLDG | | 23,634.50 |
| 0000001145 | 11/02/2026 | ADVANTAGE SPORT & FITNESS INC | ESCAPE VERT-MINI | | 274.00 |
| 0000001146 | 11/02/2026 | APPLE INC | TECH SUPPLIES | | 2,299.00 |
| 0000001147 | 11/02/2026 | QUALITY SERVICES INC | POST CONSTRUCTION CLEAN UP | | 0.00 |
| 0000001148 | 11/02/2026 | TUCKER ARENSBERG, PC | LEGAL SERVICE | | 1,054.50 |
| 0000001149 | 11/02/2026 | QUALITY SERVICES INC | POST CONSTRUCTION CLEAN UP | | 27,500.00 |
| 0000001150 | 11/04/2026 | FBS9 CONSTRUCTION LLC | LABOR AND DUMPSTERS POLE BUILDING | | 17,100.00 |
| 0000001151 | 11/04/2026 | KISKI VALLEY ELECTRIC, INC | MOBILIZATION/START UP ELECTRICAL SERVICE POLE BUILDING | | 10,000.00 |

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

# FUND ACCOUNTING PAYMENT SUMMARY

**Bank Account:** CAPC - CAPITAL PROJECT CHECKING ACCOUNT **Payment Dates:** 10/14/2026 - 11/06/2026

**Payment Categories:** Regular Checks, Direct Deposits, Manual Checks, Procurement Cards, Credit Cards
**Sort**: **Payment Number**

| | |
|---|---|
| **39 - CAPITAL PROJECT FUND** | **184,402.41** |
| **Grand Total All Funds** | **184,402.41** |
| **Grand Total Credit Cards** | **0.00** |
| **Grand Total Direct Deposits** | **0.00** |
| **Grand Total Manual Checks** | **(27,500.00)** |
| **Grand Total Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Procurement Card Other Disbursement Non-negotiables** | **0.00** |
| **Grand Total Regular Checks** | **211,902.41** |
| **Grand Total Virtual Payments** | **0.00** |
| **Grand Total All Payments** | **184,402.41** |

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




# Kiski Area Booster Organization

## Guidelines & Annual Compliance Form

ATHLETICS • ARTS • ACTIVITIES

KISKI AREA SCHOOL DISTRICT

**I. Purpose, Authority, and Recognition..... 1**
Recognition of Booster Organizations..... 2
**II. Organization, Governance, and Officer Responsibilities..... 2**
Constitution and Bylaws..... 3
Officers and Leadership..... 3
Role of the Coach, Advisor, or Sponsor..... 4
Meetings, Agendas, and Minutes..... 5
Officer Transitions..... 5
**III. Regulatory Standards..... 6**
**IV. Financial Management, Recordkeeping, and Reporting..... 6**
Banking and Account Management..... 6
Cash Handling Procedures..... 6
Transaction Records and Documentation..... 7
Reimbursements and Payments..... 7
Financial Records and Retention..... 7
Financial Reporting..... 8
Annual Financial Reporting to the District..... 8
Financial Reserves and Accumulated Balances..... 9
Internal Financial Review..... 9
**V. Fundraising Activities..... 9**
Coordination and Approval..... 10
Purpose of Fundraising..... 10
Fundraising Calendar and Community Coordination..... 10
Online Fundraising and Crowdfunding..... 11
Prohibited or Inappropriate Fundraising Practices..... 11
**VI. Purchases, Donations, and Capital Improvements..... 12**
Routine Program Purchases..... 12
Purchases Requiring Prior District Approval..... 12
Capital Improvements and Facility Projects..... 13
**VII. Student and Family Participation..... 14**
Voluntary Family Participation..... 14
Fundraising Participation..... 14
Fundraising Buyouts..... 15
Dues, Fees, and Optional Purchases..... 15
Student and Family Treatment..... 15
Financial Hardship and Equal Access..... 16
Booster Sponsored Student Activities..... 16
**VIII. Student Recognition and Awards..... 17**
**IX. Booster Collaboration..... 17**
Cooperation..... 17

Respect for Program Differences....18
Communication and Resolution of Concerns.... 19
**X. Social Media, Communication, Branding, and Public Representation.... 19**
Social Media.... 19
Communication....20
Communication with Students.... 20
Name, Logos, Mascot, and Branding.... 21
Concerns, Corrections, and Account Access.... 21
**XI. Required Annual Documentation.... 22**
1. Officer and Contact Information....22
2. Constitution and Bylaws.... 22
3. Annual Financial Report.... 23
4. Projected Budget.... 23
5. Annual Activity Report.... 23
6. Proposed Fundraising Activities.... 24
7. Significant Purchases, Donations, and Projects....24
8. Annual Affirmations....25
9. Coach, Advisor, Director, or Sponsor Acknowledgment.... 25
**XII. Compliance Concerns and Corrective Action....25**
Examples of Compliance Concerns....26
Initial Communication and Informal Resolution.... 26
Written Notice and Corrective-Action Plan.... 27
Temporary Restrictions....27
Financial Concerns....28
Leadership or Governance Concerns....28
Suspension or Revocation of Recognition....29
Immediate Administrative Action.... 30
Restoration of Recognition or Privileges....30
District Administrative Responsibility....30
**Annual Affirmation and Signatures.... 32**
**Booster Officer Contact Information.... 33**

# Kiski Area Booster Organization Guidelines and Annual Compliance Form

Booster clubs operate as auxiliary support groups under the ultimate authority of the Kiski Area Board of School Directors, High School Principal, and Athletic Director. Official recognition of any booster organization is granted annually and may be revoked if the group fails to comply with school board policies and/or PIAA regulations.

## I. Purpose, Authority, and Recognition

Booster organizations provide valuable support to Kiski Area School District athletic, arts, activities, and other student programs. Through fundraising, volunteer service, communication, and community involvement, booster organizations help enhance opportunities and experiences for students.

Booster organizations are independent organizations that operate in support of District-sponsored programs. Although they are separate from the District for banking, tax, and organizational purposes, they are permitted to associate themselves with Kiski Area programs only through recognition by the District.

