Agenda of Regular Board Meeting

The Board of Directors
Chartiers Valley School District

The Regular Board Meeting of the Board of Directors of Chartiers Valley School District will be held Tuesday, August 25, 2026, beginning at 6:30 PM Primary School Gymnasium, Door 15, 125 Thoms Run Rd, Bridgeville, PA 15017.

1. **MEETING OPENING**

1.1 **Call to order**

1.2 **Pledge of Allegiance**

1.3 **Roll Call**

2. **PRESENTATIONS AND RECOGNITIONS**

2.1 **ConnectED Presentation**

2.2 **Chartiers Valley School Board of Directors Honored for Service**

The Pennsylvania School Boards Association (PSBA) has recognized three Chartiers Valley School Board Directors through its Honor Roll of School Board Service program. The program honors school directors who have reached significant milestones in their service to public education.

Lisa Trainor, Megan Sexton, and Mitch Montani are each being recognized for five years of service as members of the Chartiers Valley School Board.

The District congratulates these Board members and thanks them for their dedication, leadership, and continued service to the students, staff, and community of Chartiers Valley.

3. **SUPERINTENDENT'S REPORT**

4. **PUBLIC COMMENT ON AGENDA ITEMS**

The Chartiers Valley School District Policy Manual addresses the public addressing the Board of Education in the Policy Manual. Please click here to read the policy.

5. **EXECUTIVE SESSION**

Boards of Education in Pennsylvania are allowed to enter into an Executive Session for specific reasons under Pennsylvania statute 4. Pa. Code 1.46 through 1.51. Click here to read the code.

6. **SOLICITOR'S REPORT**

Update from Solicitor

7. **INFORMATIONAL AGENDA**

7.1 **South Hills Area School Districts Association (SHASDA)**

A consortium of school districts collaborating to enhance public education in the South Hills. The Board Representative is Megan Sexton.

7.2 **The Pathfinder School**

The Pathfinder School serves 5 to 21-year-old special education students within CVSD. The Board Representative is Mitch Montani.

7.3 **Parkway West Career and Technology Center**

An extension of 12 school districts in Allegheny County, providing 16 different programs aimed at preparing students for college or future careers. The Board Representative is Jeff Choura.

7.4 **Allegheny Intermediate Unit (AIU)**
Regional public education agency supporting school districts in Allegheny County. The board representative is Lisa Trainor.

8. **BOARD MEETING MINUTES**
The Superintendent recommends, and I so move to approve the Board Meeting Minutes for August 11, 2026.

9. **EDUCATION**

9.1 **2026-2027 CVHS Student Handbook**
The Superintendent recommends, and I so move to approve the 2026-2027 Chartiers Valley High School Student Handbook.

9.2 **2026-2027 CVMS Student Handbook**
The Superintendent recommends, and I so move to approve the 2026-2027 CVMS Student Handbook.

9.3 **ConnectED Site Marketing Agreement**
The Superintendent recommends and I so move to approve the agreement with ConnectED Marketing.

9.4 **eduClimber pilot with Renaissance Learning, Inc.**
The Superintendent recommends, and I so move to approve the eduClimber pilot with Renaissance Learning, Inc. for the period of September 1, 2026 through July 31, 2027, at a total cost of $7,999.40, as presented.

9.5 **Fundraising for Band Boosters through Aramark at Acrisure Stadium**
The Superintendent recommends, and I so move, to approve the Band Boosters fundraising through Aramark at Acrisure Stadium.

9.6 **Instructional Leadership Partnership with the AIU**
The Superintendent recommends, and I so move, to approve the Instructional Leadership Partnership with the AIU, per attached.

9.7 **Expect Respect Program**
The Superintendent recommends, and I so move, to approve the Centers for Victims Expect Respect Program for students, at no cost to the District.

9.8 **Tenure for the 2026-2027 school year**
The Superintendent recommends, and I so move, to approve the following professional employees for tenure for the 2026-2027 school year:

- Noah Woodward, Randi Watson, Erika Pierce, Elizabeth Musial, Alissa Alattar, Riley Maghery, Bridget Murphy, Bethany Ward

9.9 **Letter of Agreement with Pittsburgh - Mt. Oliver Intermediate Unit 2**
The Superintendent recommends, and I so move, to approve the Letter of Agreement between the Chartiers Valley School District and Pittsburgh-Mt. Oliver Intermediate Unit 2 (PMOIU2) for the provision of Title I Remedial Reading and Math Instructional Services and Parental Involvement Services at Al Andalus Institute for the 2026-2027 school year, at a total cost of $3,821.41.

10. **ATHLETICS/ACTIVITIES**

10.1 **Dance Troupe Travel Request November 6-7, 2026**
The Superintendent recommends, and I so move to approve, the travel request from Riley Maghery for the Dance Troupe to attend a Regional competition in Fredericksburg, VA at the Fredericksburg Convention Center from November 6-7, 2026, as presented.

10.2 **Dance Troupe Travel Request December 12-13, 2026**
The Superintendent recommends, and I so move to approve, the travel request from Riley Maghery for the Dance Troupe to attend a Regional competition in Fredericksburg, VA, at the Fredericksburg Convention Center from December 12-13, 2026, as presented.

10.3 **Dance Troupe Travel Request January 2-3, 2027**
The Superintendent recommends, and I so move to approve, the travel request from Riley Maghery for the Dance Troupe to attend a Regional competition in Philadelphia, PA, at the Pearson & McGonigle Hall - Temple University from January 2-3, 2027, as presented.

10.4 **Dance Troupe Travel Request January 26-February 2, 2027**
The Superintendent recommends, and I so move to approve, the travel request from Riley Maghery for the Dance Troupe to attend Nationals in Orlando, Florida from January 26–February 2, 2027, as presented.

10.5 **Pyrotechnic Artists, Inc. agreement with Chartiers Valley School District Athletics**
The Superintendent recommends, and I so move, to approve the agreement with Pyrotechnics Artists, Inc. and Chartiers Valley School District Athletics, per the attached. This will be paid for by sponsorship with no cost to the District.

11. **PERSONNEL**

11.1 **Human Resources Report**
The Superintendent recommends, and I so move to approve, the Human Resources report for August 25, 2026.

12. **BUDGET AND FINANCE**

12.1 **Approval of Construction Invoices**
The Superintendent recommends, and I so move to approve, the payments of the construction invoices as presented.

12.2 **Ratify Agreement with Cintas for Automated External Defibrillators (AEDs)**
The Superintendent recommends, and I so move, to ratify the 60-month agreement, per the attached, for Automated External Defibrillators (AEDs) with Cintas, OMNIA Partners (Workplace Solutions) #001299.

12.3 **Autism Grant Acceptance**
The Superintendent recommends, and I so move to accept the $300 grant from Cooking Autism, Inc. to be used by the Middle School Life Skills program for cooking and/or life skills activities in accordance with the grant requirements.

13. **PUBLIC COMMENT ON NON-AGENDA ITEMS**
Guidelines for Addressing the Board: The Chartiers Valley School District Policy Manual addresses the public addressing the Board of Education in the Policy Manual. Please click here to read the policy. Speakers are requested to keep their comments to 2-3 minutes. Thank you!

14. **ADJOURNMENT**

14.1 **Next Board Meeting Announcement**

14.2 **Adjourn the Meeting**

Move to Adjourn the Meeting.

CHARTIERS VALLEY SCHOOL DISTRICT

Minutes of the First Regular Board Meeting

Board of School Directors

August 11, 2026

1.0 Meeting Opening

1.1 Call to Order

The Chartiers Valley Board of School Directors meeting was called to order at 6:32 P.M. by Dr. Mariano in the Primary School Gymnasium.

1.2 Pledge of Allegiance

1.3 Roll Call

Present

Mr. Ed Brosky
Mr. Jeff Choura
Mrs. Kate Drury
Mr. Mark Fiorilli
Ms. Louise Huehn
Mr. Mitchell Montani
Mrs. Megan Sexton
Mrs. Lisa Trainor, Vice President
Dr. Darren Mariano, President

Also Present

Dr. Daniel R. Castagna, Superintendent
Dr. Michael E. Sable, Assistant Superintendent
Mr. Matthew Racunas, Solicitor
Ms. Joan Wehner, Business Manager
Mrs. Kelly Irvine, Board Secretary

2.0 Presentations

2.1 State-Required Future Ready Comprehensive Plan

Dr. Sable gave a presentation on the state-required Future Ready Comprehensive Plan.

3.0 Superintendent's Report

No Superintendent's Report was given.

4.0 Public Comments on Agenda Items

There were no public comments on agenda items.

5.0 Executive Session

Dr. Mariano announced that an Executive Session was held prior to the public meeting to discuss personnel, legal, and safety matters.

6.0 Solicitor's Report

No Solicitor’s Report was given.

7.0 Board Meeting Minutes

7.1 Motion to approve the minutes of the June 9, 2026 Regular Board Meeting, the June 23, 2026 Public Hearing on Transportation Services, and the June 23, 2026 Regular Board Meeting.

Motion to approve item 7.1,
Moved by Mr. Choura, seconded by Mr. Brosky,
On a voice vote, the motion passes unanimously.

8.0 Education

8.1 Motion to approve the Title I Services Addendum as attached.

Motion to approve item 8.1,
Moved by Mrs. Trainor, seconded by Mr. Choura,
On a voice vote, the motion passes unanimously.

8.2 Motion to approve the Agreement between Chartiers Valley School District and Pediatric Therapy Specialists, Inc. to provide occupational and physical therapy services to eligible students for the period of July 1, 2026, through June 30, 2030, at the rates outlined in the agreement.

Motion to approve item 8.2,
Moved by Mrs. Trainor, seconded by Mr. Choura,
On a voice vote, the motion passes unanimously.

8.3 Motion to approve the new High School course, Yearbook Design and Digital Media, to the Chartiers Valley High School Program of Studies, effective with the 2026-2027 school year.

Motion to approve item 8.3,
Moved by Mrs. Trainor, seconded by Ms. Huehn,
On a voice vote, the motion passes unanimously.

8.4 Motion to approve changing the Chartiers Valley High School graduation date from Friday, June 4, 2027, to Thursday, June 3, 2027.

Motion to approve item 8.4,
Moved by Mr. Choura, seconded by Mrs. Trainor,
On a voice vote, the motion passes unanimously.

8.5 Motion to approve Chartiers Valley High School's participation in the Challenge Program through a partnership with Pitt Ohio for the 2026-2027 school year, at no cost to the district.

Motion to approve item 8.5,
Moved by Ms. Huehn, seconded by Mr. Montani,
On a voice vote, the motion passes unanimously.

8.6 Motion to approve the partnership with WQED to provide learners of all ages with access to PBS educational content focused on STEM, literacy, social-emotional learning, and technology skills.

Motion to approve item 8.6,
Moved by Mrs. Trainor, seconded by Mr. Choura,
On a voice vote, the motion passes unanimously.

8.7 Motion to approve the Agreement between the Chartiers Valley School District and The Watson Institute for student placement in the Education Center - South program for the 2026-2027 school year, at an annual tuition rate of $69,148 per student, as presented.

Motion to approve item 8.7,
Moved by Mr. Montani, seconded by Ms. Huehn,
On a voice vote, the motion passes unanimously.

8.8 Motion to approve the Agreement between the Chartiers Valley School District and The Watson Institute for student placement in the Watson Institute Social Center for Academic Achievement (WISCA-South) program for the 2026-2027 school year, at an annual tuition rate of $67,412 per student, as presented.

Motion to approve item 8.8,
Moved by Mr. Choura, seconded by Mr. Brosky,
On a voice vote, the motion passes unanimously.

9.0 Athletics/Activities

9.1 Motion to approve free admission for all Chartiers Valley students to all home athletic events, effective with the 2026-2027 school year. Students in grades K-8 must be accompanied by a parent or guardian.

Motion to approve item 9.1,
Moved by Mr. Brosky, seconded by Ms. Huehn,
On a voice vote, the motion passes unanimously.

9.2 Motion to approve the travel request for the Thespian Society Troupe to attend the Pennsylvania State Thespian Conference at Altoona High School from December 4-6, 2026, as presented.

Motion to approve item 9.2,
Moved by Mrs. Trainor, seconded by Mr. Choura,
On a voice vote, the motion passes unanimously.

9.3 Motion to approve the travel request from Buffie Faes to attend the Best Buddies Leadership Conference in Bloomington, Indiana, from July 17 to July 20, 2026.

Motion to approve item 9.3,
Moved by Mrs. Sexton, seconded by Mr. Montani,
On a voice vote, the motion passes unanimously.

9.4 Motion to approve the travel request from the Varsity Cross Country Team to attend the cross country invitational in Geneva, Ohio on August 29, 2026.

Motion to approve item 9.4,
Moved by Mr. Montani, seconded by Mr. Choura,
On a voice vote, the motion passes unanimously.

10.0 Personnel

10.1 Motion to approve the Human Resources Report for August 11, 2026.

Motion to approve item 10.1,
Moved by Mrs. Trainor, seconded by Mr. Choura,
On a voice vote, the motion passes unanimously.

11.0 Budget and Finance

11.1 Motion to approve the June 2026 payments for the 2025-2026 annual budget, including Charter School payments.

Motion to approve item 11.1,
Moved by Ms. Huehn, seconded by Mrs. Drury,
On a voice vote, the motion passes unanimously.

11.2 Motion to approve the July 2026 payments from the 2025-2026 annual budget, including Charter School payments.

Motion to approve item 11.2,
Moved by Ms. Huehn, seconded by Mr. Choura,
On a voice vote, the motion passes unanimously.

11.3 Motion to approve the July 2026 payments for the 2026-2027 annual budget, including Charter School payments.

Motion to approve item 11.3,
Moved by Ms. Huehn, seconded by Mr. Brosky,

On a voice vote, the motion passes unanimously.

11.4 Motion to ratify the payments of the construction invoices as presented.

Motion to approve item 11.4,
Moved by Mr. Choura, seconded by Ms. Huehn,
On a voice vote, the motion passes unanimously.

11.5 Motion to ratify the approval of the Musco lighting project which was previously approved through the omnibus motion.

Motion to approve item 11.5,
Moved by Mr. Choura, seconded by Mr. Montani,
On a voice vote, the motion passes unanimously.

11.6 Motion to approve the custodian and maintenance contract from July 1, 2024, through June 30, 2033, as presented and reviewed by the district solicitor.

Motion to approve item 11.6,
Moved by Mr. Brosky, seconded by Mr. Choura,
On a voice vote, the motion passes unanimously.

11.7 Motion to authorize the issuance of a Request For Quotes (RFQ) for a possible Guaranteed Energy Savings Act (GESA).

Motion to approve item 11.7,
Moved by Mrs. Trainor, seconded by Mr. Fiorilli,
On a voice vote, the motion passes unanimously.

11.8 Motion to approve the Letter of Exclusivity between Chartiers Valley School District and Chrislynn Energy Services, Inc., an awarded supplier under the Pennsylvania Department of General Services COSTARS-30 Energy Consulting Services contract, for exclusive energy advisory, procurement, and utility cost-management services, subject to the Letter's 120-day written termination provision, and to authorize the President of the Board to execute the Letter on behalf of the District pending solicitor's review.

Motion to approve item 11.8,
Moved by Mr. Brosky, seconded by Mrs. Drury,
On a voice vote, the motion passes 8-1, with Mr. Choura voting no.

11.9 Motion to approve TMS Lawn Care LLC for grass cutting services for all District-owned property per the attached.

Motion to approve item 11.9,
Moved by Ms. Huehn, seconded by Mr. Brosky,
On a voice vote, the motion passes 8-1, with Mr. Montani voting no.

11.10 Motion to approve Vance's Landscape Supply, CoStars No. 558985, for the Softball and Baseball Fields improvements per attached.

Motion to approve item 11.10,
Moved by Mr. Choura, seconded by Ms. Huehn,
On a voice vote, the motion passes unanimously.

11.11 Motion to ratify the Lease Agreement with First Student per attached.

Motion to approve item 11.11,

Moved by Ms. Huehn, seconded by Mr. Choura,
On a voice vote, the motion passes 7-2, with Mr. Montani and Mrs. Sexton voting no.

11.12 Motion to approve the 2026-2027 Facility Rental Fees as attached.

Motion to approve item 11.12,
Moved by Mr. Choura, seconded by Mr. Brosky,
On a voice vote, the motion passes unanimously.

11.13 Motion to approve the amendment to the First Student Transportation Agreement per attached.

Motion to approve item 11.13,
Moved by Ms. Huehn, seconded by Mr. Brosky,
On a voice vote, the motion passes 5-4, with Mr. Fiorilli, Mr. Montani, Mrs. Sexton and Mrs. Trainor voting no.

12.0 Public Comments on Non-Agenda Items

There were no public comments on non-agenda items.

13.0 Adjournment

13.1 Next Board Meeting Announcement: The next Board Meeting will be on August 25, 2026.

Motion to adjourn the meeting was made at 7:06 P.M.
Moved by Mr. Montani, seconded by Mr. Choura.
On a voice vote, the motion passes unanimously.

Respectfully submitted,

Kelly Irvine
Board Secretary



CHARTIERS VALLEY HIGH SCHOOL

STUDENT HANDBOOK

2026-2027

Welcome to Chartiers Valley High School!

We are excited to welcome all students to a new school year. The administration, faculty, and staff have worked diligently to create an environment that is academically challenging, socially engaging, and physically safe. Our goal is for you to grow not only in your academics but also as an individual. This handbook is designed to help guide you through the year and answer any questions you may have as you begin this school year.

Chartiers Valley High School offers a wide range of extracurricular activities, clubs, and athletic programs. Getting involved in these opportunities allows you to work with others, develop teamwork skills, and build meaningful connections. Participation in these activities is also shown to strengthen leadership abilities and support academic success, which are highly valued qualities by colleges, employers, and the military.

Inside this handbook, you'll also find information to help you plan for life beyond high school. We encourage you to take advantage of the many resources available to help you discover your interests and strengths. High school is a time of important decisions, both academic and personal, and we want you to know that your teachers, counselors, and principals are here to support you every step of the way.

To maintain a safe and respectful learning environment, a Code of Conduct has been put in place. This section of the handbook outlines expectations, school rules, and district policies. It is essential that you read and understand this code, as it is your responsibility to follow the guidelines set forth. These rules exist to protect everyone and to promote a positive and productive school culture.

We wish you a successful and rewarding school year. Set goals, work hard, and take advantage of the opportunities available to you. We look forward to seeing all that you will accomplish and working alongside you to help you achieve your goals.

Have a great year, Colts!

Sincerely,

The Chartiers Valley High School Administrative Team

Dr. Lesley Krasman, Principal

Mr. Timothy Joyce, Assistant Principal

Mrs. Kristi Schmitt, Assistant Principal

Chartiers Valley School District

Board of School Directors

Darren Mariano, President
Lisa Trainor, Vice President
Ed Brosky
Jeff Choura
Kate Drury
Mark Fiorilli
Louise Huehn
Mitchell Montani
Megan Sexton

Superintendent and Assistant Superintendent

Dr. Daniel Castagna, Superintendent
Dr. Michael Sable, Assistant Superintendent

High School Administration

Dr. Lesley Krasman, Principal
Mr. Timothy Joyce, Assistant Principal
Mrs. Kristi Schmitt, Assistant Principal
Mr. Zachary Hayward, Athletic Director

MISSION STATEMENT

The mission of the Chartiers Valley School District, a community dedicated to shared leadership, is to graduate students who achieve personal success by providing an exceptional academic foundation in a safe, nurturing environment that inspires creativity and innovation while embracing diversity.

VISION STATEMENT

We will inspire excellence in instruction, learning and innovation to prepare our students to achieve personal success.

CORE VALUES

1. Demonstrate genuine care, concern and fondness for students.
2. Adopt an education-centered focus where students come first, followed closely by the needs of their parents.
3. Develop and nurture healthy, productive and cooperative relationships with colleagues.
4. Communicate regularly and clearly with students, their families and the community.
5. Create and cultivate a district-wide Learning Community where all employees and educators are valued.
6. Encourage innovation and creativity.
7. Embrace community, regional and global partnerships.

SCHOOL COLORS

Red and Blue

MOTTO

Character, Virtue, Honor and Scholarship

MASCOT

The Colt

ALMA MATER

Glorious things of thee are spoken,
Home of the red and blue.
N'er to fail and 'ere to conquer,
To thy name we'll always be true.
Spirits lasting thro' the ages,
Never ceasing to proclaim.
Chartiers Valley, now we praise thee,
And may we ever cherish thy name.

(Words by the Chartiers Valley Senior High School's Chapter of the National Honor Society)

THE CREST

During the 2018-19 school year, as a component of renewal, focus groups of students, faculty, and administrators collaborated to develop ideas for a Chartiers Valley School District crest. Together, we identified the most significant concepts which represent the standards and aspirations of our schools: Integrity, Community, Innovation and Academia.

CVHS Art Teacher Christopher McHugh utilized the collective ideas and feedback from the focus groups to create a beautiful visual representation of Chartiers Valley School District.

Each symbol in the crest highlights a different element of Chartiers Valley's ideals:

- Red – Energy, Determination, Passion
- Blue – Truth and Loyalty
- 1956 – The year our 4 communities became CVSD
- Achievement Ribbon – Unity, School Pride
- Olive Wreath – Community, Agreement and Harmony
- Per Chevron – Constancy with peace and sincerity
- Column – Achievement through education
- Torch and Hands – Passing of knowledge from teacher to students
- Winged foot and Victory Cup – Athletics, sportsmanship, fair play
- Clef and Notes – Music and Performing Arts
- Drama Masks – Theater and Performing Arts
- Key of Knowledge – Unlock the doorway to knowledge
- Graduation Cap & Diploma – Academia, Achievement, Transition



CVHS BELL SCHEDULES

Daily Schedule	
Homeroom	7:25 – 7:39
Period 1	7:40 – 8:21
Period 2	8:25 – 9:06
Period 3	9:10 – 9:51
Period 4	9:55 – 10:36
Period 5	10:40 – 11:21
Period 6	11:25 – 12:06
Period 7	12:10 – 12:51
Period 8	12:55 – 1:36
Period 9	1:40 – 2:21
Bus Departure	2:25

Two-Hour Delay	
Homeroom	9:25 – 9:29
Period 1	9:30 - 9:59
Period 2	10:02 - 10:31
Period 3	10:34 - 11:03
Period 4	11:07 - 11:36
Period 5	11:39 - 12:09
Period 6	12:12 - 12:42
Period 7	12:45 - 1:15
Period 8	1:18 - 1:48
Period 9	1:51 - 2:21
Bus Departure	2:25

CVHS BELL SCHEDULES

Pep Assembly	
Homeroom	7:25 – 7:29
Period 1	7:30 – 8:07
Period 2	8:11 – 8:48
Period 3	8:52 – 9:29
Period 4	9:33 – 10:11
Period 5	10:15 – 10:53
Period 6	10:57 – 11:35
Period 7	11:39 – 12:17
Period 8	12:21 – 12:59
Period 9	1:03 – 1:41
Pep Assembly	1:45 - 2:21
Bus Departure	2:25

Half Day	
Homeroom	7:25 – 7:29
Period 1	7:30 – 8:09
Period 2	8:13 – 8:52
Period 3	8:56 - 9:35
Period 4	9:39 - 10:18
Bus Departure	10:22

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I. ACADEMICS

A. MAKE-UP WORK

Students should make arrangements with their classroom teachers immediately upon their return to school from an excused absence to make up work and receive credit for work missed. Work missed during a short term absence (i.e. one or two days) must be completed immediately upon return. Additional time will be given only in extenuating circumstances. The student is strongly encouraged to communicate with teachers directly through email and to monitor Google Classroom during extended absences in order to complete assignments at home when possible.

B. PHYSICAL EDUCATION AND HEALTH

Curriculum regulations, as prescribed by the Pennsylvania Department of Education, require all students to participate in physical education classes. Any student who is unable to participate in regular classes must submit a note from a physician and follow a planned program of adapted and modified activities. Forms for these activities may be obtained from the health office.

C. PROGRAM OF STUDIES

Students should refer to the Program of Studies on the CVHS website for information regarding high school courses and programs, grading procedures, graduation requirements, community service credits, and more.

D. SEQUENTIAL COURSES

To continue in a second, third, or fourth year of a course, which is sequential in nature (world languages, mathematics, etc.), students must meet all prerequisites set in the Program of Studies.

E. TRANSCRIPTS, LETTERS OF REFERENCE

Students must provide the Student Services office with a minimum of five days' notice when requesting transcripts or letters of reference to be sent to prospective colleges, employers, or the military. A transcript request form must be completed. Official transcripts will only be sent directly from CVHS.

F. STUDENT SERVICES

Student services are available for all students in the school for their academic, personal/social, and career needs. These services include assistance with educational planning, occupational information, career information, study aids, help with home, school and/or social concerns, or any question that students may feel they would like to discuss with a school counselor.

Student records are held in strictest confidence by the Student Services office and are only accessible to prospective employers and other agencies upon consent of the student if they are of age (18), or of their parents if they are not. Only school administrators, faculty, and parents of the student may request access to the records without prior consent of the student.

Teachers as well as school counselors can be a source of information. Students should feel free to seek assistance.

School counselors are assigned as follows:

Mr. DePace	Students A-F	(412) 429-2268
Mrs. O'Malley	Students G-N	(412) 429-2629
Mrs. Boyd	Students O-Z	(412) 429-2271

The Chill Project by AHN— Mindfulness Program for Schools

The Chill Project uses mindfulness-based exercises to equip students, teachers, and parents with a common language and universal skills to identify, discuss, and react positively to stress.

School has always been a source of stress, whether you're taking classes, teaching, or parenting a student. Negative reactions to stress create a significant barrier to learning and growth. The Chill Project features dedicated professionals, a calming space, and regular instruction to help every member of a school's community better handle pressure and anxiety.

Participants in The Chill Project have access to:

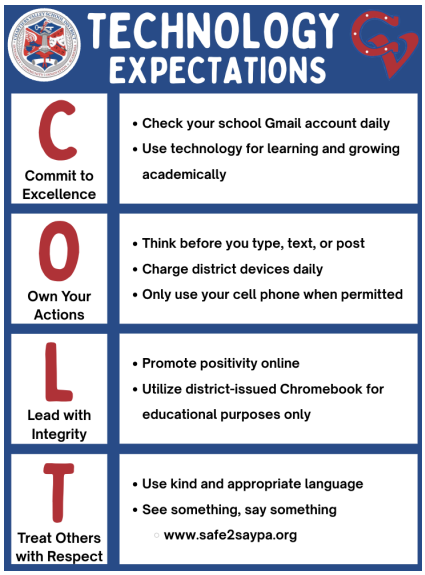
- One-to-one counseling.
- Support groups
- School-based outpatient services
- School-wide preventive services
- Professional development opportunities
- A social-emotional curriculum and classroom consultations
- Exercises and consultations specifically designed for student athletes

G. TECHNOLOGY EXPECTATIONS

Students are expected to check their school email and Google Classroom accounts on a daily basis. Students are also expected to have their school issued technology device charged and with them at school each day. It is the student's responsibility to notify a teacher, counselor, or administrator immediately when in need of technology repairs or troubleshooting assistance.

Chartiers Valley utilizes programs such as Google Classroom, AP Classroom and other digital platforms to communicate with families. All programs utilized are reviewed through a district process to ensure student privacy is maintained.

Students should follow the COLT Code Technology expectations:



II. GENERAL INFORMATION

A. ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse who will then report it to the proper authorities. Under no circumstances are students to leave school grounds for an injury sustained at school without proper authorization.

B. ANNOUNCEMENTS

All announcements will be communicated through CVTV Morning Announcements as well as your Student Email. Bulletin board fliers and announcements must have the approval of a building administrator.

C. ASSEMBLIES

A variety of assemblies scheduled by the Student Council and Athletic Department are held throughout the school year. The following rules govern behavior in assemblies:

1. Enter the assembly area and sit with your class. Attendance will be taken, and students who are marked absent will be processed for a class cut.
2. As a courtesy to speakers or performers, no distracting behaviors or conversations will be permitted.
3. Whistling, booing, hissing, and other distractions will not be tolerated.
4. Leave the assembly area when excused as quickly and quietly as possible.

E. CAFETERIA/COMMONS AREA

To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. Food may not be delivered from outside services (i.e., pizza delivery, Uber Eats, etc.) or companies.

In order to keep the lunchroom operating smoothly, it is requested that the cafeteria lines be kept orderly and that all trash be deposited in the trash receptacles. Students should enter the serving area through the small hallway to the right of the check-out stations and wait for a cafeteria monitor to grant access to serving stations. Students are not permitted to take food items from the cafeteria. Students are responsible for cleaning up any debris and/or spills from their table before the end of the lunch period.



The authority of teachers on cafeteria duty is to be respected. Students must report to the cafeteria during their assigned lunch period and remain there for the entire period. To use the restroom, students must sign out and use only the restroom located between the commons area and the gymnasium. Restrooms located in the learning houses and the AET department are off limits to students during their lunch period.

All students should remain seated until the bell rings at the end of the period. In addition, all students should arrive in the cafeteria by the time the late bell sounds. Students may only be excused with the permission of one of the cafeteria monitors.

Seating in the cafeteria is generally up to the students. If a problem occurs, cafeteria monitors have the authority to assign students to specific seats/locations in the cafeteria. Students who misbehave in the cafeteria will be disciplined according to the Code of Conduct. Students should follow the COLT Code expectations while in the cafeteria.

F. CLUBS/ACTIVITIES & ATHLETICS

Club/Activity	*Sponsor*	*Club/Activity*	*Sponsor*
Anime Club	TBD	Art Club	Mr. McHugh
Best Buddies	Mrs. Faes	Black Student Union	Mrs. Vaughn
Class of 2027	Mrs. Krzeczowski	Class of 2028	Mrs. Dobrosielski
Class of 2029	Mrs. Zoldos	Class of 2030	Mrs. Guarnaccio
Chess Club	Mr. Brown	Dance Troupe/Drill Team	Mrs. Maghery
DECA	TBD	Fall Drama	Mrs. Giffin
French Club	Ms. Maher	Gay Straight Alliance	Mr. Pisaneschi
Spanish Club	Mrs. Reitlinger	Global Minds Club	Mrs. Chan
Interact Club	Ms. Ferrero	Literature Club	Mr. Peters
Majorettes	Mrs. Maghery	Math National Honor Society	Mrs. Krzeczowski
National Honor Society	Mrs. Koons	No Place For Hate	Mrs. Schmitt
Robotics Club	Mr. & Mrs. Radzanowski	SADD	Mrs. Steen
Global Scholars	Mrs. Reitlinger	Quiz Bowl/NAQT	Mrs. Steen
Spring Musical	Mrs. Giffin	Student Council	Mr. Joyce
Thespian Honor Society	Mrs. Giffin	Yearbook Club	Mr. McHugh

Fall Sports	*Winter Sports*	*Spring Sports*
Cheerleading (Girls)	Cheerleading (Girls)	Baseball (Boys)
Cross Country (Boys)	Basketball (Boys)	Flag Football (Girls)
Cross Country (Girls)	Basketball (Girls)	Softball (Girls)
Football	Bocce	Tennis (Boys)
Golf (Girls)	Indoor Track (Boys)	Track (Boys)
Golf (Boys)	Indoor Track (Girls)	Track (Girls)
Soccer (Boys)	Swimming (Boys)	Lacrosse (Boys)
Soccer (Girls)	Swimming (Girls)	Lacrosse (Girls)

Tennis (Girls)	Wrestling	
Volleyball (Girls)		

Cheerleading try-outs are held in the spring.
Ice Hockey - Offered as club sports

Students assigned to an out-of-school suspension will not be permitted to participate in nor attend any school extracurricular activity or commencement during the period of suspension. In addition, students who are suspended are responsible for obtaining and returning all class assignments during the period of suspension. **Students who are absent from school or arrive after 11:00 a.m. may not participate in activities on the day they are absent or tardy.**

In order to participate in athletics, a student must maintain a 2.0 GPA. Eligibility for the first grading period is based on the final grades for the preceding school year. If a student fails to meet these requirements, they will lose eligibility for the first 15 school days of the next grading period.

All students will be put on a weekly Athletic Eligibility list. The weekly Athletic Eligibility list will be checked every Friday through Infinite Campus. All coaches and necessary faculty will be notified by 11:00 a.m.

Their grades will be checked weekly starting 15 days into the marking period. If a student is failing two (2) or more classes, they will be ineligible for one week (Sunday - Saturday) and will have to follow the steps listed below. Ineligible students will not be permitted to participate in any practices or games with any sport until the grade becomes a passing mark and should seek academic assistance in the failing subject areas.

Any student who appears on the eligibility list with a failing grade in a full credit course will be placed on WARNING status and must seek academic assistance in the failing subject area. Academic assistance for high school students is available in the form of after-school tutoring for Math, Science, and English courses. Academic assistance in other subject areas will be coordinated through the athletics office.

G. EARLY DISMISSALS, LEAVING SCHOOL GROUNDS

Students requesting an early dismissal must have a signed note from a parent or guardian stating the reason for the request and a telephone number where a parent or guardian can be reached from 8:00 a.m. to 10:00 a.m. These students will report to their homeroom first and then to the office. No student will be given permission to leave if a parent or guardian cannot be reached by phone. No student is permitted to go to their vehicle during the school day unless authorized by a principal.

Students must sign-out immediately before leaving school property. Students are not permitted to leave school grounds at any time during the school day without permission. Any students who leave school grounds without permission will face disciplinary consequences.

Drop-off and Pick-up Procedures:
When arriving before or departing after regular school hours, Chartiers Valley High School students should be dropped off at Door #21 by the stadium home entrance and picked up at Door #32 by stadium visitor entrance.

When dropping off at Door #21, please drive around to the back side of the building by the stadium parking lot. Pull into the lot by the stadium home entrance and pull as far up as possible to allow room for other cars to pull in behind you.

To pick up at Door #32, when coming up the driveway, make the first right turn and proceed past the middle school toward the stadium. When picking up, please pull as far forward in the vehicle waiting area as possible. As cars exit the waiting area, please continue to pull forward to make room for others.

For late arrivals or early dismissals, Chartiers Valley High School students should be dropped off and picked up at the main entrance of the high school, Door #1. When coming up the driveway, make the second right, just past the auditorium, to access the visitor parking and drop-off area located in front of Door #1.

If you need to schedule an early dismissal for your High School or Middle School student, please schedule it before 1:40 PM. Parents will not be permitted to drive on campus between 2:00 p.m. and the time of the departure of busses (approximately 2:25 p.m.)

H. EMERGENCY SCHOOL CLOSINGS

In case of school delays or cancellations due to hazardous weather conditions, the Chartiers Valley School District utilizes an automated messaging system for notifying parents/guardians. This system will automatically contact the main phone number on file with the school. Please remember to notify the school of any telephone changes to ensure that this service is effective. Contact numbers can also be changed through the Infinite Campus software program. Closings and delays can also be known by tuning to the following news channel stations: News Channels (TV and Internet): KDKA-TV (Channel 2), WTAE-TV (Channel 4), WPXI-TV (Channel 11).

In case of inclement weather or emergency, it is important to keep telephone lines to school open. Parents and students are asked to refrain from calling the school during these times.

I. FIRE DRILLS

Always remain alert for fire alarms, as no student is excused from participating in evacuation drills. When the alarm sounds, locate the exit directions posted in your room and follow them immediately in an orderly, quiet, and rapid manner. To ensure the safety of everyone involved, any infractions or disruptive behavior during a drill must be reported to a teacher or the main office immediately.

J. FOOD DELIVERY AND PARENT FOOD/BEVERAGE DROP OFF POLICY

At Chartiers Valley High School, we are committed to maximizing instructional time and minimizing disruptions to the learning environment. To support this goal, parents and guardians are asked to ensure that students bring their lunches, snacks, drinks, and other personal items with them at the start of the school day.

Food deliveries from parents or guardians should be limited to extenuating circumstances only. Routine drop-offs create frequent interruptions to classroom instruction, increase traffic in the main office, and reduce valuable learning time for both students and staff.

When food or other items are dropped off at the Main Office:

- Students will not be called out of class to retrieve their items.
- All items will be held in the Main Office.
- Students may pick up their food or belongings only during their assigned lunch period.
- Deliveries that arrive after a student's lunch period may not be retrieved until the end of the school day.

In order to maintain a safe, secure, and disruption-free learning environment, food deliveries from outside vendors (such as Uber Eats, DoorDash, Grubhub, or other services) are strictly prohibited during the school. Violations of this policy will result in disciplinary action.

What This Means:

- Students may not order food to be delivered to the school at any time during school hours.
- The front office and security staff will not accept or sign for food deliveries on behalf of students.
- Any delivered items will be refused.

K. HALL PASS/SIGN-OUT PROCEDURES

Students leaving the classroom for any reason must obtain teacher permission and use the school's designated system to document their departure and return. This includes trips to the restroom, office, nurse, or any other location. Students found in the hallways without active, authorized permission or in unauthorized areas will be in violation of the Code of Conduct.

L. FREE AND REDUCED LUNCH

All students will receive free breakfasts this year. Students who are eligible for free or reduced price meals will have no charge for both breakfast and lunch. If you believe that your family qualifies for Free or Reduced Price meals please complete an application online at www.schoolcafe.com. More information is available on the District's website. Menus can be found at https://cvsd.nutrislice.com/menu/ or by downloading the Nutrislice app.

M. HIGH SCHOOL OFFICE

The High School office is a public place of business. Throughout the course of the day, the office staff manages and supports a wide variety of student, teacher and community related activities. Proper conduct is expected at all times while visiting the office. Please show respect through your patience and polite interactions with the office personnel as they assist you.