Recognition as a Kiski Area booster organization is a privilege that carries the responsibility to operate in a manner that:

- Supports the educational mission, vision, and values of the Kiski Area School District;
- Promotes the interests and well-being of all students participating in the supported program;
- Maintains appropriate communication and cooperation with District administrators, coaches, advisors, and sponsors;
- Complies with applicable laws, Board policies, District procedures, governing-organization rules, and these guidelines;
- Protects the reputation, name, logos, facilities, and resources of the Kiski Area School District; and
- Maintains sound governance, financial accountability, and responsible organizational practices.

Booster organizations do not direct or control District programs. Decisions involving student participation, team or activity membership, coaching or instructional matters, playing time, student discipline, personnel, scheduling, program administration, and the use of District facilities remain under the authority of the District and its designated employees.

The Kiski Area Board of School Directors and District administration retain final authority over all District-sponsored programs and activities. The appropriate District administrator may review booster organization activities, records, communications, fundraising efforts, purchases, and proposed projects to ensure compliance with District expectations.

**Recognition of Booster Organizations**

Each booster organization must be approved by the District. Recognition shall be based upon the organization's submission of all required documentation and its continued compliance with:

- Board policies and District administrative procedures;
- Annual affirmation of these booster organization guidelines;
- Applicable federal, state, and local laws;
- PIAA requirements, when applicable; and
- Rules of any other governing organization associated with the supported program.

Recognition authorizes a booster organization to identify itself as supporting a Kiski Area program and, with appropriate approval, to use District facilities, names, logos, and communication channels.

Recognition does not authorize a booster organization to:

- Act as an agent of the District;
- Enter into agreements on behalf of the District;
- Represent that its requests or decisions are District requirements;
- Direct District employees or students;
- Commit District funds or resources;
- Make purchases, improvements, or donations requiring District approval without first receiving that approval; or
- Use the District's tax-exempt identification number.

District recognition may be suspended, restricted, or revoked when a booster organization fails to submit required documentation, does not follow applicable requirements, creates a concern involving student welfare or District operations, or fails to correct an identified deficiency.

The District will make reasonable efforts to address concerns collaboratively and provide booster organizations with an opportunity to correct deficiencies when circumstances permit. More serious concerns involving student safety, financial management, legal compliance, or misuse of the District's name, facilities, or resources may require immediate administrative action.

## II. Organization, Governance, and Officer Responsibilities

Booster organizations must maintain an organizational structure that promotes accountability, transparency, continuity, and responsible decision-making. Each organization will elect officers and operate according to its bylaws. Bylaws must be consistent with Board policies, District procedures, these guidelines, and any applicable laws or governing organization requirements. Any revised bylaws must be submitted annually.

**Constitution and Bylaws**

At a minimum, bylaws should establish:

- The official name and purpose of the organization;
- Membership eligibility and voting rights;
- Officer positions, duties, terms, election procedures, and applicable term limits;
- Procedure for filling officer vacancies;
- Meeting requirements and voting procedures;
- Procedure for amending bylaws;
- Procedures for officer transition and transfer of records; and
- Procedures for dissolution of the organization and disposition of remaining assets.

**Officers and Leadership**

Each booster organization should maintain, at a minimum, the following officer positions:

- President;
- Vice President;
- Secretary; and
- Treasurer.

Organizations may establish additional officer or committee positions as permitted by their bylaws.

The president of a booster organization may serve no more than five (5) consecutive years in that position. After reaching the five-year consecutive limit, the individual must step down from the office of president for at least one full officer term before again being eligible to serve as president. Nothing in this provision prevents the individual from remaining involved in the booster organization or serving in another officer or committee position, provided such service is consistent with the organization's bylaws.

For purposes of this term limit, the first year of service shall begin with the first full officer term that starts after these guidelines take effect; service completed prior to the effective date of these guidelines shall not count toward the five-year consecutive limit.

On most occasions, the offices of president and treasurer should not be held by the same individual. However, for smaller booster organizations, the same individual may serve in two roles. For example, a person may occupy the secretary and treasurer position. Members of the same immediate household should not simultaneously serve as president and treasurer or otherwise hold positions that would compromise appropriate financial oversight.

Each officer shall:

- Act in the best interests of the organization and the students it supports;
- Perform the duties assigned through the organization's bylaws;
- Exercise reasonable care and sound judgment;
- Protect organizational funds, records, and property;
- Avoid using the position for personal benefit;
- Disclose potential conflicts of interest;
- Maintain appropriate communication with members and District representatives; and
- Support decisions made through established organizational procedures.

**Role of the Coach, Advisor, or Sponsor**

Each recognized booster organization supports a District-sponsored program under the direction of the coach, advisor, director, or sponsor assigned by the District. The coach, advisor, director, or sponsor serves as the primary connection between the District program and the booster organization.

The coach, advisor, director, or sponsor is responsible for:

- Communicating the goals, needs, priorities, and anticipated activities of the program;
- Providing direction regarding how booster support can most effectively benefit students and the program;
- Reviewing and approving proposed fundraising activities, purchases, donations, recognition activities, travel, apparel, events, and communications before they are presented for final District approval, when required;
- Ensuring that booster activities are consistent with the educational purpose, philosophy, and expectations of the program;
- Coordinating booster activities with the program calendar and District operations;
- Communicating applicable District, league, association, conference, or governing-organization requirements;
- Helping distinguish between District requirements, program needs, booster requests, and optional family purchases; and
- Bringing concerns involving booster operations or activities to the attention of the appropriate District administrator.

Booster organizations shall not establish program priorities, make commitments on behalf of the program, or undertake activities affecting students or District operations without coordination with the coach, advisor, director, or sponsor.

A coach, advisor, director, or sponsor shall not serve as president, vice president, secretary, or treasurer of the booster organization affiliated with the program they supervise. They shall not serve as the primary signer on the organization's bank

account, independently authorize the expenditure of booster funds, or maintain sole control of booster financial records.

**Meetings, Agendas, and Minutes**

Booster organizations shall conduct regular meetings in accordance with their bylaws.

Meetings should be open to the parents and guardians of students participating in the supported program and to other eligible members as defined by the organization's bylaws.

Organizations shall:

- Provide reasonable notice of regular meetings;
- Publish or distribute an agenda when practical;
- Maintain written minutes of each official meeting;
- Record motions, approvals, and voting results;
- Include the treasurer's financial report in the meeting record;
- Document approval of significant purchases, contracts, donations, or fundraising activities; and
- Retain approved minutes as part of the organization's permanent records.

**Officer Transitions**

Outgoing officers shall transfer all organizational property and records to their successors promptly following the election or appointment of new officers.

Transferred materials shall include, as applicable:

- Bylaws and organizational records;
- Meeting agendas and minutes;
- Financial records and reports;
- Bank and payment-processing information;
- Tax records and filings;
- Contracts and vendor information;
- Fundraising records;
- Licenses and permits;
- Passwords and account-access information;
- Social media and communication account access;
- Inventory and property records; and
- Pending obligations or unfinished business.

No outgoing officer may retain control of booster funds, records, accounts, passwords, equipment, or other organizational property after leaving office.

The organization shall notify the appropriate District administrator of changes in officers or primary contacts within a reasonable period of time.

## III. Regulatory Standards

- PIAA Amateur Status (Article II): Student-athletes are prohibited from receiving cash, gift cards, or excessive merchandise as awards. All gifts must be symbolic and modest in value (Kiski Area recommends gifts not exceeding $250 per athlete per season.)
- Title IX Equity: District administration monitors booster spending across male and female athletic programs to prevent disparities in equipment, travel, or facilities that could create federal Title IX compliance issues.
- Pennsylvania Small Games of Chance (SGOC) Act: All raffles, 50/50 drawings, or lotteries conducted by booster groups must comply with PA law and operate under a valid Westmoreland County SGOC license.

## IV. Financial Management, Recordkeeping, and Reporting

Booster organizations are responsible for maintaining accurate financial records and appropriate controls to ensure the funds are properly received, deposited, documented, approved, and disbursed.

### Banking and Account Management

- Each booster organization must maintain an independent bank account under its own Federal Employer Identification Number (EIN).
- Booster organizations may not use the Kiski Area School District's tax-exempt number for independent banking or purchases
- Sponsors or head coaches shall not serve as the primary signer on a booster organization's bank account for the activity or program to which they are affiliated
- All disbursements shall require the approval of two authorized officers

### Cash Handling Procedures

- Whenever possible, booster organizations should use:
    - Checks which require two (2) signatories
    - Traceable electronic payments
    - Online registration or payment systems
    - Other payment methods that create a clear financial record
- When cash must be collected, the minimum procedures should include:
    - Two adults are responsible for counting the money
    - A written collection record
    - Receipts when appropriate
    - The names/initials of individuals who counted money

  - A prompt deposit of all funds
  - Reconciliation of the collection record with the deposit
  - Prohibition against using collected cash to directly pay expenses before a deposit is made

**Transaction Records and Documentation**

- The treasurer is responsible for ensuring that all funds received and expended by the booster organization are properly accounted for.
- The treasurer should be bonded by the Booster Organization
- All receipts should be recorded in a receipt register, and all disbursements should be recorded in a check or disbursement register.
- Each transaction must be supported by appropriate documentation, such as receipts, invoices, approved check requests, deposit records, or event proceeds forms.
- Booster organizations should avoid cash withdrawals and payments whenever reasonably possible. Payments should be made through a method that creates a clear and reviewable financial record.

**Reimbursements and Payments**

Reimbursements should be made only after the booster organization receives appropriate supporting documentation.

Reimbursement requests should include:

- The date and purpose of the expense;
- An itemized receipt or invoice;
- Identification of the program or activity supported; and
- Approval in accordance with the organization's financial procedures.

Individuals should not approve their own reimbursements.

Whenever practical, booster organizations should pay vendors directly rather than requiring individuals to make substantial purchases with personal funds.

Payments should not be issued for expenses that were not authorized, are unrelated to the organization's purpose, or were incurred without proper approval.

**Financial Records and Retention**

- Financial records must include, as applicable, bank statements, check registers, receipt registers, deposit records, invoices, receipts, meeting minutes, financial reports, tax filings, and other documents related to booster organization activities.

- Records must be maintained in an organized and secure storage location and transferred to incoming officers during leadership transitions.
- Records shall be retained in accordance with applicable legal, tax, and organizational requirements.

**Financial Reporting**

- The treasurer shall provide a financial report at each regular booster organization meeting that should include:
    - The beginning account balance;
    - Funds received since the previous report;
    - Expenditures since the previous report;
    - The current account balance;
    - Outstanding obligations;
    - Designated or restricted funds; and
    - Any significant anticipated financial activity.
    - Total revenue and expenditures

- At least one written financial report shall be presented to the general membership during each fiscal year

**Annual Financial Reporting to the District**

Each booster organization shall submit an annual financial report to the District no later than June 30 of each year.

This annual report should provide a general summary of the organization's financial activity and include:

- Beginning and ending account balances;
- Total revenue;
- Total expenditures;
- A summary of major fundraising activities;
- A summary of significant purchases, donations, or projects;
- A list of any outstanding financial obligations;
- The amount and purpose of designated or accumulated funds;
- A projected budget or summary of anticipated financial activity for the upcoming year
- Confirmation that the organization's records have been reviewed internally.

The annual report is intended to support transparency. Submission of the report does not make the district responsible for verifying every transaction or assuming oversight of the organization's financial operations. The District may request additional information when a report is incomplete, raises a concern, or identifies an activity that requires further clarification.

**Financial Reserves and Accumulated Balances**

- Booster organizations may have a legitimate reason to maintain a financial reserve, such as:
    - Future equipment purchases
    - District-approved capital project
    - Travel
    - Major program updates
    - Transition between fundraising activities

- Booster organizations shall identify the purpose of accumulated funds in their required annual financial reporting:
    - The amount of unrestricted funds
    - The purpose of any designated funds, such as a major purchase or improvement
    - Anticipated timeline for disbursement of the funds

**Internal Financial Review**

Strong booster organizations periodically review their financial records and internal controls.

A financial review should occur:

- At the conclusion of the fiscal year
- When there is a change in the treasurer
- When there is a change in booster leadership
- When financial records are incomplete or inconsistent
- When a concern is raised regarding the handling of funds; or
- When otherwise required by the organization's bylaws.

The review should be completed by those who were not primarily responsible for the transactions being reviewed. The District reserves the right to review a booster organization's financial records when necessary to verify compliance with District guidelines, but this does not replace the booster organization's responsibility to maintain sound financial practices.

## V. Fundraising Activities

Fundraising activities are an important part of a successful booster organization. Fundraising should support identified program needs, be coordinated with the coach, advisor, director, or sponsor, and be conducted in a manner that is organized, transparent, and respectful of students, families, other programs, and the community.