N. HOMELESSNESS

In compliance with the federal McKinney-Vento Assistance Act, as reauthorized in 2015 by the Every Student Succeeds Act (ESSA), Chartiers Valley School District is attempting to identify all children within the district that may be experiencing homelessness. The term homeless children and youth is defined as individuals who lack a fixed, regular and adequate nighttime residence. This includes individuals who are:

- Sharing the housing of other persons due to loss of housing, economic hardship or a similar reason
- Living in a motel, hotel, trailer park or campground due to lack of alternative adequate accommodations
- Living in emergency or transitional shelters
- Awaiting foster care placement
- Living in cars, parks, public spaces, abandoned buildings, bus or train stations, or similar settings
- Living in substandard housing (no running water or working utilities, etc.)

Students who are experiencing homelessness may qualify for assistance with free school lunch, school supplies/materials, tutoring and transportation so that they can remain in their school of origin throughout the duration of their homeless episode.

If you believe your child(ren) may qualify for this service, please contact the principal of your child(ren)'s school. You may also contact Mr. Hubert at 412-429-3710. If your living situation changes during the school year, and you and your child(ren) become homeless, please be sure to contact the school. We will work with you so that your child(ren)'s education is disrupted as little as possible.

O. ILLNESS AND MEDICATION

Students who become ill during the school day should report to their classroom teacher and obtain a pass to the Health Office. If a student is too ill to go to the classroom, they should report to the Health Office with appropriate assistance. Students can contact their parents on the Health Office phone after an assessment by the School Nurse. Under no circumstances is a student permitted to be released home or leave the school grounds without permission from a parent, guardian, or an emergency contact person. Students must be signed out in the main office by the parent, guardian, or emergency contact before leaving school grounds.

Students who require the administration of any medication during school hours must comply with the following policy:

1. Medication (prescribed and over-the-counter) will be administered by the School Nurse. All medications except self-managed medications (inhalers and epinephrine) will be stored in the Health Office in a locked cabinet.

2. A “Permission for Medication Administration” form must be completed by a physician and parent/guardian and sent to the Health Office. The form must be renewed annually.
3. Medications must be sent to school in the original containers. Only medications sent to the school from parents/guardians will be dispensed.

No student is permitted to possess or dispense prescribed or over-the-counter medicines on school property. Failure to adhere to this policy will be considered a violation of the school district Drug and Alcohol policy.

P. JUVENILE HISTORY RECORD INFORMATION

The building principal (or designee) may receive written notification of adjudication of delinquency of children enrolled in the school. The information is provided for the purpose of protecting school personnel and students from danger and for arranging appropriate counseling and education for the child.

The information shall be maintained separately from the child's official school records and disciplinary records. The information shall be transferred to the building principal of any public or private school to which the child transfers enrollment. The information shall be available for inspection by the student and parent or guardian. (Reference: 42PA C.S. #6341-Board Approved 4/10/96)

Q. LOCKERS

Lockers are assigned by grade level. Students are encouraged to bring their own lock, as locks are not provided by the district. The school district is not responsible for items that are lost or stolen from lockers, so valuables should never be left in an unlocked locker. Lockers are assigned to individual students and may not be shared. Students are responsible for keeping their lockers in good condition and will be held accountable for any damage to the interior of their assigned locker. Defacing lockers is prohibited.

R. LOST AND FOUND

If an item has been lost or found, please notify the office. There is a lost and found location within the building as well as in the High School Main Office.

S. LOST OR DAMAGED SCHOOL MATERIALS

The Chartiers Valley Board of School Directors has adopted a policy requiring students and their parents to pay full replacement cost for any textbook, technology device, or school material that was lost or damaged while it was assigned to the student. No grades, transcripts, records or diplomas will be released for any student who has a financial obligation to the district.

T. MIDDLE SCHOOL CLOSED TO HIGH SCHOOL STUDENTS

High school students are not permitted in the Middle School unless authorized by a High School and Middle School authority. High school students who are found to be in the Middle School without permission will face disciplinary consequences.

U. NON-INSTRUCTIONAL ITEMS/ PERSONAL ELECTRONIC DEVICE POLICY

At Chartiers Valley High School, we are committed to maximizing instructional time, increasing student engagement, and creating learning environments free from unnecessary distractions. To support these goals, all students are expected to remain focused and actively engaged in learning from the beginning of each class period until dismissal.

Students are not permitted to use personal communication devices(e.g., cellular phones, iPads, smart watches, smart glasses, etc.) during class time, including while using the restroom. Use of these devices when prohibited will result in disciplinary consequences. At no time during the school day may a student record from any type of device, both personal nor school issued.

Bell-to-Bell Expectations

Cell phones, smartwatches, earbuds, headphones, and all personal electronic communication devices must be silenced and stored in the classroom device organizer for the entirety of each class period, including study halls.

This means:

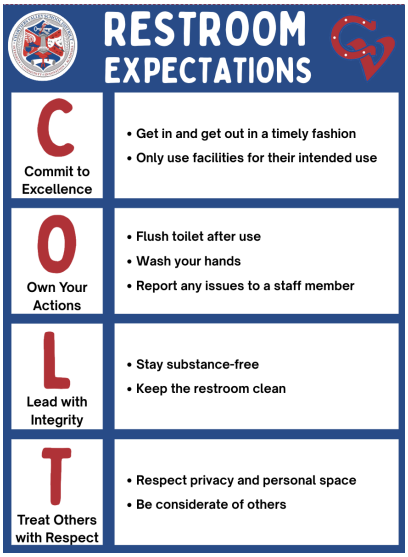
- Upon entering class, students are expected to place cell phones, smartwatches, earbuds, headphones, and any other personal electronic devices in the designated device organizer provided in each classroom.
- Smartwatches may not be worn during class and must be stored in the classroom device organizer along with cell phones.
- Devices must remain in the organizer until the teacher dismisses students at the end of class.
- Students may access personal devices only during approved times, such as passing periods, lunch, or when authorized by staff.

V. POSTING OR DISTRIBUTING MATERIALS

A building administrator's permission is required when a student wishes to post or distribute materials on school property. Only approved flyers and notices may be posted on bulletin boards throughout the building; students must obtain prior approval before posting any flyers or posters. Any materials posted without a principal's approval and signature will be discarded, and the student posting it could face disciplinary consequences.

W. RESTROOM USAGE

Students are expected to use the restroom facilities during the time provided between class periods. If the need to use the restroom facilities arises while a student is in class, the student must obtain permission from the teacher and utilize a hall pass. Students should use the restroom located closest to their assigned classroom. When in D building, students should only use the restroom located within their learning house.



Each student should remain in the classroom to obtain the best possible education; therefore, the need to leave the classroom should not become a regular occurrence. Students will be required to provide documentation from a physician if they have a need to use the restroom on a regular basis while class is in session. Students should follow the COLT Code Restroom Expectations when using the restroom facilities.

Students are reminded that only one student may be in a restroom stall. Students who congregate in a stall are subject to a search due to suspicious behavior as well as disciplinary action. Faculty and staff will routinely check all restrooms on the campus.

All individuals have a right to privacy in areas where there is an expectation of privacy, including but not limited to locker rooms and restrooms. Students may not take or tamper with videos or photos of other students without their consent. **Any violations of this right will result in disciplinary consequences including and up to expulsion.**

X. STUDENT ACCIDENT INSURANCE

Insurance will be available to all students. Information regarding this insurance may be obtained by calling the school district's business office at 412-429-2210.

Y. STUDENT ASSISTANCE PROGRAM (SAP)

The Student Assistance Program (SAP) is mandated throughout all public secondary schools in Pennsylvania. It is designed to assist school personnel in identifying student issues, including alcohol and drug use, which pose a barrier to learning and school success.

The mission of SAP is to help students and their families, encourage healthy coping skills, and to increase school success. Students' health, safety, and welfare are always of utmost importance. The SAP Team coordinates the program. The team includes teachers, counselors, administrative staff, etc. These individuals are specially trained to identify problems, determine whether or not the presenting problem lies within the responsibility of the school, and offer resources to assist the student and parent. It is neither the mission of the school nor its responsibility to resolve all problems that impact school performance.

Involvement of parents in all phases of the SAP underscores the parents' role and responsibility in the decision-making process affecting their children's education and is the key to successful resolution of problems.

School personnel, peers, students themselves, or family members may refer students to SAP. Any person who is concerned about a student is encouraged to refer the student to SAP by utilizing the SAP Referral Form. Some signs and symptoms of students who may be referred to SAP are:

- Decline in grades/academic performance
- Poor attendance
- Change in friends, behavior, or attitude
- School avoidance
- Violation of school rules
- Health problems
- Alcohol and drug use
- Family issues/stress/violence
- Being at risk for suicide or other mental problems including anxiety/fear, withdrawal, isolation, risk-taking or self-abusive behavior, eating/sleeping/grooming problems or peer relationship problems
- Being a victim of violence/abuse
- Eating, sleeping, or grooming changes

Z. STUDENT DRIVING AND PARKING

Students who qualify for a permit must secure the necessary form on the school website, which will require parental permission. The permit is valid for the designated time period not to exceed one school year. The permit must have the approval of an administrator. This permit can be suspended at any time by an administrator if the student driver fails to abide by any of the following regulations:

- Park only in your assigned parking spot.
- Display parking tags on rearview mirrors so it is clearly visible.
- Do not sit in cars or loiter in the parking area.
- Never pass buses on school property.
- Obey all traffic signs.
- Give pedestrians the right-of-way.
- The speed limit on school grounds is **15 mph**.
- Driving from school grounds during school hours is not permitted unless the student is leaving for school related programs and/or has written permission from a parent and approval of a high school administrator. Failure to adhere to this will result in disciplinary consequences per the Code of Conduct.
- Excessive tardiness/absences will result in loss of driving privilege/permit.
- Once the school day begins, students are not permitted to visit or



access their vehicles until dismissal. If a student needs to retrieve an item from their vehicle for an urgent reason, they must obtain permission and a pass from an administrator first.

- In case of an extenuating circumstance, administrators may grant a temporary one day parking pass.

This procedure is for the personal safety and security of students. It is expected that student drivers will abide by these rules, remembering that driving to school is a privilege that can be revoked. Students should always follow the COLT Code Parking Lot expectations when in the Student Parking Lot.
Unauthorized vehicles may be ticketed for parking on private property or may be towed away at the owner's expense. Students who repeatedly park a vehicle on school grounds without proper authorization are subject to disciplinary action, as well as fines for the parking tickets that are issued for these violations.

Any violations of school driving/parking regulations may result in any or all of the following:

1. Warning
2. Municipal Authority Citation
3. Revocation of driving privileges
4. Suspension from school
5. Police Department Citation
6. Towing at owner's expense

Student Parking
Students must complete the digital application and submit a $25.00 check or money order made out to Chartiers Valley School District. Incomplete paperwork will result in forfeiture of the parking permit.

AA. VALUABLES

Students are strongly discouraged from bringing valuable items to school. Safety of items stored in a backpack or locker cannot be guaranteed. Students wishing to carry valuables will do so at their own risk and responsibility. Chartiers Valley High School is in no way responsible for any lost or stolen items. Students are strongly encouraged to bring a lock to place on lockers while in physical education class or while staying after school for sporting activities, including the use of the weight room. Leaving valuables in an unlocked locker is unsafe and should be avoided.

BB. VISITORS

When visiting our school, please use the main entrance (Door #1). For safety precautions, all outside doors will be locked during school hours. Visitors will be required to register and wear the provided visitor's badge at all times while in the building. All Chartiers Valley buildings utilize the RaptorWare visitor software. This software scans driver's licenses and cross references the National Sex Offender watch list. The software also automatically issues your visitor badge. Visitors must be accompanied by District employees at all times unless otherwise authorized by the principal. Students may not receive visitors unless, in an exceptional circumstance, prior permission has been given by a building principal.

III. STUDENT CONDUCT

A. ACADEMIC INTEGRITY

Academic integrity reflects a student's ability to approach challenges honestly and responsibly. It fosters an environment of trust, respect, and accountability, which is valued throughout the school community. Accurate grades must represent each student's true performance, and maintaining academic integrity is a shared responsibility among faculty, students, and administrators to support the school's educational mission.

Violations of Academic Integrity:

- Obtaining help from another student during examinations.
- Knowingly giving help to another student during examinations.
- Using notes, books, or any other sources of information during examinations, unless authorized.
- Obtaining, without authorization, an examination or any part thereof.
- Plagiarism
- Providing one's work for another student to copy and submit as his/her own.
- Altering, or causing to be altered, the record of any grade in a grade book, office, or other record.
- Utilizing Artificial Intelligence against teacher permission to complete assignments.

Consequences for violating the academic integrity procedure may include the student receiving a zero (0) for the assignment as well as appropriate disciplinary consequences.

B. AUTHORITY

There is no division of authority among members of the staff of the high school. Middle School staff members are also authorized to reprimand or correct High School students who misbehave at any time or any place during the school day. Teachers, according to the school code, have authority over pupils to and from school. Security personnel also represent authority figures in the educational complex.

C. DISCIPLINE PROCEDURE GUIDELINES

The Chartiers Valley School District uses a progressive system of discipline. Students may be assigned directly to a consequence based on the Chartiers Valley High School Code of Conduct. The principal may deviate from this procedure in exceptional circumstances.

D. DISCRIMINATION

The District will not tolerate discrimination on the basis of race, color, or national origin by students or employees and will take appropriate disciplinary action against individuals that violate this policy.

E. CODE OF CONDUCT (policy #218)

The Chartiers Valley Board of Directors adopted a Code of Conduct that provides a description of expectations and responsibilities for students, parents, and school personnel. Students should avoid the negative behaviors listed and instead demonstrate the COLT Code.

The Chartiers Valley High School utilizes school-wide Positive Behavioral Interventions and Supports (PBIS). The COLT Code is Chartiers Valley High School's framework for Positive Behavior Interventions and Supports (PBIS). Expectations for student behavior are rooted in these four key traits. Students are encouraged to demonstrate The COLT Code.



THE COLT CODE

Area	C Commit to Excellence	O Own Your Actions	L Lead with Integrity	T Treat Others with Respect
Classroom	• Stay focused and engaged in your learning • Give your best effort • Actively participate	• Arrive to class on time • Be prepared with all necessary materials for class • Follow classroom rules and procedures	• Actively participate • Set a positive example • Support your classmates	• Collaborate respectfully • Listen to and consider the ideas of others
House & Hallway	• Walk directly to your destination and get to your classes on time • Remain in assigned, authorized areas	• Follow flow of traffic • Use appropriate language and volume	• Do the right thing, even when no one is watching • Report any issues to a staff members	• Be aware of others' personal space • Keep hands, feet, and objects to yourself
Restroom	• Get in and get out in a timely fashion • Only use facilities for their intended use	• Flush toilet after use • Wash your hands • Report any issues to an adult	• Stay substance-free • Keep the restroom clean	• Respect privacy and personal space • Be considerate of others
Cafeteria	• Make healthy food and drink choices • Be mindful of time before the lunch period ends	• Remain in the cafeteria throughout the lunch period and until the bell rings • Use appropriate language and volume	• Patiently wait your turn in all lines • Follow all lunch room rules	• Welcome others into your space • Clean up after yourself and discard all trash appropriately
Bus	• Arrive to and leave the bus on time • Help to keep school bus clean and orderly	• Go directly to and remain in your seat • Follow all bus rules and procedures	• Set a positive example for others • Help others who may need it	• Act and speak kindly to others • Respect others' personal space and belongings
Parking Lot	• Practice safe, alert driving • Follow all traffic laws	• Only park in your assigned spot and stay within the lines	• Model calm, courteous behavior • Report any issues or concerns to a staff member	• Respect others' vehicles, parking spots, and personal space
Technology	• Check your school Gmail account daily • Use technology for learning and growing academically	• Think before you type, text, or post • Charge district devices daily	• Promote positivity online • Utilize district-issued Chromebook for educational purposes	• Use kind and appropriate language • See something, say something www.safe2saypa.org
Attendance	• Be on time to school and all classes and be ready to learn • Get involved in school and extracurricular clubs and activities	• Wake up early enough to be on time to school • Submit excuses within three days following an absence	• Attend school every day and on time unless providing a valid excuse. • Attend all scheduled classes and remain in assigned areas	• Be fully present and participate in class without distractions • Give your full attention to your teachers during instruction

Throughout the year, students will participate in activities that teach, model, and reinforce these principles in various areas of the school environment, including the hallways, classrooms, cafeteria, restrooms, and school buses.

Most students meet these expectations daily, building a strong foundation for academic and personal success. These positive behaviors should be supported at home and practiced at school. To promote and recognize these efforts, students will be rewarded in a variety of ways throughout the year for consistently following the COLT Code, including earning a "Colt Credit" for the opportunity to enter weekly and monthly raffles.

When expectations are not met, students will receive appropriate consequences and support with the goal of promoting personal growth, responsibility, and a renewed commitment to positive behavior.

The Code of Conduct defines disciplinary offenses and consequences on three levels. The disciplinary options are defined in the Code of Conduct. The building principal shall have the authority to assign discipline to students, subject to the policies, rules and regulations of the district and to the student's due process right to notice, hearing, and appeal.

The Chartiers Valley High School administrators will also implement various interventions as seen fit based on the nature of the disciplinary violation. These interventions will allow students to reflect on the harm that was caused as a result of violating the Code of Conduct with a focus on repairing the emotional or physical damage. The shared goal among administrators, teachers, parents, and students when engaging in these practices is to allow the student to learn and grow from the disciplinary incident and improve behavior moving forward to ensure academic and personal success and a positive experience while at school.

LEVEL I

Level I infractions are minor misbehaviors on the part of the student that impede classroom procedures or interfere with the orderly operation of the school. Classroom teachers handle many of these types of infractions by contacting the parent or guardian when the misbehavior first occurs. After-school detentions may also be assigned by the classroom teacher as a result of Level I offenses.

Examples of Level I offenses include but are not limited to:

- Classroom/school disturbance or disruptive/inappropriate behavior
- Littering
- Loitering/found in unauthorized area
- Running and/or shouting in the halls
- Food or drink in classroom unless directly involved in a sanctioned educational activity
- Eating outside cafeteria without proper authorization
- Inappropriate display of affection
- Unauthorized sale of non-harmful items
- Excessive unexcused tardiness to school or class
- Inappropriate dress
- Inappropriate language
- Cafeteria misbehavior
- Class Cut
- Leaving classroom(s) without permission
- Minor bus misconduct
- Violation of school driving and/or parking policies

Disciplinary Consequences/Interventions

The following list of options includes, but is not limited to, responses that the appropriate staff member may use in addressing Level I misbehaviors:

- Verbal or written reprimand
- Meeting and/or telephone conversation with parent(s)/guardian(s) to discuss behavior problem
- Written agreement
- Modified day
- Lunch detention
- Out-of-school suspension
- In-school suspension

- Denial of privileges/extra-curricular activities
- Loss of parking privileges
- Referral to SAP

LEVEL II

Level II infractions are misbehaviors in which the frequency or seriousness disrupts the learning climate of the school. These infractions, which usually result from the repetition or continuation of Level I misbehaviors, require additional disciplinary options because execution of Level I disciplinary options has failed to correct the inappropriate behaviors. Also included in this level are misbehaviors that do not pose a direct threat to the health and safety of others but are serious enough to require corrective action on the part of administrative personnel.

Examples of Level II offenses include but are not limited to:

- Continuation of Level I misconduct
- Extreme Level I misconduct
- Obscene, vulgar, or indecent conduct or language
- Using forged notes or excuses
- Throwing objects
- Unsafe bus conduct
- Failure to report to a detention assignment
- Violation of school attendance policies (failure to submit excuses in a timely manner)
- Defiance of authority; refusing to do as ordered; insubordination
- Leaving school grounds without permission
- Violation of school district tobacco policy
- Bullying

Disciplinary Consequences/Interventions

The following list of options includes, but is not limited to, responses that the appropriate staff member may use in addressing Level II misbehaviors:

- Consequences defined by School Board Policy (if applicable)
- Written agreement
- Lunch detention
- Out-of-school suspension
- In-school suspension
- Denial of privileges/extra-curricular activities
- Loss of parking privileges
- Referral to SAP
- Referral to police, magistrate, or outside social or treatment agency

In cases of suspension, students are entitled to due process rights.

LEVEL III

Level III infractions are misbehaviors that significantly disrupt the learning environment of the school; that pose a threat or danger to the health, safety or welfare of any individual; and that violate any local, state or federal laws or ordinances.

Examples of Level III offenses include but are not limited to:

- Repetitions, extreme or flagrant misconduct of any offense defined in Levels I and/or II
- Habitual Truancy
- Violation of district drug and alcohol policy
- Violation of district weapon policy:
    - As used in describing the possession or use of a weapon, the term “weapon” shall include but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument, or item capable of inflicting serious bodily injury.
- Theft

- Terroristic Threat
- Unauthorized possession of school district property that belongs to another individual
- Arson; setting a fire on school grounds
- Fighting
- Assault/battery
- Threatening or intimidating others
- Throwing, dropping, or kicking items from 2nd or 3rd floor walkways into the commons area
- Taking or tampering with videos or photos of other students without their consent
- Trespassing on school property or refusing to leave school property when ordered to do so
- Racial slurs or intimidation
- Sexual harassment
- Physically or verbally threatening or intimidating others for any reason, including but not limited to, the race, sex, religion, color, national origin or disability of the victim, and including but not limited to comments, slurs or epithets based on any such classification
- Destruction of the property of others
- Setting false alarms, bomb threats
- Extortion
- Vandalism
- Violation of federal, state, local law
- Willfully striking an employee
- Gambling; exchange of money or property for the purpose of wagering
- Sharing via social media or electronically distributing content that has a connection with Chartiers Valley High School and results in a significant disruption to the learning environment of the school.
- Persistent bullying/harassment

Disciplinary Consequences/Interventions

The following list of options includes, but is not limited to, responses that the appropriate staff member may use in addressing Level III misbehaviors:

- Consequences defined by School Board Policy (if applicable)
- Out-of-school suspension
- In-school suspension
- Alternative education placement
- Expulsion
- Referral to police, magistrate, or outside social or treatment agency
- Denial of privileges/extracurricular activities
- Loss of parking privileges
- Restitution of property or damages
- Referral to SAP

In cases of suspension, students are entitled to due process rights. A Level III suspension may result in a hearing before the School Board for further disciplinary action.

STUDENT RESPONSIBILITIES

Student responsibilities include regular school attendance, conscientious effort in classroom work, and good conduct. Most of all, students share with the administration and faculty a responsibility to develop a positive climate within the school. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

- Read the Chartiers Valley High School Student Handbook in its entirety.
- Follow the Colt Code expectations.
- Be aware of and exhibit good conduct.
- Follow rules and regulations.
- Cooperate with school staff in disciplinary cases should they have relevant information.
- Pursue and complete the course of study prescribed by state and local authorities.

- Cooperate with the school staff in running a safe school.
- Express ideas and opinions in a respectful and accurate manner.
- Complete homework carefully and totally and make up work when absent from school.
- Exercise proper care when using public facilities and equipment.
- Be on time for all classes and other school functions.
- Dress and groom in a manner that is safe, clean and not disruptive to the educational process.

PARENTAL RESPONSIBILITIES

Parents should teach their children the importance of honesty, respect for law, respect for property, and respect for others. When parents and school work diligently toward the fulfillment of these obligations, it is beneficial to each individual student.

Every parent should:
- Ensure their child's compliance with approved codes of behavior and discipline.
- Read the Chartiers Valley High School Student Handbook and discuss school rules with their children.
- Cooperate with school personnel whenever special services are indicated for the student.
- Become involved in their child's school life.
- Participate in school/community meetings, functions and projects.
- Call to arrange a conference with the building administrator to discuss concerns or questions regarding disciplinary action.
- Communicate with school personnel.

F. COMPUTER TAMPERING

Tampering with, vandalism, or unauthorized use of Chartiers Valley School District computers or other electronic equipment (Chromebooks, printers, cabling, drives, monitors, keyboards, mice, VCR'S, televisions, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be at least as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995). Student violators will be subject to discipline up to and including possible expulsion. This policy includes inappropriate use of the Internet, network, and email capabilities that exist on school district computers. All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

G. DENIAL OF PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students assigned to an external suspension will not be permitted to participate/attend any school extracurricular activity or commencement during the period of suspension. In addition, students who are suspended are responsible for obtaining and returning all class assignments during the period of suspension. Students who are absent from school may not participate in activities on the day they are absent.

Recalcitrant Students

A student who becomes a chronic behavior problem and whose conduct constitutes a violation of the right to education of other students may be recommended to the superintendent for expulsion. Three suspensions in a single school term may result in a recommendation for expulsion. This, however, does not preclude a recommendation for expulsion following a first or second offense, if in the judgment of the principal, the gravity of the offense warrants such action.

In each of the preceding circumstances, it is incumbent upon the parents and professional staff to use to the fullest extent all possible preventive and corrective measures including parent conferences, counseling, case conferences, peer review, and other appropriate interventions.

I. DRUG AND ALCOHOL POLICY (policy #227)

Students and parents are strongly advised to carefully review the school district's drug and alcohol policy. Violators are subject to disciplinary consequences.

J. LEGAL CONSEQUENCES

Students can face school consequences as well as legal consequences for major Code of Conduct violations or repeated minor violations. Students can receive a citation or criminal charges depending on the rule violation. Examples of such behavior include, but are not limited to: disorderly conduct (vulgar language, insubordination, inappropriate behavior), fighting, assault, vandalism, theft, violation of the tobacco policy, violation of the drug and alcohol policy, harassment, truancy, leaving school property, excessive tardies to school, and trespassing.

K. OUT-OF-SCHOOL SUSPENSION (policy 218.3)

The student is not permitted to attend school or participate in any extra-curricular activities during this time period. The student is not permitted on school grounds at any time during the suspension. If observed on school grounds, the student will be cited for trespassing. A post-suspension conference may be held to discuss the incident and develop strategies to prevent similar misbehaviors.

L. RECORDING WITHOUT PERMISSION PROHIBITED

No student is permitted to make an audio or video recording of another individual or a class session without the permission of the student, teacher, or administrator who is being recorded. All individuals have a right to privacy in areas where there is an expectation of privacy, including but not limited to locker rooms and restrooms. Students may not take or tamper with videos or photos of other students without their consent. Any violations of this right will result in disciplinary consequences including and up to expulsion.

M. REPORTING UNSAFE AND DANGEROUS ACTS

Students who have knowledge that a student has or is considering a dangerous or unsafe act that could affect the health and safety of that individual or others must report it. Students should report any concerns to the principals or school resource officer immediately. Students who are found to have knowledge of an unsafe act or a threat of an unsafe act and do not report it immediately could be subject to school and legal consequences.

Students may also submit anonymous reports through the Safe To Say Something program by using the S2SS app, calling 1-844-SAF2SAY, or visiting www.safe2saypa.org.

N. SCHOOL BUS (policy #810)

Bus drivers must concentrate all of their efforts on the safe operation of the bus and cannot afford to divert attention to handle discipline problems with student passengers.

Listed are some of the reasons a student may receive a warning, bus suspension, out-of-school suspension, criminal charges, or other school consequences:

1. Throwing objects in or out of the bus.
2. Fighting on the bus.
3. Smoking/use of a vaping device on the bus.
4. Drug/alcohol use on the bus.
5. Lighting combustible objects on the bus.
6. Defacing or destroying school property (seats, lighting, windows, etc.).
7. Using obscene language on the bus.
8. Extending any part of the body out of the bus.
9. Distracting the bus driver's attention in any unnecessary way.
10. Failing to remain seated.
11. Causing a disturbance on the bus.
12. Eating or drinking on the bus. Eating and drinking on the bus is prohibited.



High school students may only ride their assigned bus. High School students may not ride buses that transport middle school students. Students and others who are directed by the driver or another person with authority must do so. Students who violate safe bus conduct procedures will be subject to consequences per Board Policy 810. Students should always follow the COLT Code School Bus Expectations while riding to and from school on their school bus.

For a first offense misconduct report, the student will receive a warning, except when the offense is deemed serious enough to warrant severe measures by the administration and/or Board. For a second offense, a temporary suspension of transportation privileges up to three (3) days will be invoked. The principal will inform the student of the reasons for the suspension, and the student will be given the opportunity to respond to the action. Various interventions, such as repairing the physical or emotional harm caused by the bus misbehavior, may also be implemented as seen fit based on the disciplinary violation.

The principal will also:

- Contact the student's parent/guardian, and give notice of the action.
- Send a letter to the parent/guardian, with a copy to the Superintendent, giving a full report of the misconduct.
- Inform the school bus driver of the action taken.
- Provide an opportunity for a conference with the parent/guardian before the suspension is terminated.

A student who commits a third offense will be given a five (5) day suspension from bus riding privileges. As in the case of the second offense, the principal will implement the same adjudication procedures.

If repeated offenses result, a student could receive full suspension of school transportation privileges or expulsion from school.

Any decision for an expulsion would be determined by the members of the Board.

O. SCHOOL DRESS (policy #221)

Appropriate student dress and grooming are related to the efficient and orderly operation of a school. Good student appearance is often reflected in student performance and tends to promote and improve interest in educational endeavors and enhance the development of positive self-esteem.

The following are prohibited at the High School:

- Articles containing messages or illustrations promoting drugs, alcohol, tobacco, weapons, sexual (including innuendo), illegal or inappropriate language or activities
- Apparel that demeans or degrades others
- Chains (including wallet chains, spiked dog collars/bracelets)
- Tops that are low cut or expose the midriff
- Shirts with spaghetti straps, one shoulder, tube tops/strapless, cut off tops, mesh tops, halter tops
- Skirts or shorts that are shorter than the fist when arms are fully extended to the sides
- Holes or rips in material above the mid-thigh/closed fist
- Pajamas
- Blankets
- Clothing that is worn in such a way that undergarments are exposed
- Overcoats

Additionally, all pants and shorts must be worn at waist height. Shoes must be worn at all times.

Teachers and principals will make the final determination as to clothing that is inappropriate or detrimental to the educational process.

P. SEARCHES (policy #226)

The administration may authorize a search of a student, student's locker, student's vehicle, and/or other belongings if there is a reasonable suspicion that there is a possible threat to the health, welfare and/or safety of any student or staff member.

- **Personal Searches** - A student's person or personal property (purse, backpack, jacket, etc.) will be searched whenever the administration has reasonable suspicion to believe that he/she is in possession of illegal or unauthorized materials or dangerous substances.
    - A pat down search of a student may be conducted in private by the school resource officer and/or administrator and another staff member. No strip searches will be conducted by school personnel.

- **Locker Searches** - Student lockers are school property and remain at all times under the control of the school. Students shall have no expectations of privacy in their locker, and the administration reserves the right to inspect lockers at any time by any means. Students should keep in mind that since lockers belong to the school district, a locker may be searched at any time. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials. Students are expected to assume full responsibility for the contents of their lockers.

- **Canine Sweeps** - Chartiers Valley School District reserves the right to enhance the safety and security of students and staff by the use of canines trained in the detection of narcotics and explosives. Such searches will be at the direction of District Administration, and may be unannounced; areas to be part of such searches will be public areas (hallways and parking lots) and all areas which are the property of the School District.

- **Use of Metal Detectors** - The Administration of the Chartiers Valley School District may direct its staff members to employ the use of handheld or walk-through metal detectors or other devices to ensure the safety of students, staff, and property. Contraband items found as a result of the use of such devices may be confiscated, and appropriate disciplinary action will be taken as outlined in the Chartiers Valley School District Code of Conduct, or by federal, state, or local statute.

- **Video Surveillance** - The safety and security of students and staff are of primary importance to Chartiers Valley School District. The School District employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. This equipment may be located within or outside the buildings of the School District.

Q. TECHNOLOGY

The Chartiers Valley School District is pleased to offer optional insurance coverage for school-issued student technology devices. This insurance policy covers accidental damage to student devices for $25.00 per device, per year (plus deductibles for subsequent incidents). Information about device insurance can be found by visiting www.cvsd.net/departments/technology.

Annual Damage Waiver Price	
Damage Waiver	$ 25
Damage Waiver (Free & Reduced)	$ 0
1st Incident	$ 0
2nd Incident	$ 25
3rd Incident	$ 50
Lost/Stolen	$ 50

Below is a list of technology fees for the 2026-27 school year. All students and parents must sign the 2026-27 Student Laptop Agreement in order to be provided a district device. A copy of the agreement can be reviewed at the end of this handbook.

Chromebook Repair		
Screen	$	75.00
Keyboard	$	80.00
Touchpad	$	50.00
Bezel	$	40.00
Cover top	$	75.00
Cover bottom	$	50.00
Power adapter (charger)	$	30.00
Camera	$	40.00
Hinge cover	$	10.00
USB Daughterboard	$	50.00
Hinge set	$	25.00
Display Cable	$	25.00
Damaged beyond repair	$	300.00

School-issued technology devices remain the property of Chartiers Valley School District and must be returned at the conclusion of the student's enrollment.

R. THREATS

All threats will be taken very seriously. Students should not threaten other students or school personnel or make indirect threats. Each situation will be investigated, and students found guilty will receive a suspension with the possibility of expulsion. All cases will be reported to the authorities for prosecution. Any student witnessing or experiencing a threat should report it to the principals, school resource officer, teacher, or staff member immediately. No threat should be presumed to be harmless.

S. TOBACCO PRODUCTS (policy #222)

Tobacco use shall be defined as use and/or possession of tobacco or tobacco-related items/devices including but not limited to: a lighted or unlighted cigarette, electronic cigarettes and/or smoking devices, cigar, pipe, other smoking product or material, smokeless tobacco in any form, and/or tobacco-related items/devices. Electronic cigarettes are defined as any oral device or products that provide a vapor of liquid nicotine, lobelia, and/or other substance, and the uses or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vaporizers, or under any other product name or descriptor.

Students in possession of a tobacco product will be considered in violation of this policy. Students will be subject to penalties prescribed in the Code of Conduct, up to and including possible expulsion and referral to district magistrate. In addition, any student found in an area (e.g. bathroom stall) where smoke or vapor is present will risk the consequences stated in the smoking policy and/or those associated with creating an unsafe or dangerous condition. Students are reminded that only one student should be in a bathroom stall at any given time. All students who congregate in a stall where smoke or vapor is observed or suspected will be subject to a search and risk disciplinary consequences. Vape detectors are in place to aid in the monitoring of vaping taking place within bathrooms.

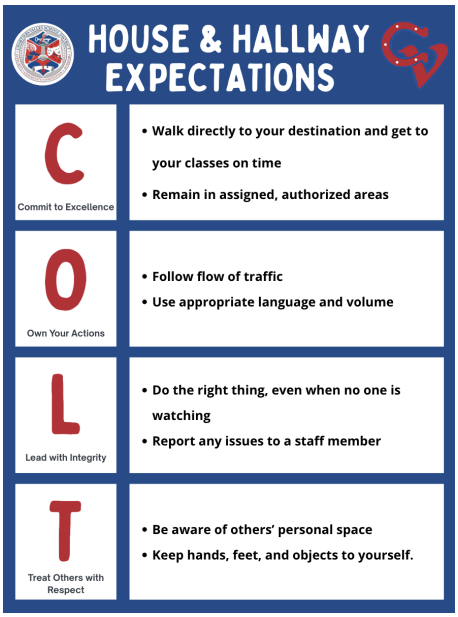
T. WEAPONS (policy #218.1)

The Chartiers Valley Board of School Directors adopted a weapons policy, which can be found on the district's website. Federal and state laws require public schools to follow prescribed action including the possibility of expulsion and police notification for instances where students use, possess, or distribute weapons or dangerous instruments in school.

U. UNAUTHORIZED AREAS

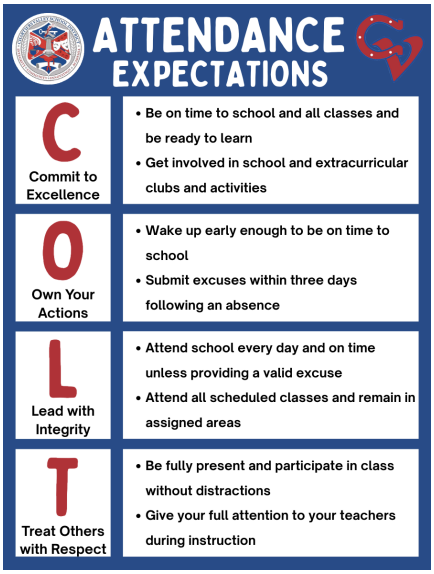
Students should not be in any area or classroom of the building unless under the direct supervision of a staff member. Students in unauthorized areas (Middle School, cutting classes, locker rooms, etc.) may be considered to be trespassing, a violation of the Crimes Code of Pennsylvania. Violators may be subject to a wellness check, school disciplinary action, and legal consequences. Students discovered in an unauthorized area where a Code of Conduct violation or criminal activity is thought to have occurred are subject to disciplinary consequences and possible search and prosecution.

Students should always follow the COLT Code House & Hallway Expectations:



IV. ATTENDANCE

A. ATTENDANCE (policy #204)



State law and school board policy requires daily attendance except for illness or serious emergencies. Students are requested to have a parent call the high school office (412-429-2241) in the morning if they must miss school on any given day. Additionally, a written excuse must be provided to the school within 3 days of returning to school after an absence. Any student who misses more than ten school days or five consecutive days in the school year must present a physician's excuse for each additional absence. Failure to do so may result in legal and disciplinary consequences, as well as the likelihood of lower grades due to poor attendance. Students should follow the COLT Code Attendance expectations throughout the school year.