The District maintains the authority to prohibit any fundraising practice that is unsafe, inappropriate, misleading, disruptive, or inconsistent with District expectations.

**Coordination and Approval**

Before beginning or advertising a fundraiser, the booster organization should coordinate the activity with the appropriate coach, advisor, director, or sponsor.

Prior District approval must be obtained when a fundraiser:

- Involves District students;
- Takes place on District property;
- Uses District communication systems;
- Uses the Kiski Area name, logos, mascot, or program identity;
- Is connected to a District-sponsored event;
- Requires access to District facilities or equipment;
- Involves food preparation or sales on District property;
- Includes a raffle, drawing, 50/50, or other game of chance; or
- May create a conflict with another District activity or fundraiser.

Approval of a fundraiser does not make the District responsible for the organization's financial activity, contracts, tax obligations, permits, licenses, or recordkeeping.

**Purpose of Fundraising**

Fundraising should be connected to the approved purpose of the booster organization and the needs of the program it supports.

Booster organizations should be able to explain:

- The purpose of the fundraiser;
- How the proceeds are expected to be used;
- The students or program that will benefit;
- The anticipated timeframe;
- The approximate financial goal; and
- Any costs or commitments associated with the activity.

Fundraising should not be conducted for a purchase, project, trip, or facility improvement that has not received any required program or District approval.

**Fundraising Calendar and Community Coordination**

Booster organizations should provide a general list of anticipated fundraising activities as part of their annual documentation and communicate significant changes during the year.

Organizations should make reasonable efforts to coordinate fundraising schedules in order to:

- Avoid conflicts with District events;
- Reduce repeated requests to the same families and businesses;
- Avoid unnecessary competition among Kiski Area programs;
- Coordinate use of District facilities;
- Prevent multiple groups from conducting similar fundraisers at the same time; and
- Support positive relationships within the community.

The District may assist with scheduling and coordination when multiple organizations are planning activities that may overlap.

**Online Fundraising and Crowdfunding**

Online fundraising, crowdfunding, electronic payment platforms, and online stores should be established in the name of the booster organization rather than an individual.

The organization should ensure that:

- More than one authorized officer has access to the account;
- Funds are deposited directly into the booster organization's account;
- Transaction fees are clearly understood;
- Refunds and disputes are documented;
- Account access is transferred during officer transitions;
- The purpose of the fundraiser is accurately described; and
- The platform does not create an obligation for the District.

Personal payment accounts should not be used to collect or hold booster funds.

**Prohibited or Inappropriate Fundraising Practices**

Booster organizations shall not conduct fundraisers that:

- Are unsafe or inappropriate for students;
- Conflict with the educational mission of the District;
- Involve unlawful products or activities;
- Require students to solicit in unsafe locations or circumstances;
- Mislead families or the public;
- Interfere with instruction or District operations;
- Create an unauthorized financial obligation for the District;
- Pressure students or families to participate;
- Provide individual rewards based upon fundraising totals; or
- Damage the reputation of the program or District.

## VI. Purchases, Donations, and Capital Improvements

Booster organizations may use their funds to support approved needs of the athletic, arts, or activity program they serve. All purchases should be consistent with the organization's purpose, the priorities of the supported program, and applicable District expectations.

The coach, advisor, director, or sponsor is responsible for identifying program needs and approving proposed booster support. Booster organizations should not independently determine program priorities or purchase items for a District program without first coordinating with the appropriate coach, advisor, director, or sponsor.

### Routine Program Purchases

Routine purchases that are consistent with the established needs of the program may be made through the booster organization's normal approval process after coordination with the coach, advisor, director, or sponsor.

Examples may include:

- Program supplies;
- Recognition materials;
- Approved apparel;
- Meals or refreshments associated with an approved activity;
- Decorations or promotional materials;
- Equipment that does not require installation or District maintenance;
- Approved entry fees or activity expenses; and
- Other customary items that do not create an ongoing obligation for the District.

Routine purchases should still be properly approved, documented, and recorded in accordance with the booster organization's financial procedures.

### Purchases Requiring Prior District Approval

Prior approval from the appropriate District administrator must be obtained before a booster organization purchases, orders, installs, or commits funds toward items that may affect District property, operations, safety, technology, branding, or future costs.

Prior approval is required for:

- Equipment intended for ongoing use by a District program;
- Permanent or semi-permanent improvements;
- Items requiring installation;
- Items attached to District buildings, grounds, vehicles, or other property;
- Technology that must connect to District networks, systems, or equipment;
- Items requiring electrical, plumbing, structural, or mechanical work;

- Items with significant maintenance, inspection, repair, storage, or replacement requirements;
- Uniforms or apparel representing the District or program;
- Purchases involving the District name, logos, mascots, or other branding;
- Items that may affect insurance, liability, accessibility, or student safety;
- Purchases that create an ongoing financial or operational responsibility for the District;
- Contracts, leases, subscriptions, or recurring services; and
- Any unusual or significant purchase identified by the coach, advisor, director, sponsor, or District administrator.

Approval should be obtained before fundraising for, advertising, ordering, or promising the item.

1. The coach, advisor, director, or sponsor identifies or confirms the program need.
2. The booster organization determines whether it wishes to support the request.
3. The proposal is submitted to the appropriate District administrator.
4. The District reviews the proposal for compatibility, safety, maintenance, storage, technology, branding, equity, insurance, and operational impact.
5. Required administrative and/or Board approval is obtained.
6. The booster organization purchases or funds the approved item.
7. The item is transferred, installed, or accepted in accordance with District procedures.

**Capital Improvements and Facility Projects**

Booster organizations may not independently construct, alter, repair, decorate, landscape, or make improvements to District buildings, grounds, fields, performance spaces, classrooms, or other facilities.

Proposed capital improvements must be reviewed and approved ***before*** the booster organization:

- Begins fundraising for the project;
- Announces or promotes the project publicly;
- Obtains bids or proposals;
- Enters into an agreement with a vendor;
- Purchases materials; or
- Begins construction or installation.

All approved work must meet District standards and be completed by vendors or contractors authorized by the District when required.

## VII. Student and Family Participation

The Kiski Area School District values the support that booster organizations and families provide to athletic, arts, and activity programs. Family participation in booster activities is encouraged; however, participation in a booster organization is voluntary.

A student's access to a District or booster-sponsored program shall not depend upon whether the student's parent or guardian:

- Joins the booster organization;
- Pays booster dues;
- Participates in fundraising;
- Volunteers at events;
- Attends booster meetings;
- Makes a financial contribution;
- Purchases optional apparel, merchandise, or services; or
- Pays a fundraising buyout.

Students shall not be denied participation, recognition, playing time, performance opportunities, travel, meals, apparel, or other program benefits because their family does not participate in booster activities.

### Voluntary Family Participation

Booster organizations may invite and encourage families to:

- Attend meetings;
- Volunteer at events;
- Assist with fundraising;
- Serve on committees;
- Support special projects; and
- Participate in approved program activities.

Communications should make clear that these opportunities are voluntary unless the requirement is established by the District as part of the student program.

Booster organizations should avoid language that could reasonably cause families to believe that membership, fundraising, volunteering, or financial contributions are required for student participation.

### Fundraising Participation

Booster organizations may conduct approved fundraisers to support the overall needs of the program. Participation by students and families should be voluntary unless otherwise approved and communicated by the District.

A student shall not receive greater or lesser access to the District program based upon the amount raised by the student or family.

Booster organizations shall not:

- Track fundraising in a way that creates individual student ownership of funds;
- Credit fundraising proceeds directly to a student or family account;
- Provide benefits in proportion to the amount raised by a student or family;
- Reduce or eliminate program opportunities because a fundraising goal was not met; or
- Publicly identify or criticize families based on fundraising participation.

Fundraising proceeds belong to the booster organization and shall be used to support the organization's approved purpose and the students served by the program.

**Fundraising Buyouts**

A booster organization may offer a voluntary fundraising buyout as an alternative to participating in a specific fundraiser.

A buyout must not:

- Be presented as a District fee;
- Be required for student participation;
- Affect a student's status, opportunities, or recognition;
- Be used to pressure or embarrass a family; or
- Be treated as a debt owed to the District or program.

Communications regarding a buyout must clearly state that the payment is optional and is being requested by the booster organization rather than the District.

**Dues, Fees, and Optional Purchases**

Booster organizations shall not represent dues, merchandise, apparel, meals, travel upgrades, banquet tickets, or other optional purchases as mandatory payments required to participate in a District program or activity, unless that requirement has been approved and communicated by the District.

The inability or decision of a family not to make an optional purchase shall not affect the student's participation or standing in the program.

**Student and Family Treatment**

Students and families shall be treated respectfully and consistently, regardless of their level of booster participation or financial support.

Booster officers and members shall not:

- Retaliate against a student or family;
- Exclude a student from booster-supported opportunities;
- Attempt to influence a coach, advisor, director, or sponsor regarding a student because of booster participation;
- Use booster involvement to seek preferential treatment for a student;
- Publicly criticize or identify families who do not volunteer, fundraise, or contribute; or
- Create informal expectations that place students at a disadvantage when their families do not participate.

Concerns involving student participation, treatment, or program access should be referred to the coach, advisor, director, sponsor, or appropriate District administrator.

**Financial Hardship and Equal Access**

Booster organizations may support approved efforts to assist students experiencing financial hardship, provided that assistance is coordinated with the appropriate District representative and administered in a confidential and consistent manner.

Financial assistance should not be determined informally by individual booster officers or based upon personal relationships.

When assistance is offered, the process should:

- Protect student and family confidentiality;
- Use reasonable and consistently applied criteria;
- Avoid public identification of recipients;
- Be coordinated with the coach, advisor, director, sponsor, or appropriate District administrator; and
- Comply with applicable program and governing-organization requirements.

Booster organizations should not collect or maintain sensitive family financial information beyond what is reasonably necessary for an approved assistance process.

**Booster Sponsored Student Activities**

Booster-sponsored events involving students shall be coordinated with the coach, advisor, director, or sponsor.

Participation requirements, costs, supervision, transportation, and expectations should be clearly communicated to families in advance.

Booster-sponsored activities shall not be represented as required District activities unless they have been formally approved as part of the District program.

When an event is optional, the communication should clearly identify it as optional and explain any associated costs or expectations.

## VIII. Student Recognition and Awards

It is appropriate for booster organizations to support student recognition. Recognition must be reasonable, consistent with the program's educational purposes, and compliant with all District policies and applicable governing rules.

While booster organizations fund awards and activities, please remember:

- All student recognition and awards must be coordinated and approved in advance with the sponsor or head coach.
- The selection of recipients shall remain with the appropriate coach, advisor, director, administrator, or selection committee
- Booster officers and members should not use their positions to influence the selection of their own children or other individual students
- Awards may not be based upon a student's or family's fundraising totals, booster membership, financial contribution, volunteer participation, or ability to pay
- Cash awards, cash equivalents, compensation for participation or performance, recruiting inducements, and unapproved personal gifts are prohibited and must conform to the PIAA Constitution and Bylaws governing amateur status and permissible awards

The head coach and athletic director should review questions involving purchases that may impact amateur status or eligibility.

## IX. Booster Collaboration

### Cooperation

The Kiski Area School District Athletic Department recognizes that while individual booster clubs exist to support specific sports, all clubs represent the broader Kiski Area Cavaliers community.

- One Cavalier Community: Booster clubs operate as partners, not competitors. Clubs are encouraged to support neighboring programs through joint efforts, shared logistics, and peer mentorship. The goal is not to make every organization the same, but to ensure that each group contributes to one shared Kiski Area Community.
- Equitable Support: While fundraising efforts naturally vary by program size, booster activities must not create stark disparities that undermine the overall student-athlete experience across different sports.

- Open Communication: Officers from different booster clubs are expected to maintain open lines of communication to avoid scheduling conflicts and maximize fundraising impact within the community.

Booster organizations should communicate and coordinate with one another when activities may overlap or affect multiple programs.

Areas of coordination may include:

- Fundraising schedules;
- Community donation requests;
- Concession or event operations;
- Use of District facilities;
- Major events;
- Volunteer needs;
- Vendor relationships;
- Shared equipment or resources;
- Program calendars; and
- Districtwide initiatives.

Coordination helps reduce scheduling conflicts, repeated requests to the same families or businesses, and unnecessary competition within the community.