The Board of Education requires that school aged pupils enrolled in the schools of the district in which they live attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

1. Upon arrival at school, all students must report to their homeroom. Students arriving after 7:25 a.m. must report to the office to receive a tardy pass that will admit them to homeroom. Failure to sign in at the main office can result in disciplinary consequences. Students who do not report to the homeroom but are in the complex will be reported to the office immediately.
2. Daily attendance will be taken by the homeroom teacher and forwarded to the office by the end of the homeroom period. Students will be marked tardy unexcused if they enter their home room after 7:25 without a tardy pass.
3. Students who arrive late to school must enter and sign in at the main office through Door 1 upon entering the school. A parent or medical note is required upon arrival to excuse the tardy.
4. Parents and guardians should utilize Infinite Campus to submit all attendance excuses. If anyone has an issue utilizing this system, please contact email hsattendance@cvsd.net. Physical excuses can be given to their homeroom teacher or the attendance secretary in the office for their day(s) of absence. Failure to provide an excuse for an absence within three school days after returning will result in the student's day(s) of absence being marked illegal or unexcused.
5. Students are permitted so submit up to 10 parent-written excuses per school year; all subsequent absences will require a medical note to be legally excused.
6. Impassable roads, disabled school buses, and medical or dental appointments that cannot be scheduled after the normal school day are valid excuses for tardiness.
7. Medical or dental appointments must be verified by a written excuse from the doctor.
8. Reasons such as sleeping in, missing the bus, or transporting a parent, relative or friend, etc. are not valid excuses for tardiness and will be classified as unexcused.
9. In order to participate in any extracurricular activity (athletic events, dances, etc.) conducted under the auspices of the high school, a student must be present for (5) full periods on the day of the event. No departures from this policy will be accepted without approval of a principal.

Students arriving late to school must enter through Door 1 of the high school and MAY NOT have other students let them in through another door. Any student found to enter through an unauthorized door or open/prop open a door for students arriving late will face disciplinary consequences for this unsafe behavior that compromises the safety and security of our school.

B. TRUANCY PROCEDURES (policy #204)

A child is "truant" if the child is subject to compulsory school laws and has incurred three or more school days of unexcused absences during the current school year. A child is "habitually truant" if the child is subject to compulsory school laws and has incurred six or more school days of unexcused absences during the current school year.

Excused and unexcused absences

- Each day that a child is absent from school, an electronic attendance notification is sent to parents.
- After 3 unexcused absences, a Three-Day Truancy letter is sent, indicating that the student is considered "truant" and detailing the time and date of an Attendance Improvement Conference (AIC).
- After the accumulation of 6 unexcused absences, a Habitually Truant Letter is mailed to parents indicating the actions that will be taken as a result of truancy, typically resulting in the filing of a truancy citation with the magisterial district judge.

Attendance Improvement Conference (AIC)

School staff will coordinate with the family to arrange an Attendance Improvement Conference (AIC) to be held in-person at the High School or virtually via Google Meet in order to discuss causes for the child's truancy and create a mutually agreed upon plan to resolve truancy concerns. Discussion at this conference will include current academic difficulties, physical or behavioral health issues, family/environmental concerns, or any other barrier impeding the child's attendance at school. At the AIC, a school-based attendance improvement plan will be developed, which will include steps to support positive attendance as well as what actions will be taken if the student reaches 6 unexcused absences. The school must hold the AIC even if the parent/guardian declines to participate or fails to attend after the school or nonpublic school provides advance written notice and makes attempts to communicate with the individual via telephone.

Attendance Improvement Plan (AIP)

At the conclusion of the AIC, the school will document the outcome of the AIC in a written school Attendance Improvement Plan. All participants will be given a copy of this comprehensive Attendance Improvement Plan (AIP) that is agreed upon by school representatives, the child, and parents/family. This AIP should detail and include: access to academic and social/health supports within the school setting, an outline of parent/guardian and student responsibilities to improve attendance, and a plan for progress monitoring that includes both positive outcomes and potential negative consequences for compliance to or violation of the AIP.

C. TARDIES

Students must arrive at school on time and be in their home room no later than 7:25 AM. Students who accumulate excessive unexcused tardies will face disciplinary consequences as outlined below.

Number of Tardies	**Consequence**
1-5	Warning letter
6-9	Student conference with a HS administrator; potential magistrate referral for truancy
10-13	Lunch detention and 2-week parking pass suspension
14-17	1 day of ISS and 1-month parking pass suspension
18+	Parking pass suspension for the remainder of the school year, in addition to consequences assigned in accordance with a Level III infraction of the Code of Conduct.

V. SCHOOL BOARD POLICIES

All Chartiers Valley School District Board Policies may be found and reviewed at the web address below:

https://go.boarddocs.com/pa/cvsdpa/board.nsf/public?open&id=policies

Chartiers Valley School District Student Laptop Agreement

Responsibility

- **The District will cover accidental damage and normal wear and tear.** Chartiers Valley School District is the only authorized party who can classify a defect as product failure.
- I understand that instances that are not identified as accidental damage or normal wear and tear are the **sole financial responsibility of the students and families.** This would include: **intentional damage and misuse (detailed below).**
- I understand that assessment and classification of damages (accidental vs. intentional/misuse) is the sole responsibility of the school district and the school's findings and determinations are final.
- I understand that in instances of theft, loss, or damage **must** be reported to the high school office within **7 school days** of the occurrence.
- Students and parents will be held responsible for proper use and care of the laptop computer, as is the case with all district-issued materials.
- Chartiers Valley School District provides filtering for inappropriate websites/material. Parents/Guardians are responsible for monitoring their child's use of the laptop when at home to ensure they do not adjust the laptop's settings and preferences or view inappropriate websites/material.
- Repairs to the laptop computer are **only** to be made by authorized school district personnel. Repairs may be made at any time a school official deems them necessary for the proper operation of the computer. Financial responsibility for computer repairs will be determined in accordance with the provisions of this agreement.
- This signed agreement is binding for the length of time the student possesses a Chartiers Valley school-issued laptop computer. However, the school district may opt to renew and/or revise this agreement on an annual basis.

Terms and Explanation of the District's Device Policy

Covered by District:

- Accidental damages and normal wear and tear.

This policy DOES NOT cover:

- Intentional damage to the computer (as determined solely by the Chartiers Valley School District)
- Misuse of the computer (i.e. liquid spills, defacing the computer with stickers, ink or paint, and/or carrying and handling the machine in an incorrect manner).

Frequently Asked Questions

How do I make a claim under the CV policy?

- **Within 7 school days**, the student will submit a written report of the loss or damage to the main office (forms can be obtained in the office) and to the school resource officer who will investigate the incident if the claim is for theft or vandalism. Once the report has been made, the investigation is finished, the claims process is complete. For damage, the student will fill out and sign a Computer Repair Form as instructed to do so by district personnel.

Having fully read this Chartiers Valley Student Laptop Agreement, I understand my responsibilities for caring for and insuring the computer, and I agree to the terms above regarding the laptop computer my student will receive from the Chartiers Valley School District.

____ I elect not to have my student receive a Chartiers Valley School District Laptop Computer. A laptop will be issued to my student during the school day but will remain at school.

Parent Name _____
(print)

Parent/Guardian Signature _____ Date_____

Student Name _____
(print)

Student Signature _____ Date_____

Google Workspace for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their Google Workspace for Education accounts, students may access and use Google "Core Services" (described at https://workspace.google.com/terms/user_features.html):

In addition, we also allow students to access certain other Google services with their Google Workspace for Education accounts.

A list of additional services is available at https://support.google.com/a/answer/181865

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from Google Workspace for Education accounts in its Google Workspace for Education Privacy Notice. You can read that notice online at https://workspace.google.com/terms/education_privacy.html

You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Chartiers Valley School District may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as a telephone number for account recovery or a profile photo added to the Google Workspace for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- Device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number
- Log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address
- Location information, as determined by various technologies including IP address, GPS, and other sensors
- Unique application numbers, such as application version number
- Cookies or similar technologies, which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In Google Workspace for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For Google Workspace for Education users in primary and secondary (K-12) schools, Google does not use any user

personal information (or any information associated with a Google Workspace for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using an Google Workspace for Education account.

Can my child share information with others using the Google Workspace for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations and individuals outside of Google unless one of the following circumstances applies:

- With parental or guardian consent, Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through Google Workspace for Education schools.
- With Chartiers Valley School District Google Workspace for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- For external processing, Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the Google Workspace for Education privacy notice and any other appropriate confidentiality and security measures. For legal reasons. Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
    - Meet any applicable law, regulation, legal process or enforceable governmental request.
    - Enforce applicable Terms of Service, including investigation of potential violations.
    - Detect, prevent, or otherwise address fraud, security or technical issues.
    - Protect against harm to the rights, property or safety of Google, Google users, or the public as required or permitted by law.

Google also shares non-personal information, such as trends about the use of its services, publicly and with its partners.

What choices do I have as a parent or guardian?

First, you can consent to the collection and use of your child's information by Google. If you don't provide your consent, we will not create a Google Workspace for Education account for your child, and Google will not collect or use your child's information as described in this notice.

If you consent to your child's use of Google Workspace for Education, you can access or request deletion of your child's Google Workspace for Education account by contacting Mike Rabinovitz at (412) 429-2245 or mrabinovitz@cvsd.net.
If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services, or delete your child's account entirely. You and your child can also visit https://myaccount.google.com while signed in to the Google Workspace for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google Workspace for Education accounts or the choices available to you, please contact Mike Rabinovitz at (412) 429-2245 or mrabinovitz@cvsd.net. If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the Google Workspace for Education Privacy Center at https://www.google.com/edu/trust/, the Google Workspace for Education Privacy Notice at https://workspace.google.com/terms/education_privacy.html, and the Google Privacy Policy at https://www.google.com/intl/en/policies/privacy/.

The Core Google Workspace for Education services are provided to us under Google Workspace for Education Agreement at https://www.google.com/apps/intl/en/terms/education_terms.html

Data Processing Amendment: https://support.google.com/a/answer/2888485

v.1.0 - Updated July 2021

It is the policy of the Chartiers Valley School District not to discriminate on the basis of race, color, sex, religion, marital or parental status, national origin, age, or handicap its educational programs, services, facilities, activities or employment policies as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964 as amended, Section 504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, Section 204 Regulations of the 1984 Carl D. Perkins Act or any applicable federal statute.



CHARTIERS VALLEY MIDDLE SCHOOL
STUDENT HANDBOOK
2026-2027

Chartiers Valley Middle School
50 Thoms Run Road
Bridgeville, PA 15017
412-429-2220
www.cvsd.net

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CHARTIERS VALLEY
SCHOOL DISTRICT | Inspiring excellence.

Dear Student and Parent/Guardian,

Welcome back! We hope your summer has been enjoyable. We wish you and your child the very best as we begin this 2026-2027 school year at Chartiers Valley Middle School. A new year brings great appreciation for students, parents, teachers, and the promise of outstanding opportunities for all.

Should questions/concerns arise throughout the year, a network of support is available. The administration, guidance counselors, teachers, and staff may all assist you. Maintaining open lines of communication with families and community members is of utmost importance in nourishing an effective educational environment.

We set high expectations for students at Chartiers Valley Middle School. These expectations are outlined in the Chartiers Valley Middle School Handbook. Please review this necessary information with your child.

Best wishes for a successful school year!

Sincerely,

CVMS Administration

Administration and Contact Information

Chartiers Valley Middle School

CVMS is specifically designed to allow students to transition from childhood to adolescence. During these three years, students will be given the opportunities to engage in multi-disciplinary experiences taught by a strong core of teachers who work together to integrate their courses.

Board of School Directors

Darren Mariano, President
Louise Huehn, Vice President
Ed Brosky
Jeff Choura
Kate Drury
Mark Fiorilli
Mitchell Montani
Megan Sexton
Lisa Trainor

School Board Policies

All Chartiers Valley School District Board Policies may be found and reviewed at the web address below:
https://go.boarddocs.com/pa/cvsdpa/board.nsf/public?open&id=policies

Central Office Administration

Dr. Daniel Castagna, Superintendent
Dr. Michael Sable, Assistant Superintendent of Curriculum and Instruction

District Mission

The mission of the Chartiers Valley School District, a community dedicated to shared leadership, is to graduate students who achieve personal success by providing an exceptional academic foundation in a safe, nurturing environment that inspires creativity and innovation while embracing diversity.

Vision Statement

We will inspire excellence in instruction, learning, and innovation to prepare our students to achieve personal success.

Core Values

1. Demonstrate genuine care, concern, and fondness for students.
2. Adopt an education-centered focus where students come first, followed closely by the needs of their parents.
3. Develop and nurture healthy, productive, and cooperative relationships with colleagues.
4. Communicate regularly and clearly with students, their families, and the community.
5. Create and cultivate a district-wide Learning Community where all employees and educators are valued.
6. Encourage innovation and creativity.
7. Embrace community, regional and global partnerships.

School Colors

Red and Blue

Motto

Character, Virtue, Honor and Scholarship

Mascot

The Colt

Alma Mater

Glorious things of thee are spoken,
Home of the red and blue.
N'er to fail and 'ere to conquer,
To thy name we'll always be true.
Spirits lasting thro' the ages,
Never ceasing to proclaim.
Chartiers Valley, now we praise thee,
And may we ever cherish thy name.

(Words by the Chartiers Valley Senior High School's Chapter of the National Honor Society)

The Crest

During the 2018-19 school year, as a component of renewal, focus groups of students, faculty, and administrators collaborated to develop ideas for a Chartiers Valley School District crest. Together, we identified the most significant concepts which represent the standards and aspirations of our schools: Integrity, Community, Innovation, and Academia.

CVHS art teacher Christopher McHugh utilized the collective ideas and feedback from the focus groups to create a beautiful visual representation of Chartiers Valley School District.

Each symbol in the crest highlights a different element of CV's ideals:

- Red – Energy, Determination, Passion
- Blue – Truth and Loyalty
- 1956 – The year our 4 communities became CVSD
- Achievement Ribbon – Unity, School Pride
- Olive Wreath – Community, Agreement, and Harmony
- Per Chevron – Constancy with peace and sincerity
- Column – Achievement through education
- Torch and Hands – Passing of knowledge from teacher to students
- Winged foot and Victory Cup – Athletics, sportsmanship, fair play
- Clef and Notes – Music and Performing Arts
- Drama Masks – Theater and Performing Arts
- Key of Knowledge – Unlock the doorway to knowledge
- Graduation Cap & Diploma – Academia, Achievement, Transition

Chartiers Valley Middle School Philosophy

Chartiers Valley Middle School will provide a safe, flexible, and structured environment that will provide students with avenues for self-expression. We will strive to enable our students to develop a sense of responsibility for their academic progress and behavior by recognizing individual strengths and differences.

Our school centers on the unique intellectual, emotional, social, and physical needs and characteristics of middle school students. Emphasis is placed on developing one's self-worth as these youth transcend from childhood to adolescence.

Students and teachers will collaborate in the learning process through lively communication and interaction. It is our responsibility to make a positive contribution to ourselves, our school, our home, and our community and be devoted to the pursuit of life learning.

At Chartiers Valley Middle School it is our goal to allow our students the opportunity to learn and grow as students and productive citizens of our community.

Middle School Administration/Front Office Staff

Principal
Mr. James Pegher
jpegher@cvsd.net
412-429-2221

Assistant Principal
Dr. Regina Kim
rkim@cvsd.net
412-429-2222

School Counselor (A-L)
Ms. Lesley Kunkel
lkunkel@cvsd.net
412-429-2225

School Counselor (M-Z)
Mr. Matt Swift
mswift@cvsd.net
412-429-2224

Secretary
Mrs. Beth Verzich
bverzich@cvsd.net
412-429-2220

Secretary
Ms. Elizabeth Scanlon
escanlon@cvsd.net
412-429-2220

Nurse
Ms. Rebecca Laverty
rlaverty@cvsd.net
412-429-2228

Academics

Program of Studies

It is the goal of the middle school program to provide experiences that match our students' interests and abilities. The program is diverse, and progressive and includes a certain curriculum as required by the Pennsylvania Department of Education (PDE). Your teachers and school counselors will help you, when possible, to choose the best set of experiences. If major changes in your schedule are recommended, your parents will be asked to discuss the changes with your teachers and school counselors before the change is made. Chartiers Valley Middle School operates on a **five-day basis** to accommodate the course offerings listed below.

Required Courses

6th Grade	7th Grade	8th Grade
English Language Arts 6 **OR** Accelerated ELA 6	English Language Arts 7 **OR** Accelerated ELA 7	English Language Arts 8 **OR** Accelerated ELA 8
Math 6 **OR** Accelerated Math 6	Pre Algebra 7 **OR** Accelerated Pre Algebra 7	Math 8 **OR** Algebra 8 **OR** Accelerated Algebra 8
Science 6	Science 7	Science 8
Foundations of Social Studies 6	Global Perspectives 7	Early American History 8
Spanish 6	Spanish 7	Spanish 8
Physical Education 6	Physical Education 7	Physical Education 8
		Health 8

Encore Courses

6th Grade	7th Grade	8th Grade
Design and Modeling 6	Robotics 7	Woodshop
General Art 6	General Art 7	General Art 8
General Music 6	General Music 7	
Family Consumer Science 6	Family Consumer Science 7	

Other Electives

6th Grade	7th Grade	8th Grade
Band 6	Band 7	Band 8
Chorus 6	Chorus 7	Chorus 8
Orchestra 6	Orchestra 7	Orchestra 8

****other electives will take the place of PLT time or an Encore Class****

Report Cards and Grading

Grades will be issued at the conclusion of each quarterly grading period (9 weeks). Student report cards will not be printed and mailed home; rather, parents and students may access quarterly and final grades via Infinite Campus. If you would like a paper copy of a quarterly report card, please contact the main office and a hard copy will be prepared for you.

Infinite Campus can be accessed using the following resource:
Infinite Campus Login Info

Incomplete grades must be made up before the end of the next marking period, with exceptions made only in unusual circumstances. Incomplete grades will become an "F" if the work is not made up.

Percentage	Letter Grade
100%-90%	A
89%-80%	B
79%-70%	C
69%-60%	D
59%-0%	F

Other	Letter Grade
I	Incomplete
P	Passed
W	Withdrew
X	Excused or Exempt
N/A	Not Applicable
M	Medical

Grade Level Promotion

The established specific requirements and procedures for grade-level promotion at Chartiers Valley Middle School include the following:

Any student who does not meet the academic requirements of a major subject course (a grade "D" or better) may need to remediate the coursework through an approved summer school provider. Students who do not successfully pass both English Language Arts and Mathematics must engage in credit recovery during the summer months or face grade-level retention. Should a

pupil fail either ELA or Math in addition to another core discipline, such as Science or Social Studies, mandatory completion of approved summer coursework is necessary to avoid being retained in the current grade.

Summer school is strongly recommended for students who have failed any required courses in grades 6-8. Chartiers Valley Middle School **does not** conduct summer school sessions. Parents will be provided with a list of approved summer school credit recovery programs from the guidance department. Per **Policy 124**, it is the responsibility of the parents to provide fees and transportation for summer sessions. Required coursework must be successfully completed prior to the start of the new school year in order for the promotion to occur.

Virtual Learning Expectations

Google Classroom is our online platform for educational opportunities and communication. Students are expected to access their school email and Google Classroom accounts on a daily basis. Students are expected to have their school-issued technology device charged and with them at school each day. It is the student's responsibility to notify a teacher, counselor, or administrator immediately when in need of technology repairs or troubleshooting assistance.

Online Homework & Google Classroom Check:

1. Log on: www.cvsd.net
2. Go to "Our Schools" towards the top left side of the page – Select Middle School.
3. Click on "Student Life" and then click on "House Websites" – a list of all teams will appear – click on your child's team name. Additionally, most teachers utilize Google Classroom for posting and collecting assignments. Your child may log in to their Classroom account to show you course content and assignments.
4. Homework will be posted directly on the team's webpage or you will find a link to homework on the team page. Homework webpages are a good resource, however, it is the responsibility of the student to be aware of long-term projects, computer-based assignments, tests, and daily work. At the beginning of each year, students are provided with a homework planner to keep track of academic responsibilities. For those students preferring to manage their assignments electronically, we encourage Google Keep as an excellent planning and management tool.

Awards

We honor students for various reasons at the end of each grading period at our Celebration of Excellence. Individual teams may recognize students in their own way during the year.

Teaching Teams and Academic Staff

Core Classes			
Subject	6th Grade	7th Grade	8th Grade
Math	Mr. Talotta Mr. Yaglowski Mrs. Zelch	Mr. Lea Ms. O'Malley Mrs. Roberts	Mrs. Daves Mrs. Kochin Mr. Ward
ELA	Mrs. Hertzog Mrs. Moreschi Mrs. Switala	Mr. Hildabrand Mr. Krivanek Mrs. Speicher	Ms. Bouch Ms. Ciaramella Mrs. Holleran
Science	Mrs. Machusko Mr. Moreschi	Mr. Caplan Mrs. Cruise	Mrs. Brackin Ms. Pellegrino
Social Studies	Mr. Cairns Mrs. Renaldi	Mr. Lucas Mr. Partridge	Mr. Browne Mrs. Longacre

Encore Classes			
Health/PE	Unified Arts	Music	Language
Ms. Estatico Ms. Guarnaccio Mr. Leonhard Mr. Wood	Mrs. Cowles Mr. McAleer Mr. Moskala Mrs. Stabile Mr. Warren	Mr. Locke Mrs. Kelly Mrs. Pierce Mr. Woodward	Ms. Bautista Mr. Chatlak Mr. Douglass

Special Education Team					
Resource Math 6-8	Resource ELA 6-8	6th-8th Grade LS	Specialized Reading & MTSS	Life Skills	Emotional Support
Mr. Kennedy	Mrs. Peduzzi	Ms. Cushey	Mrs. Ridgeway	Dr. White	Mrs. Taucher

Support Teachers		
Berardino Intrieri – Gifted/ Social Studies	Ms. Musial - Speech	Ms. Moore - ESL

Guidance and AHN Chill Project			
Mrs. Kunkel	School Counselor (A-K)	Ms. Massella	AHN Chill Room Educator
Mr. Swift	School Counselor (L-Z)	Ms. Bartko	AHN Behavioral Health Therapist

Bell Schedules

Daily Schedule	
Lockers/Colt Time	7:35-7:47am
Announcements	7:50-7:52am
Period 1	7:50-8:32am
Period 2	8:35-9:15am
Period 3	9:18-9:58am
Period 4	10:01-10:41am
Period 5	10:44-11:24am
Period 6	11:27-12:07pm
Period 7	12:10-12:50pm
Period 8	12:53-1:33pm
Period 9	1:36-2:16pm
Period 10	2:19-2:59pm

2 Hour Delay Schedule	
Lockers/Colt Time	9:45-9:47am
Announcements	9:50-9:52am
Period 1	9:50-10:19am
Period 2	10:22-10:49am
Period 3	10:52-11:19am
Period 4	11:22-11:49am
Period 5	11:52-12:22pm
Period 6	12:25-12:55pm
Period 7	12:58-1:28pm
Period 8	1:31-1:58pm
Period 9	2:01-2:28pm
Period 10	2:31-2:59pm

AM Activity Schedule	
Lockers/Colt Time	7:35-7:47am
Announcements	7:50-7:52am
AM Activity	7:50-8:24am
Period 1	8:27-9:02am
Period 2	9:05-9:40am
Period 3	9:43-10:18am
Period 4	10:21-10:56am
Period 5	10:59-11:39am
Period 6	11:42-12:22pm
Period 7	12:25-1:05pm
Period 8	1:08-1:43pm
Period 9	1:46-2:21pm
Period 10	2:24-2:59pm

PM Activity Schedule	
Lockers/Colt Time	7:35-7:47am
Announcements	7:50-7:52am
Period 1	7:50-8:27am
Period 2	8:30-9:05am
Period 3	9:08-9:43am
Period 4	9:46-10:21am
Period 5	10:24-11:04am
Period 6	11:07-11:47am
Period 7	11:50-12:30pm
Period 8	12:33-1:08pm
Period 9	1:11-1:46pm
Period 10	1:49-2:24pm
PM Activity	2:27-2:59pm

General Student Information

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse who will then report it to the proper authorities. Under no circumstances are students permitted to leave school grounds for an injury sustained at school without prior authorization.

Attendance (Policy #204)

At CVSD we follow the Department of Education's guidance for compulsory school attendance, unlawful absences, and school attendance improvement conferences. You can view more information here: https://www.education.pa.gov/Policy-Funding/BECS/Purdons/Pages/CompulsorySchoolAttendance.aspx.

It is our goal to have students in school as much as possible as we know there is a direct correlation between attendance and success in school for most students. We ask that anytime a student is absent from school a parent excused letter or a medical note from a physician is submitted either through email or written to our attendance secretary. Each year, in accordance with the state, parents are allotted ten parents excused absences, this includes educational field trips as part of that total. After ten parent excused absences have been submitted, any date after that isn't medically excused will be counted as an unexcused absence.

Unexcused absences are taken very seriously. Once a student has three unexcused absences, their parent or guardian will be sent a letter from the school inviting them to an attendance improvement conference to discuss ways we can work collaboratively to help support student attendance. Should more unexcused absences accrue, the school will file truancy on day seven with the magistrate. The parent or guardian will then receive a letter from the magistrate for a truancy hearing, which could result in a fine.

State law and school board policy require daily attendance except for illness or serious emergencies. Students are requested to have a parent call the middle school office (412-429-2220) in the morning if they must miss school on any given day. Additionally, a written excuse must be provided to the school within 3 days of returning to school after an absence. Any student who misses more than ten school days or five consecutive days in the school year must present a physician's excuse for each additional absence. Failure to do so may result in legal and disciplinary consequences, as well as the possibility of lower grades.

The Board of Education requires that school-aged pupils enrolled in the schools of the district in which they live attend school regularly in accordance with the laws of the Commonwealth of Pennsylvania. The educational program offered by this district is predicated upon the presence of the pupil and requires continuity of instruction and classroom participation.

1. Upon arrival at school, all students must report to their **1st period class.** Students arriving after **7:50 a.m. must report to the office to receive a tardy pass** that will admit him/her to 1st period. **Students will not be permitted to enter 1st period after 7:50 a.m. if they do not have a tardy pass**. Failure to sign in at the main office can result in disciplinary consequences. Students who do not report to 1st period but are in the complex will be reported to the office immediately.

2. Daily attendance will be taken only by the teacher and forwarded to the office after the 7:50 a.m. bell rings or at the end of any extended homeroom period.

3. Students who arrive late to school must sign in at the main office upon entering the complex.

4. Upon returning from an absence, the student must give the office an excuse for his/her day(s) of absence. Failure to provide an excuse for an absence within three school days after returning will result in the student's day(s) of absence being marked illegal or unexcused.

5. Impassable roads, disabled school bus, and medical or dental appointments that cannot be scheduled after the normal school day are valid excuses for tardiness. Medical or dental appointments must be verified by a written excuse from the doctor. Parental notes are required.

6. Reasons such as sleeping in, missing the bus, or transporting a parent, relative, or friend, etc. are not valid excuses for tardiness and will be classified as unexcused.

7. In order to participate in any extracurricular activity (athletic events, dances, etc.) conducted under the auspices of the middle school, a student must be present for **(5) full periods** on the day of the event. No departures from this policy will be accepted without the approval of a principal.

Truancy Procedures (Policy #204)

Truant = 3 days of unexcused absence from school.
Habitually truant = 6 days of unexcused absence from school.

Excused and Unexcused Absences

- Each day that a child is absent from school an electronic attendance notification is sent to parents.
- After 3 unexcused absences, the 3-day Truancy letter is sent, indicating that the student is considered "truant", detailing the time and date of the Attendance Improvement Conference (AIC). At the AIC, a school-based attendance improvement program will be developed, which will include steps to support positive attendance as well as what actions will be taken if the student reaches 6 unexcused absences.
- After the first 6 unexcused absences, the Habitually Truant Letter will be mailed to parents indicating the actions that will be taken as a result of truancy.

Class Truancies

Arriving late to class disrupts learning. Tardiness will be addressed as follows:

1. First Offense: Verbal warning.
2. Subsequent Offenses: Restorative lunch assigned for each occurrence.

Attendance Improvement Conference (AIC)

School staff will coordinate with the family to arrange an Attendance Improvement Conference (AIC) to be held at the school in order to discuss causes for the child's truancy and create a mutually agreed upon plan to resolve truancy concerns. Discussion at this conference will include current academic difficulties, physical or behavioral health issues, family/environmental concerns, or any other barrier impeding the child's attendance at school.

School-Based Attendance Improvement Program

At the conclusion of the AIC, all participants will sign a comprehensive Attendance Improvement Plan (AIP) that is agreed upon by school representatives, the child, and parents/family. This AIP should detail and include: access to academic and social/health supports within the school setting, an outline of parent/guardian and student responsibilities to improve attendance, and a plan for progress monitoring that includes both positive outcomes and potentially negative consequences for compliance to or violation of the AIP.

Community-Based Attendance Improvement Program

The Focus on Attendance program is a partnership between the Department of Human Services, The Allegheny Intermediate Unit, Juvenile Probation, and local K-12 school districts. The purpose of this program is to connect students and their families to community resources, assess the underlying needs of students who are chronically tardy, work to alleviate barriers to school attendance, and promote educational success. This is a voluntary service that comes at no cost to the family and should be viewed as a proactive approach to avoid potential punitive actions (such as citations, magisterial court involvement, etc.).

Clubs and Activities

CVMS students have the opportunity to participate in the clubs, activities and athletic teams listed below.

Club/Activity	Sponsor	Club/Activity	Sponsor
NJHS	Mrs. Brackin and Mrs. Roberts	Student Council	Ms. Musial
Best Buddies	Dr. White	Newspaper	Ms. Bautista
Yearbook		Robotics	Mr. McAleer and Mr. Warren

Fall Sports	Winter Sports	Spring Sports
Cross Country	Basketball	Baseball
Soccer	Wrestling	Softball
Football		Track and Field
Volleyball		
Swimming		

Cheerleading - Participation is during the fall and winter sports seasons. Tryouts are held in the spring.

Students assigned to **ILC (Independent Learning Center) or OSS (Out of School Suspension) will not be permitted to participate in nor attend any school extracurricular activity or commencement during the period of suspension**. In addition, students who are suspended are responsible for obtaining and returning all class assignments during the period of suspension. **Students who are absent from school may not participate in activities on the day they are absent.**

In order to participate in athletics, a student must maintain a 2.0 GPA. Eligibility for the first grading period is based on the final grades for the preceding school year. If a student fails to meet these requirements, they will lose eligibility for the first 15 school days of the next grading period.

All students will be put on a weekly Athletic Eligibility list. The weekly Athletic Eligibility list will be checked every Friday through Infinite Campus. All coaches and necessary faculty will be notified by 11:00 a.m.

Their grades will be checked weekly starting 15 days into the marking period. If a student is failing two (2) or more classes, they will be ineligible for one week (Sunday-Saturday) and will have to follow the steps listed below. Ineligible students will not be permitted to participate in any practices or games with any sport until the grade becomes a passing mark and should seek academic assistance in the failing subject areas.

Any student who appears on the eligibility list with a failing grade in a full credit course will be placed on WARNING status and must seek academic assistance in the failing subject area. Academic assistance for middle school students is available during the week in the form of their Personal Learning Time (PLT) period with their respective teachers.

If a student appears on the eligibility list for four (4) consecutive weeks in the same subject area, they will be removed from the team for the remainder of the season. The student will not be permitted to participate in any conditioning or preseason practices with another sport until the grade becomes a passing mark.

Early Dismissal

Students requesting an early dismissal must have a signed note from a parent or guardian stating the reason for the request. These students will report to their homeroom first, then to the office.

Students must report to the office to sign-out before leaving school property. Students not following these procedures will be considered unexcused and will receive disciplinary consequences. The designated person that is picking up the student should bring a valid ID and come to the main door to sign out the student.

Campus Safety and/or office personnel will record the names of those excused from campus.

Arrival & Dismissal Procedures

Arrival (7:35 AM)

Bus Students: These students will be dropped off in front of the middle school and will enter through Door #3 (located under the sky bridge).

Car Drop-Off Students: These students are to be dropped off at Door #55. Staff will be at the drop-off point to assist parents and students (continue straight after passing the security booth and enter the half-circle driveway just past the auditorium).

Dismissal (2:59 PM)

Bus Students: These students will exit the building through the main doors of the middle school and will board the buses located at the front of the building. The buses pull away at 3:07, so please speak with your children about the schedule.

Car Pick-Up Students: These students will exit their class and leave through Door #55 (same as arrival). Please follow the same directions as noted above for car drop-off students.

Early Dismissal Procedures:

Families need to email msattendance@cvsd.net. Please include the child's name, time, reason, and who will be picking up the student. When picking up students for early dismissals, all adults need to have a form of identification (license preferred).

The last early dismissal of the day will be at 2:30 p.m. This is due to our afternoon buses arriving for dismissal and campus traffic. **No cars will be able to make the right turn at the security booth onto the middle school road until buses leave campus (at approximately 3:10 PM) to ensure a safe environment for exiting students.**

Emergency School Closing

In case of school delays or cancellations due to hazardous weather conditions, the Chartiers Valley School District will automatically contact the main phone number on the file with the school. Please remember to notify the school of any telephone changes to ensure that this service is effective. Contact numbers can also be changed through Infinite Campus. Closings and delays

can also be known by tuning to the following news channel stations or by checking the district's social media platforms.
News Channels (TV and Internet): KDKA- TV (Channel 2), WTAE-TV (Channel 4), WPXI-TV (Channel 11)
In case of inclement weather or emergency, it is important to keep telephone lines to school open. Parents and students are asked to refrain from calling the school during these times.

Fire Drill

Always be alert for a fire drill. You can never tell whether it may be a drill or an actual fire. No student is excused from participating in a drill. Each room has exit directions and students should act under the direction of the teacher. Follow these directions in an orderly, quick-moving manner. Any infractions should be reported to the office.

Illness and Medication

Students who become ill during the school day should report to his/her classroom teacher and obtain a pass to the health office. If the student is too ill to go to the classroom, he/she should report to the health office with appropriate assistance. Students can contact their parents on the health office phone after an assessment by the school nurse. Students must be signed out in the main office by the parent, guardian or emergency contact upon dismissal from the health office.

Students who require the administration of any medication during school hours must comply with the following policy:

1. Medication (prescribed and over-the-counter) will be administered by the school nurse. All medications except self-managed medications (inhalers and epinephrine) will be stored in the health office in a locked cabinet.
2. A "Permission for Medication Administration" form must be completed by a physician and parent/guardian and sent to the Health Office. The form must be renewed annually.
3. Medications must be sent to school in the original containers. Only medications sent to the school from parents/guardians will be dispensed.

No student is permitted to dispense prescribed or over-the-counter medicines to any other student. Failure to adhere to this policy will be considered a violation of the school district's Drug and Alcohol policy.

Lockers

Lockers will be assigned by grade level and homeroom. The district will not provide locks, however, students are **strongly encouraged to bring a lock**. Be sure to provide the homeroom teacher with the combination and/or extra key for the locker in an event that the student forgets. The school district is not responsible for lost or stolen items taken from a locker. Leaving valuables in an unlocked locker is unsafe and should be avoided. Each student is responsible for any damage to the internal part of the locker. Students should not deface lockers.

Lost and Found

Any item that is found within the building will be held in the school's lost and found. Items remaining at the end of each semester will be donated to a charitable organization.

Lost or Damaged School Materials

The Chartiers Valley Board of Directors has adopted a policy requiring a student or his/her parent to pay the full replacement cost for any textbook, technology device, or school material that was lost or damaged while it was assigned to the student. No grades, transcripts, or records will be released for anyone who has a financial obligation to the district.

Posting or Distributing Materials

The principal's permission is required when a student wishes to post or distribute materials on school property. Once approved, materials that are posted or distributed must be signed or stamped with the principal's signature. Any materials posted without the principal's approval will be discarded.

Restroom Usage

Should the need arise, students are expected to use the restroom facilities during the pass time provided between classes. If the need to use the restroom facilities arises during the time a student is in class, the student must obtain authorization from the teacher and sign out using the digital hall pass form. This is located in each teacher's google classroom. Students should use the restroom located closest to their assigned classroom. Each student should remain in the classroom to obtain the best possible education; therefore, the need to leave the classroom should not become a frequent occurrence. Students will be required to provide documentation from a physician if they have a need to use the restroom on a regular basis while class is in session.

Students are reminded that only one student may be in a restroom stall. Students who congregate in a stall are subject to disciplinary action. Campus safety personnel will routinely check all restrooms

Student Accident Insurance

Insurance will be available to all students. Information regarding this insurance may be obtained by calling the school district's business office at 412-429-2210.

Student Assistance Program (SAP)

The Student Assistance Program is mandated throughout all public secondary schools in PA. It is designed to assist school personnel to identify student issues, including alcohol and other drugs, which pose a barrier to their learning and school success.

Chartiers Valley's SAP program is called Student Support. The mission is to help students and their families, encourage healthy coping skills, and increase school success. Students' health, safety, and welfare are always of utmost importance. Student Support Teams coordinate the program. The teams include teachers, counselors, administrative staff, etc. These individuals are specially trained to identify problems, determine whether or not the presenting problem lies

within the responsibility of the school, and offer resources to assist the student and parent. It is neither the mission of the school nor its responsibility to resolve all problems that impact school performance.

The involvement of parents in all phases of the SAP underscores the parents' role and responsibility in the decision-making process affecting their children's education and is the key to the successful resolution of the problems.