The appropriate District administrator will assist with coordination when multiple booster organizations plan similar activities or request access to the same resources.

**Respect for Program Differences**

Athletic, arts, and activity programs differ in size, structure, traditions, expenses, travel, equipment, performance needs, and fundraising capacity.

These differences may reasonably result in different:

- Fundraising activities;
- Annual budgets;
- Equipment needs;
- Travel expenses;
- Recognition practices;
- Volunteer structures; and
- Levels of financial support.

Consistency does not require every booster organization to raise or spend the same amount of money. It does, however, require all organizations to follow the same general expectations for transparency, student access, responsible financial practices, communication, and District coordination.

### Communication and Resolution of Concerns

Booster organizations should address concerns through direct, respectful, and appropriate communication.

When a concern involves another booster organization, the groups should first make a reasonable effort to resolve the issue through their officers and the appropriate coaches, advisors, directors, or sponsors.

When resolution cannot be reached, the concern may be referred to the appropriate District administrator.

Booster organizations should not use social media, public meetings, fundraising communications, or community channels to criticize another District program, booster organization, coach, advisor, student, or group of families.

## X. Social Media, Communication, Branding, and Public Representation

Clear, timely, and professional communication is essential to the successful operation of a booster organization. Communications should support the program, provide families with accurate information, celebrate students, and reflect positively on the Kiski Area School District community.

Booster organizations are responsible for their own communications. Booster communications do not constitute official District communications unless specifically authorized by the District.

The coach, advisor, director, or sponsor should be included in the planning and review of communications.

### Social Media

The primary goal of a booster organization's social media footprint is to celebrate student achievement, promote events/fundraisers, and to communicate positive team news while maintaining the integrity of the Kiski Area School District brand. Social media posts are to be positive and highlight the respective program. Improper use of social media is prohibited and includes, but is not limited to, the following: critiques of coaches and/or officials; posts about playing time or roster decisions; disparaging remarks targeting rival schools or their athletes; or other unsportsmanlike messages.

A booster organization may maintain approved social media accounts to:

- Celebrate student and program accomplishments;
- Promote approved events and fundraisers;
- Share volunteer opportunities;
- Recognize community support;

- Communicate positive program news; and
- Strengthen connections among students, families, alumni, and the community.

Each booster organization should designate at least one adult officer or an approved volunteer responsible for managing its social media accounts.

Account access should:

- Be maintained by more than one authorized adult;
- Be connected to the organization rather than one individual's personal identity when practical;
- Be transferred promptly when officers or account managers change;
- Use secure passwords and account-recovery information; and
- Be included in the organization's officer-transition records.

Students should not be responsible for posting to or managing an official booster organization account.

**Communication**

Communication is an essential part of booster operations to share information about upcoming events, fundraising opportunities, and to highlight the program they are supporting. Communications should be professional, positive, and focused on the activities of the respective booster group. Coaches and advisors should review all communications involving fees, fundraising expectations, camps, travel, apparel, or student participation prior to distribution.

Every communication distributed by booster organizations should clearly distinguish between:

- District requirements
- Booster organization requests
- Optional purchases
- Voluntary fundraising and parent participation

Families should never receive communications that make a booster request appear to be a District mandate. The District is committed to budgeting and supporting programs with the necessary equipment and uniforms that comply with each respective sport or activity's rules and regulations.

**Communication with Students**

Booster communications should be directed to parents and guardians rather than sent privately to individual students.

Booster officers and volunteers should not:

- Use private or disappearing-message platforms to communicate individually with students;
- Engage in communications that are personal or unrelated to the supported program;
- Request confidential student or family information;
- Discuss another student's participation, performance, conduct, or family circumstances; or
- Represent themselves as speaking for the coach, advisor, director, sponsor, or District unless authorized.

**Name, Logos, Mascot, and Branding**

The Kiski Area School District name and athletic logos may only be used for approved promotional purposes and must not be altered, modified, or combined with third-party logos without prior Athletic Director approval.

Recognized booster organizations may identify themselves as supporters of an approved Kiski Area athletic, arts, or activity program.

Use of the Kiski Area name, Cavalier identity, logos, mascots, program marks, and other District branding must be consistent with District expectations.

District logos and marks should not be altered, distorted, recolored, or used in a way that could reflect negatively on the District or create confusion regarding sponsorship.

Recognition by the District does not transfer ownership of District names, logos, mascots, or other intellectual property to the booster organization.

**Concerns, Corrections, and Account Access**

Concerns regarding booster communications should first be addressed with the booster organization's officers and the coach, advisor, director, or sponsor.

The District may request that a booster organization correct, clarify, or remove a communication that:

- Contains inaccurate information;
- Creates confusion regarding a District requirement;
- Violates student privacy;
- Misuses the District's name or branding;
- Interferes with District operations;
- Conflicts with these guidelines; or
- Creates a concern for students, families, employees, or the District.

Failure to address a communication concern may affect the organization's continued recognition or permission to use District names, logos, facilities, or communication channels.

## XI. Required Annual Documentation

Each booster organization shall submit the required annual documentation to the appropriate District administrator by **June 30** of each year.

The purpose of this documentation is to maintain current contact information, provide a general understanding of the organization's activities and financial position, and confirm continued recognition as an approved Kiski Area booster organization.

Submission and review of these materials do not make the District responsible for the booster organization's finances, tax obligations, legal status, or internal operations.

### 1. Officer and Contact Information

Each booster organization shall submit a current list of officers that includes:

- Name of the booster organization;
- Program supported;
- Officer names and positions;
- Telephone numbers;
- Email addresses; and
- The organization's primary mailing address, when applicable.

The organization shall notify the appropriate District administrator within a reasonable period of time when an officer or primary contact changes during the year.

### 2. Constitution and Bylaws

Each booster organization shall maintain a current constitution and/or bylaws.

A copy shall be submitted:

- When the organization first applies for District recognition;
- When the constitution or bylaws are amended;
- When requested as part of a District review; or
- When necessary to clarify the organization's governance or procedures.

Organizations do not need to resubmit unchanged bylaws each year, but should confirm annually that the version on file remains current.

**3. Annual Financial Report**

Each booster organization shall submit an annual financial report consistent with these guidelines.