School personnel, peers, students themselves, or family members may refer students to Student Support. Any person who is concerned about a student is encouraged to refer that student by contacting the school counselor.

Some signs and symptoms of students who may be referred to Student Support are:

- The decline in grades/academic performance
- Poor attendance
- Change in friends, behavior, or attitude
- School phobia
- Violation of school rules
- Health problems
- Alcohol and other drug use
- Family issues/stress/violence
- Being at risk for suicide or other mental problems including anxiety/fear, withdrawal, isolation, risk-taking or self-abusive behavior, eating/sleeping/grooming problems or peer relationship problems
- Being a victim of violence/abuse
- Eating, sleeping or grooming changes

Valuables

Students are strongly discouraged from bringing valuable items to school. The safety of these items that are stored in a backpack or kept in lockers cannot be guaranteed. A student wishing to carry valuables will do so at his/her own risk and responsibility. Chartiers Valley Middle School is in no way responsible for any lost or stolen items.

Visitors

When visiting our school, please use the main entrance (Door #1). For safety precautions, all outside doors will be locked during school hours. Visitors will be required to register and wear the provided visitor's badge at all times while in the building. All Chartiers Valley buildings utilize the Raptor visitor software. This software scans driver's licenses and cross-references the National Sex Offender watch list. The software also automatically issues your visitor badge. Visitors must be accompanied by District employees at all times unless otherwise authorized by the principal.

Students may not receive visitors unless, in an exceptional circumstance, prior permission has been given by a building principal.

Student Conduct

Academic Integrity

Academic integrity indicates an ability to meet and face issues and creates an atmosphere of trust, respect, and security, which is encouraged at all levels. In addition, it is essential in an academic community that grades accurately reflect the achievement of the individual student. Faculty, students, and administrators have shared responsibilities in maintaining the academic integrity essential for the school to accomplish its objectives.

Artificial intelligence – While using artificial intelligence to plagiarize or cheat is strictly prohibited at Chartiers Valley Middle School, we encourage students to use AI as a positive tool and resource to enhance their learning experience. AI can be a valuable tool for research, learning, and problem-solving when used ethically and responsibly. Students are encouraged to explore and use AI to assist them in their academic pursuits, such as organizing information, generating ideas, or improving study habits. However, it is important to always give credit to the original sources when using AI-generated content and to use AI in a way that promotes personal growth and learning. Students are responsible for understanding how to use AI tools appropriately and should seek guidance from teachers or staff if they have any questions or concerns.

Violations of Academic Integrity:

- Obtaining help from another student during examinations.
- Knowingly giving help to another student during examinations.
- The use of notes, books, or any source of information during examinations, unless authorized.
- Obtaining, without authorization, an examination or any part thereof.
- Plagiarism including the use of PhotoMath, Chat GPT, and any other AI program
- Providing one's work for another student to copy and submit as his/her own.
- Altering, or causing to be altered, the record of any grade in a grade book, office, or other records.

Consequences for violating the academic integrity procedure may include the student receiving a zero (0) for the assignment and appropriate disciplinary consequences.

Authority

There is no division of authority among members of the staff of the middle school. High school staff members are also authorized to reprimand or correct High School students who misbehave at any time or any place during the school day. Teachers, according to the school code, have authority over pupils to and from school. Campus safety personnel and paraprofessionals also represent authority figures in the educational complex.

Cell Phones

To maintain a focused learning environment, students must place their cell phones and other personal electronic devices, such as smart watches in their lockers at the beginning of each day when entering their house. If a student is found with a phone:

1. First Offense: Verbal warning.
2. Second Offense: Phone is held by the teacher for the remainder of class; a restorative lunch is assigned, and a parent will be contacted.

3. Third Offense: Phone must be turned into the main office daily for a set period; a day of ILC (In-school Learning Center) is assigned, and a parent will be contacted.
4. Subsequent Offenses: A day of ILC will be assigned for each recurring offense after the third cell phone violation, and a parent will be contacted.

Repeat offenders will be subject to the code of conduct violations.

Code of Conduct (Policy #218)

The Chartiers Valley Board of Directors adopted a Code of Conduct that provides a description of expectations and responsibilities for students, parents, and school personnel.

The Code of Conduct defines disciplinary offenses and consequences on three levels. The disciplinary options are defined in the Code of Conduct. The building principal shall have the authority to assign discipline to students, subject to the policies, rules, and regulations of the district.

LEVEL I

Minor misbehavior on the part of the student that impedes orderly classroom procedures or interferes with the orderly operation of the school. Classroom teachers should handle many of these types of infractions by contacting the parent or guardian when the misbehavior first occurs.

EXAMPLES BUT NOT LIMITED TO

- Classroom/school disturbance or disruptive/inappropriate school behavior
- Littering
- Loitering/found in an unauthorized area
- Running or shouting in the halls
- Food or drink in the classroom unless directly involved in a sanctioned educational activity
- Eating outside the cafeteria without proper authorization
- Inappropriate display of affection
- Unauthorized sale of non-harmful items
- Excessive unexcused tardiness to school or class
- Inappropriate dress
- Inappropriate language
- Cafeteria misbehavior
- Class Cut
- Leaving classroom(s) without proper authorization
- Minor bus misconduct

DISCIPLINARY OPTIONS (but not limited to)

The following list of options includes but is not limited to, responses the appropriate staff member may use in dealing with Level I misbehaviors

- Verbal or written reprimand
- Peer/Adult Mediation
- Peer to Peer Mediation
- Intervention Practice Lessons

- Lunch detention
- Meeting and/or telephone conversation with parent(s)/guardian(s) to discuss behavior problem
- Written agreement
- Special assignment
- Modified day
- Detention assignment(s)
- Assignment to Independent Learning Center (if available)
- Temporary out-of-school/external suspension
- Assignment to Saturday Detention
- Denial of privileges/extra-curricular activities
- Referral to Student Support Team or Instructional Support Team

LEVEL II

Misbehavior in which the frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the repetition or continuation of Level I misbehaviors, require additional disciplinary options because the execution of Level I disciplinary options have failed to correct the inappropriate behaviors. Also included in this level are misbehaviors that do not pose a direct threat to the health and safety of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel.

EXAMPLES BUT NOT LIMITED TO

- Continuation of Level I misconduct
- Extreme Level I misconduct
- Dangerous Horseplay
- Obscene, vulgar, or indecent conduct or language
- Using forged notes or excuses
- Throwing objects/food
- Unsafe bus conduct
- Failure to report to a detention assignment
- Violation of school attendance policies (failure to submit excuses in a timely manner)
- Defiance of authority; refusing to do as ordered; insubordination
- Leaving school grounds without permission
- Violation of school district tobacco policy

DISCIPLINARY OPTIONS (but not limited to)

The following list of options defines responses the appropriate staff member may use in dealing with Level II misbehaviors

- Modified day
- Consequences defined by School Board Policy (if applicable)
- Written agreement
- Detention assignment(s)
- Lunch detention

- Virtual SEL courses
- Denial of privileges/extra-curricular activities
- Assignment to Independent Learning Center
- Assignment to Saturday Detention
- Temporary external suspension
- Loss of parking privileges
- Referral to Student Support Team or Instructional Support Team

In cases of suspension, students are entitled to due process rights.

LEVEL III

Acts whose frequency or seriousness tends to disrupt the learning environment of the school; acts that pose a threat or danger to the health, safety, or welfare of any individual; acts that violate any local, state, or federal laws or ordinances.

EXAMPLES BUT NOT LIMITED TO

- Repetitions, extreme or flagrant misconduct of any offense defined in Levels I and/or II
- Habitual Truancy
- Violation of district drug and alcohol policy
  - Up to 10 days out of school suspension
- Violation of district weapon policy: As used in describing the possession or use of a weapon, the term "weapon" shall include but not be limited to, any knife, cutting instrument, cutting tool, firearm, shotgun, rifle and any other tool, instrument, or item capable of inflicting serious bodily injury.
  - Minimum 10 days out of school suspension
- Theft
- Terroristic Threat
- Unauthorized possession of school district property that belongs to another individual
- Arson; setting a fire on school grounds
- Possessing or using weapons, fireworks, explosives, ammunition, or instruments that can be classified as being dangerous when used upon another person
- Fighting
- Assault/battery
- Threatening or intimidating others
- Taking or tampering with videos or photos of other students without their consent
- Vandalism
- Trespassing on school property or refusing to leave school property when ordered to do so
- Racial slurs or intimidation
- Sexual harassment
- Physically or verbally threatening or intimidating others for any reason, including but not limited to, the race, sex, religion, color, national origin, or disability of the victim, and including but not limited to comments, slurs, or epithets based on any such classification
- Destruction of the property of others
- Setting false alarms, bomb threats
- Extortion

- Violation of federal, state, and local law
- Willfully striking an employee
- Gambling; exchange of money or property for the purpose of wagering
- Sharing via social media or electronically distributing content that has a connection with Chartiers Valley Middle School and results in a significant disruption to the learning environment of the school.

DISCIPLINARY OPTIONS (but not limited to)

The following list of options defines responses the appropriate staff member may use in dealing with Level III misbehaviors.

- Assignment to Independent Learning Center (if available)
- Assignment to After School Detention
- Consequences defined by School Board Policy (if applicable)
- Temporary external suspension
- Full external suspension
- Alternative education placement
- Expulsion
- Referral to police, magistrate, or outside social or treatment agency
- Denial of privileges/extracurricular activities
- Loss of parking privileges
- Restitution of property or damages

In cases of suspension, students are entitled to due process rights. A Level III suspension may result in a hearing before the School Board for further disciplinary action.

Student Responsibilities

Student responsibilities include regular school attendance, conscientious effort in classroom work, and good conduct. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome living and learning. It is the responsibility of each student to respect the rights of all who are involved in the educational process.

Every student should:

- Read the appropriate building Student Handbook
- Be aware of and exhibit good conduct.
- Follow rules and regulations.
- Cooperate with school staff in disciplinary cases should they have relevant information.
- Pursue and complete the course of study prescribed by state and local authorities.
- Cooperate with the school staff in running a safe school.
- Express ideas and opinions in a respectful and accurate manner.
- Complete homework carefully and totally and make up work when absent from school.
- Exercise proper care when using public facilities and equipment.
- Be on time for all classes and other school functions.

- Dress and groom in a manner that is safe, clean, and not disruptive to the educational process.

Parental Responsibilities

Parents should teach their children the importance of honesty, respect for the law, respect for property, and respect for others. When parents and schools work diligently toward the fulfillment of these obligations, it is beneficial to each individual.

Every parent should:

- Ensure their child's compliance with approved codes of behavior and discipline.
- Read the building Student Handbook and discuss school rules with their children.
- Cooperate with school personnel whenever special services are indicated for the student.
- Become involved in their child's school life.
- Participate in school/community meetings, functions, and projects.
- Call to arrange a conference with the teacher and/or building administrator to discuss concerns or questions regarding disciplinary action.
- Communicate with school personnel.

Staff Responsibilities

Each member of the school staff must understand the Code of Conduct and accept responsibility for making it work. The staff must know the information in the building Student Handbook. Efforts by staff to counsel students should convey respect for students as persons.

Every staff member should:

- Serve as a positive role model.
- Recognize that preventive discipline is preferable to remedial discipline
- Respond to disciplinary situations within the school or on school property.
- Exercise control through appropriate planning, management, and instruction.
- Recognize individual differences and levels of maturation in students.
- Obtain assistance from counselors, nurses, and administrators, where appropriate.
- Enforce the Code of Conduct consistently.
- Protect students' rights; communicate students' responsibilities.
- Communicate with parents.
- Submit the required anecdotal report when referring disciplinary matters to the administration. Be prepared to provide testimony should a meeting or hearing be required.

Denial of participation in extracurricular activities

Students assigned to an internal or external suspension will not be permitted to participate/attend any school extracurricular activity or commencement during the period of suspension. In addition, students who are suspended are responsible for obtaining and returning all class assignments during the period of suspension. **Students who are absent from school may not participate in activities on the day they are absent.**

Discipline

The Chartiers Valley School District uses a progressive system of discipline. Students may be assigned directly to lunch detention, the independent learning center, or out-of-school suspension depending upon the rule violation. The principal may deviate from this procedure in exceptional circumstances.

The CVMS administrators will also implement interventions as seen fit based on the nature of the disciplinary violation. These interventions will allow students to reflect on the harm that was caused as a result of violating the Code of Conduct with a focus on repairing the emotional or physical damage. The shared goal among administrators, teachers, parents, and students when engaging in these interventions, is to allow the student to learn and grow from the disciplinary incident and improve behavior moving forward to ensure academic and personal success and a positive experience while at school.

Restorative Lunch

Restorative Lunch is a lunchtime consequence intended to help students reflect on their behavior and make more positive choices moving forward. Students assigned to Restorative Lunch will eat in a designated area under staff supervision while completing a reflection activity designed to help them make better choices moving forward. This is not a punishment, but an opportunity for students to reset and re-engage with their day. The goal is to support learning and personal growth while minimizing future disruptions.

After School Detention

After School Detention is assigned as a consequence for behaviors that violate school expectations. Detention typically takes place from 3:00 PM to 4:00 PM on designated days. During detention, students are expected to complete schoolwork or a reflective assignment in a quiet, structured environment. Failure to attend detention or follow expectations while serving may result in additional consequences.

Independent Learning Center

The Independent Learning Center is an alternative setting within the school where students are temporarily removed from the regular classroom environment due to serious or repeated behavioral concerns. Students work independently on class assignments under supervision and may participate in reflection or restorative activities. The purpose of the ILC is to help students reset, take responsibility for their actions, and prepare to successfully re-enter the classroom.

Out-of-School Suspension (External) Suspension

The student is not permitted to attend school or participate in any extra-curricular activities during this time period. The student is not permitted on school grounds at any time during the suspension. If observed on school grounds, the student will be cited for trespassing. A post-suspension conference with the student, parent, and administrator is required for re-admittance.

Recalcitrant Students

A student who becomes a chronic behavior problem and whose conduct constitutes a violation of the right to education of other students may be recommended to the superintendent for expulsion. Three suspensions in a single school term may result in a recommendation for expulsion. This, however, does not preclude a recommendation for expulsion following a first or second offense, if in the judgment of the principal, the gravity of the offense warrants such action.

In each of the preceding circumstances, it is incumbent upon the parents and professional staff to use to the fullest extent all possible preventive and corrective measures including parent conferences, counseling, case conferences, peer review, and other appropriate techniques.

Discrimination

The District will not tolerate discrimination on the basis of race, color, or national origin by students or employees and will take appropriate disciplinary action against individuals that violate this policy.

Drug and Alcohol Policy (Policy #227)

Students and parents are strongly advised to carefully review the school district's drug and alcohol policy. Violators are subject to the consequences. A Summary of Alcohol or other Controlled Substances Intervention Regulations is displayed on pages 34-35 of this handbook.

Summary of Alcohol or other Controlled Substances Intervention Regulations 2026-2027

	Situational Category	Immediate Action	Investigation	Notification of Parents	Notification of Police	Disposition of Substance	Disposition of Student
1	A staff member if concerned about inappropriate behavior which may hinder learning.	Staff member works with the student and/or refers to the student assistance team	Student assistance team initiates intake procedures.	Student assistance team may describe behavior to parents	Not required.	Not applicable	Refer to counselor, no discipline mandated.
2	A student demonstrates symptoms of possible use of alcohol, controlled substances or mood altering chemicals.	Nurse will be summoned immediately. Student may be transported to a medical facility. This will be handled as a medical emergency.	The principal/ designee investigates. This may include a search of the student and/or the locker and removal of possible substances.	Principal/designee will contact parents.	Required only if controlled substance discovered at the time of emergency.	Given to medical personnel and then turned over to police for possible analysis and use in further proceedings.	Refer to counselor/crisis intervention specialist and student assistance team. If there is a violation, see appropriate situational category listed below.
3	A student is found to be under the influence of, using, or in possession of with or without the intent to sell alcohol, controlled	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol or	Principal/designee will contact parents.	Yes	Turned over to the police with possible request for analysis and	1. Refer to counselor/student assistance team. 2. Ten day out of school suspension. 3. Informal hearing held by 3rd day of suspension with possible 45 day alternative ed placement.

	substances, or mood altering chemicals for the first time in his/her school career.		other controlled substances will be confiscated.			use in further proceedings .	4. Required participation in an assessment by a licensed D&A agency or licensed D&A therapist. 5. Timeline for compliance and review of progress to include parent, student, counselor and principal to be determined by principal. 6. Student is not permitted to attend extracurricular activities for 60 calendar days. These include but are not limited to athletic events (as a spectator), dances, meetings, clubs and other HS activity functions. 7. Superintendent recommendation to school board for expulsion for failure to comply with any of the above. 8. Referral to local police department/SRO for criminal prosecution.
4	A student is found to be under the influence of, using, or in possession of alcohol, controlled substances, or mood altering chemicals for a second or more time during his/her school career.	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol or other controlled substances will be confiscated	Principal/designee will contact parents.	Yes	Turned over to the police with possible request for analysis and use in further proceedings .	1. Refer to counselor and student assistance team. 2. Ten days out of school suspension with placement in alternative education program for a minimum of 45 school days. 3. Informal hearing held by third day of suspension. 4. Formal recommendation to Board for expulsion. 5. Criminal prosecution.

5	A student is found in possession of paraphernalia associated with the use of alcohol or other controlled substances for the first time.	The student will be escorted to an office. The student will not be left alone.	The principal/designee investigates. The student and/or locker is searched. Suspected alcohol or other controlled substances will be confiscated. If use is also admitted, follow situational category 3, 4, 5 or 6.	Principal/designee will contact parents and arrange for a conference.	Yes	Turned over to the police with possible request for analysis and use in further proceedings .	1. Refer to counselor/student assistance team. 2. Ten day out of school suspension. 3. Informal hearing held on third day of suspension. 4. Required participation in an assessment by a licensed D&A agency or licensed D&A therapist. 5. Review of progress to include parent, student, counselor and administrator after 30 days. 6. Student is not permitted to attend extracurricular activities for 60 calendar days. These include but are not limited to athletic events (as a spectator), dances, meetings, clubs and other HS activity functions. 7. Superintendent recommendation to Board for expulsion for failure to comply w/ any of the above. 8. Referral to local police department/SRO for criminal prosecution.

Legal Consequences

Students can face school consequences as well as legal consequences for major Code of Conduct violations or repeated minor violations. Students can receive a citation or criminal charges depending on the rule violation. Examples of such behavior include but are not limited to disorderly conduct (vulgar language, insubordination, inappropriate behavior), fighting, assault, vandalism, theft, violation of the tobacco policy, violation of the drug and alcohol policy, harassment, truancy, leaving school property, excessive tardies to school, and trespassing.

Recording without Permission

No student is permitted to make an audio or video recording of another individual or a class session without the permission of the student, teacher, or administrator who is being recorded. All individuals have a right to privacy in areas where there is an expectation of privacy, including but not limited to locker rooms and restrooms. Students may not take or tamper with videos or photos of other students without their consent. **Any violations of this right will result in disciplinary consequences including and up to expulsion.**

Reporting Unsafe and Dangerous Acts

Students who have knowledge that a student has or is considering a dangerous or unsafe act that could affect the health and safety of that individual or others must report it. Students should report any concerns to the principals or the school resource officer immediately. Students found to have knowledge of an unsafe act or a threat of an unsafe act, and not report it immediately, could be subject to school consequences and legal consequences.

Students may also submit anonymous reports through the Safe To Say Something program by using the S2SS app, calling 1-844-SAF2SAY, or visiting www.safe2saypa.org.

Safe2Say

Safe2Say is a youth violence prevention program run by the Pennsylvania Office of the Attorney General. The program teaches youth and adults how to recognize warning signs and signals, especially within social media, from individuals who may be a threat to themselves or others and to "say something" BEFORE it is too late. With Safe2Say Something, it's easy and confidential to report safety concerns to help prevent violence and tragedies.

Here's how it works:

- Submit an anonymous tip report through the Safe2SaySomething system
- Crisis center reviews assesses and processes all submissions
- Crisis center sends all submissions to school administration and/or law enforcement for intervention
- If needed, crisis center may contact tipster anonymously through the app

School Bus (Policy #810)

The bus driver has your life in his/her hands! He/she must concentrate all of his/her efforts on the safe operation of the bus and cannot afford to divert attention to handle discipline problems with student passengers.

Listed are some of the reasons a student may receive a warning, bus suspension, criminal charges or other school consequences:

1. Throwing objects in or out of the bus.
2. Fighting on the bus.
3. Smoking/use of a vaping device on the bus.
4. Lighting combustible objects on the bus.
5. Defacing or destroying school property (seats, lighting, windows, etc.).
6. Using obscene language on the bus.
7. Extending any part of the body out of the bus.
8. Distracting the bus driver's attention in any unnecessary way.
9. Failing to remain seated.
10. Causing a disturbance on the bus.

CVMS students may only ride to the high school to which they are assigned. CVMS students may not ride buses that transport PS students. Students and others who are directed, by the driver or another person with authority, must do so.

Students who violate safe bus conduct procedures will be subject to consequences per Board Policy 810.

For a first-offense misconduct report, the student will receive a warning, except when the offense is deemed serious enough to warrant severe measures by the administration and/or Board. For a second offense, a temporary suspension of transportation privileges for up to three (3) days will be invoked. The principal will inform the student of the reasons for the suspension, and the student will be given the opportunity to respond to the action.

The principal will also:

- Contact the student's parent/guardian, and give notice of the action.
- Send a letter to the parent/guardian, with a copy to the Superintendent, giving a full report of the misconduct.
- Inform the school bus driver of the action taken.
- Provide an opportunity for a conference with the parent/guardian before the suspension is terminated.

A student who commits a third offense will be given a five (5) day suspension from bus riding privileges. As in the case of the second offense, the principal will implement the same adjudication procedures. If repeated offenses result, a student could receive a full suspension of school transportation privileges or expulsion from school. The principal will conduct an informal hearing on the alleged violation.

Any decision for expulsion would be determined by the members of the Board.

School Dress (Policy #221)

Appropriate student dress and grooming are related to the efficient and orderly operation of a school. Good student appearance is often reflected in student performance and tends to promote and improve interest in educational endeavors and enhance the development of positive self-esteem.

The following are prohibited at the Middle School:

- Articles containing messages or illustrations promoting drugs, alcohol, tobacco, weapons, sexual (including innuendo), illegal or inappropriate language or activities or apparel that demeans or degrades another
- Chains (including wallet chains, spiked dog collars/bracelets)
- Tops that are low cut or expose the midriff
- Tank tops (including halter, spaghetti strap, one shoulder, tube tops/strapless, cut off or mesh tops)
- Skirts or shorts that are shorter than the fist when arms are fully extended to the sides
- Holes or rips in material above the mid-thigh/fingertips
- Pajamas
- Clothing that is worn in such a way that undergarments are exposed

- Kerchiefs, bandanas, scarves, or other headgear (worn or carried)
- Overcoats

Additionally, all pants and shorts must be worn at waist height. Shoes must be worn at all times; slippers are not permitted. Heelys or other shoes with wheels are prohibited. Teachers and principals will make the final determination as to clothing that is inappropriate or detrimental to the educational process.
The school board-approved dress code will be enforced consistently:

1. First Offense: Verbal warning.
2. Subsequent Offenses: Restorative lunch assigned.
3. Continued Violations: The school may provide clothing from the Colt Closet to ensure the student complies with the dress code and a Restorative lunch will be assigned.

Searches (Policy #226)

The administration may authorize a search of a student, student's lockers, student's vehicles or other belongings if there is a **REASONABLE SUSPICION** that there is a possible threat to the health, welfare, and/or safety of any student or staff member.

Personal Searches - A student's person or personal property (purse, book bag, jacket, trousers) will be searched whenever the administration has **REASONABLE SUSPICION** to believe that he/she is in possession of illegal or unauthorized materials or dangerous substances. A pat-down search of a student may be conducted in private by the school resource officer and/or administrator and another staff member. No strip searches will be conducted by school personnel.

Locker Searches - Student lockers are school property and remain at all times under the control of the school. Students shall have no expectations of privacy in their lockers, and the administration reserves the right to inspect lockers at any time by any means. However, students are expected to assume full responsibility for the contents of their lockers. Students should keep in mind that since lockers belong to the school district, a locker may be searched at any time. Any item disclosed by a search can be used for disciplinary action and may be turned over to law enforcement officials.

Canine Sweeps - Chartiers Valley School District reserves the right to enhance the safety and security of students and staff by the use of canines trained in the detection of narcotics and explosives. Such searches will be at the direction of District Administration and may be unannounced; areas to be part of such searches will be public areas (hallways and parking lots) and all areas which are the property of the School District.

Use of Metal Detectors - The Administration of the Chartiers Valley School District may direct its staff members to employ the use of handheld or walk-through metal detectors or other devices to ensure the safety of students, staff, and property. Contraband items found as a result of the use of such devices may be confiscated, and appropriate disciplinary action taken as outlined in the Chartiers Valley School District Code of Conduct, or by federal, state, or local statute.

Video Surveillance - The safety and security of students and staff are of primary importance to Chartiers Valley School District. The School District employs video surveillance equipment for security purposes. This equipment may or may not be monitored at any time. This equipment may be located within or outside the buildings of the School District.

Threats

All threats will be taken very seriously. Students should refrain from threatening other students, and school personnel and making random threats. Each situation will be investigated and students found guilty will receive a suspension with the possibility of expulsion. All cases will be reported to the authorities for prosecution. Any student witnessing or being threatened should report it to the principal or school resource officer immediately. No threat should be considered harmless. All threats will be taken extremely seriously.

Tobacco Products (Policy #222)

Tobacco use shall be defined as use and/or possession of tobacco or tobacco-related items/devices including but are not limited to a lighted or unlighted cigarette, electronic cigarettes and/or smoking devices, cigar, pipe, other smoking product or material, smokeless tobacco in any form, and/or tobacco-related items/devices. Electronic cigarettes are defined as any oral device or product that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the uses or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, vaporizers, or under any other product name or descriptor.

Students in possession of a tobacco product will be considered in violation of this policy. Students will be subject to penalties prescribed in the Code of Conduct, up to and including possible expulsion and referral to the district magistrate. In addition, any student found in an area (e.g. bathroom stall) where smoke or vapor is present will risk the consequences stated in the smoking policy and/or those associated with creating an unsafe or dangerous condition. Students are reminded that only one student should be in a bathroom stall at any given time. All students who congregate in a stall where smoke is observed will risk disciplinary consequences.

Weapons (Policy #218.1)

The Chartiers Valley Board of School Directors adopted a weapons policy, which can be found on the district's website. Federal and state laws require public schools to follow prescribed action including the possibility of expulsion and police notification for instances where students use, possess, or distribute weapons or dangerous instruments in school.

Unauthorized Areas

Students should not be in any area or classroom of the building unless under the direct supervision of a staff member. Students in unauthorized areas (High School, cutting classes, locker rooms, etc.) may be considered to be trespassing, a violation of the Crimes Code of Pennsylvania. Violators may be subject to a wellness check, school disciplinary action, and legal consequences. Students discovered in an unauthorized area where a Code of Conduct violation or criminal activity is thought to have occurred are subject to disciplinary consequences and possible search and prosecution.

High School Closed to Middle School Students – Middle school students are not permitted in the high school complex unless authorized by a middle school and high school authority or unless a scheduled class takes place in the building.

Technology

Chromebook Fees

Below is a list of technology fees for the 2025-2026 school year. All students and parents must sign the 2026-2027 Student Laptop Agreement. A copy of the agreement can be reviewed at the end of this handbook.

Item	Total
Screen	$75.00
Keyboard	$80.00
Touchpad	$55.00
Bezel	$40.00
Cover - top	$75.00
Cover - bottom	$50.00
Power Adapter (charger)	$30.00
Camera	$40.00
Hinge Cover	$10.00
USB Daughterboard	$50.00
Hinge Set	$25.00
Display Cable	$25.00
Damaged Beyond Repair	$300.00

Insurance

*The Chartiers Valley School District is pleased to offer optional insurance coverage for school-issued student technology devices. This insurance policy covers accidental damage to student devices for approximately $25.00 per device, per year (plus deductibles for subsequent incidents). Information about device insurance can be found by visiting www.cvsd.net/departments/technology.

School-issued technology devices remain the property of Chartiers Valley School District and must be returned at the conclusion of the student's enrollment.

Communication

Chartiers Valley utilizes programs such as Class DoJo, Sign-Up Genius, and other virtual programs to communicate with families. All programs utilized are reviewed through a district process to ensure student privacy is maintained. If you wish not to be communicated via these programs, please inform your classroom teacher at the beginning of the school year.

Computer Tampering

Tampering with, vandalism, or unauthorized use of Chartiers Valley School District computers or other electronic equipment (printers, cabling, drives, monitors, keyboards, mice, VCR'S, televisions, etc.) or software or associated documentation is prohibited. Violations of this policy by students or adults may also constitute violations of the Pennsylvania Crimes Code or other statutes, subjecting violators to serious criminal prosecution. This policy is intended to be at least as broad and encompassing as Section 3933 of the Crimes Code (as of January 1995). Student violators will be subject to discipline up to and including possible expulsion. This policy includes inappropriate use of the Internet, network, and email capabilities that exist on school district computers. All violators will be held responsible for restitution of any damage to hardware, equipment, software, and documentation, and for any direct consequential damages.

Homeless (McKinney-Vento Homeless Assistance Act)

The McKinney-Vento Homeless Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. According to this act, a family is considered to be homeless if they lack a fixed, regular, and adequate nighttime residence and:

- They are staying with friends or family because they lost their housing.
- They are living in a shelter or transitional housing program.
- They are staying in a motel/hotel because they do not have access to their home or cannot get a home.
- They are living on the streets, in a car, van, tent, or other non-permanent structure.
- Unaccompanied homeless youth" - any child who is "not in the physical custody of a parent or guardian."

Chartiers Valley has a district Homeless Liaison that can assist families and students that are experiencing homelessness. Please contact Marc Hubert at mhubert@cvsd.net or 412-429-3710 for any assistance. For more information, please visit: https://www.cvsd.net/student-services/homeless-families

Compliance Statement

It is the policy of the Chartiers Valley School District not to discriminate on the basis of race, color, sex, religion, marital or parental status, national origin,age,or handicap its educational programs, services,facilities,activities or employment policies as required by Title IX of the 1972 Educational Amendments, Title VI and VII of the Civil Rights Act of 1964 as amended, Section504 Regulations of the Rehabilitation Act of 1973, the Age Discrimination Act of 1974, Section 204 Regulations of the 1984 Carl D. Perkins Act or any applicable federal statute. For information regarding program services, activities, and facilities that are accessible to and usable by handicapped person or for inquiries regarding civil rights compliance contact: Michael Gavlik, Chartiers Valley School District, 2030 Swallow Hill Road, Pittsburgh, PA 15220-1699, (412)412-429- 2201 or Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. 20201

OPTION AND GROUND LEASE AGREEMENT

THIS OPTION AND GROUND LEASE AGREEMENT ("Agreement") is made this __ day of _____ 202__, by and between _____ ("Optionor") and DIAMOND TOWERS V LLC, a Delaware limited liability company ("Optionee"). Optionor and Optionee, and, following the Commencement Date, the Lessor and Lessee, are collectively referred to as the "Parties."

I. OPTION TO LEASE

1. Grant of Option. For good and valuable consideration and the mutual promises herein set forth, Optionor hereby gives and grants unto Optionee and its assigns, an exclusive and irrevocable option ("Option") to lease a certain parcel of real property, located at_____ , _____, _____, more particularly described on Exhibit "A", and survey or site plan shown on Exhibit "A-1", attached hereto ("Leased Premises"); together with an easement, or easements, for ingress, egress and utilities for the duration of the lease on the property which is more particularly described on Exhibit "B" attached hereto ("Easement"). Optionor agrees and acknowledges the Optionee may, at Optionee's sole cost and expense, have a metes and bounds survey prepared of the Leased Premises and the Easement, and that the legal description of the Leased Premises and the Easement, as shown on the survey, shall thereafter become the legal description of the Leased Premises and the Easement.

2. Option Initial Term. The initial term of this Option shall be for twenty-four (24) months from the Effective Date ("Option Initial Term").

3. Consideration for Option. Consideration for the Initial Term of the Option granted hereunder shall be _____ ("Option Consideration").

4. Extension of Option. This Option can be extended at the discretion of Optionee for one (1) additional period of twelve (12) months ("Option Renewal Terms") by Optionee paying to Optionor the additional consideration of _____ prior to the expiration of the Option Initial Term or any Option Renewal Term. No more than two (2) total Optional Renewal Terms will be allowed hereunder unless agreed to by Optionor in writing. The Option Initial Term and all Option Renewal Terms shall hereinafter be referred to collectively as the "Option Term."

5. Optionor's Representations and Warranties. As an inducement for Optionee to enter into and be bound by the terms of this Option, Optionor represents and warrants to Optionee and Optionee's successors and assigns that, as of the date of this Agreement:

(a) To the knowledge of Optionor, without duty of inquiry or conducting a title search, Optionor has good title to the Leased Premises and the Easement;

(b) To the knowledge of Optionor, Optionor has the authority to enter into and be bound by the terms of this Option;

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(c) To the knowledge of Optionor, there are no pending or threatened administrative actions, including bankruptcy or insolvency proceedings under state or federal law, suits, claims or causes of action against Optionor or which may otherwise affect the Leased Premises; and

(d) To the knowledge of Optionor, the Leased Premises are not presently subject to an option, lease or other contract which may adversely affect Optionor's ability to fulfill its obligations under this Option, subject to Optionors retention of its authority to manage and control its governmental owned property and use the Leased Premises when required for Optionor's public purposes during the Option Term, and Optionor covenants that it shall not grant an option or enter into any contract which will affect the Leased Premises or the Easement until this Option expires or is terminated by Optionee.

These representations and warranties of Optionor shall survive the exercise of the Option and the closing anticipated by the exercise of this Option.

6. Inspections and Investigations. Optionor hereby grants to Optionee, its officers, agents, employees and independent contractors the right and privilege to enter upon the Leased Premises and the Easement at any time after the Effective Date, upon at least seventy two (72) hours prior written notice to Optionor, to perform, or cause to be performed, test borings of the soil, environmental audits, engineering studies and to conduct a survey of the Leased Premises and the Easement. Optionor shall provide Optionee with any necessary keys or access codes to the Leased Premises if needed for ingress and egress or shall reasonably provide staff support to ensure access to facilitate Optionee's inspection and investigation rights set forth herein. Optionee shall not unreasonably interfere with Optionor's use of the Leased Premises or the Easement in conducting these activities, and shall comply with all Optionor safety, security, and access protocols and requirements. Notwithstanding any provision to the contrary contained in this Agreement, Optionee shall not have the right to undertake any subsurface environmental testing on the Leased Premises without the prior written consent of Optionor, which consent may be withheld in the sole discretion of Optionor. Optionee shall have the right, at its cost and expense, to have the Leased Premises and the Easement surveyed and to obtain a title report or commitment for a leasehold title policy covering the Leased Premises and the Easement from the title insurance company of its choice. Optionor shall, at its option, remove any survey or title defects, which will adversely affect Optionee's leasehold title or its ability to insure or mortgage the leasehold interest or, if Optionee will not accept any survey or title defects, Optionee may declare this Option to be void and of no further effect in which case there shall be no further liability on the part of Optionee to Optionor.

7. Further Acts. Optionor shall cooperate with Optionee's reasonable requests in executing documents as may be necessary to establish Optionee's rights under this Option or Optionee's use of the Leased Premises and the Easement and to take such action as may reasonably be required to effect the intent of this Option, at the sole cost and expense of Optionee. Notwithstanding the foregoing, Optionee shall have no obligation to pay Optionor's legal fees associated with such actions. Optionee shall be responsible for the filing of any applications with federal, state and local governmental authorities which applications relate to

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Optionee's Intended Use of the Leased Premises including but not limited to land use and zoning applications. To the extent applications may require Optionor approval, inclusion, or submission, Optionee shall provide such applications to Optionor for review and approval with reasonable and sufficient time (which shall be no less than ten (10) Optionor business days) to review.

8. Assignment of Option. This Option may be sold, assigned or transferred at any time by Optionee upon the written consent of Optionor, which consent shall not be unreasonably withheld, conditioned, or delayed, with respect to any assignment of this Agreement by Optionee. Upon written approval of Optionor to such sale, assignment or transfer, and the completion of such sale, assignment, or transfer, Optionee shall be released from any and all liability under this Agreement other than claims arising directly as a result of actions or inactions of Optionee occurring prior to the date of such assignment, unless specifically released by Optionor in writing, without any further action. Notwithstanding the foregoing, Optionee may assign this Option to an Affiliate, as hereinafter defined, of Optionee without Optionor's consent. Optionee shall provide written notice to Optionor of such Affiliate assignment.

9. Change in Status or Property. If during the Option Term, or during the Term, if the Option is exercised, Optionor/Lessor decides to subdivide, sell, or change the status of the zoning of the Leased Premises, or any of Lessor's contiguous, adjoining or surrounding property as more particularly described on Exhibit "A-2" (the "Surrounding Property"), or in the event of a threatened foreclosure on any of the foregoing, Optionor/Lessor shall immediately notify Optionee/Lessee in writing. Optionor/Lessor agrees that during the Option Term, or during the Term if the Option is exercised, Optionor/Lessor shall not initiate or consent to any change in the zoning of the Leased Premises which would adversely impact the zoning status of the Tower Facilities or the Surrounding Property or impose or consent to any other use or restriction that would prevent or limit Optionee/Lessee from using the Leased Premises for the Intended Use, as further defined herein, unless such change is determined, in Optionor's sole discretion, to be necessary for its own use of property for its governmental/public purposes. Any and all terms and conditions of the Agreement that by sense or context are intended to be applicable during the Option Term shall be so applicable.