The report shall include:

- Beginning account balance;
- Ending account balance;
- Total revenue;
- Total expenditures;
- A summary of major fundraising activities;
- A summary of significant purchases, donations, or projects;
- A list of outstanding financial obligations;
- The amount and purpose of any designated or accumulated funds; and
- Confirmation that the organization completed an internal review of its financial records.

The District's receipt of the annual financial report does not constitute an audit, certification, or approval of the organization's financial records.

**4. Projected Budget**

Each booster organization shall provide a projected budget or general financial plan for the upcoming year.

The projected budget should identify ***anticipated***:

- Fundraising revenue;
- Routine operating expenses;
- Program support;
- Student recognition activities;
- Equipment or apparel purchases;
- Travel or event expenses;
- Major projects or donations; and
- Use of accumulated or designated funds.

The projected budget is intended to support planning and communication. It does not prevent the organization from adjusting its plans during the year through its normal approval process and appropriate coordination with the coach, advisor, director, or sponsor.

**5. Annual Activity Report**

Each booster organization shall provide a ***brief*** annual activity report that summarizes:

- Major activities conducted during the previous year;
- Fundraising events completed;
- Significant purchases, donations, or projects;
- Student recognition or program-support activities;
- Joint activities completed with other booster organizations; and
- Activities generally planned for the upcoming year.

The report is intended to provide an overview rather than a detailed accounting of every meeting or activity.

**6. Proposed Fundraising Activities**

Each booster organization should provide a general list of anticipated fundraising activities for the upcoming year.

The list should include, when known:

- Type of fundraiser;
- Approximate timeframe;
- Location;
- Whether students will participate;
- Whether District facilities will be requested; and
- Whether the activity involves raffles, drawings, or other games of chance.

Submission of the anticipated fundraising list does not replace any separate approval required for a particular event, use of District facilities, or activity involving students.

**7. Significant Purchases, Donations, and Projects**

If applicable, the annual documentation should identify any significant purchase, donation, equipment request, facility improvement, or other major project being considered for the upcoming year.

The organization should provide a ***general*** description of:

- The identified program need;
- The anticipated cost;
- The intended source of funding;
- The expected timeline; and
- Any anticipated impact on District facilities, technology, maintenance, storage, insurance, or operations.

Listing a project in the annual documentation does not constitute District approval. The organization must follow the review and approval process outlined in Section VI before fundraising for, purchasing, promising, or beginning a significant project.

**8. Annual Affirmations**

Each booster organization shall complete and sign the annual affirmations included at the end of these guidelines.

The affirmations should confirm that the organization:

- Has reviewed the current booster guidelines;
- Maintains current officer and contact information;
- Maintains financial records and internal controls;
- Has submitted the required annual financial and activity reports;
- Understands that student and family booster participation is voluntary;
- Will coordinate program-related activities with the coach, advisor, director, or sponsor;
- Will obtain approval before significant purchases, donations, or facility projects;
- Will follow applicable requirements for fundraising and games of chance;
- Will distinguish booster requests from District requirements; and
- Will use the District's name, logos, facilities, and resources only as approved.

The president and treasurer should sign the annual affirmations on behalf of the organization.

**9. Coach, Advisor, Director, or Sponsor Acknowledgment**

The coach, advisor, director, or sponsor should review the organization's:

- Officer roster;
- General activity plan;
- Projected budget;
- Anticipated fundraising activities; and
- Proposed significant purchases or projects.

Their acknowledgment confirms that the organization's general plans have been coordinated with the supported program. It does not make the coach, advisor, director, sponsor, or District responsible for the booster organization's finances or internal governance.

## XII. Compliance Concerns and Corrective Action

Booster organizations provide valuable support to Kiski Area athletic, arts, and activity programs. Most concerns can be resolved through clear communication, clarification of expectations, and reasonable corrective action.

When a concern arises, the District will generally work with the booster organization, its officers, and the appropriate coach, advisor, director, or sponsor to understand the issue and identify an appropriate resolution.

Corrective action will be based upon the nature, severity, frequency, and potential impact of the concern. The District may adjust or accelerate the process when necessary to protect students, funds, District property, program operations, or the reputation of the District.

**Examples of Compliance Concerns**

Concerns may include, but are not limited to:

- Failure to submit required annual documentation;
- Incomplete or inaccurate financial reports;
- Failure to maintain appropriate financial records or internal controls;
- Use of booster funds for an unauthorized or unrelated purpose;
- Significant purchases or projects undertaken without required approval;
- Fundraising activities conducted without appropriate coordination or approval;
- Misrepresentation of booster requests as District requirements;
- Conditioning student opportunities or benefits upon fundraising, volunteering, dues, or family participation;
- Inappropriate communication or social media activity;
- Misuse of the District's name, logos, facilities, or resources;
- Failure to follow the direction of the coach, advisor, director, sponsor, or appropriate District administrator regarding program matters;
- Conduct that creates conflict, disruption, or reputational harm;
- Failure to follow applicable governing-organization requirements;
- Refusal to provide reasonably requested information; or
- Failure to correct a previously identified concern.

A disagreement, isolated mistake, or minor procedural error will not automatically result in suspension or loss of recognition. The District will consider the circumstances and the organization's willingness to address the concern.

**Initial Communication and Informal Resolution**

When appropriate, the District will first communicate the concern informally to the booster organization's president or other appropriate officer.

The purpose of the initial communication is to:

- Clarify the concern;
- Review the applicable guideline or expectation;
- Gather relevant information;
- Identify any misunderstanding;
- Determine whether immediate correction is possible; and
- Establish reasonable next steps.

The coach, advisor, director, or sponsor may be included when the concern involves program priorities, student activities, communication, purchases, recognition, or other matters connected to the supported program.

Minor concerns may be considered resolved once the organization provides clarification or completes the requested corrective action.

**Written Notice and Corrective-Action Plan**

If a concern is significant, repeated, unresolved, or requires formal documentation, the appropriate District administrator may issue a written notice to the booster organization.

The written notice should identify:

- The nature of the concern;
- The guideline, procedure, or expectation involved;
- Any information or records that must be provided;
- The corrective action required;
- The individual responsible for District follow-up; and
- A reasonable timeline for response or correction.

Depending upon the concern, the booster organization may be asked to prepare a corrective-action plan describing:

- The steps the organization will take;
- The officers responsible for implementation;
- Any changes to procedures or internal controls;
- The anticipated completion date; and
- How the organization will prevent the concern from recurring.