II. GROUND LEASE AGREEMENT

10. Exercise of Option. Upon the tender of written notice of Optionee's intent to exercise the Option, the following lease provisions ("Lease") shall govern the relationship of the parties, and Optionor shall thereafter be referred to as Lessor, and Optionee shall thereafter be referred to as Lessee. The date of the written notice to exercise the Option shall constitute the commencement date of the Lease ("Commencement Date").

11. Use. The Leased Premises may be used by Lessee for the transmission and receipt of wireless communication signals in any and all frequencies and the construction, maintenance, operation, repair, replacement and upgrade of communications fixtures and related equipment, cables, accessories and improvements, which may include a suitable support structure or towers, associated antennas, equipment shelters or cabinets, buildings, fencing and related facilities and activities ("Intended Use"). Lessor agrees to reasonably cooperate with Lessee in obtaining, at Lessee's expense, all licenses and permits required for Lessee's Intended

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Use of the Leased Premises (the "Governmental Approval"). Lessee shall prepare, execute and file all required applications to obtain Governmental Approval for the Intended Use. Lessor agrees to reasonably assist Lessee with such applications and with obtaining and maintaining Government Approvals. Lessee may construct additional improvements, demolish and reconstruct improvements, or restore, replace and reconfigure improvements at any time during the Initial Term or any Renewal Term of this Lease. In the event Lessee desires to modify or upgrade the Tower Facilities, as further defined herein, in a manner that requires an additional portion of the property (the "Additional Premises") for such modification or upgrade, Lessee shall notify Lessor such that the parties may seek to negotiate a Lease for Additional Premises, as may be available and appropriate, upon the same terms and conditions set forth herein, except that Rent, as further defined herein, shall increase, in conjunction with the lease of the Additional Premises by the amount equivalent to the then current per square foot rental rate charge by Lessor to Lessee times the square footage of the Additional Premises. Nothing herein shall be deemed to require Lessor to lease Additional Premises or to guaranty the availability of any property not within the Leased Premises for lease.

12. Legal Compliance. Lessee will comply with and abide by all federal, state, and local laws and regulations in its performance under this Lease and its use and activities on the Leased Premises, Easement, or other Lessor property, including, but not limited to, obtaining, at its sole expense, all licenses, permits, or regulatory or governmental approvals that may be required. Lessee shall further require the same compliance by its contractors, licensees, or sublessees in all agreements. Lessee shall defend, indemnify, and hold harmless Lessor for any claims, suits, actions, liability, loss, or damage arising out of any noncompliance by Lessee, its employees, agents, contractors, licensees and sublicensees.

13. Initial Term. The term of this Lease shall be ten (10) years commencing on the Commencement Date, as that term is defined in Section 10 above, and terminating on the tenth (10th) anniversary of the Commencement Date ("Initial Term").

14. Renewal Terms. Lessee shall have the right to extend this Lease for five (5) additional five (5) year terms (each a "Renewal Term"). Each Renewal Term shall be on the same terms and conditions as set forth in this Lease. This Lease shall automatically be renewed for each successive Renewal Term unless Lessee notifies Lessor of Lessee's intention not to renew the Lease at least thirty (30) days prior to the expiration of the Initial Term or the Renewal Term which is then in effect. If Lessee remains in possession of the Leased Premises after the termination of this Agreement, then Lessee shall be deemed to be occupying the Leased Premises on a month-to-month basis ("Holdover Term"), subject to the terms and conditions of this Agreement. Hereinafter, the Initial Term, any Renewal Term and any Holdover Term may be collectively referred to as the "Term."

15. Rent. Commencing on the earliest of the following: (i) the first day of the calendar month following one hundred twenty (120) days after Lessee obtains all necessary final and unappealable Governmental Approvals required for the Intended Use, (ii) the first day of the calendar month following the date that Lessee commences any construction on the Leased Premises, or (iii) the first day of the next calendar month following the date that is two (2) years from the Commencement Date ("Rent Commencement Date"), during the Initial Term and each

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Renewal Term of this Lease, Lessee shall pay to Lessor the amount of rent ("Rent") provided in the Rent Schedule attached hereto as Exhibit "C", which shall be deemed to include any applicable state, county or local sales or use tax from which Lessor is not exempt. It shall be the sole responsibility of the Lessor to remit payment of any applicable state, county or local sales or use tax related to the Rent from which Lessor is not exempt to the appropriate taxing authority. Nothing herein shall be deemed to impose on Lessor the obligation to pay taxes from which it is exempt. Rent shall be payable in advance on or before the fifteenth (15th) day of each calendar month, and shall be remitted to the address shown for Lessor in this Lease, or such other address as Lessor may direct by notice in writing to Lessee. If the Commencement Date, or the date of termination (the "Termination Date"), of this Lease is other than the first (1st) day of a calendar month, Rent shall be prorated. In the event of termination for any reason, other than nonpayment of Rent, all advance Rent paid to Lessor with respect to the period after the Termination Date shall be refunded to Lessee. Notwithstanding the foregoing, Lessee shall continue to be obligated to pay Rent to Lessor for any period of time following the Termination Date during which Lessee's obligations to remove Lessee' property and restore Lessor's property, as set forth in Section 40, have not been completed.

16. Lessor's Representations and Warranties. Lessor further represents and warrants that, to its actual knowledge as of the date of this Agreement and without duty of inquiry, there are no easements, licenses, rights of use or other encumbrances on the Leased Premises which will materially interfere with or constructively prohibit Lessee's Intended Use of the Leased Premises. Lessor further represents and warrants that, to its actual knowledge as of the date of this Agreement, the execution of this Lease by Lessor will not cause a breach or an event of default of any other agreement to which Lessor is a party.

17. Conditions Subsequent. Lessee represents that it has exercised due diligence in its review of the Leased Premises to determine that its Intended Use is not actually or constructively prohibited by any laws, rules, or regulations. In the event that, despite Lessee's exercise of due diligence, Lessee's Intended Use of the Leased Premises becomes actually or constructively prohibited through no fault of Lessee or the Leased Premises becomes, in Lessee's commercially reasonable opinion, unacceptable to Lessee, then Lessee shall have the right to terminate this Lease. In the event that Lessee terminates solely due to its opinion that the Leased Premises are unacceptable, but the Intended Use is not actually or constructively prohibited, Lessee shall pay Lessor a termination fee of two (2) months' Rent.

18. Interference Prior to or concurrent with the execution of this Agreement, Lessor has provided or will provide Lessee with a list of radio frequency user(s) and frequencies used by Lessor as of the Commencement Date. Lessee warrants that its use of the Leased Premises will not interfere with Lessor's use of those radio frequencies in use by Lessor, as long as the existing radio frequency user(s) operate and continue to operate within their respective frequencies and in accordance with all applicable laws and regulations. Lessor shall not use, nor shall Lessor permit its lessees, licensees, invitees or agents to use any portion of adjacent real property owned by Lessor in any way which interferes with the wireless communications operation of Lessee. Such interference shall be deemed a material breach of this Lease by Lessor and Lessor shall have the responsibility to terminate said interference. In the event any such interference does not cease or is not promptly rectified, Lessor acknowledges that continuing interference will cause irreparable

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injury to Lessee, and Lessee shall have the right, in addition to any other rights that it may have at law or in equity, to bring action to enjoin such interference or to terminate this Lease immediately upon notice to Lessor. Lessor will not grant after the Effective Date, a lease, license or any other right to any third party, if the exercise of such grant may in any way adversely affect or interference with the Tower Facilities, the operations of Lessee or the rights of Lessee under this Agreement. Lessor will notify Lessee in writing prior to granting any third party the right to install and operate communications equipment on the property. For the purposes of this Agreement, "interference" may include, but is not limited to, any use on the Leased Premises or Surrounding Property that causes electronic or physical obstruction with, or degradation of, the communication signals from the Tower Facilities. Lessee acknowledges that the installation, maintenance, and operation of the Tower Facilities will not interfere with existing radio, television, telephone, internet, wi-fi, or similar communication methods and equipment in use by Lessor on its Surrounding Property. In the event Lessee's installations materially interferes with such equipment, Lessee will cease such interference, after notice thereof, within a reasonable period of time, except for brief tests necessary for the elimination of the interference and until Lessee is able to resolve the interference. If the interference cannot be resolved, Lessee shall have the right to terminate this Agreement.

19. Improvements; Utilities, Access and Landscaping.

(a) Lessee shall have the right at Lessee's sole cost and expense, to erect and maintain on the Leased Premises improvements, personal property and facilities, including without limitation, tower(s), a structural tower base(s), radio transmitting and receiving antennas, communications equipment, equipment cabinet(s) and/or shelter(s), foundations, cabling, utilities, fencing, and related facilities (collectively the "Tower Facilities"). The Tower Facilities shall remain the exclusive property of the Lessee throughout the Term and shall be fully removed, and the property restored, by Lessee upon termination of this Lease at Lessee's sole expense as set forth in Section 40 of this Agreement. Lessor grants Lessee the right, to the extent permitted by law, regulations, and local ordinance, to clear all trees, undergrowth, or other obstructions on or within the Leased Premises and to trim, cut, and keep trimmed and cut all tree limbs on other property of Lessor to the extent reasonably necessary to prevent interference with or falling upon Lessee's Tower Facilities or Lessee's other improvements, communications equipment or Easement rights. Lessor grants Lessee an easement or easements, for ingress, egress, and utilities across the area depicted as the Easement in Exhibit "B" and may, as necessary, and in its reasonable discretion, grant additional, non-exclusive easements as agreed to by the Parties in writing in, over, across and through other real property owned by Lessor as reasonably required for construction, installation, maintenance, and operation of the Tower Facilities. If Lessee elects to utilize a small Unmanned Aircraft System ("UAS") in connection with the installation, construction, monitoring, site audits, inspections, maintenance, repair, modification, or alteration activities at the Property or Leased Premises, Lessor hereby grants Lessee, or any small UAS operator acting on Lessee's behalf, express permission to fly over the applicable Property and Leased Premises, and consents to the use of audio and video navigation and recording in connection with the use of the small UAS. Lessee must coordinate all small UAS operations with Lessor in advance and shall ensure all such operations shall only be performed by persons with a valid FAA remote pilot in command certification, or other certification or license legally required for such operations, and shall ensure safe operation and

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use all necessary and reasonable efforts to limit audio and video recording to the Leased Premises, and avoid any audio or video recording of students or private property.

(b) Lessee shall have the right to install utilities, at Lessee's expense, and to improve present utilities on the Leased Premises (including but not limited to the installation of emergency power generators). Lessee shall have the right to permanently place utilities on (or to bring utilities across or under) the Easement to service the Leased Premises and the Tower Facilities. In the event that utilities necessary to serve the equipment of Lessee or the equipment of Lessee's licensee(s) or sublessee(s) cannot be located within the Easement for ingress and egress, Lessor agrees to cooperate with Lessee and to act reasonably in allowing the location of utilities on other real property owned by Lessor without requiring additional compensation (other than compensation of direct costs, if any) from Lessee or Lessee's licensee(s) or sublessee(s). At the request of Lessor, Lessee will use commercially reasonable efforts to only install underground utilities to the extent possible. Lessor may, as appropriate, execute a separate written easement to the Lessee or to the utility company providing the service, in a form which may be filed of record evidencing this right. Lessee shall be solely responsible for the costs of all utility installation, operation, maintenance, repair and replacement, as well as any usage or service charges imposed by the utility provided; separate meters may be required to be installed, at Lessee's expense, to ensure Lessee's compliance with this obligation.

(c) Lessor represents and warrants to Lessee that Lessee shall, at all times during this Lease, enjoy ingress, egress, and access from the Leased Premises to an open and improved public road which presently exists, and which Easement shall be adequate to service the Leased Premises and the Tower Facilities. If no such public road exists, or ceases to exist in the future, Lessor and Lessee shall work to determine an appropriate easement agreeable to the Parties for Lessee, Lessee's sublessees and assigns so that Lessee may, at its own expense, construct a suitable private access drive to the Leased Premises and the Tower Facilities. To the degree such access is across other property owned by Lessor, Lessor shall, as appropriate, execute an easement evidencing this right and Lessor shall use reasonable efforts to maintain access to the Easement in a free and open condition so that no material interference is caused to Lessee, by other lessees, licensees, invitees or agents of the Lessor which may utilize the Easement. Lessor shall provide such access to the Leased Premises via the approved Easements to allow Lessee, or its sublessees, to use, maintain and repair the improvements located on the Leased Premises. Such access shall be provided twenty-four (24) hours per day, seven (7) days per week; provided, however, that Lessor shall not be under any affirmative obligation to keep the Easement cleared of snow or other weather-related blockages if not necessary for Lessor's governmental/public purposes. Lessee shall provide Lessor twenty-four (24) hours' notice prior to accessing the Leased Premises, email acceptable. Notice shall not be required in the event of an emergency. If Lessor willfully and intentionally obstructs access granted by this Lease for reason other than casualty or compliance with law, such obstruction shall be deemed a default under the Lease and in connection with such default, in addition to any other rights or remedies available to Lessee under this Lease or at law or equity, Lessor shall pay Lessee, as liquidated damages, and not as a penalty, Five Hundred and 00/100 Dollars ($500.00) per day in consideration of Lessee's damages until Lessor cures such default. Lessor and Lessee agree that Lessee's damages in the event of a denial of access are difficult, if not impossible, to ascertain, and the liquidated damages set forth are a reasonable approximation of such damages.

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(d) In the event a Governmental Approval necessary for the construction, operation and/or maintenance of the Tower Facilities requires landscaping around the Tower Facilities and such required landscaping cannot be located within the Leased Premises following Lessee making all reasonable efforts and attempts to modify the Tower Facilities design to allow such required landscaping, Lessee shall notify Lessor and the Parties shall work together in good faith to determine if it is possible for Lessor to provide an easement for property outside of the Leased Premises to satisfy any such Governmental Approval with respect to landscaping without requiring additional compensation from Lessee or Lessee's licensee(s), sublessee(s) or such similar parties. Nothing herein shall require Lessor to approve or provide an easement that interferes with Lessor's use of its property. Lessee shall be responsible for the installation and maintenance of any such landscaping contemplated by this Section.

20. Termination. Except as otherwise provided herein, this Lease may be terminated without any penalty or further liability upon written notice as follows:

(a) By either party upon a default of any material covenant or term hereof by the other party, which default is not cured within sixty (60) days of receipt of written notice of default (without however, limiting any other rights available to the parties pursuant to any other provisions hereof); provided, that if the defaulting party commences efforts to cure the default within such period, the non-defaulting party shall no longer be entitled to declare a default

(b) Upon thirty (30) days' written notice by Lessee to Lessor, if Lessee is unable to obtain or maintain through no fault of Lessee, any license, permit or other Governmental Approval necessary for the construction and operation of the Tower Facilities or Lessee's Intended Use;

(c) By Lessee for any reason upon sixty (60) day's advance written notice from Lessee to Lessor, and upon payment of a termination fee to Lessor in the amount of twelve (12) months of the then current Rent due hereunder.

21. Sublessee's Improvements. Lessee's licensee(s) and sublessee(s) shall be entitled to modify the Tower Facilities and to erect additional improvements on the Leased Premises, including, but not limited to antennas, dishes, cabling, additional storage buildings or equipment shelters on the Leased Premises as are reasonably required for the operation and maintenance of the communications equipment to be installed on the Leased Premises by said licensee(s) and sublessee(s), together with rights of ingress and egress to the Leased Premises and the right to install utilities on the Leased Premises as if said licensee or sublessee were the Lessee under this Lease. Lessee shall, in its agreements with such licensee(s) and sublicensee(s), ensure that the licensee(s) and sublicensee(s) are subject to all requirements under this Agreement that apply to Lessee, including regarding improvements, use of property, and access to property, and duty to obtain at Lessee or Lessee's sublessees or sublicensee's expense any licenses, permits, or approvals for such modifications.

22. Taxes.

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(a) Lessor, a governmental entity, is generally exempt from taxation and shall not be required under this Agreement to pay any taxes for which it is exempt. Lessee shall be responsible for (i) any taxes and assessments attributable to and levied upon Lessee's leasehold improvements on the Leased Premises or Lessee's revenue generated therefrom, and as set forth in this Section and (ii) all sales, use, license, value added, documentary, stamp, gross receipts, registration, real estate transfer, conveyance, excise, recording and other similar taxes and fees imposed in connection with an assignment of this Agreement or sublease by Lessee.

(b) In the event Lessor receives a notice of assessment with respect to which taxes or assessments are imposed on Lessee's leasehold improvements on the Leased Premises, Lessor shall provide Lessee with copies of each such notice promptly upon receipt, but in no event later than 30 days after the date of such notice of assessment. Lessee shall reimburse Lessor for the tax and assessments identified on the notice of assessment on Lessee's leasehold improvements, which are paid by the Lessor. If Lessor seeks reimbursement from Lessee, Lessor shall, no later than 30 days after Lessor's payment of the taxes or assessments for the assessed tax year, provide Lessee with written notice including evidence that Lessor has timely paid same, and Lessor shall provide to Lessee any other documentation reasonably requested by Lessee to allow Lessee to evaluate the payment and reimburse Lessor.

(c) For any tax amount which Lessee is responsible for under this Lease and Agreement, Lessee shall have the right to contest, in good faith, the validity or the amount thereof using such administrative, appellate or other proceedings as may be appropriate in the jurisdiction, and may defer payment of such obligations, pay same under protest, or take such other steps as permitted by law. This right shall include the ability to institute any legal, regulatory or informal action with respect to the valuation of the Leased Premises. Lessor shall reasonably cooperate with respect to the commencement and prosecution of any such proceedings. The expense of any such proceedings shall be borne by Lessee and any refunds or rebates secured as a result of Lessee's action shall belong to Lessee, to the extent the amounts were originally paid by Lessee. In the event Lessee notifies Lessor by the due date for the assessment of Lessee's intent to contest the assessment, Lessor shall not pay the assessment pending conclusion of the contest, unless required by applicable law.

(d) Lessor shall provide prior written notice to Lessee of any split by Lessor or action by Lessor to cause the tax parcel on which the Leased Premises are located to be split, bifurcated, separated or divided; provided however that Lessor need not obtain consent of Lessee for any such split, bifurcation, separation, or division.

(e) Any tax related notices shall be sent to Lessee in the manner set forth in Section 30, (Notices). Promptly after the Commencement Date, upon written request of Lessee, Lessor shall provide the address requested by Lessee to the taxing authority for the authority's use in the event the authority needs to communicate with Lessee. In the event that Lessee's tax address changes by notice to Lessor, Lessee shall also provide notice of such change to the taxing authority. If the taxing authority requires additional notice from the Lessor, Lessee shall notify Lessor, and Lessor shall reasonably assist in providing Lessee's new tax address to the taxing authority or authorities.

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(f) Notwithstanding anything to the contrary contained in this Section, Lessee shall have no obligation to additionally reimburse Lessor for any tax or assessment for which the Lessee is separately reimbursed or rebated by a third party.

(g) Lessor hereby represents and warrants that, to the best of its knowledge as of the date of this Agreement, Lessor's property on which the Leased Premises and Easement are located is not subject to any "Conservation Use Covenant", "Greenbelt Covenant", "Conservation Easement", or any conservation use program which restricts or limits development of Lessor's property.

23. Destruction of Premises. If the Leased Premises or the Tower Facilities are destroyed or damaged, so as to materially hinder the effective use of the Tower Facilities in Lessee's reasonable judgment, Lessee may elect within thirty (30) days of such damage/destruction to terminate this Lease as of the date of the damage or destruction by so notifying the Lessor in writing. In such event, all rights and obligations of Lessee to Lessor shall cease as of the date of completion of the removal of the Tower Facilities by Lessee as required by this Agreement, and Lessee shall be entitled to reimbursement of any Rent prepaid by the Lessee for the period beyond that date.

24. Condemnation. If a condemning authority takes all of the Leased Premises, or a portion sufficient in Lessee's determination to render the Leased Premises, in the reasonable opinion of Lessee, unsuitable for the use which Lessee was then making of the Leased Premises, this Lease shall terminate as of the date the title vests in the condemning authority. Lessee shall be entitled to file its own claims against the condemning authority for the value of its Tower Facilities, moving expenses, prepaid rent and business dislocation expenses. A sale of all or part of the Leased Premises to a purchaser with the power of eminent domain, in the face of the exercise of eminent domain power, shall be treated as taking by condemnation for the purpose of this Section.

25. Casualty. Each Party shall provide notice to the other Party of any casualty or other harm affecting the Leased Premises or the Tower Facilities, within twenty-four (24) hours of discovery or notice of the casualty or other harm. If any part of the Tower Facilities or the Leased Premises is materially damaged by casualty or other harm, through no fault of Lessee, as to render the Leased Premises unsuitable, in Lessee's reasonable determination, then Lessee may elect within thirty (30) days of the date of the casualty or other harm to terminate the Lease and Agreement by providing written notice to Lessor, which termination will be effective as of the date of the notice. Lessor agrees to permit Lessee to place reasonable temporary transmission and reception facilities on the Leased Premises, but only until such time as Lessee is able to activate a replacement transmission facility at another location and only to the extent permitted by law and only to the extent such temporary facilities do not impede or interfere with Lessor any more than the Tower Facilities. Notwithstanding the termination of this Lease and Agreement, such temporary facilities will be governed by all of the terms and conditions of this Agreement, including Rent. Lessee shall be fully responsible, including obtaining insurance coverage, for its own protection from losses for any damages to Tower Facilities, and Lessor shall not directly or through insurance be liable for any loss to Tower Facilities unless caused by willful act or gross negligence of Lessor and, in such event, only to the extent permitted by law.

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If Lessor or Lessee undertakes to rebuild or restore the Leased Premises and/or the Tower Facilities, as applicable, Lessor agrees to reasonably cooperate with Lessee to permit Lessee to place reasonable temporary transmission and reception facilities which do not impede or interfere with Lessor any more than the Tower Facilities on the Leased Premises or Surrounding Property, subject to Lessee obtaining any necessary permits or approvals required for same, at no additional Rent until the reconstruction of the Leased Premises and/or the Tower Facilities is completed. If Lessor determines not to rebuild or restore the Tower Facilities or Leased Premises, Lessor will notify Lessee of such determination within sixty (60) days after discovery or notice of the casualty or other harm. Lessor agrees that the Rent shall be abated until the Tower Facilities and/or the Leased Premises are rebuilt or restored, unless Lessee places temporary transmission and reception facilities on Lessor's property.

26. Insurance. Lessee shall purchase and maintain in full force and effect, throughout the Initial Term and any Renewal Term, commercial general liability insurance with a combined single limit of at least One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) in the aggregate, and a Five Million Dollar ($5,000,000.00) umbrella or excess liability policy, which insurance shall include Lessor as an additional insured. Lessee shall require all of its sublessees, contractors and subcontractors to maintain Commercial General Liability Insurance coverage in an amount equal to that specified herein, also including Lessor as an additional inured. Lessee shall, upon written request, provide certificates of insurance or other proof to Lessor that Lessee has in force insurance meeting the requirements of this Section.

27. Indemnification. In addition to, and without limiting, any other indemnification obligations in this Agreement, Lessee will defend, indemnify, and hold harmless Lessor and its officers, board members, employees, and agents from and against all claims, suits, actions, liability, liens, loss, and damage of any character, type, or description, including without limitation all expenses of litigation, court costs, and attorneys' fees, arising out of or related to: (a) injury or death to any person or damage to property related to the acts or omissions of Lessee or its agents, employees, contractors, invitees, licensees, or sublessees on Lessor's property; and (b) Lessee's negligence, misconduct, breach of contract, or other failure to comply with its obligations under this Agreement, or infringement or violation of a third-party's intellectual property or privacy right. Notwithstanding the foregoing, Lessee shall have no obligation to indemnify and hold harmless Lessor and its officers, board members, employees, and agents from and against all claims, suits, actions, liability, liens, loss, and damage of any character, type, or description, including without limitation all expenses of litigation, court costs, and attorneys' fees, to the extent determined by a court, arbitrator, or tribunal of competent jurisdiction to have been caused by Lessor's negligence or willful misconduct.

28. Lessee's Environmental Covenants and Indemnity. As used in this Lease, the term "Hazardous Materials" shall mean any hazardous or toxic substance, material or waste which is, or becomes designated as such in the future or is regulated by any agency of the United States Government or by any local governmental authority having jurisdiction, including, without limitation, any substance, material or waste that is defined or designated as a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or the Clean Water Act. During the Term of

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this Lease, Lessee shall not cause or authorize the presence, use, storage and/or disposal of any Hazardous Material, on or under the Leased Premises by Lessee, its agents, employees, business invitees, contractors, licensees, or sublessees. Notwithstanding the foregoing, Lessee, and its licensees, sublicensee, sublessees, and/or subtenants shall have the right to install backup generators on the Leased Premises and such installation shall not be a violation of this Section. Lessee shall comply, and require all agents, employees, business invitees, contractors, licenses, and sublessees to be in compliance with all applicable laws, rules, regulations and orders. Lessee shall not install or permit the installation of any underground storage tanks on the Leased Premises. Lessee shall defend, indemnify, protect and hold Lessor harmless from and against all claims, costs, fines, judgments and liabilities, including attorney's fees and costs, arising out of or in connection with the presence, storage, use or disposal of Hazardous Materials on or under the Leased Premises caused by the acts, omissions or negligence of Lessee, its agents, employees, business invitees, contractors, licensees, or sublessees. The foregoing indemnity shall survive any termination of this Lease.

29. Lessor's Environmental Representation. Lessor represents and warrants, to its knowledge, without duty of inquiry, that no Hazardous Materials have been generated, stored, disposed of or are present on or under the Leased Premises prior to the Commencement Date of this Lease. Lessor shall immediately notify Lessee in writing of (i) any release or threatened release of Hazardous Materials in, on, under, from or migrating towards the Leased Premises; (ii) any non-compliance with any environmental laws related in any way to the Leased Premises; (iii) any actual or potential environmental lien; (iv) any required or proposed remediation of environmental conditions relating to the Leased Premises; and (v) any written or oral notice or other communication relating in any way to Hazardous Materials on the Leased Premises. The foregoing representations shall survive any termination of this Lease.

30. Notices. All notices, requests, demands and other communications hereunder shall be in writing and shall be deemed given if sent by a nationally recognized courier, or certified mail, return receipt requested, to the following address:

If to Lessor, to:

_____
Attn:

If to Lessee, to:

Diamond Towers V LLC
120 Mountain Avenue
Springfield, New Jersey 07081
Attention: Legal Department

31. Title and Quiet Enjoyment. Lessor represents, to its knowledge and without duty of inquiry, that (i) it has good fee simple title to the Leased Premises and the Easement; and (ii) the Leased Premises constitutes a legal lot that may be leased without the need for any

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subdivision or platting approval. Lessor covenants that Lessee shall have the quiet enjoyment of the Leased Premises during the term of the Lease. This Lease shall be an estate for years and not a usufruct. Lessor shall not knowingly use, nor shall Lessor knowingly permit its lessees, licensees, invitees, or agents to use any adjacent property owned or controlled by Lessor in any way which materially interferes with operations of Lessee as further delineated in this agreement. Such interference may be deemed a material breach by Lessor, and Lessee shall have the right, in addition to any other rights that it may have in law or equity, to enjoin such interference or to terminate this Lease.

32. Subordination and Non-Disturbance. To the extent applicable, this Lease shall be subject to and subordinate to any mortgage or deed to secure debt (collectively referred to as a "Mortgage") made by Lessor which may now or hereafter encumber the Leased Premises, provided that no such subordination shall be effective unless the holder of every such Mortgage shall in a separate agreement with Lessee agree that in the event of a foreclosure, or conveyance in lieu of foreclosure of Lessor's interest in the Leased Premises, such holder shall recognize and confirm the validity and existence of this Lease and that Lessee shall have the right to continue its use and occupancy of the Leased Premises in accordance with the provisions of this Lease as long as Lessee is not in default of this Lease beyond applicable notice and cure periods. Lessee shall execute in timely fashion such instruments as may reasonably be requested to evidence the provisions of this Section. In the event the Leased Premises are encumbered by a Mortgage on or after the Commencement Date, Lessor, no later than ten (10) days after the Option has been exercised, shall use commercially reasonable efforts to obtain and furnish Lessee with a non-disturbance agreement in recordable form from the holder of each Mortgage.

33. Condition of Leased Premises. Lessee acknowledges that it has independently and personally inspected the Premises and that it has entered into this Agreement based upon such examination and inspection. Lessee accepts the Premises in their present condition, "AS IS, WITH ALL FAULTS, IF ANY. AND WITHOUT ANY WARRANTY WHATSOEVER, EXPRESS OR IMPLIED," other than the warranty of quiet enjoyment, specifically without limiting the generality of the foregoing, Lessee accepts the Premises without any warranty of (a) the nature or quality of any construction, structural design or engineering of any improvements currently located at or constituting a portion of the Premises, (b) the quality of the labor and materials included in any such improvements, or (c) the suitability of the Premises for any particular purpose or developmental potential.

34. No Mechanic's Lien. Lessee will not permit any mechanic's or other liens to be filed against Lessor's interest in the Leased Premises or Easement, or any other portion of Lessor's property as a result of work performed for or obligations incurred by Lessee. Lessee will indemnify Lessor for any liability, costs or expenses, including attorney fees, in the event any such lien is filed.

35. Assignments and Subleases. Except as provided in this Section, Lessee may not sell, transfer, assign, sublease, or convey any portion of its interest in this Lease or the Leased Premises. Notwithstanding the foregoing, if an event of default has not occurred and is continuing, Lessee may, upon written notice to Lessor, (i) sublease space on the Tower Facilities and within the Leased Premises to third parties, (ii) assign its interest in the Agreement to any

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party who (a) has a proven history of operating communication towers, (b) has a net worth of at least Fifteen Million and 00/100 Dollars ($15,000,000.00) and (c) assumes in writing the obligations of Lessee under this Agreement, (iii) mortgage its interest in this Agreement and the leasehold interest created hereby to third party lenders in bona fide loan transactions, which mortgage shall not be deemed a lien or mortgage on Lessor's property and any records filing regarding the mortgage shall clearly state that fact, and (iv) assign its interest in this Agreement and the leasehold interest created hereby to Affiliates, as hereinafter defined. For purposes hereof, "Affiliates" shall mean, as to any party to this Lease, any individual, partnership, corporation, business trust, joint stock company, trust, unincorporated association, joint venture, or other entity of whatever nature, which, directly or indirectly, is in control of, is controlled by, or is under common control with, such party. For purposes of this definition, "control" of an entity means the power, directly or indirectly, either to (i) vote 10% or more of the securities having ordinary voting power for the election of directors of such entity, or (ii) direct or cause the direction of the management and policies of such entity whether by contract or otherwise. Except as provided above, any attempt by Lessee to sell, transfer, encumber, assign or convey its leasehold estate or any interest in the estate without the prior, written consent of Lessor shall be null and void.

36. Successors and Assigns. This Lease shall run with the Leased Premises described on Exhibit "A" and shall be binding upon and inure to the benefit of the parties, their respective heirs, successors, personal representatives and assigns.

37. Waiver of Lessor's Lien. To the extent permitted by law, Lessor hereby waives any and all lien rights it may have, statutory or otherwise, in and to the Tower Facilities or any portion thereof, regardless of whether or not same is deemed real or personal property under applicable laws. Lessor consents to Lessee's right to remove all or any portion of the Tower Facilities from time to time in Lessee's sole discretion and without Lessor's consent.

38. Waiver of Incidental and Consequential Damages. To the full extent such may be disclaimed by law, neither Party will assert any claim whatsoever against the other for loss of anticipatory profits or any other indirect, special, incidental or consequential damages.

39. Lessee's Exclusivity. To the extent permitted by law and without relinquishing Lessor's right to control use of its properties as may be required for its own and public purposes as further delineated herein, Lessor agrees not to lease any of Lessor's property within a radius of [three (3) miles, or such other distance as negotiated by the parties] from the Leased Premises for construction of a tower or for use as a communications facility or for the operation of an antenna site leasing business which competes directly or indirectly with Lessee.

40. Removal of Personal Property. On or after the Termination Date, Lessee shall, at its sole cost and expense, remove the Tower Facilities and all other personal property and improvements which Lessee or Lessee's licensees, sublessees, agents, or contractors has installed or otherwise located on the Leased Premises. Lessee shall reasonably restore the Leased Premises to its original condition as existed on the Effective Date of this Agreement, unless otherwise agreed to in writing by the Parties, within sixty (60) days of the Termination Date and shall continue to pay Rent according to the schedule set forth in this Agreement beyond such

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Termination Date until removal and restoration is fully completed. If any such property or equipment, including improvements, is not removed from the Leased Premises within the required time, such items shall be deemed abandoned, and Lessor shall be entitled to remove the remaining items and invoice Lessee for all actual costs of doing so and Lessee shall remit payment of such invoice to Lessor within thirty (30) days of receipt. Until such time as Lessee's removal and restoration as required by this Section is completed, Lessee shall continue to be a Lessee under this Lease, and shall remain in compliance with all Lessee's obligations under this Agreement, including but not limited to payment of Rent, payment of utilities, maintenance of the Leased Premises and Tower Facilities, indemnification of Lessor, and maintenance of liability insurance.

41. Rental Stream Offer. If at any time after the date this Agreement, Lessor receives and is formally considering acceptance of a bona fide written offer from a third-party seeking assignment or transfer of Rent payments associated with this Agreement ("Rental Stream Offer"), Lessor shall promptly notify Lessee and, subject to any confidentiality requirements in the Rental Stream Offer, furnish Lessee with a copy of the Rental Stream Offer. To the extent permitted by law, Lessee shall be given a twenty (20) day opportunity after it receives such copy to match the Rental Stream Offer and agree in writing to match the terms of the Rental Stream Offer. Such writing shall be in the form of a contract substantially similar to the Rental Stream Offer. Lessor agrees to consider any such offer from Lessee in good faith. However, Lessee acknowledges and agrees that nothing herein shall obligate Lessor to consider or approve any Rental Stream Offer, including that of Lessee, and any contract shall be subject to Lessor's determination of best value, requirements of law, and approval of Lessor's governing body.

42. Estoppels. Either party may request, in writing, that the other party certify information regarding the existence and terms of this Lease to a prospective mortgagee or purchaser. Such certification shall be transmitted within ten (10) business days after receipt of written request and, subject to any specific qualifications or disclaimers stated in the certification, may be relied upon by the party who requested it, and the contents of the certificate shall be binding upon the party executing it. The certificate may include (i) the validity, force and effect of this Lease; (ii) the extent to which this Lease has been supplemented or amended; (iii) the existence of any default; (iv) the existence of any asserted offsets, counter-claims or defenses on the part of the other party to which the certifying party has actual notice; (v) the commencement and expiration dates of the term, (vi) the amount of any prepaid rent; and (vii) any other matter as may reasonably be requested.

43. Memorandum/Short Form. Contemporaneously with the execution of this Agreement, Lessor and Lessee shall execute a recordable Memorandum of Lease ("Memorandum") substantially in the form attached hereto as Exhibit "D". The Memorandum shall set forth a description of the Leased Premises, the Easement, the name and addresses of Lessor and Lessee, the duration of the Initial Term and the Renewal Term(s) of this Lease, and any other provision that either party may request, except for the rental provisions. Lessee may record this Memorandum at any time during the Term, in its absolute discretion.

44. Miscellaneous.

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(a) The prevailing party in any litigation arising hereunder shall be entitled to its reasonable attorney's fees and court costs, including appeals, if any.

(b) This Agreement constitutes the entire agreement and understanding of Lessor and Lessee with respect to the subject matter of this Agreement, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein. Any amendments to said Agreement must be in writing and executed by Lessor and Lessee.

(c) Lessor agrees to cooperate with Lessee in any reasonable request to execute documents necessary to protect Lessee's rights under this Agreement or Lessee's use of the Leased Premises, and to take any further action which may reasonably be required as to effect the intent of this Agreement.

(d) This Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

(e) If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.

(f) Whenever under this Agreement the consent or approval of Lessor is required or a determination must be made by Lessor, no such consent or approval shall be unreasonably withheld, conditioned, or delayed, and all such determinations shall be made on a reasonable basis and in a reasonable manner.

(g) This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties, it being understood that all parties need not sign the same counterpart.

(h) Lessee acknowledges that Lessor is a governmental entity and may disclose any and all information, including the terms of this Agreement, where required under the Pennsylvania Right-to-Know Law, 65 P.S. § 67.101 et seq., or other applicable law. To the extent Lessee asserts any of its information is confidential or proprietary, Lessee must clearly mark it as such. However, nothing herein or in such marking shall be deemed to prohibit Lessor from disclosing such information to its attorneys, consultants, or other contractors with a need-to-know, to regulating agencies, or as required by law, including, but not limited to, any judicial or administrative order, subpoena, or open records ruling of the Pennsylvania Attorney General or Office of Open Records under the Pennsylvania Right-to-Know Law or any other applicable public information act.

(i) Authority. By execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action required to enter into and perform the terms of this Agreement.

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(j) Waiver. The failure by a party to enforce any provision of this Agreement or to require performance by the other party will not be construed to be a waiver, or in any way affect the right of either party to enforce such provision thereafter.

[SIGNATURES ON FOLLOWING PAGE]

FOR REFERENCE ONLY

IN WITNESS WHEREOF, this Agreement shall be effective on the date of execution of the last signatory below ("Effective Date").