The District may provide guidance regarding the expected result but will not assume responsibility for operating the booster organization or completing its corrective action.

**Temporary Restrictions**

When necessary, the District may temporarily restrict specific booster privileges while a concern is reviewed or corrected.

Temporary restrictions may include:

- Suspension of a particular fundraiser;
- Suspension of fundraising activities generally;
- Restriction of access to District facilities;
- Restriction of the use of District names, logos, or communication channels;
- Suspension of a proposed purchase, project, event, or donation;
- A requirement that communications receive prior review;

- A requirement to provide specified financial or organizational records;
- A requirement to complete an internal financial review; or
- Temporary suspension of District recognition.

Restrictions should be reasonably related to the concern and remain in place only as long as necessary to complete the review or corrective action.

Whenever practical, restrictions should be kept to a minimum so that unrelated booster activities may continue.

**Financial Concerns**

When a concern involves the receipt, expenditure, documentation, or control of booster funds, the District may request financial records reasonably related to the concern.

Requested records may include:

- Bank statements;
- Check or disbursement registers;
- Deposit records;
- Receipts and invoices;
- Treasurer reports;
- Meeting minutes;
- Fundraising reports;
- Reimbursement records; and
- Documentation of officer approvals.

The District may require the booster organization to complete an independent internal review or obtain assistance from an appropriate financial professional.

A District review of records does not constitute an audit or transfer responsibility for the organization's finances to the District.

When there is a reasonable concern regarding missing funds, fraud, theft, or intentional misrepresentation, the District may refer the matter to the organization's bank, insurer, legal counsel, law enforcement, or another appropriate authority.

**Leadership or Governance Concerns**

When a concern results from the actions of a particular officer or from a breakdown in organizational governance, the District may request that the booster organization address the matter through its bylaws.

Corrective action may include:

- Clarification of officer duties;

- Additional financial oversight;
- Reassignment of account access;
- Removal of an officer's authority to act on behalf of the organization;
- A special meeting of the membership;
- An officer election or replacement process; or
- Amendment of organizational procedures or bylaws.

The District does not ordinarily select, appoint, or remove booster officers. However, continued District recognition may depend upon the organization resolving a leadership or governance concern that affects students, the supported program, or District operations.

**Suspension or Revocation of Recognition**

The District may suspend or revoke recognition when a booster organization:

- Fails to complete required corrective action;
- Repeatedly disregards District expectations;
- Refuses to provide required annual documentation or reasonably requested records;
- Engages in serious financial mismanagement;
- Creates a significant concern involving student welfare or access;
- Misuses District property, resources, names, or logos;
- Acts outside the approved purpose of the organization;
- Interferes with the administration of the supported program;
- Engages in unlawful or seriously inappropriate conduct; or
- Otherwise demonstrates that continued recognition is not in the best interests of students or the District.

Suspension or revocation of recognition may result in the loss of permission to:

- Identify the organization as an approved Kiski Area booster organization;
- Use District or program names, logos, mascots, or branding;
- Use District facilities;
- Communicate through District channels;
- Conduct activities involving District students or programs; or
- Represent itself as affiliated with the Kiski Area School District.

Revocation of recognition does not make the District responsible for the organization's debts, contracts, taxes, property, remaining funds, or other obligations.

The organization remains responsible for addressing its affairs in accordance with its bylaws and applicable requirements.

**Immediate Administrative Action**

The District may take immediate action without first completing each step of the normal corrective-action process when a concern involves:

- Student safety or welfare;
- Suspected theft, fraud, or financial misconduct;
- A legal or insurance risk;
- Unauthorized work on District property;
- Serious misuse of the District's name or resources;
- A substantial disruption to District operations;
- Harassment, discrimination, retaliation, or threatening conduct; or
- Any circumstance requiring prompt action to protect students, employees, property, funds, or programs.

Immediate action may include stopping an activity, restricting access, suspending recognition, securing District property, or referring the matter to an appropriate authority.

**Restoration of Recognition or Privileges**

A booster organization whose recognition or privileges have been restricted or suspended may request restoration after completing the required corrective action.

The District may consider:

- Whether the original concern has been resolved;
- Whether requested records or documentation have been provided;
- Whether appropriate financial or governance controls are now in place;
- Whether leadership changes have occurred;
- Whether the organization has demonstrated a willingness to follow these guidelines; and
- Whether restoration is in the best interests of the supported program and its students.

Recognition or privileges may be restored fully, restored with conditions, or denied based upon the circumstances.

**District Administrative Responsibility**

The appropriate District administrator will coordinate the review of compliance concerns.

Depending upon the program and the nature of the concern, this may include:

- The Athletic Director;
- A building principal;
- The coach, advisor, director, or sponsor;

- The Business Manager;
- The Superintendent or designee; or
- Other District personnel with relevant responsibilities.

The District’s role is to protect students, programs, property, and the District's institutional interests while maintaining an appropriate separation from the booster organization's independent governance and financial operations.

## Annual Affirmation and Signatures

By signing below, the booster organization confirms that it has reviewed the Kiski Area Booster Organization Guidelines and has submitted the required annual documentation by June 30, including:

- ☐ Current officer and contact information;
- ☐ Updated constitution or bylaws, if revised;
- ☐ Annual financial report;
- ☐ Projected budget or financial plan;
- ☐ Annual activity report;
- ☐ Anticipated fundraising activities; and
- ☐ Any proposed significant purchases, donations, or projects.

The organization further affirms that the information submitted is accurate to the best of its knowledge and that its activities will be coordinated with the appropriate coach, advisor, director, or sponsor.

**Booster Organization**

Organization Name: _____

Program Supported: _____

**Booster President**

Printed Name: _____

Signature: _____ Date: _____

**Booster Treasurer**

Printed Name: _____

Signature: _____ Date: _____

**Program Acknowledgment**

The coach, advisor, director, or sponsor acknowledges that the organization's general plans and proposed support have been reviewed and coordinated with the program.

Printed Name: _____

Position: _____

Signature: _____ Date: _____

**District Review**

☐ Required documentation received District Administrator: _____

☐ Additional information requested Signature:_____ Date: _____

**Booster Officer Contact Information**

| Office | Name | Phone Number | Email |
|---|---|---|---|
| President | | | |
| Vice President | | | |
| Secretary | | | |
| Treasurer | | | |
| Other (If Applicable) | | | |