OPTIONOR / LESSOR:

[INSERT NAME]

By: *Draft Only – Not for Signature*
Name: _____
Title: _____
Date: _____

OPTIONEE / LESSEE:

Diamond Towers V LLC, a
Delaware limited liability company

By: *Draft Only – Not for Signature*
Name: Michael G. Brett
Title: COO
Date: _____

FOR REFERENCE ONLY

FOR REFERENCE ONLY

EXHIBIT "A"

Description of Parent Parcel and Leased Premises

A ____ ft. x _____ ft. parcel located within the following parcel:

*Note: to be replaced by As-Built Survey

FOR REFERENCE ONLY

EXHIBIT "A-1"

Site Sketch (to be replaced by survey)

*Note: to be replaced by As-Built Survey

FOR REFERENCE ONLY

EXHIBIT "A-2"

Description of Surrounding Property

[Define as specific entire parcels, a radius around the leased premises, or some other delineation of intended land area to be subject to additional restrictions]

FOR REFERENCE ONLY

EXHIBIT "B"

Easement
Legal Description

*Note: to be replaced by As-Built Survey

FOR REFERENCE ONLY

EXHIBIT "C"

Rent Schedule

TO BE COMPLETED

FOR REFERENCE ONLY

EXHIBIT "D"

Prepared by:
Legal Department
Diamond Towers V LLC
120 Mountain Ave.
Springfield, New Jersey 07081 Site Name: _____

Memorandum of Option and Ground Lease Agreement

This Memorandum of Option and Ground Lease Agreement ("Memorandum") evidences that a lease ("Lease") was made and entered into by written Option and Ground Lease Agreement dated _____, 20__, between _____("Lessor") and DIAMOND TOWERS V LLC, a Delaware limited liability company ("Lessee"), the terms and conditions of which are incorporated herein by reference.

Such Lease provides, in part, that Lessor leases to Lessee a _____ ft. x _____ ft. parcel ("Site") on the parent tract described in Exhibit "A" attached hereto and located at _____, City of _____, County of _____, State of _____. The Site is described in Exhibit "B" attached hereto. The Lessor also grants easements ("Easements") for unrestricted rights of ingress and egress to and from the Site and to electric and telephone facilities, which are described in Exhibit "C" attached hereto. The term of the Lease and the Easements are for ___ (__) years commencing on the Commencement Date, as defined in the Lease, which term is subject to _____ (__) additional ___ (___) year extension periods by the Lessee.

This Memorandum is not intended to amend or modify, and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Lease, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum and the provisions of the Lease, the provisions of the Lease shall control.

[SIGNATURES ON FOLLOWING PAGE]

FOR REFERENCE ONLY

IN WITNESS WHEREOF, the parties hereto have executed this Memorandum as of the date first above written.

LESSOR:

_____

By: Exhibit Only - Do not Sign

LESSEE:

DIAMOND TOWERS V LLC, a Delaware limited liability company

Exhibit Only - Do not Sign

*** Final Memorandum will have appropriate state notary blocks.**

FOR REFERENCE ONLY

EXHIBIT "A" TO MEMORANDUM

Legal Description of parent parcel

Exhibit Only

EXHIBIT "B" TO MEMORANDUM

Legal Description of Site

Exhibit Only

EXHIBIT "C" TO MEMORANDUM

Access and Utilities Easements

Exhibit Only

FOR REFERENCE ONLY

ANTENNA SITE LEASE AGREEMENT

This Antenna Site Lease Agreement ("**Agreement**') is entered into on this __ day of _____, 202__ (the "**Effective Date**"), by and between Diamond _____LLC, having an office at 120 Mountain Ave., Springfield, NJ 07081, on behalf of itself and its affiliates (hereinafter referred to as "**Diamond**"), a Delaware limited liability company, and _____, having its principal office at _____ (hereinafter referred to as "**Landlord**"), a _____.

WHEREAS, the term "**Premises**" as used in this Agreement refers to the land, improvements or property owned or managed by the Landlord and known as _____, located at _____, in the City of _____, County of _____, State of Pennsylvania, , together with a non-exclusive easement for ingress and egress as more particularly described in the attached Exhibit A.

For and in consideration of Ten Dollars ($10.00) and other good and valuable consideration recited herein, receipt of which is hereby acknowledged by the Landlord and Diamond, Landlord and Diamond agree as follows:

1. **USE**:

(a) Landlord leases to and grants Diamond exclusive use of the Premises for the installation, removal, operation and maintenance of wireless communications transmission systems of Diamond and/or those individuals or entities (such individuals or entities being hereinafter collectively referred to as "**Licensees**") installing, removing, maintaining and/or operating radio communications systems, video transmission systems and/or other communications transmission systems at the Premises pursuant to separate agreements between Diamond and such Licensees. This equipment and its component parts, belonging to both Diamond and Licensees, are hereinafter defined and referred to collectively as the "**System(s)**".

(b) The parties hereto agree that the System(s) and/or equipment may be owned by Diamond and/or Diamond's Licensees and that Diamond shall remain fully responsible for the performance and observation of the duties, conditions and provisions under this Agreement. Diamond shall have the right to post on the Premises, a conspicuous sign giving notice of its exclusive right to the use of the Premises for the installation of such System(s). Said sign shall be no larger than 8.5" X 3.75" and shall be posted in such a manner that no damage will be done to the property of the Landlord.

(c) Diamond or its Licensees will have to perform engineering analysis as to the feasibility of or coverage provided by Systems installed at the Premises. Landlord understands that Diamond and/or its Licensees cannot install the System(s) at the Premises without obtaining all required permits, consents, and approvals of all governmental authorities and agencies or other applicable third parties pertaining to or in connection with the construction, ownership, operation, maintenance or use of the Systems (collectively, the "**Approvals**"). Landlord shall reasonably

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assist Diamond or its Licensees in obtaining all necessary Approvals, but such assistance shall be at no cost to Landlord. As a result of the indeterminate time it will take before the necessary Approvals are granted and/or the engineering studies of Diamond or its Licensees are completed, Landlord is aware that there can be no date certain for installation of System(s) at its Premises but Diamond agrees to work in good faith and with due diligence.

2. **TECHNICAL**:

(a) It is understood that the exact model number and types of equipment associated with each System shall be determined upon completion of engineering studies since frequency, coverage pattern, technological improvements and other factors are integral parts of such a determination. It is understood and agreed that the particular equipment associated with each System may include antenna(s) for transmitting and for receiving (being of various sizes and shapes; i.e., poles, panel, parabolic, etc., and which may be installed on the same mounting assembly or at a different level or location), radio base station(s) and cables which are connected to the antenna(s), a video system which may include video and radio components and associated control accessories.

(b) Diamond and Licensees shall be permitted to use the interior and exterior portions of the Premises for the location of antennas and to use the interior portions of the Premises to install, remove, operate, maintain and repair cables, pipes, conduits, cable trays and other associated components in order to connect and operate such System(s).

(c) At Landlord's option and at Diamond's sole expense, Diamond and/or Licensees may utilize the electrical power distribution system installed at the Premises, or Diamond and/or Licensees may make arrangements with the electric utility company to have a separate electric service, billed to and paid directly by Diamond or Licensee, installed upon the Premises solely for the purpose of supplying electrical power to the System(s). In the event that Landlord elects for Diamond and/or the Licensees to utilize the electrical power distribution system installed at the Premises, Diamond and/or the Licensees, at their sole respective expense, will arrange for the electric utility company to install a sub-meter, bearing the relevant certificate of accuracy, to measure the electrical power consumed by equipment of Diamond and/or any Licensees. In such case, Diamond will reimburse Landlord for power consumed. Such reimbursement shall be in addition to the monthly amounts paid or sums paid the Landlord pursuant to the provision of Section 15 and Exhibit B of this Agreement and shall not be included in the calculation of revenue received from the installation of System(s) at the Premises as set forth on Exhibit C attached hereto and made a part of this Agreement. In the event that Landlord elects for Diamond and/or any Licensee to have a separate electric service installed upon the premises, Diamond and/or the Licensee(s) shall make arrangements with the utility company to install the separate electric service, at the sole expense of Diamond and/or Licensee(s), and bill Diamond or Licensee(s) directly for electricity consumed by said system.

(d) Prior to the initial installation of the Systems, any proposed utilities, or any connections to Landlord's existing utilities, Diamond shall submit to the Landlord, for its approval, plans and specifications for the same. Such approval shall not be unreasonably withheld, conditioned or delayed. Landlord shall approve or reject each submittal by delivering to Diamond

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a completed Landlord approval form in substantially the form of the Landlord Approval Form attached hereto as Exhibit D ("**Landlord Approval Form**") within thirty (30) days after receipt of any such submittal from Diamond. In the event that a Diamond submittal is rejected, such Landlord Approval Form shall describe in detail the reason for such rejection and will allow Diamond the opportunity to remedy the specified reasons for rejection if possible. All costs and expenses, including but not limited to the cost of repairs related to the making of any installations and modifications to the Systems or electrical services and meters directly related to the Systems shall be borne by Diamond.

(e) If at any time Diamond reasonably determines that any System(s) installed at the Premises does not materially perform to expectation, or is subject to material interference, or material changes in the surrounding buildings and/or structures limits the System(s)' effectiveness, Diamond will have the right to remove said System(s) and cease payment corresponding to the specific System(s) removed. In such event, and at Landlord's option, Diamond shall, at its expense, remove any separate electrical service serving such removed System(s), if installed, or reverse any modifications to the electrical distribution system of the Premises, and, in all events, Diamond shall restore the Premises to its condition existing prior to said installations or modifications, reasonable wear and tear excepted.

3. **INTERFERENCE**:

(a) Should it be reasonably determined that the System(s) installed by Diamond and/or any Licensee cause any interference to the radio, television or other electronic components of Landlord or the tenants within Landlord's building, then Diamond will immediately provide whatever expertise and equipment is necessary for the elimination of the interference at the sole expense of Diamond. If the interference cannot be eliminated by ordinary means, using accepted engineering practices, then components of the offending System(s) shall be removed from the Premises by Diamond or any Licensee upon written request of Landlord.

(b) Diamond represents that, prior to entering into this Agreement, it will exercise due diligence in reviewing the Premises and existing uses on or near the Premises to reasonably determine that it is appropriate for the intended use without interference, and will continue to exercise such due diligence prior to any installation(s) by Diamond or any Licensee. In the event the Landlord or Landlord's tenants install electronic equipment after the date of installation(s) by Diamond or any Licensee and such equipment causes material interference to the System(s) of Diamond or any Licensee, or the System(s) cause material interference to Landlord's after-installed electronic equipment that is necessary for its governmental/public purpose, then, Diamond shall notify Landlord and the Parties agree to work in good faith to try to determine solutions to mitigate or resolve the interference problem, including removing or relocating the offending equipment. In the event interference is material and unable to be rectified, Diamond shall have the right, but not the obligation, to terminate this Agreement upon thirty (30) days' written notice to Landlord. In no event shall this paragraph require Landlord to refrain from using any electronic equipment necessary for its governmental/public purpose, regardless of when installed.

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4. **QUIET ENJOYMENT**: Landlord covenants and agrees that, upon Diamond's observing and performing all the terms of this Agreement, Diamond and all Licensees may peacefully and quietly enjoy the Premises, subject to the terms and conditions of this Agreement.

5. **CONDITION OF PREMISES:** Diamond acknowledges that it has independently and personally inspected the Premises and that it has entered into this Agreement based upon such examination and inspection. Diamond accepts the Premises in their current condition, "AS IS, WITH ALL FAULTS, IF ANY, AND WITHOUT ANY WARRANTY WHATSOEVER, EXPRESS OR IMPLIED," other than the warranty of quiet enjoyment; specifically, without limiting the generality of the foregoing, Diamond accepts the Premises without any warranty of (a) the nature or quality of any construction, structural design or engineering of any improvements currently located at or constituting a portion of the Premises, (b) the quality of the labor and materials included in any such improvements, or (c) the suitability of the Premises for any particular purposes or development potential.

6. **INTENTIONALLY DELETED.**

7. **ACCESS**: Landlord hereby authorizes Diamond and its Licensees and their respective officers, agents, assigns, representatives, employees, contractors, subcontractors, and clients to access the aforementioned Premises for the purpose of installing, removing, operating, repairing and maintaining the System(s). Access to the Systems shall be scheduled by Diamond with Landlord in advance, on no less than forty-eight (48) hours written notice, during normal working hours on normal business days. Diamond shall schedule access in accordance with this Section by calling the following number _____ or via email at _____. Any persons accessing the Premises shall be required to comply with all Landlord safety, security, and access protocols and requirements. In the case of an emergency or material equipment malfunction, access to the System(s) will be permitted at any reasonable time, subject to reasonable security, safety and identification procedures required by the Landlord and/or applicable law.

8. **OWNERSHIP**: Any System(s) installed by Diamond and/or any Licensee upon the Premises, including but not limited to the antennas, poles, accessories and other components, shall remain the personal property of Diamond or the Licensee, as the case may be, and shall not be deemed fixtures. Landlord agrees to do nothing to intentionally destroy said System(s) identification or cloud the ownership of the above-described property.

9. **NO LIABILITY**: Landlord does not assume any liability for the System(s) installed at the Premises nor does it guarantee the proper installation, removal, operation, security or maintenance of any System(s) installed thereon.

10. **INSURANCE**: Diamond shall furnish a Certificate of Insurance to Landlord, naming Landlord as holder, to cover any damage that may arise by virtue of the installation, removal, operation or maintenance of the System(s). Throughout the initial term and any renewal term of this Agreement, Diamond shall procure and maintain commercial general liability insurance with a combined single limit of at least One Million Dollars ($1,000,000.00) per occurrence and Two Million Dollars ($2,000,000.00) in the aggregate, which insurance shall include Landlord as additional insured. Diamond shall require all of its Licensees, contractors and subcontractors to

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maintain general liability insurance coverage in an amount equal to that specified in this Section 10. Diamond shall promptly, upon execution of this Agreement and on an annual basis throughout the Term, furnish certificates of insurance and proof of the required insurance and endorsements demonstrating compliance with the above requirements. Certificates shall indicate the name of the insured, the name of the insurance company, the name of the agency/agent, the policy number, the term of coverage, and the limits of coverage. All insurance carriers will carry an A.M. Best rating of A- or better and be of a financial size category of VIII or larger.

11. **INDEMNIFICATION AND HOLD HARMLESS**: In addition to, and without limiting, any other indemnification obligations in this Agreement, Diamond will defend, indemnify, and hold harmless Landlord and its officers, board members, employees, and agents from and against all claims, suits, actions, liability, liens, loss, and damage of any character, type, or description, including without limitation all expenses of litigation, court costs, and attorneys' fees, arising out of or related to: (a) injury or death to any person or damage to property directly related to the acts or omissions of Diamond or its agents, employees, contractors, invitees, licensees, or sublessees on Landlord's property; and (b) Diamond's negligence, misconduct, breach of contract, or other failure to comply with its obligations under this Agreement, or infringement or violation of a third-party's intellectual property or privacy right. Notwithstanding the foregoing, Diamond shall have no obligation to indemnify and hold harmless Landlord and its officers, board members, employees, and agents from and against all claims, suits, actions, liability, liens, loss, and damage of any character, type, or description, including without limitation all expenses of litigation, court costs, and attorneys' fees, to the extent determined by a court, arbitrator, or tribunal of competent jurisdiction to have been caused by Landlord's negligence or willful misconduct.

12. **COMPLIANCE**: Diamond shall comply with all federal, state, and local rules, regulations, laws, ordinances, statutes and requirements of all governmental authorities, and shall require the same compliance by all Diamond Licensees, agents, contractors, and subcontractors. Diamond shall defend, indemnify, and hold harmless Landlord for any claims, suits, actions, liability, loss, or damage caused by the noncompliance by Diamond, its employees, agents, contractors, and Licensees.

13. **CASUALTY & CONDEMNATION**:

(a) In the event of any damage to or destruction of the Premises or any part thereof which renders the Premises unusable or inoperable through no fault of Diamond, Diamond shall have the right, but not the obligation, to elect within thirty (30) days of the date of the casualty or other harm to terminate this Agreement and all of its duties and obligations herein by giving written notice to Landlord after such damage, destruction or condemnation, if by virtue of such casualty, Diamond reasonably determines that the Premises are no longer adequate for Diamond to continue its material operations or the operations of any Licensee or any necessary repairs to the Premises have not been completed or cannot be reasonably completed within one hundred eighty (180) days from the date of the damage. If Diamond does not terminate this Agreement the amount of compensation payable to Landlord herein shall be reduced or abated in proportion to the actual reduction or abatement of use of the Premises. Diamond shall be fully responsible, including obtaining insurance coverage for its own protection from losses from any damages to Systems or other equipment or personal property placed at the Premises, and Landlord shall not directly or

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through insurance be liable for any loss to such Systems, equipment, or property, except to the extent caused by Landlord's negligence or willful misconduct and, in such event, only to the extent permitted by law.

(b) In the event of condemnation, unless Diamond and the Licensees are allowed by the condemning authorities to continue its operation on the Premises, this Agreement may be terminated by Diamond as of the date title to the lands vests in the condemning authority or the date Diamond is required to cease its operation, whichever is earlier. Diamond shall be entitled to seek its own award from the condemning authority.

14. **DEFAULT AND TERMINATION**: Except as otherwise provided in this Agreement, this Agreement may be terminated without any penalty or further liability upon written notice as follows:

(a) In the event either party shall default in its obligations under this Agreement and such default is not cured within sixty (60) days from the date of receipt of written notice from the non-defaulting party to the defaulting party, the non-defaulting party shall have the right to terminate this Agreement. Notwithstanding the foregoing, if the defaulting party commences and continues to cure the default within such period, the defaulting party shall have reasonable, additional time (not to exceed forty-five (45) days) to cure the default;

(b) Upon thirty (30) days' written notice by Diamond to Landlord, if Diamond is unable to obtain or maintain through no fault of Diamond, any license, permit or other governmental approval necessary for the construction and/or operation of any Systems or Diamond's business; or

(c) By Diamond for any or no reason upon three (3) month's advance written notice from Diamond to Landlord, and upon payment of a termination fee to Landlord in an amount equal to twelve (12) months of compensation as calculated using the manner and rate specified on Exhibit B; or

(d) Upon one hundred twenty (120) days' written notice by Landlord to Diamond, if within three (3) years of the Effective Date, Diamond has not paid to Landlord any compensation pursuant to Section 15 of this Agreement.

15. **COMPENSATION**: During the term of this Agreement, including any renewals, Diamond shall have the exclusive right to collect all rents and other lease or licensee fees from Licensees. Diamond shall compensate Landlord in the manner and at the rate specified in Exhibit B attached hereto and made a part hereof, on or before the last day of the month following Diamond's receipt of Licensee's payment. In no event shall Diamond be required to compensate Landlord any amount that has not been actually received by Diamond from Licensee. Diamond will maintain accurate books and records of accounting, in accordance with generally accepted accounting principles, for the determination of amounts owed and payments to be made under this Agreement. Upon reasonable notice, and once per calendar year, Landlord or its designee shall have the right, during regular business hours, to inspect the books and records of Diamond relating

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to determination of amounts owed and payments required to be made under this Agreement. Diamond is required to pursue with diligence the collection of all rents and other lease or licensee fees due to Diamond from Licensees.

16. **TAXES**. Landlord, a governmental entity, is generally exempt from taxation and shall be required under this Agreement to pay any taxes for which it is exempt. Diamond shall be responsible for the payment of any personal property taxes assessed on, or any portion of such taxes attributable to, the Systems, if any. If Landlord receives a tax assessment or bill for any personal property taxes on or attributable to the Systems, Landlord shall furnish Diamond a copy within thirty (30) days of receipt by Landlord or Landlord's representative, a copy of the tax assessment or bill for any personal property taxes which are assessed on, or any portion of such taxes attributable to, the Systems, if any. Landlord hereby represents and warrants, to the best of its knowledge as of the date of this Agreement, that Landlord's Premises on which the Systems are located (or are to be located) is not subject to any "Conservation Use Covenant", "Greenbelt Covenant", "Conservation Easement", or any conservation use program which restricts or limits development of the Premises.

17. **TERM**:

(a) The initial term of this Agreement shall be a period of five (5) years commencing on the Effective Date. During the term of this Agreement, Diamond shall have the exclusive right to install, remove, operate, and maintain wireless communications System(s) at the Premises with the sole exception being Landlord's own equipment used for its personal or its business use. Diamond shall have the right to extend the period of this Agreement for five additional successive five (5) year terms upon the same terms and conditions set forth herein. This Agreement shall automatically be extended for each successive renewal term unless Diamond notifies Landlord in writing at least ninety (90) days before the expiration date of the then current term of Diamond's intention not to extend the relevant term.

(b) During the term of this Agreement and any renewals thereof, Landlord will not permit a Licensee or a potential Licensee to by-pass Diamond or to negotiate directly with the Landlord for the rental of space on the Premises.

(c) Except as otherwise provided herein, should a Licensee or potential Licensee approach the Landlord directly or indirectly, Landlord will refer the Licensee to Diamond and Landlord will not negotiate directly or indirectly with a Licensee or potential Licensee related to rental of space on the Premises.

18. **AUTHORITY**: By execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action required to enter into and perform the terms of this Agreement.

19. **INTEGRATED AGREEMENT**: This Agreement and all exhibits and amendments attached hereto represent the full and complete agreement between the parties.

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20. **MODIFICATIONS**: Any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing and signed by an authorized representative of both parties.

21. **SEVERABILITY**: The unenforceability, invalidity or illegality of any provision of this Agreement shall not render the other provisions unenforceable, invalid or illegal.

22. **SUBORDINATION AND NON-DISTURBANCE**. To the extent applicable, this Agreement shall be subject to and subordinate to any mortgage or deed to secure debt (collectively referred to as a "**Mortgage**") made by Landlord which may now or hereafter encumber the Premises, provided that no such subordination shall be effective unless the holder of every such Mortgage shall in a separate agreement with Diamond agree that in the event of a foreclosure, or conveyance in lieu of foreclosure of Landlord's interest in the Premises, such holder shall recognize and confirm the validity and existence of this Agreement and that Diamond shall have the right to continue its use and occupancy of the Premises in accordance with the provisions of this Agreement as long as Diamond is not in default of this Agreement beyond applicable notice and cure periods. Landlord and Diamond shall execute in timely fashion such instruments as may reasonably be requested to evidence the provisions of this paragraph. In the event the Premises are encumbered by a Mortgage on or after the Effective Date, Landlord, no later than ten (10) days thereafter, shall use commercially reasonable efforts to obtain and furnish Diamond with a non-disturbance and attornment agreement in recordable form from the holder of each Mortgage.

23. **ASSIGNMENTS AND SUBLEASES**. Except as provided in this Section, Diamond may not sell, transfer, assign, sublease, or convey any portion of its interest in this Lease or the Premises. Notwithstanding the foregoing, if an event of default has not occurred and is continuing, Diamond may, upon written notice to Landlord, (i) sublease space within the Premises to third parties, (ii) assign its interest in the Agreement to any party who (a) has a proven history of operating wireless communication facilities similar to the System(s), (b) has a net worth of at least Fifteen Million and 00/100 Dollars ($15,000,000.00) and (c) assumes in writing the obligations of Diamond under this Agreement, (iii) mortgage its interest in this Agreement and the leasehold interest created hereby to third party lenders in bona fide loan transactions, which mortgage shall not be deemed a lien or mortgage on Landlord's property and any records filing regarding the mortgage shall clearly state that fact, and (iv) assign its interest in this Agreement and the leasehold interest created hereby to Affiliates, as hereinafter defined. For purposes hereof, "Affiliates" shall mean, as to any party to this Lease, any individual, partnership, corporation, business trust, joint stock company, trust, unincorporated association, joint venture, or other entity of whatever nature, which, directly or indirectly, is in control of, is controlled by, or is under common control with, such party. For purposes of this definition, "control" of an entity means the power, directly or indirectly, either to (i) vote 10% or more of the securities having ordinary voting power for the election of directors of such entity, or (ii) direct or cause the direction of the management and policies of such entity whether by contract or otherwise. Except as provided above, any attempt by Diamond to sell, transfer, encumber, assign or convey its leasehold estate or any interest in the estate without the prior, written consent of Landlord shall be null and void.

24. **SURVIVORSHIP**: This Agreement shall be binding upon the successors, heirs and permitted assigns of the parties. This Agreement shall run with the Premises.

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25. **INTENTIONALLY DELETED.**

26. **ESTOPPELS**. Either party may request, in writing, that the other party certify information regarding the existence and terms of this Agreement to a prospective mortgagee or purchaser. Such certification shall be transmitted within ten (10) business days after receipt of written request and, subject to any specific qualifications or disclaimers stated in the certification, may be relied upon by the party who requested it, and the contents of the certificate shall be binding upon the party executing it. The certificate may include (i) the validity, force and effect of this Agreement; (ii) the extent to which this Agreement has been supplemented or amended; (iii) the existence of any default; (iv) the existence of any asserted offsets, counter-claims or defenses on the part of the other party to which the certifying party has actual notice; (v) the commencement and expiration dates of the term, (vi) the amount of any prepaid rent; and (vii) any other matter as may reasonably be requested.

27. **RECORDATION**: Diamond, at its option, shall have the right to record a memorandum of this Agreement in the form of the Memorandum of Antenna Site Lease Agreement attached hereto as Exhibit E with the county clerk's office in which the Premises is located and/or the county clerk's office in which this Agreement was executed.

28. **HAZARDOUS SUBSTANCE:**

(a) Landlord represents and warrants that to its knowledge without duty of inquiry, the Premises are free of any Hazardous Substance. "**Hazardous Substance**" shall mean any hazardous or toxic substance, material or waste which is, or becomes designated as such in the future or is regulated by any agency of the United States Government or by any local governmental authority having jurisdiction, including, without limitation, any substance, material or waste that is defined or designated as a hazardous substance pursuant to the Comprehensive Environmental Response, Compensation and Liability Act, the Resource Conservation and Recovery Act or the Clean Water Act. With prior written notice to Landlord, Diamond shall have the right, but not the duty, to enter upon the Premises and conduct, at Diamond's sole cost and expense and for its sole use and benefit, an environmental assessment to determine the presence of hazardous substances within, on, or under the Premises, provided that Diamond shall not undertake any subsurface environmental testing without the prior consent of Landlord, which may be withheld in the sole discretion of Landlord.

(b) During the Term of this Agreement, Diamond shall not cause or authorize the presence, use, storage and/or disposal of any Hazardous Material on or under the Premises by Diamond, its Licensees, agents, employees, business invitees, or contractors. Notwithstanding the foregoing, Diamond, and its licensees, sublicensee, sublessees, and/or subtenants shall have the right to install backup generators on the Premises and such installation shall not be a violation of this Section. Diamond shall comply, and require all agents, employees, business invitees, contractors, licensees, and sublessees to be in compliance with all applicable laws, rules, regulations and orders. Diamond shall defend, indemnify, protect, and hold Landlord harmless from and against all claims, costs, fines, judgments, and liabilities, including attorney's fees and costs, arising out of or in connection with the presence, storage, use or disposal of Hazardous Materials on or under the

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Premises caused by the acts, omissions, or negligence of Diamond, its Licensees, sublessees, agents, employees, business invitees, or contractors. The foregoing indemnity shall survive any termination of this Agreement.

29. **NOTICES**: All notices required under or permitted by this Agreement shall be given and served in writing, either delivered personally or sent by overnight courier, providing proof of such service, and addressed to the following parties:

If to Landlord, to:

_____
_____

If to Diamond, to:

Diamond _____ LLC
120 Mountain Avenue
Springfield, New Jersey 07081
Attention: Legal Department

With a copy to:

Diamond _____ LLC
120 Mountain Avenue
Springfield, New Jersey 07081
Attention: Lease Administration

30. **DIAMOND'S RENTAL STREAM OFFER**. If at any time after the date this Agreement, Landlord receives and is formally considering acceptance of a bona fide written offer from a third-party seeking assignment or transfer of Rent payments associated with this Agreement ("Rental Stream Offer"), Landlord shall promptly notify Diamond and, subject to any confidentiality requirements in the Rental Stream Offer, furnish Diamond with a copy of the Rental Stream Offer. To the extent permitted by law, Diamond shall be given a twenty (20) day opportunity after it receives such copy to match the Rental Stream Offer and agree in writing to match the terms of the Rental Stream Offer. Such writing shall be in the form of a contract substantially similar to the Rental Stream Offer. Landlord agrees to consider any such offer from Diamond in good faith. However, Diamond acknowledges and agrees that nothing herein shall obligate Landlord to consider or approve any Rental Stream Offer, including that of Diamond, and any contract shall be subject to Landlord's determination of best value, requirements of law, and approval of Landlord's governing body.

31. **WAIVER OF INCIDENTAL AND CONSEQUENTIAL DAMAGES:** To the full extent such may be disclaimed by law, neither Party will assert any claim whatsoever against the

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other for loss of anticipatory profits or any other indirect, special, incidental or consequential damages.

32. **WAIVER OF LANDLORD'S LIEN.** To the extent permitted by law, Landlord hereby waives any and all lien rights it may have, statutory or otherwise, in and to the Systems or any portion thereof, regardless of whether or not same is deemed real or personal property under applicable laws. Landlord consents to Diamond's right to remove all or any portion of the Systems from time to time in Diamond's sole discretion and without Landlord's consent.

33. **REMOVAL OF PERSONAL PROPERTY.** On or after termination of this Agreement, Diamond shall, at its sole cost and expense, remove the Systems and all other personal property and improvements which Diamond or its Licensees, sublessees, agents, or contractors has installed or otherwise located on the Premises. Diamond shall reasonably restore the Premises to its original condition as existed on the Effective Date of this Agreement, unless otherwise agreed to in writing by the Parties, within sixty (60) days of termination of this Agreement and shall continue to pay compensation as required by this Agreement until removal and restoration is fully completed. If any such property or equipment, including improvements, is not removed from the Premises within the required time, such items shall be deemed abandoned, and Landlord shall be entitled to remove the remaining items and invoice Diamond for all actual costs of doing so and Diamond shall remit payment of such invoice to Landlord within thirty (30) days of receipt. Until such time as Diamond's removal and restoration as required by this Section is completed, Diamond shall continue to be a lessee under this Agreement, and shall remain in compliance with all of Diamond's obligations under this Agreement, including but not limited to payment of Rent, payment of utilities, maintenance of the Premises and System(s), indemnification of Landlord, and maintenance of liability insurance.

34. **MISCELLANEOUS**

(a) This Agreement constitutes the entire agreement and understanding of Landlord and Diamond with respect to the subject matter of this Agreement, and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein. Any amendments to said Agreement must be in writing and executed by Landlord and Diamond.

(b) This Agreement shall be construed in accordance with the laws of the Commonwealth of Pennsylvania.

(c) If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.

(d) Whenever under this Agreement the consent or approval of Landlord is required or a determination must be made by Landlord, no such consent or approval shall be unreasonably withheld, conditioned, or delayed, and all such determinations shall be made on a reasonable basis and in a reasonable manner.

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(e) This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same agreement and shall become effective when one or more counterparts have been signed by each of the parties, it being understood that all parties need not sign the same counterpart.

(f) Authority. By execution and delivery of this Agreement, the undersigned individuals warrant that they have been duly authorized by all requisite administrative action required to enter into and perform the terms of this Agreement.

(g) Waiver. The failure by a party to enforce any provision of this Agreement or to require performance by the other party will not be construed to be a waiver, or in any way affect the right of either party to enforce such provision thereafter.

{Signatures on following page}

FOR REFERENCE ONLY

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the Effective Date.

LANDLORD:	DIAMOND:
[_____]	Diamond _____ LLC
Draft Only – Not for Signature	*Draft Only – Not for Signature*
Name: _____	Name: Michael G. Brett
Title: _____	Title: CFO
Date: _____	Date: _____

FOR REFERENCE ONLY

EXHIBIT A

PREMISES

FOR REFERENCE ONLY

EXHIBIT B

COMPENSATION

The compensation owed by Diamond to Landlord shall be seventy-five percent (75%) of the gross monthly rents actually collected by Diamond from Licensee(s) ("Colocation Rent").

"Gross Receipts" means all rents, licenses, and other fees (but excluding third-party reimbursements for utilities, taxes, structure modifications and similar expenses incurred by Diamond) actually received by the Diamond from a Licensee pursuant to a particular sublease or sublicense during the applicable month. In no event shall Diamond have the right to deduct its expenses from Gross Receipts. If, during any given month, a Licensee does not pay any fees to Diamond, then it shall cease to be a Licensee and Landlord shall not be eligible for any rent relating to that Licensee for that month. Notwithstanding the foregoing, in the event a Licensee pays their rent and/or fees to Diamond late in a given month, Diamond shall be obligated to pay Landlord the revenue share associated with such payment with the following month's Colocation Rent payment.

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EXHIBIT C

Formula for Electrical Consumption Reimbursement

FOR REFERENCE ONLY

EXHIBIT D

FORM OF LANDLORD APPROVAL FORM

FOR REFERENCE ONLY

EXHIBIT E

FORM OF MEMORANDUM OF ANTENNA SITE LEASE AGREEMENT

After recording, return to:
Legal Department
Diamond _____ LLC
820 Morris Turnpike, Suite 104
Short Hills, New Jersey 07078

Site Name:

Memorandum of Antenna Site Lease Agreement

This memorandum evidences that a lease ("**Lease**") was made and entered into by written Antenna Site Lease Agreement dated _____, 20__, between _____ ("**Landlord**") and DIAMOND _____ LLC ("**Diamond**"), the terms and conditions of which are incorporated herein by reference.

Such Lease provides, in part, that Landlord leases to Diamond the premises (the "**Premises**") described in Exhibit A attached hereto and located at _____, City of _____, County of _____, State of Pennsylvania. The term of the Lease is for five (5) years commencing on _____, 20__, which term is subject to five (5) additional five (5) year extension periods.

This Memorandum is not intended to amend or modify, and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Lease, all of which are hereby ratified and affirmed. In the event of a conflict between the provisions of this Memorandum and the provisions of the Lease, the provisions of the Lease shall control.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the date first above written.

LANDLORD:

[_____]

Exhibit Only – Not for Signature

DIAMOND:

DIAMOND _____ LLC

Exhibit Only – Not for Signature

FOR REFERENCE ONLY

* Final Memorandum will have appropriate state notary blocks.

FOR REFERENCE ONLY

SITE MARKETING AGREEMENT

This Site Marketing Agreement (the "**Agreement**") is made and entered into on the latest date set forth on the signature page below ("**Effective Date**"), by and between Diamond Towers V LLC, a Delaware limited liability company having an address at 120 Mountain Avenue, Springfield, New Jersey 07081 ("**Diamond**"), and _____, a _____corporation having an address at _____("**Entity**"). Diamond and Entity shall each be referred to as "**Party**" and together as "**Parties**."

WITNESSETH

WHEREAS, this Agreement covers those certain properties, towers, and other structures that are owned, leased, operated, or otherwise controlled by the Entity as designated on the attached Exhibit A, Included Properties, which is incorporated herein by reference for all purposes (each, a "**Property**," and collectively the "**Properties**"); and

WHEREAS, Entity has determined that a public purpose may be served by the development of wireless communication infrastructure on the Properties; and

WHEREAS, Entity desires to retain Diamond to exclusively market existing wireless infrastructure and manage the development of new or expanded wireless communication infrastructure on the Properties, including existing and newly developed structures for macro sites and small cells. These services will include marketing the Properties to any wireless communication operators or other tenants (each a "**Tenant**" or, if more than one, "**Tenants**") interested in locating communications equipment on or in (a) existing towers, buildings, rooftops, kiosks, or other existing structures located on the Properties (each, an "**Existing Structure**") and (b) new structures built on the Properties (each, a "**New Structure**"); and

WHEREAS, Diamond, having expertise in the field of telecommunications site management and development, is agreeable to being Entity's exclusive representative for purposes of marketing the Properties to potential Tenants as described herein;

NOW, THEREFORE, in consideration of the mutual promises contained herein and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Entity and Diamond agree as follows:

Section 1. Engagement:

Entity hereby grants Diamond the exclusive right during the Term, as herein defined, to market the Properties for telecommunication use by Tenants, including without limitation macro site infrastructure and small cell infrastructure. Any Property that Entity wishes to include in Diamond's exclusive marketing rights is set forth in Exhibit A, Included Properties, attached hereto. The Parties may mutually agree to update Exhibit A from time to time during the Term to add properties to the list of "Properties" for which Diamond will have the exclusive right and license to market hereunder, provided that any such updates to Exhibit A are approved and signed by authorized representatives of each Party. Further, Entity reserves the right to remove any

Property from the list by notifying Diamond in writing if the Property is required for Entity purposes, which determination may be made by Entity in its sole discretion.

Section 2. Duties of Diamond and Entity – Roles and Responsibilities:

2.1 Diamond shall utilize its sales force to market the Properties to Tenants. The marketing may include the following:

2.1.1 The development and distribution of Entity and Property-specific marketing materials, including presentations and marketing sheets which highlight attributes of the locations and carrier coverage analysis;

2.1.2 Incorporation of the Properties and Existing Structures into Diamond's database for marketing to potential Tenants; and

2.1.3 Meetings with wireless communication companies, including Verizon, AT&T, T-Mobile, Dish Network, and cable companies, among others, to market the Properties.

2.2 Following a potential Tenant's indication of interest to locate, colocate, or attach wireless communications equipment on a Property, Diamond shall submit information on the potential location, colocation or attachment to Entity for review, including the form of agreement as follows: (i) a lease/sublease agreement between Entity and Diamond for a colocation or attachment on an Existing Structure (an "**Antenna Site Lease Colocation Agreement**") utilizing the form attached hereto as Exhibit B, with Diamond leasing space from Entity on the Existing Structure and subleasing or licensing that space to the Tenant pursuant to an agreement between Diamond and Tenant, or (ii) a option and ground lease agreement (an "**Option and Ground Lease Agreement**") between Entity and Diamond for a location of a New Structure utilizing the form attached hereto as Exhibit C with Entity leasing an agreed upon portion of the applicable Property to Diamond for the construction, ownership, operation, and maintenance by Diamond of any such New Structure. The terms Antenna Site Lease Agreement and Option and Ground Lease Agreement may collectively be referred to as the "**Leases**" or individually as a "Lease." In each of romanette (i) and (ii) above, Diamond's proposed lease will grant Diamond a leasehold interest in the applicable Property, subject to the terms and conditions therein, as may be further negotiated by Entity and Diamond prior to execution. Whether or not to accept any Lease from Diamond, and on what terms, shall be in the sole discretion of Entity. Nothing herein shall require Entity to enter into any Lease or other agreement. No Lease or other agreement shall be effective unless and until all requisite approvals have been received by Entity including, as necessary, approval of its governing body. Diamond acknowledges that nothing in this Agreement, or the Lease(s) if entered, shall interfere with the Property's use for Entity's purposes. Entity, by and through its governing body, retains ultimate and exclusive authority to control all aspects of the Property's use, including the right to determine at any time that a Property may be withdrawn from consideration for a Lease transaction.

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2.3 In relation to any opportunity generated under this Agreement, Diamond shall provide Entity services including consulting and project management; and upon execution of any Lease, Diamond may, as set forth in such Lease, provide Entity additional services including seeking regulatory and zoning approvals; community outreach; site management; existing tenant management (if applicable); site administration; and any other services agreed between the Parties. Diamond shall be responsible for compliance with all applicable local, state, and federal laws and regulations related to use of all Properties pursuant to this Agreement.

Section 3. Access to the Properties:

3.1 Entity acknowledges that, for Diamond to perform its duties, Diamond and its agents will require access to the Properties. Diamond shall have the right, upon prior notice to Entity as set forth herein, to grant access to and from the Properties to Diamond's employees and agents, and any Tenants, so long as the same does not interfere with Entity's use of the Properties and is for the purposes of facilitating Diamond's rights and obligations under this Agreement. When accessing any Property, Diamond, its employees, agents, and any Tenants shall comply with all Entity safety, security, and access protocols and requirements. Diamond shall provide Entity's designated contact (as listed in this agreement or as may be updated by Entity in writing) with at least seventy-two (72) hours' written notice prior to accessing any Property. Entity shall provide any safety, security, and access protocols for such Property to Diamond upon such request for access.

Entity Contact for Property Access: _____
_____
_____

Section 4. Term and Compensation:

4.1 The term of this Agreement shall commence on the Effective Date and, unless terminated earlier as provided herein, shall continue in effect for a period of five (5) years following the Effective Date (the "**Initial Term**"). This Agreement may be extended for an additional five (5)-year term ("**Extension Term**") upon the mutual written consent of Entity and Diamond, including receipt of all requisite approvals and authorizations to execute same. The Initial Term and Extension Term may be collectively referred to as the "**Term**."

4.2 Entity shall have no obligation to compensate Diamond for any services performed pursuant to this Agreement. Diamond shall be responsible for all costs incurred in performance and shall have no right to reimbursement from Entity for any of its expenses, including without limitation expenses incurred for marketing the Properties and negotiation of Leases, securing necessary permits and approvals to construct or install wireless communication equipment and related structures.

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Diamond acknowledges that it has received consideration for the performance of its obligations under this Agreement by virtue of the right granted to enter potential Lease transactions.

4.3 The compensation owed by Diamond to Entity related to any Lease shall be as further described in Exhibit D, attached hereto and a made a part hereof. Diamond's payment of any compensation to Entity will be as set forth in the applicable Lease.

Section 5. Insurance:

5.1 Diamond shall maintain in full force and effect throughout the Term commercial general liability insurance with a combined single limit of at least One Million Dollars ($1,000,000) per occurrence and Two Million Dollars ($2,000,000) in the aggregate, which insurance shall name Entity as an additional insured.

5.2 Diamond shall purchase and maintain Workers' Compensation as required by statute and Employer's Liability insurance.

5.3 Diamond shall purchase and maintain business automobile liability insurance, applying to owned, non-owned, and hired automobiles in an amount not less than $1,000,000 for bodily injury, including death to any one person, and for property damage on account of any one occurrence. The policy shall insure any vehicle used in connection with Diamond's obligations under this Agreement. A "Waiver of Subrogation" in favor of Entity shall be provided.

5.4 Diamond shall purchase and maintain professional liability insurance that will cover all acts, errors, or omissions and breach or disclosure of personal information by Diamond in the amount of $1,000,000 per claim, with an annual aggregate of at least $2,000,000.

5.5 Diamond shall promptly, upon execution of this Agreement and on an annual basis throughout the Term, furnish certificates of insurance and proof of the required insurance and endorsements demonstrating compliance with the above requirements. Certificates shall indicate the name of the insured, the name of the insurance company, the name of the agency/agent, the policy number, the term of coverage, and the limits of coverage.

5.6 All insurance carriers will carry an A.M. Best rating of A- or better and be of a financial size category of VIII or larger.

Section 6. Indemnification:

Diamond agrees to indemnify, defend, and hold Entity harmless from and against any and all third-party claims, injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) incurred by or asserted against Entity arising from Diamond's negligent acts or omissions, or Diamond's intentional acts, related to the activities set forth in this Agreement. Notwithstanding the foregoing, to the extent permitted by law, Diamond's obligations under this

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Section shall not apply to any claim or liability to the extent determined by a court, arbitrator, or tribunal of competent jurisdiction to be based upon the negligence, recklessness, or willful behavior of Entity.

Section 7. Termination:

7.1 Termination for Default: In the event of a material breach of this Agreement (a "**Default**") by either Party, the non-defaulting Party shall provide the defaulting Party with a written notice of said Default, providing the defaulting Party with at least forty-five (45) days to remedy said Default. If the Default continues after said cure period, the non-defaulting Party may immediately terminate this Agreement.

7.2 **Termination by Entity:** Entity may terminate this Agreement upon ninety (90) days' written notice to Diamond if (i) within three (3) years of the Effective Date, Diamond's marketing efforts have failed to yield any executed Lease agreements with Tenants regarding the Properties or (ii) the needs of Entity require other use of the Properties as determined in Entity's sole discretion. Termination of this Agreement pursuant to this Section 7.2 shall not terminate any active Leases, which Leases may only be terminated by their own terms. Notwithstanding the foregoing, and to the extent such termination is not due to subsection (ii) above, if Diamond has received bona fide interest from a Tenant to collocate on a Property within three (3) years of the Effective Date, Diamond shall be entitled to continue working with such Tenant, post termination, to attempt to finalize a Lease pursuant to Diamond's rights under this Agreement for an additional six (6) months. Such Lease shall remain subject to the terms and conditions of this Agreement. For purposes of this Section, "bona fide interest" means a proposal, written expression of interest regarding a specific Property or Properties, commencement of formal negotiation of terms, or other documented expression of specific intent or interest by a potential Tenant regarding a Property. "Bone fide interest" shall not include receipt, general response, or informal communications regarding marketing of properties not specific to a particular Entity Property or Properties.

Section 8. Successors and Assigns:

This Agreement may not be transferred or assigned by Diamond without the express written consent of Entity. To the extent permitted by law and if a transfer or assignment is agreed to by Entity, this Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of Entity and Diamond.

Section 9. Entire Agreement:

This Agreement and the related agreements referred to herein and attached hereto constitute the entire agreement between the Parties with respect to the subject matter herein and shall supersede all prior agreements and understandings, oral or written, between the Parties hereto concerning the

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subject matter of this Agreement. No Party has made any oral or written representation other than those set forth in this Agreement, and no Party is entering into this Agreement in reliance on any representation other than those set forth in this Agreement.

Section 10. Notices:

Any notice, approval, waiver, objection, or other communication ("Notice") required or permitted to be given hereunder or given in regard to this Agreement by one Party to the other shall be in writing and the same shall be given and be deemed to have been served and given: (a) if hand delivered, when delivered in person to the address set forth hereinafter for the Party to whom notice is given; (b) if mailed United States mail, postage prepaid, by Certified Mail, Return Receipt Requested, when delivered; or (c) if by overnight delivery by a nationally recognized courier, when received by the other Party. Any Party may change its address for notices by notice theretofore given in accordance with this Section 10:

If to Entity, to:

_____
_____
_____
Attn:_____

If to Diamond, to:

Diamond Towers V LLC
120 Mountain Avenue
Springfield, New Jersey 07081
Attention: Legal Department

Section 11. Headings:

The headings within this Agreement are intended solely for the convenience of reference and shall not be considered in construing this Agreement.

Section 12. Governing Law:

This Agreement shall be governed in accordance with the laws of the State of Pennsylvania, without regard to that State's conflicts laws.

Section 13. Representations and Warranties:

13.1 Each Party represents and warrants to the other Party that the execution and delivery of the Agreement and the performance of such Party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on the Party and is enforceable in accordance with its terms.

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Section 14. Limitation on Damages. Neither Party, nor any of the Parties' respective parents, subsidiaries, affiliates, governing body members, directors, officers, partners, shareholders, members, employees, agents, successors, or permitted assigns, will be liable for any special, incidental, indirect, exemplary, punitive or consequential damages of any kind whatsoever, including lost profits, lost revenues, lost data, and other economic losses, however caused and regardless of whether such damages are foreseeable or whether a Party has been advised of their possibility. These limitations on damages will apply regardless of whether the liability arises out of breach of contract, tort, indemnity, or any other theory.

IN WITNESS WHEREOF, this Agreement shall become effective on the Effective Date:

ACCEPTED BY:

[ENTITY]

BY: Draft Only – Do Not Sign

PRINT NAME: _____

TITLE: _____

DATE: _____

ACCEPTED BY:

Diamond Towers V LLC

BY: Draft Only – Do Not Sign

PRINT NAME: Michael G. Brett

TITLE: COO

DATE: _____

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EXHIBIT A
Included Properties

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EXHIBIT B

Antenna Site Lease Agreement Form

[ATTACHED]

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EXHIBIT C

Option and Ground Lease Agreement Form

[ATTACHED]

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EXHIBIT D
Compensation

Existing Structures[1]

The compensation owed by Diamond to Entity related to any Colocation Agreement on an Existing Structure shall be seventy-five percent (75%) of the gross monthly rents actually collected by Diamond from Tenant(s) ("Colocation Rent"). Diamond's payment of the Colocation Rent to Entity will be as set forth in the Colocation Agreement.

New Structures[2]

Should Diamond construct a New Structure on a Property, Diamond shall pay to Entity thirty percent (30%) of Gross Receipts, as hereinafter defined, actually received by Diamond from all Tenants on the New Structure during the immediately preceding month. For any Tenants after the second Broadband Tenant, as hereinafter defined, is installed on the New Structure, the revenue share to Entity shall increase to forty percent (40%) of Gross Receipts actually received by Diamond from such additional Tenants (excluding the first two installed Broadband tenants). All the payments described in this paragraph are collectively referred to as the "New Structure Rent".

Broadband Tenant

Verizon, AT&T, and T-Mobile, and their respective successors and assigns, shall each be considered a "Broadband Tenant" for purposes of this Section.

Gross Receipts

"Gross Receipts" means all rents, licenses, and other fees (but excluding third-party reimbursements for utilities, taxes, structure modifications and similar expenses incurred by Diamond) actually received by the Diamond from a Tenant pursuant to a particular sublease or sublicense during the applicable month. In no event shall Diamond have the right to deduct its expenses from Gross Receipts. If, during any given month, a Tenant does not pay any fees to Diamond, then it shall cease to be a Tenant and Entity shall not be eligible for any rent relating to that Tenant for that month. Notwithstanding the foregoing, in the event a Tenant pays their rent and/or fees to Diamond late in a given month, Diamond shall be obligated to pay Entity the revenue share associated with such payment with the following month's Colocation Rent payment.

Effect of Termination

For the avoidance of doubt, upon expiration or earlier termination of this Agreement, Diamond will remain entitled to continue receiving its percentage of the gross monthly revenue received from any Tenants subject to the revenue share arrangements described above and

[1] An Entity may choose a one-time payment in lieu of an ongoing revenue share for Existing Structures or New Structures.

[2] The revenue sharing percentage on New Structures assumes a monopole design.

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subject to the terms of the applicable Lease or other agreement with Entity, and will remain obligated to continue paying Entity its share of such revenue sharing payments, until all applicable Leases or Tenant Agreements expire or are terminated in accordance with their terms, as the case may be, and all applicable Tenants cease paying Colocation Rent, New Structure Rent, and other applicable payments. This paragraph shall survive the termination of this Agreement.

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Renaissance

See Every Student.

Quote Summary

Chartiers Valley School District

Renaissance is pleased to offer Chartiers Valley School District solutions designed to accelerate learning for children of all ability levels. The solution custom suited to your teachers and students is made of the following:

- **eduClimber Complex Product Implementation**

  For the successful set up and implementation of the pilot, you will receive:

  - Onboarding support including integration with Infinite Campus, academic, behavior, and attendance data integration and uploads, and rostering and SSO
  - System Management Workshop training for administrative management of the platform (e.g. user roles, permissions, and other district customizations)
  - 1 onsite PL day, and 12 virtual PL hours

  Any support not used this school year can roll into the next school year.
- **eduClimber licenses**

  Bolster your multi-tiered system of support (MTSS) and school improvement practices with an interactive district-level to whole child data management solution. Includes comprehensive progress monitoring and intervention tracking.

The pilot is offered from September 1, 2026 to July 31, 2027 for a total cost of $7,999.40. Quote **Q-478091** provides a breakdown of the cost and discounts.

By signing below, Customer:

- acknowledges that the Person signing this Quote is authorized to do so;
- agrees that this Quote, any other quotes issued to Customer during the Subscription Period , and Customer and its Authorized Users' access to and use of the Products and Services are subject to the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf which are incorporated herein by reference;
- acknowledges receipt of the Notice of Renaissance's Practices Relating to Children's Online Privacy https://docs.renaissance.com/R63870 directed to you as the school official responsible for authorizing the use of the Renaissance Products and Services in the educational context; and,
- consents on behalf of parents/legal guardians to the collection, use, and disclosure of the personal information of children under the age of 13 with respect to use of the Renaissance Products and Services, as described in Renaissance's Children's Online Privacy Notice https://docs.renaissance.com/R63871

To accept this offer and place an order, please sign and return this Summary.

Renaissance will issue an invoice for this Quote on the earlier of (a) the date You specify below, or (b) the day before Your Subscription Period starts (Invoice Date). If You require a purchase order, You agree to provide one to Renaissance at least 15 days before the Invoice Date. You also agree to pay the invoice within 30 days of the Invoice Date.

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Please check here if your organization requires a purchase order prior to invoicing: [ ]

Renaissance Learning, Inc.	
By: 	**By:**
Name: Ted Wolf	**Name:**
Title: Senior Vice President Global Controller	**Title:**
Date:	**Date:**
	Invoice Date:

Email: electronicorders@renaissance.com

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Bill To:

All quotes and orders are subject to availability of merchandise. This Quote is valid for 60 days from the date under Renaissance's signature. Professional Development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this or er.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ('TPT'). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.166% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88 -888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is

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on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply. Starting July 1, 202 1, New Mexico requires sellers to collect tax on the state and local rate. This varies depending on the city and county.

Students can become their most amazing selves—only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom—transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

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Renaissance
2911 Peach Street, Wisconsin Rapids, WI 54494-1905
PO Box 8036, Wisconsin Rapids, WI 54495
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote
Q-478091 v1

Chartiers Valley School District - 24385

Primary Contact
Marc Hubert
Email - mhubert@cvsd.net
2030 Swallow Hill Rd
Pittsburgh, PA 15220-1627

Billing Account
Chartiers Valley School District – 24385
2030 Swallow Hill Rd
Pittsburgh, PA 15220-1627

Quote Summary

School Count: 1

Renaissance Products & Services Total	$36,983.48
Applied Discounts	**($28,984.08)**
Estimated Sales Tax	$0.00
Shipping Cost	$0.00
Grand Total	**USD $7,999.40**

This quote includes: Services and eduCLIMBER.

By signing below, Customer:

- Acknowledges that the Person signing this Quote is authorized to do so on behalf of Customer.
- Agrees Customer's access to and use of the Products and Services referenced in the Quote (and any other quote issued to Customer during the Subscription Period) are subject to compliance with the Renaissance Terms of Service and License located at https://doc.renlearn.com/KMNet/R62416.pdf, incorporated herein by reference.
- Acknowledges and agrees that the applicable Data Protection Addendum and Privacy Notices located at https://docs.renaissance.com/R62068 are incorporated into this Agreement. Additional information about Renaissance's privacy and security is available at https://www.renaissance.com/privacy/.

Please e-sign OR print, sign, and return this Quote to your Account Representative Matt Falsetta at matt.falsetta@renaissance.com. For any changes or additional information, please reach out by email or phone at (267) 843-8012. Thank you.

Renaissance
2911 Peach Street, Wisconsin Rapids, WI 54494-1905
PO Box 8036, Wisconsin Rapids, WI 54495
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Quote
Q-478091 v1

Quote Details

Chartiers Valley School District – 24385

Products & Services	Quantity	Unit Price	Total
Implementation Phase: 01-Sep-2026 – 31-Jul-2027			
Bundle			
Complex Product Implementation, eduCLIMBER Tier 1	1	$15,300.00	$15,300.00
eduCLIMBER			
eduCLIMBER Software License	3404	$6.95	$21,683.48
		Implementation Phase Subtotal	**$36,983.48**
		Chartiers Valley School District SubTotal	**$36,983.48**
		Applied Discounts	**($28,984.08)**
		Chartiers Valley School District Total	**$7,999.40**

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Gmail

Michael Sable <msable@cvsd.net>

Fwd: Fundraising Program Request

1 message

Lesley Krasman <lkrasman@cvsd.net> Mon, Aug 17, 2026 at 7:44 AM
To: Michael Sable <msable@cvsd.net>

Dr. Lesley Krasman
Principal
Chartiers Valley High School
CVSD Chain of Command

(412) 429-2265 lkrasman@cvsd.net

50 Thoms Run Road Bridgeville, PA 15017

---------- Forwarded message ---------
From: **Traci Kelly** <tkelly@cvsd.net>
Date: Thu, Aug 13, 2026 at 11:46AM
Subject: Fundraising Program Request
To: Lesley Krasman <lkrasman@cvsd.net>

Good Morning Dr. Krasman,

The CV Band Boosters are interested in adding this to our fundraising schedule. Can you please submit concession work fundraising through Aramark to the CV school board for approval for the CV Band Boosters? From Acrisure,

> "We work with over 80 local organizations and would love to add yours to the group! In a nutshell, these groups come and operate the concessions stands during the games. In return, Aramark makes a donation to the nonprofit. We cut the checks weekly following the games. The check will be made out to the name of your non-profit organization how it is listed on your 501c3, so how you use the money is totally up to you.
>
> We do pay commission and offer a minimum guarantee. Steeler games are typically $165 per person and Pitt games are typically $130 per person. Concerts are typically around $165 per person, with the opportunity to make more! You can work as many games as you want and can pick and choose which games work for your group. All volunteers will get a free meal during each game as well! 😊 Earn thousands of dollars each season and use it to support anything for your non-profit!
>
> Anyone who serves alcohol (cashiers) must be RAMP trained, per the LCB. This is a course you can complete online and is valid for two years after completion! We can help your volunteers get this process done. Online Ramp training is $9 so each volunteer would be responsible for paying for that.
>
> Another thing to note is that your volunteers do not have to work every game. Some groups have 50 people trained and bring about 20-25 per game, so that every person does not have to commit to each game. We have smaller groups too who bring 5-10.
>
> All volunteers must be 18+ and RAMP certified."

Thanks so much,

Traci
--
Mrs. Traci Kelly
CV Showband Director
Instrumental Music 6 - 12
Chartiers Valley Middle and High Schools
412-429-2259
tkelly@cvsd.net
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Center of Systems Innovation and Leadership Development

Director, Dr. Kara Eckert

ALLEGHENY INTERMEDIATE UNIT

475 East Waterfront Drive | Homestead, PA 15120 | 412-394-5700 | aiu3.net

Proposal for: Chartiers Valley School District

Scope of Work Proposal: ***Instructional Leadership Partnership***

Prepared by: Kara Eckert **Date: 8/17/2026**
Allegheny Intermediate Unit
Center for Systems Innovation and Leadership Development

Investment: $9000

COMPREHENSIVE PARTNERSHIP

Sustained Instructional Leadership Development & Coaching
Year-Long Investment: $9,000

The Comprehensive Partnership provides the highest level of ongoing support for Chartiers Valley's district and building leaders from September through June.

September | Human-Centered Design Leadership Needs Assessment (Half day)

- Identify leadership strengths, challenges, barriers, and opportunities through facilitated Human-Centered Design strategies.
- Utilize the pre-set leadership goals and district walkthrough framework (established in 2025-2026).
- Identify areas of focus per building and overall district focus for instruction.
- Present and discuss the evaluation trends analysis report (prepared in advance for the team).
- Define the Instructional Leadership Focus

October, November, December, February, March, April | Building-Specific Instructional Leadership Focus (6 full days; times per building)

- Schedule blocks to meet with each building (7:30-9:00; 9:15-10:45; 11:45-1:15; 1:30-3:00)
- Use the Needs Assessment findings to establish shared instructional leadership priorities and determine areas of classroom practice requiring greater leadership attention, per building.
- During the 90-minute block in each building, there will be scheduled walkthroughs (5-6 classrooms) and a debrief/reflection session afterwards with building leaders.
- Goals will be set for the month leading up to the next visit.

January | Leadership Coaching Cycle (Half Day with full team*)*

- Apply the shared instructional lens in classrooms, analyze patterns, calibrate leadership observations, and receive real-time instructional leadership coaching.
- Reset focus areas - reflect on growth as individual buildings.
- Discussion topic to focus on feedback cycles and coaching support, based upon real data.

June | Year-End Instructional Leadership Review (*Half Day)*

- Examine growth across the year, identify areas requiring continued attention, and establish the next level of instructional leadership work.

Additional Services Included:

- Ongoing Individual Leadership Coaching (available to building leaders when needed.
- Building-level administrators will also have access to individualized coaching and consultation throughout the partnership.
    - **Coaching may focus on:**
        - instructional walkthroughs;
        - observation and feedback;
        - instructional coaching conversations;
        - building-level instructional priorities;
        - use of data;
        - leadership challenges;
        - PLC leadership; and
        - individual instructional leadership growth.
- 10 months of leadership-team support
- Human-Centered Design Needs Assessment

Center of Systems Innovation and Leadership Development

Director, Dr. Kara Eckert

ALLEGHENY INTERMEDIATE UNIT

475 East Waterfront Drive | Homestead, PA 15120 | 412-394-5700 | aiu3.net

- Needs Assessment analysis
- Facilitated walkthrough experiences
- Individual building administrator coaching
- Customized instructional leadership resources
- Research and preparation between sessions
- Ongoing consultation
- Year-end sustainability planning

Center of Systems Innovation and Leadership Development

Director, Dr. Kara Eckert

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Partnership Plan

Leadership development and research provided by: Dr. Kara Eckert

Leadership Experience	Comprehensive Partnership TIER 1
Human Centered Design Needs Assessment with leadership team (September session)	Half day kick-off meeting
Needs Profile & Analysis of 2025-2026 PA-ETEP evaluation data (prepared report)	✓
Leadership Development with building walkthroughs and support per school's leadership team each month	Monthly Sept.–May (6 Focused Sessions in each building)
Instructional Rounds - with full leadership team (January and May)	2 Full-Day Cycles
Data-Informed Leadership (session 1)	Dedicated Session
Instructional Coaching Development	Ongoing Sessions with building level leaders
Individual Administrator Coaching	Ongoing per monthly visit to buildings
Customized Tools & Resources (PA-ETEP report analysis, continuation of walkthrough template)	✓
Year-End Sustainability Planning (May/June session)	✓
Total Investment	**$9,000**

Center of Systems Innovation and Leadership Development

Director, Dr. Kara Eckert

ALLEGHENY INTERMEDIATE UNIT

475 East Waterfront Drive | Homestead, PA 15120 | 412-394-5700 | aiu3.net

EXPECT RESPECT

Supporting Youth & Preventing Teen Dating Violence

1 in 3 Teens

will experience some form of relationship violence. **But it doesn't have to be this way.** Through school-based support groups, youth leadership programs, and culturally responsive, evidence-based curriculum, we can **end the cycle**.

Core Program Offerings

School-Based Support Groups

Empower students with **emotional regulation and communication skills** using valuable tools and a flexible, evidence-based curriculum.

- Led by trained adult supervisors.
  - Culturally responsive & collaborative.
  - Tailored to help youth navigate complex relationships in middle and high school.

Youth Leadership Programs

Inspire teens to become **peer educators and allies** who champion safe, healthy, and respectful peer interactions.

- Teen-led educational campaigns.
  - Creative art forms used to raise awareness.
  - Directly addresses dating violence, bullying, and harassment.

Why Partner with Expect Respect?

Over 35 Years of Proven Impact

With more than three decades of experience supporting schools and communities, Expect Respect is a trusted partner in preventing violence and promoting positive, respectful relationships among youth.

Meeting Schools Where They Are

We understand the real-world constraints that schools and educators face, including academic schedules, parent concerns, and sensitive topics. We work closely with each site to align with local values, comply with policy guidelines, and ensure that our program is both highly effective and fully accessible.

“Let's expect more from ourselves. Let's expect more for our youth. Let's expect respect.”

Join us in creating spaces where teens feel safe, seen, and supported. Contact your administration or local SAFE alliance representative to bring Expect Respect to your school.

LETTER OF AGREEMENT

Between

CHARTIERS VALLEY SCHOOL DISTRICT

And

PITTSBURGH-MT. OLIVER INTERMEDIATE UNIT 2

This agreement is made and entered into as of the 19th day of August by and between the CHARTIERS VALLEY SCHOOL DISTRICT (hereinafter referred to as the "SCHOOL DISTRICT") and the PITTSBURGH-MT. OLIVER INTERMEDIATE UNIT 2, (hereinafter referred to as the "PMOIU2").

1. TERM

The term of this Agreement shall commence August 19, 2026 and terminate on June 10, 2027.

2. DESCRIPTION

- Upon the terms and conditions set for the herein, the SCHOOL DISTRICT, requests that the PMOIU2 provide Remedial Reading and Math Instructional Services at the following schools at a rate of $92.00 per hour not to exceed the amounts listed below.

  Al Andalus Institute – $3,774.63

  The SCHOOL DISTRICT and PMOIU2 agree to pool funds for instruction in the private schools. The pooled funds are used to serve the private school students most at risk who reside in participating public school attendance areas regardless of the amount of funds that were generated based on the number of children from low-income families attending that private school.

  The SCHOOL DISTRICT agrees to pay PMOIU2 for Remedial Reading and Math Instructional Services to the above listed schools in consideration of the amount **$ 3,774.63.**

- Upon the terms and conditions set for the herein, the SCHOOL DISTRICT requests that the PMOIU2 provide Parental Involvement Services at the following schools.

  Al Andalus Institute – $45.78

  The SCHOOL DISTRICT agrees to pay PMOIU2 for Parental Involvement Services to the above listed schools in consideration of the above amount of **$45.78.**

3. FEES AND PAYMENTS

3.1 In consideration of the services mutually agreed upon as described herein, the SCHOOL DISTRICT shall pay the PMOIU2 **$3,774.63** for Remedial Reading and Math Services determined by the per-pupil allocation times the number of low-income private school children. The SCHOOL DISTRICT also shall pay PMOIU2 **$45.78** for Parental Involvement Services for a total of **$3,821.41.**

3.2 The PMOIU2 will provide invoices to the School District in February 2027 and June 2027.

4. PITTSBURGH-MT. OLIVER INTERMEDIATE UNIT 2 RESPONSIBILITIES

4.1 To provide instructional services by a Reading Specialist/ Elementary Education/ Math Specialist as required by Title I

4.1.1 Work with school to meet students needs when distance learning is required

4.2 To use appropriate evaluative testing/screening procedures and materials

4.3 To provide the School District and the private school an outline of the local assessment plan

4.4 To provide small group supplemental Reading & Math instructions for eligible private school students

4.5 To assure all financial and legal responsibilities involved in providing the instruction:

4.5.1 Pay salary and all benefits for the Intermediate Unit teachers

4.5.2 Provide materials, which supplement regular instruction

4.5.3 Provide diagnostic testing instruments

4.5.4 Supervise the instruction

4.5.5 Any other responsibilities necessary to conduct the program as intended

4.6 To require the PMOIU2 teacher to complete the following requirement in addition to providing the weekly instructional periods

4.6.1 Conduct diagnostic and benchmark testing as needed on eligible private school students

4.6.2 Maintain records of assessment data, instructional activities, and attendance for students served

4.6.3 Meet with parents for conferences as requested

4.6.4 Provide progress report at the end of the year for each student served

4.7 To be responsible for the following:

4.7.1 Provide the School District with the addresses of the students served

4.7.2 Provide the School District with the data necessary to complete their Title I responsibilities including assessment data and related data

4.7.3 Meet with private school administrators twice annually to review services provided to their students

4.7.4 Provide the School District access to the program at any time

5. SCHOOL DISTRICT RESPONSIBILITIES

5.1 Provide the PMOIU2 with names of private schools identified to participate in Title I

5.2 Assist the PMOIU2 in identifying addresses of students who reside in Title I attendance areas

5.3 Inform the PMOIU2 of any and all circumstances which may directly or indirectly affect the performance of this agreement, including changes in the original funding allocation

6. MISCELLANEOUS

6.1 The PMOIU2 maintains and keeps in force such insurance as Workers Compensation, Liability, and Property Damage

6.2 The PMOIU2 shall indemnify, defend, and hold harmless the School District from any and all losses, damages, claims or costs, including attorney's fees, arising from any act or omission of the PMOIU2, its officials, agents or employees

6.3 The PMOIU2 acknowledges that the 2026-2027 allocations are preliminary and the contract can be increased or decreased based on the final allocation provided by the PA Department of Education

6.4 To control for the potential of a mid-year reduction in funding, the PMOIU2 will not exceed 80% of the contract costs before March 1, 2027

6.5 The parties may terminate this agreement upon sixty (60) days written notice without penalty or liabilities. If the agreement is terminated for any reason, the SCHOOL DISTRICT shall be responsible for paying PMOIU2 for services rendered through the date of termination

The parties have entered into this agreement as of the effective date first above written.

Chartiers Valley School District	President, IU School Board
By:_____ (Print Name)	By: _____ (Print Name)
By:_____ (Signature)	By:_____ (Signature)
Title:_____	Assistant to the Executive Director, IU2
Date:_____	By: Jennifer Solak (Print Name)
	By: Jennifer Solak (Signature)

CHARTIERS VALLEY SCHOOL DISTRICT

TEAM TRAVEL REQUEST FORM

- **Request must be received by the Business Office as much in advance as possible prior to travel.**
- **Team Travel is defined as a group of students and school professionals traveling on behalf of the District.**

1	Name of Team:	Dance Troupe				2 Budget No:	No cost to the district		
3	Date(s) of Travel:	November 6-7, 2026							
4	Total # of Travelers:	10 dancers plus 3 coaches							
5	List of Schl Professionals Traveling:	Riley Maghery							
6	List of Team Members Traveling:	Chloe Brannan, Marley Hughes, Charlee Kinnee, Leah Jankoski, Avonlea Helba, Katie Daley							
6	List Cont'd:	Brooke Bittner, Rubie Gorchock, Maleya McDowell & Olivia Santavicca							
7	Purpose:	The Dance Troupe is requesting to attend a Regional competition in Fredricksburg, VA at the Fredricksburg Convention Center. The regional competitions give the dancers experience and feedback to help them prepare for their Nationals in Orlando, Florida where the currently rank second in the nation.							
8	**Please attach a copy of any documentation that supports the reason for travel to this request.**								

					Estimated Expenses	PO#	Amounts Prepaid by the District
9	Registration Fee						$ -
10	No. of Days Substitute Required:		x	$ 123.00	/per Day	$ -	
11	Total No. of Nights and Rooms:		x		/per Day	$ -	
12	No. of Breakfasts		X	12.00	/per Day	$ -	
13	No. of Lunches		X	18.00	/per Day	$ -	
14	No. of Dinners		X	25.00	/per Day	$ -	
15	Transportation No. of Miles:		x	0.655	/per Mile	$ -	
16	Other Expenses-Describe purchase:						
17	Total Estimated Expenses				$ -		$ -
18	Cash Advance Amount Requested.....						

19 Requester's Signature: Riley Maghery Date: 8/13/26

20 Principal/Athletic Dir Date: 08.14.2026

ADMINISTRATION ROUTING

Superintendent: Date:

Director of Finance Date:

BOARD OF EDUCATION AUTHORIZATION

Approved by the Board of Education on: Date:

CHARTIERS VALLEY SCHOOL DISTRICT

TEAM TRAVEL REQUEST FORM

- **Request must be received by the Business Office as much in advance as possible prior to travel.**
- **Team Travel is defined as a group of students and school professionals traveling on behalf of the District.**

1	Name of Team:	Dance Troupe				2 Budget No:	No cost to the district		
3	Date(s) of Travel:	December 12-13, 2026							
4	Total # of Travelers:	10 dancers plus 3 coaches							
5	List of Schl Professionals Traveling:	Riley Maghery							
6	List of Team Members Traveling:	Chloe Brannan, Marley Hughes, Charlee Kinnee, Leah Jankoski, Avonlea Helba, Katie Daley							
6	List Cont'd:	Brooke Bittner, Rubie Gorchock, Maleya McDowell & Olivia Santavicca							
7	Purpose:	The Dance Troupe is requesting to attend a Regional competition in Fredricksburg, VA at the Fredricksburg Convention Center. The regional competitions give the dancers experience and feedback to help them prepare for their Nationals in Orlando, Florida where the currently rank second in the nation.							
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					Estimated Expenses	PO#	Amounts Prepaid by the District
9	Registration Fee						$ -
10	No. of Days Substitute Required:		x	$ 123.00	/per Day	$ -	
11	Total No. of Nights and Rooms:		x		/per Day	$ -	
12	No. of Breakfasts		X	12.00	/per Day	$ -	
13	No. of Lunches		X	18.00	/per Day	$ -	
14	No. of Dinners		X	25.00	/per Day	$ -	
15	Transportation No. of Miles:		x	0.655	/per Mile	$ -	
16	Other Expenses-Describe purchase:						
17	Total Estimated Expenses				$ -		$ -
18	Cash Advance Amount Requested						

19 Requester's Signature: Riley Maghery Date: 8/13/26

20 Principal/Athletic Dir Date: 08·14·2026

ADMINISTRATION ROUTING

Superintendent: Date:

Director of Finance Date:

BOARD OF EDUCATION AUTHORIZATION

Approved by the Board of Education on: Date:

This page should be filled out with actual expenses after the event and returned to the Business Office within five (5) working days from the date of travel with attached itemized receipts.

1	Name of Team:	Dance Troupe						
2	Date(s) of Travel:	December 12-13 2026						
3	Total # of Travelers:	10 Dancers & 3 Coaches						
						Actual Expenses	**PO#**	**Amounts Prepaid by the District**
4	Registration Fee							
5	No. of Days Substitute Required:		x	$ 123.00	/per Day			
6	Total No. of Nights and Rooms:		x		/per Day	$ -		
7	Total Meals Expense	**(cannot exceed daily limit total)**				$ -		
8	Other Expenses-Describe purchase:					$ -		
9	Other Expenses-Describe purchase:							
10	Other Expenses-Describe purchase:					$ -		
11	Transportation No. of Miles:		x	0.655	/per Mile	$ -		
12	Total Expenses					$ -		$ -
13	Less Advance Received (enter as a positive amount).....							
14	Total Amount to be Reimbursed (+) Returned (-)					$ -		

15 Requester's Signature: Riley Magney Date: 8/13/26

16 Depart Head Signature: Date: 08.14.2026

ACCOUNTING INFORMATION

Building Travel Acct No.: No cost to the district

ADMINISTRATION ROUTING

Director of Finance Date:

This page should be filled out with actual expenses after the event and returned to the Business Office within five (5) working days from the date of travel with attached itemized receipts.

1	Name of Team:	Dance Troupe						
2	Date(s) of Travel:	December 12-13, 2026						
3	Total # of Travelers:	10 Dancers & 3 Coaches						
						Actual Expenses	**PO#**	**Amounts Prepaid by the District**
4	Registration Fee							
5	No. of Days Substitute Required:		x	$ 123.00	/per Day			
6	Total No. of Nights and Rooms:		x		/per Day	$ -		
7	Total Meals Expense	**(cannot exceed daily limit total)**				$ -		
8	Other Expenses-Describe purchase:					$ -		
9	Other Expenses-Describe purchase:							
10	Other Expenses-Describe purchase:					$ -		
11	Transportation No. of Miles:		x	0.655	/per Mile	$ -		
12	Total Expenses					$ -		$ -
13	Less Advance Received (enter as a positive amount).....							
14	Total Amount to be Reimbursed (+) Returned (-)					$ -		

15 Requester's Signature: Riley Magnuson Date: 8/13/26

16 Depart Head Signature: [signature] Date: 08.14.2026

ACCOUNTING INFORMATION

Building Travel Acct No.: No cost to the district

ADMINISTRATION ROUTING

Director of Finance _____ Date: _____

CHARTIERS VALLEY SCHOOL DISTRICT

TEAM TRAVEL REQUEST FORM

- **Request must be received by the Business Office as much in advance as possible prior to travel.**
- **Team Travel is defined as a group of students and school professionals traveling on behalf of the District.**

1 Name of Team:	Dance Troupe	2 Budget No:	No cost to the district
3 Date(s) of Travel:	January 2-3 2027		
4 Total # of Travelers:	10 dancers plus 3 coaches		
5 List of Schl Professionals Traveling:	Riley Maghery		
6 List of Team Members Traveling:	Chloe Brannan, Marley Hughes, Charlee Kinnee, Leah Jankoski, Avonlea Helba, Katie Daley		
6 List Cont'd:	Brooke Bittner, Rubie Gorchock, Maleya McDowell & Olivia Santavicca		
7 Purpose:	The Dance Troupe is requesting to attend a Regional competition in Philadelphia, PA at Pearson & McGonigle Hall - Temple University. The regional competitions give the dancers experience and feedback to help them prepare for their Nationals in Orlando, Florida where the currently rank second in the nation.		

8 **Please attach a copy of any documentation that supports the reason for travel to this request.**

					Estimated Expenses	PO#	Amounts Prepaid by the District
9 Registration Fee							$ -
10 No. of Days Substitute Required:		x	$ 123.00	/per Day	$ -		
11 Total No. of Nights and Rooms:		x		/per Day	$ -		
12 No. of Breakfasts		X	12.00	/per Day	$ -		
13 No. of Lunches		X	18.00	/per Day	$ -		
14 No. of Dinners		X	25.00	/per Day	$ -		
15 Transportation No. of Miles:		x	0.655	/per Mile	$ -		
16 Other Expenses-Describe purchase:							
17 Total Estimated Expenses					$ -		$ -
18 Cash Advance Amount Requested							

19 Requester's Signature: Riley Maghery Date: 8/13/26

20 Principal/Athletic Dir Date: 08.14.2026

ADMINISTRATION ROUTING

Superintendent: Date:

Director of Finance Date:

BOARD OF EDUCATION AUTHORIZATION

Approved by the Board of Education on: Date:

This page should be filled out with actual expenses after the event and returned to the Business Office within five (5) working days from the date of travel with attached itemized receipts.

1	Name of Team:	Dance Troupe						
2	Date(s) of Travel:	January 2-3, 2027						
3	Total # of Travelers:	10 Dancers & 3 Coaches						
						Actual Expenses	**PO#**	**Amounts Prepaid by the District**
4	Registration Fee							
5	No. of Days Substitute Required:		x	$ 123.00	/per Day			
6	Total No. of Nights and Rooms:		x		/per Day	$ -		
7	Total Meals Expense	**(cannot exceed daily limit total)**				$ -		
8	Other Expenses-Describe purchase:					$ -		
9	Other Expenses-Describe purchase:							
10	Other Expenses-Describe purchase:					$ -		
11	Transportation No. of Miles:		x	0.655	/per Mile	$ -		
12	Total Expenses					$ -		$ -
13	Less Advance Received (enter as a positive amount).....							
14	Total Amount to be Reimbursed (+) Returned (-)					$ -		

15 Requester's Signature: Riley Maggi Date: 8/13/26

16 Depart Head Signature: Date: 08.14.2026

ACCOUNTING INFORMATION

Building Travel Acct No.: No cost to the district

ADMINISTRATION ROUTING

Director of Finance Date:

UDA Regional Competitions



Experience the UDA Difference

UDA offers more dates and locations than anyone to choose from with over 20 competitions across the country. Experience an event run by our industry's experts – all with the benefits of a local competition like low entry fees, personal attention and staying close to home.

- UDA offers more dates and locations for school competitions than anyone to fit the unique needs of every team.
- Events are ran and judged by experienced, industry professionals who want to bring out the very best in your athletes.
- Varsity Spirit Summer Camp attendees have the opportunity to earn a bid to the UDA National Dance Team Championship and experience the trip of a lifetime! Check event details for more information. (Note: All Star teams do NOT need a bid to attend NDTC)

CONTACT MY STATE DIRECTOR

Ask Varsity!
Your Virtual Assistant

CHARTIERS VALLEY SCHOOL DISTRICT

TEAM TRAVEL REQUEST FORM

- **Request must be received by the Business Office as much in advance as possible prior to travel.**
- **Team Travel is defined as a group of students and school professionals traveling on behalf of the District.**

1	Name of Team:	Dance Troupe				2 Budget No:	No cost to the district		
3	Date(s) of Travel:	January 26th - February 2nd 2027							
4	Total # of Travelers:	10 dancers plus 3 coaches							
5	List of Schl Professionals Traveling:	Riley Maghery							
6	List of Team Members Traveling:	Chloe Brannan, Marley Hughes, Charlee Kinnee, Leah Jankoski, Avonlea Helba, Katie Daley							
6	List Cont'd:	Brooke Bittner, Rubie Gorchock, Maleya McDowell & Olivia Santavicca							
7	Purpose:	Dance Troupe is requesting to attend Nationals in Orlando, Florida. UDA Nationals is the most competive dance competition available for High School teams. We received a bid this summer to compete at Nationals & only the most Elite High School teams are offered a bid to compete in Florida. Currently Dance Troupe is ranked 2nd in the Nation. This National competition teaches the girls to set goals, strive for them, work and sacrifice to compete at a National (Elite) level.							
8	**Please attach a copy of any documentation that supports the reason for travel to this request.**								

						Estimated Expenses	PO#	Amounts Prepaid by the District
9	Registration Fee							$ -
10	No. of Days Substitute Required:	6	x	$ 123.00	/per Day	$ 738.00		
11	Total No. of Nights and Rooms:		x		/per Day	$ -		
12	No. of Breakfasts		X	12.00	/per Day	$ -		
13	No. of Lunches		X	18.00	/per Day	$ -		
14	No. of Dinners		X	25.00	/per Day	$ -		
15	Transportation No. of Miles:		x	0.655	/per Mile	$ -		
16	Other Expenses-Describe purchase:							
17	Total Estimated Expenses					$ 738.00		$ -
18	Cash Advance Amount Requested.....							

19 Requester's Signature: Riley Maghery Date: 8/13/26

20 Principal/Athletic Dir Date: 08-14-2026

ADMINISTRATION ROUTING

Superintendent: Date:

Director of Finance Date:

BOARD OF EDUCATION AUTHORIZATION

Approved by the Board of Education on: Date:

This page should be filled out with actual expenses after the event and returned to the Business Office within five (5) working days from the date of travel with attached itemized receipts.

						Actual Expenses	PO#	Amounts Prepaid by the District
1	Name of Team:	Dance Troupe						
2	Date(s) of Travel:	January 26th - February 2nd 2027						
3	Total # of Travelers:	10 Dancers & 3 Coaches						
4	Registration Fee							
5	No. of Days Substitute Required:	6	x	$ 123.00	/per Day			
6	Total No. of Nights and Rooms:		x		/per Day	$ -		
7	Total Meals Expense	(cannot exceed daily limit total)				$ -		
8	Other Expenses-Describe purchase:					$ -		
9	Other Expenses-Describe purchase:							
10	Other Expenses-Describe purchase:					$ -		
11	Transportation No. of Miles:		x	0.655	/per Mile	$ -		
12	Total Expenses					$ -		$ -
13	Less Advance Received (enter as a positive amount).....							
14	Total Amount to be Reimbursed (+) Returned (-)					$ -		

15 Requester's Signature: Riley Mosley Date: 8/13/26

16 Depart Head Signature: [signature] Date: 08.14.2026

ACCOUNTING INFORMATION

Building Travel Acct No.: No cost to the district

ADMINISTRATION ROUTING

Director of Finance _____ Date: _____



National Dance Team Championship at *Walt Disney World Resort*

- For more than 40 years, the UDA National Dance Team Championship has been the culmination of the season for dancers across the nation. It's the most prestigious high school national championship in the country and the perfect opportunity for dance teams to get together and celebrate each other at the Most Magical Place on Earth, the *Walt Disney World Resort*.
- The National Dance Team Championship is the only high school dance championship endorsed by the NFHS, reflecting the values we share and the high standards we have developed for our camp curriculum, regional qualifiers and the NDTC.

CHAMPION HAS A RING TO IT.

NAME NATIONAL NDTC CHAMPIONS YEAR

teamjewelry.com

HERFF JONES

2026 NDTC

🏆What to Expect at NDTC in 2026

History of The National Dance Team Championship

Pyrotechnic Artists, Inc.

THIS AGREEMENT is made on this 19 day of July, year 2026 by

Chartiers Valley Athletic Department

50 Thoms Run Road

Bridgeville Pa 15017

Hereafter designated as the Sponsor and between PYROTECHNIC ARTISTS INC. herein referred to as PAI, a non-profit corporation having a mailing address of:
2092 Forest Hills Drive, Elton, PA 15934.

Whereas the parties to this agreement intend to be legally bound having entered into an agreement relating to the safe display of fireworks which they desire to have set forth in writing.

NOW, THEREFORE, the parties agree as follows:
1. A fireworks display at the location of as designated by the Sponsor and approved by PAI:
Chartiers High School

125 Thoms Run Road

Bridgeville Pa 15017

On the date of Sept 4, Sept 18, Oct 9, Oct 23, Oct 30 Rain date of

2. Upon the acceptance of this agreement, Sponsor agrees to pay the sum of $ 6000.00 for the total cost of the display.

3. The Sponsor agrees to furnish necessary Police and Fire protection, including crowd control and auto parking. Sponsor agrees to maintain a secure site which conforms to NFPA, 2010 edition distance requirements of 70 feet per inch of shell diameter as defined by PAI and Sponsor's local fire authority and to insure adequate patrol of the site as marked and secured by the Sponsor until PAI advises that the security is no longer necessary.

4. PAI reserves the right to terminate the display being exhibited by PAI in the event that children, persons, vehicles or animals enter the secured safety zone and security is unable or unwilling to remove them and enforce the safety regulations.

Pyrotechnic Artists, Inc.

5. Sponsor will make application and have available at the display all police, fire or other local, county or state permits as required for the display.

6. In the event of inclement weather, the display will be rescheduled to a mutually agreed upon date and Sponsor will secure any extensions to the permits mentioned above. If the display has been delivered to the display site and set up for firing, and the Sponsor reschedules the display, there will be a postponement fee of Ten (10%) percent in addition to the total contract price. In the event of a cancellation of the display by the Sponsor, PAI will retain a cancellation fee of Twenty-five (25%) percent of the total display price to cover travel expenses, labor performed and the cost of the insurance coverage (if procured by PAI).

7. PAI, upon acceptance of this agreement in writing by both parties, agrees to fulfill the contract in a safe and professional manner and further to provide liability insurance coverage in the amount of TWO MILLION DOLLARS ($2,000,000).

8. PAI reserves the right to substitute shells or other pyrotechnic devices with like items of equal or greater value in the event a substitution is required.

9. PAI shall be responsible for all labor, set up display pieces and finale racks and to dismantle, clean up and collect debris, including unfired pyrotechnic devices if any, caused by the display the evening of the display. Sponsor will be responsible for a thorough search for post display debris, including unfired pyrotechnic devices, if any, and policing the area at first light the following day.

10. Liability coverage does not extend to animals within the vicinity of the fireworks display. Sponsor will be responsible for contacting the owner(s) of animals susceptible to fireworks effects such that the animals are restrained or removed from the vicinity of the fireworks display. PAI reserves the right to cancel the display in the event that animals have not been properly restrained or removed from the vicinity of the fireworks display.

IN WITNESS WHEREOF, we set our hands and seals to this agreement on the date first written above.

_____	_____
SPONSOR	PYROTECHNIC ARTISTS INC.

RESOLUTION NO. 2026-004

A RESOLUTION OF THE CHARTIERS VALLEY SCHOOL DISTRICT, COUNTY OF ALLEGHENY, COMMONWEALTH OF PENNSYLVANIA, AMENDING SECTION I OF THE CONFIDENTIAL SUPPORT PERSONNEL SUMMARY OF BOARD ACTION DATED JULY 1, 2024 – JUNE 30, 2029, TO INCLUDE THE POSITION OF PAYROLL/BENEFITS SPECIALIST

WHEREAS, the Chartiers Valley School District is a school district of the second class organized and existing under the laws of the Commonwealth of Pennsylvania; and

WHEREAS, the Board of School Directors of the Chartiers Valley School District (the "Board") previously adopted the Confidential Support Personnel Summary of Board Action dated July 1, 2024 through June 30, 2029 (the "Summary of Board Action"), which sets forth the positions, terms, and conditions of employment applicable to confidential support personnel of the School District; and

WHEREAS, the Board has determined that it is in the best interest of the School District to create the position of Payroll/Benefits Specialist within the classification of confidential support personnel; and

WHEREAS, the Board desires to amend Section I of the Summary of Board Action to include the position of Payroll/Benefits Specialist, together with the compensation and terms applicable thereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of School Directors of the Chartiers Valley School District as follows:

Section 1. Amendment. Section I of the Confidential Support Personnel Summary of Board Action dated July 1, 2024 – June 30, 2029 is hereby amended to add the position of Payroll/Benefits Specialist, with such compensation, benefits, and terms of employment as set forth in the amended Summary of Board Action.

Section 2. No Other Changes. Except as expressly amended herein, all other positions, terms, and conditions set forth in the Confidential Support Personnel Summary of Board Action dated July 1, 2024 – June 30, 2029 shall remain in full force and effect.

Section 3. Authorization. The Superintendent and/or Business Manager of the Chartiers Valley School District are hereby authorized to execute any and all documents necessary to effectuate this amendment and to take such other actions as may be necessary to implement this Resolution.

Section 4. Effective Date. This Resolution shall take effect immediately upon adoption.

RESOLVED this ____ day of _____, 2026.

ATTEST: CHARTIERS VALLEY SCHOOL DISTRICT

_____ By:_____
Secretary Board President

CHARTIERS VALLEY SCHOOL DISTRICT | Inspiring excellence.

Human Resources Report
August 25, 2026

I. PROFESSIONAL PERSONNEL

The Administration respectfully requests approval of the following pending receipt and verification of all required documentation:

A. Hires/Transfers

Name	Position	Effective Date

B. Leaves of Absence

Name	Dates
4073	Intermittent FMLA - September 1, 2026 - September 1, 2027
1032	Leave August 25 - Tentatively June 7, 2027
441	Leave August 25 - September 17, 2026

C. Resignations/Retirements

Name	Effective Date

D. Tenure

The Administration respectfully requests approval of the following that have obtained Tenure:

Name	Position
Alissa Alattar	School Psychologist
Riley Maghery	Teacher
Bridget Murphy	Teacher
Elizabeth Musial	Teacher
Erika Pierce	Teacher
Bethany Ward	Teacher

Randi Watson	Teacher
Noah Woodward	Teacher

E. Elimination(s) and Creation(s)

The Administration respectfully requests approval of the following stipend per the new cyber school law:

Position Creation	**Effective**
Cyber School Stipend - CVFT	August 26, 2026

II. NON-CERTIFIED PERSONNEL

The Administration respectfully requests approval of the following pending receipt and verification of all required documentation:

A. Hires/Transfers

Name	**Position**	**Effective Date**
Lydia Glick-Klimek	Cafeteria Secretary to Transportation Secretary	August 19, 2026
Amber Farrell	PS Lunch/Recess Monitor	August 26, 2026
Judith Fillmore	IS Lunch/Recess Monitor	August 26, 2026
Nancy Gupta	PS Paraprofessional	August 26, 2026
Sarah Rekula	PS General Worker	August 26, 2026
Jane Carr	IS General Worker	August 26, 2026
Melissa Loizes	Sub General Worker	August 26, 2026
Alissa Zagari-Pruss	Sub General Worker	August 26, 2026

B. Leaves of Absence

Name	**Dates**
3961	Intermittent FMLA August 18, 2026 - October 5, 2026

C. Resignations/Retirements

Name	**Effective Date**
Taylor Adair	August 19, 2026
Priya Sekar	August 25, 2026

D. Confidential Support Personnel

Approve the resolution of the Confidential Support Personnel Summary of Board Action between the Chartiers Valley School District and its Confidential Support Personnel, effective July 1, 2024, through June 30, 2029, as presented.

III. ACT 93

The Administration respectfully requests approval of the following pending receipt and verification of all required documentation:

A. Hires/Transfers

Name	Position	Effective Date

B. Leaves of Absence

Name	Dates

C. Resignations/Retirements

Name	Effective Date

D. Elimination(s) and Creation(s)

The Administration respectfully requests approval of the following stipend per the new cyber school law:

Position Creation	Effective
Cyber School Stipend - Act 93	August 26, 2026

IV. ATHLETIC PERSONNEL

The Administration respectfully requests approval of the following pending receipt and verification of all required documentation:

A. Hires/Transfers

Name	Position	Effective Date
Laney Friburger	Asst. MS Volleyball Coach	August 26, 2026
Ty Franklin	Asst. MS Basketball Coach	August 26, 2026

Amy Gastgeb	Asst. MS Girls Soccer Coach	August 26, 2026
Riley Kutschbach	Volunteer Boys Soccer	August 26, 2026
Alisha Maslanka	Volunteer Girls MS Softball	August 26, 2026
Tiffany Thomas	Volunteer Girls MS Softball	August 26, 2026
Jackie Hennon	Volunteer Girls MS Softball	August 26, 2026

B. Resignations

Name	Position	Effective Date

V. SUPPLEMENTAL

The Administration respectfully requests approval of the following pending receipt and verification of all required documentation:

A. Hires/Transfers

Name	Position	Effective Date
Kathy Kochin	MS Afterschool Detention Sponsor	August 26, 2026
Randi Watson	Mentor Teacher	August 26, 2026
Nikki Warfield	Mentor Teacher	August 26, 2026
Rebecca Forkner	Mentor Teacher	August 26, 2026
Abigail Schifano	Mentor Teacher	August 26, 2026
Courtney Henigman	Mentor Teacher	August 26, 2026
Jessica Tulowitzki	Mentor Teacher	August 26, 2026
Allison Machusko	Mentor Teacher	August 26, 2026
Jill Chan	Mentor Teacher	August 26, 2026
Jordan Giles	Mentor Teacher	August 26, 2026

B. Resignations

Name	Position	Effective Date
Kristen Steen	HS SADD Sponsor	August 20, 2026

VI. OUTSIDE CONTRACTED EMPLOYEES

The Administration respectfully requests approval of the following pending receipt and verification of all required documentation:

The Administration recommends approval of the following employee from Amerigis:

Name	**Building**
Alisa Leonardi-Reif	Primary School

The Administration recommends approval of the following employee from STS:

Name	**Building**
John Ackerman	All
Diana Lininger	All
Thomas Mieczkowski	All
David Narigon	All
Christopher Perri	All
Cindy Schiavon	All
Joslin Mohapatra	All
Matthew Cunningham	All
Isabella Folino	All
James Guiliani	All
Jonathon Kyle	All
Kevin Mcgoun	All
Mary Mclellan	All
Cynthia McSwiggen	All
Robert Och	All
Jack Piganelli	All
Jacqueline Williams	All
Ellen Zissis	All
Lara Benacquista	All
Lisa Bianco	All
Gina Brownfield	All

Kelly Hanna	All
Amy Nerone	All
James Shoats	All

The Administration recommends approval of the following employee from First Student:

Name	**Building**
Kirk Anderson	All
Joseph Cardone	All
Heather Chickis	All
Haneefah Cohen	All
James Crawford	All
Cheryl DeRiso	All
Robert Downey	All
Justin Gloor	All
Francis Grimsley	All
Rich Habovick	All
Chris Houghton	All
Tracy Lauderbaugh	All
Montaja Littlejohn	All
Lyn Maenz	All
Janice Maruski	All
Tom Matuszewski	All
Wayne Mazza	All
Donna Miller	All
Mark Montgomery	All
Lloyd Page	All
Tony Palombi	All
Manjit Paul	All

Phil Pucci	All
William Roadway	All
Ken Sacks	All
Keith Schoeneman	All
Patrick Skelton	All
Ed Skiba	All
Tom Slusser	All
Denise Welty	All
Nancy Willetts	All
Harry Williams	All
Maryann Ziegler	All

The Administration recommends approval of the following employee from First Alt:

Name	**Building**
Nawel Benziane	All
Fares Bezzou	All
Gustavo DeJesus Suarez-Finol	All
Sayed Faziatullah Fayaz	All
Najibullah Halimi	All
Djebar Kacimi	All
Juba Messali	All
Asadullah Mohammadi	All
Zukhra Sefil	All
Abdul Wahid Tabee	All
Sayed Temori	All
Fakhria Yuldash	All
Haki Zouzou	All

The Administration recommends approval of the following employee from Three Rivers Transportation:

Name	**Building**
Thomas Bichler	All
Thomas Cassidy Jr.	All
Nadim Chebli	All
Benjamin Day Jr.	All
Stanley Kelley	All
Maragret Kirich	All
Gariela Montero-Valencia	All
Joseph Longo	All
Daniel Pirring	All
Matthew Romah	All
Joseph Roque	All

The Administration recommends approval of the following employee from AJ Meyers:

Name	**Building**
Eileen Adams	All
Geraldine Allen	All
Mia Breakbill	All
John Burns	All
Scott Carson	All
Charles Conroy	All
Melvin Cook	All
Edward Drudy	All
Edward Emond	All
Walter Fearbry	All
Anatoly Garkusha	All
Wendy Higham	All
Thomas Kerchansky	All

Norma Kiefer	All
John Koishal	All
Margaret Koishal	All
Basil Maimone	All
Walter Malone	All
Nikki Maxwell	All
Lawrence Mendicino	All
Herbert Mitnik	All
Richard Oakes	All
David Platt	All
Corabel Pruss	All
John Pruss	All
Eric Schwiederowski	All
Esther Thompson	All
Joseph Zaletski	All

The Administration recommends approval of the following employee from Center for Victims:

Name	**Building**
Tyrese Canada	Middle School

CHARTIERS VALLEY
SCHOOL DISTRICT | Inspiring excellence.

Construction Payments | **Beginning Bond Fund Balance** | **$** | **8,083,398.34**

8/25/2026 | ***Invoice Grand Total*** | ***$*** | ***224,842.91***

High School Construction

Vendor Name	Invoice No.	Funding Source		Amount
Atlantic Engineering Services	56208	2021 Bond Fund	$	10.47
Atlantic Engineering Services	56590	2021 Bond Fund	$	393.11
Arrow Electric, LLC	PAYAPP 2	2021 Bond Fund	$	31,500.00
Axis Architecture, P.C.	2025-440-08	2021 Bond Fund	$	2,639.87
Construction Engineering Consultants	1853101	2021 Bond Fund	$	375.00
Franjo Construction Corp	26-002-002	2021 Bond Fund	$	7,670.00
Huckestein Mechanical, LLC	PAYAPP 2	2021 Bond Fund	$	26,201.61
Lugalia Mechanical, Inc	PAYAPP 2	2021 Bond Fund	$	64,575.00
R A Glancy & Sons	PAYAPP 3	2021 Bond Fund	$	78,849.75
Vrabel Plumbing Company	PAYAPP 2	2021 Bond Fund	$	12,628.10

Remaining Bond Fund Balance | **$** | **7,858,555.43**

Atlantic Engineering Services of Pittsburgh
11 Stanwix Street
Suite 150
Pittsburgh, PA 15222-1319
412.338.9000

Mr. Cort Rowse
Chartiers Valley School District
50 Thoms Run Road
Bridgeville, PA 15017

April 10, 2026
Project No: 25-278
Invoice No: 56208
Client No:

Project 25-278 Chartiers Valley School District - Intermediate School Wall Crack Monitoring

For Professional Services on the above referenced project through March 31, 2026

Fee

Total Fee	3,800.00			
Percent Complete	40.00	Total Earned	1,520.00	
		Previous Fee Billing	1,520.00	
		Current Fee Billing	0.00	
		Total Fee		**0.00**

Reimbursable Expenses

Reimb - Travel - Mileage			9.10	
Total Reimbursables		**1.15 times**	**9.10**	**10.47**
		Total Current Invoice Amount		**$10.47**

Previously Billed Invoices Not Paid

Number	Date	Balance
55920	1/19/2026	760.00
Total		**760.00**

Please review this invoice carefully. We believe that it is an accurate representation of the services and fees for services incurred during the monthly period noted. Advise Atlantic Engineering Services of any errors or discrepancies within 14 days of receipt.

Atlantic Engineering Services of Pittsburgh
11 Stanwix Street
Suite 150
Pittsburgh, PA 15222-1319
412.338.9000

Mr. Cort Rowse
Chartiers Valley School District
50 Thoms Run Road
Bridgeville, PA 15017

August 18, 2026
Project No: 25-278
Invoice No: 56590
Client No:

Project 25-278 Chartiers Valley School District - Intermediate School Wall Crack Monitoring

For Professional Services on the above referenced project through July 31, 2026

Fee

Total Fee	3,800.00			
Percent Complete	50.00	Total Earned	1,900.00	
		Previous Fee Billing	1,520.00	
		Current Fee Billing	380.00	
		Total Fee		**380.00**

Reimbursable Expenses

Reimb - Travel - Mileage			11.40	
Total Reimbursables		**1.15 times**	**11.40**	**13.11**
		Total Current Invoice Amount		**$393.11**

Please review this invoice carefully. We believe that it is an accurate representation of the services and fees for services incurred during the monthly period noted. Advise Atlantic Engineering Services of any errors or discrepancies within 14 days of receipt.

Billing Backup

Tuesday, August 18, 2026

AES of Pittsburgh, Inc. (PGH) Invoice 56590 Dated 8/18/2026 10:16:52 AM

Project 25-278 Chartiers Valley School District - Intermediate School Wall Crack Monitoring

Reimbursable Expenses

Reimb - Travel - Mileage

EX	000000004464	7/31/2026	Taylor, Gilbert / Site Visit / 15.00 miles @ 0.76	11.40	
		Total Reimbursables	**1.15 times**	**11.40**	**13.11**
			Project Total		**$13.11**
			Total this Report		**$13.11**

TO (OWNER): 50 Thoms Run Rd
Bridgeville, PA 15017

PROJECT: Chartiers Valley HS Reno
50 Thoms Run Rd
Bridgeville, PA 15017

APPLICATION NO: 2
PERIOD TO: 7/31/2026

DISTRIBUTION TO:
_ OWNER
_ CONSTRUCTION MANAGER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Arrow Electric LLC
857 Reynolds Industrial Park R
Greenville, PA 16125

ARCHITECT'S PROJECT NO:

VIA CONSTRUCTION MANAGER: Chartiers Valley School District

CONTRACT FOR: Electrical

VIA ARCHITECT: C026019

CONTRACT DATE: 5/22/2026

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	$	797,245.00
2. Net Change by Change Orders	$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	$	797,245.00
4. TOTAL COMPLETED AND STORED TO DATE	$	71,000.00
5. RETAINAGE:		
a. 10.00 % of Completed Work	$	7,100.00
b. 0.00 % of Stored Material	$	0.00
Total retainage (Line 5a + 5b)	$	7,100.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	$	63,900.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$	32,400.00
8. CURRENT PAYMENT DUE	$	31,500.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	733,345.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Arrow Electric LLC
857 Reynolds Industrial Park R Greenville, PA 16125

By: _____ Date: 8/7/2026

State of: PA
County of: Mercer
Subscribed and Sworn to before me this 7th Day of August 2026
Notary Public: Jeffery E. Smith Jr.
My Commission Expires: 3/11/2029

Commonwealth of Pennsylvania - Notary Seal
Jeffery E. Smith Jr., Notary Public
Mercer County
My commission expires March 11, 2029
Commission number 1247960
Member, Pennsylvania Association of Notaries

CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager and Architect certifies to owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 31,500.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

CONSTRUCTION MANAGER:
By: _____ Date: _____

ARCHITECT:
By: _____ Date: 08/18/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

TO (OWNER): 50 Thoms Run Rd
Bridgeville, PA 15017

PROJECT: Chartiers Valley HS Reno
50 Thoms Run Rd
Bridgeville, PA 15017

APPLICATION NO: 2
PERIOD TO: 7/31/2026

DISTRIBUTION TO:
_ OWNER
_ CONSTRUCTION MANAGER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Arrow Electric LLC
857 Reynolds Industrial Park R
Greenville, PA 16125

ARCHITECT'S PROJECT NO:

VIA CONSTRUCTION MANAGER: Chartiers Valley School District

CONTRACT FOR: Electrical

VIA ARCHITECT: C026019

CONTRACT DATE: 5/22/2026

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
Material Cost									
1	General Costs	5,000.00	1,000.00	0.00	0.00	1,000.00	20.00	4,000.00	100.00
2	Mobilization	1,000.00	0.00	500.00	0.00	500.00	50.00	500.00	50.00
3	Temporary Package	5,000.00	3,000.00	1,000.00	0.00	4,000.00	80.00	1,000.00	400.00
4	Safety	1,000.00	500.00	0.00	0.00	500.00	50.00	500.00	50.00
5	Demolition	1,000.00	500.00	500.00	0.00	1,000.00	100.00	0.00	100.00
7	Bond	19,000.00	19,000.00	0.00	0.00	19,000.00	100.00	0.00	1,900.00
9	Permits & Inspections	9,570.00	0.00	0.00	0.00	0.00	0.00	9,570.00	0.00
10	Distribution Package	6,099.00	0.00	0.00	0.00	0.00	0.00	6,099.00	0.00
20	Lighting Package	76,238.00	0.00	0.00	0.00	0.00	0.00	76,238.00	0.00
25	Equipment	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
30	Device Package	18,086.00	0.00	0.00	0.00	0.00	0.00	18,086.00	0.00
31	Wire Package	24,522.00	0.00	5,000.00	0.00	5,000.00	20.39	19,522.00	500.00
32	Conduit/Fittings Package	14,838.00	0.00	5,000.00	0.00	5,000.00	33.70	9,838.00	500.00
33	Box Package	3,700.00	0.00	0.00	0.00	0.00	0.00	3,700.00	0.00
34	General Commodity Package	10,700.00	0.00	0.00	0.00	0.00	0.00	10,700.00	0.00
35	Cable Tray Package	10,368.00	0.00	0.00	0.00	0.00	0.00	10,368.00	0.00
45	Fire Proofing Package	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
50	Fire Alarm	71,968.00	0.00	0.00	0.00	0.00	0.00	71,968.00	0.00
70	Horizontal Cabling Package	121,858.00	0.00	0.00	0.00	0.00	0.00	121,858.00	0.00
73	A/V Package	152,353.00	0.00	0.00	0.00	0.00	0.00	152,353.00	0.00

TO (OWNER): 50 Thoms Run Rd
Bridgeville, PA 15017

PROJECT: Chartiers Valley HS Reno
50 Thoms Run Rd
Bridgeville, PA 15017

APPLICATION NO: 2
PERIOD TO: 7/31/2026

DISTRIBUTION TO:
_ OWNER
_ CONSTRUCTION MANAGER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Arrow Electric LLC
857 Reynolds Industrial Park R
Greenville, PA 16125

ARCHITECT'S PROJECT NO:

VIA CONSTRUCTION MANAGER: Chartiers Valley School District

CONTRACT FOR: Electrical

VIA ARCHITECT: C026019

CONTRACT DATE: 5/22/2026

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
79	Intercom Package	8,295.00	0.00	0.00	0.00	0.00	0.00	8,295.00	0.00
80	Lightning Protection Package	10,978.00	0.00	0.00	0.00	0.00	0.00	10,978.00	0.00
	Material Total:	574,573.00	24,000.00	12,000.00	0.00	36,000.00	6.27	538,573.00	3,600.00
Labor Cost									
100	General Conditions/Submittals	15,000.00	3,000.00	0.00	0.00	3,000.00	20.00	12,000.00	300.00
102	Mobilization	2,500.00	0.00	500.00	0.00	500.00	20.00	2,000.00	50.00
103	Temporary	5,000.00	3,000.00	1,000.00	0.00	4,000.00	80.00	1,000.00	400.00
104	Safety	2,500.00	0.00	500.00	0.00	500.00	20.00	2,000.00	50.00
105	Demo	10,000.00	6,000.00	4,000.00	0.00	10,000.00	100.00	0.00	1,000.00
108	Quality Control	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00
110	Distribution Equipment & Conduit Install	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
120	Branch Rough In	94,172.00	0.00	16,000.00	0.00	16,000.00	16.99	78,172.00	1,600.00
130	Branch Finishes	40,000.00	0.00	0.00	0.00	0.00	0.00	40,000.00	0.00
135	Cable Tray Install	7,500.00	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00
145	Fire Proofing Install	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
150	Fire Alarm Install	6,000.00	0.00	1,000.00	0.00	1,000.00	16.67	5,000.00	100.00
170	Horizontal Cabling Install	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
172	Security Install	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
173	A/V Install	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
179	Intercom Install	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
180	Lightning Protection Install	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00

TO (OWNER): 50 Thoms Run Rd
Bridgeville, PA 15017

PROJECT: Chartiers Valley HS Reno
50 Thoms Run Rd
Bridgeville, PA 15017

APPLICATION NO: 2
PERIOD TO: 7/31/2026

DISTRIBUTION TO:
_ OWNER
_ CONSTRUCTION MANAGER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Arrow Electric LLC
857 Reynolds Industrial Park R
Greenville, PA 16125

ARCHITECT'S PROJECT NO:

VIA CONSTRUCTION MANAGER: Chartiers Valley School District

CONTRACT FOR: Electrical

VIA ARCHITECT: C026019

CONTRACT DATE: 5/22/2026

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
181	Grounding/Bonding	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
199	Prefab	16,000.00	0.00	0.00	0.00	0.00	0.00	16,000.00	0.00
	Labor Total:	222,672.00	12,000.00	23,000.00	0.00	35,000.00	15.72	187,672.00	3,500.00
	REPORT TOTALS	$797,245.00	$36,000.00	$35,000.00	$0.00	$71,000.00	8.91	$726,245.00	$7,100.00

AXIS ARCHITECTURE. P.C.
ARCHITECTURE • ENGINEERING • INTERIOR DESIGN • PLANNING

Project Schedule:

Schematic Design (1 Months):	November	$52,500.00	Paid – Thank you
Design Development (1 Months):	December	$70,000.00	Paid – Thank you
Construction Documents &	January '26	$70,000.00	Paid – Thank you
Permitting (2 Months):	February	$70,000.00	Paid – Thank you
Bidding (1 Months):	March	$ 16,246.56	Paid – Thank you
(adjusted to match bids)			
Construction Phase -11 Months:	May	$ 2,639.87	Paid – Thank you
($29,038.65 / 11 = $2,639,877)	July	$ 2,639.87	Paid – Thank you
	August	$ 2,639.87	**Current**
	September	$ 2,639.87	
	October	$ 2,639.87	
	November	$ 2,639.87	
	December	$ 2,639.87	
	January	$ 2,639.87	
	February	$ 2,639.87	
	March	$ 2,639.95	
	TOTAL DUE:	**$2,639.87**	

AXIS ARCHITECTURE, P.C.
2328 PITCAIRN ROAD MONROEVILLE, PA 15146 PHONE: 724-234-4633 FAX: 724-234-2216
E-MAIL: AXISARCHITECTURE@COMCAST.NET
WWW.AXISARCHITECTUREPC.COM

Construction
Engineering
Consultants

2018 Waverly Street
Pittsburgh, PA 15218-2402
lab@cectesting.com
(412) 351-6465
Fax (412) 351-6401

INVOICE

DATE	INVOICE NO
6/30/2026	1853101

BILL TO

Chartiers Valley School District
2030 Swallow Hill Road
Pittsburgh, PA 15220
Attn: Joan Wehner

Project

Chartiers Valley High School
Rock Anchor Analysis

EFT/ACH/Direct Deposit
Citizens Bank
Routing Number 036076150
Account Number 6101317149
e-mail: JacobArtuso@cectesting.com

P.O. NO.	TERMS	PROJECT
		J-18531

Description	Quantity	RATE	AMOUNT
Letter Report- Dated: May 13, 2026 (CEC 177 623) R.Artuso, Professional Engineer	3	125.00	375.00
		Total	$375.00

ARTUSO
CONSTRUCTION
ENGINEERING
CONSULTANTS

May 13, 2026
CEC 177 623

Mr. Craig Collins
Axis Architecture
2328 Pitcairn Road
Monroeville, PA 15146

RE: Rock Anchor Values – Chartiers Valley High School
Collier Township, Allegheny County, PA

Dear Mr. Collins,

We have reviewed the information you sent regarding the test borings and subsurface conditions at Chartiers Valley High School. The existing gymnasium has a crawl space. However, supports for the floor have heaved causing heaving of the gymnasium floor. The original geotechnical report done by Ackenheil & Associates dated May 24, 1968 indicate that the expansive shale extends too deep to excavate from under the structure. It also indicates that most of the bedrock consists of claystone and shales. The best way to stop the expansion has to be rock anchors installed into the shale and claystone.

In reviewing the site data sent, most of the underlying strata consist of a soft to medium hard shale. Some zones of medium hard sandstone are also expected below grade. We would recommend that a value of ten (10) pounds per square inch (psi) is used for anchors embedded in the shale if the material is placed by gravity flow. This value can be increased to fifteen (15) psi if the anchor is pressure grouted. For anchors embedded in sandstone, a value of twenty (20) psi should be used if placed by gravity. For pressure grouted anchors in sandstone, a value of thirty (30) psi may be used. If unsure of the underlying stratum, the lower values should be used.

The values listed above are conservative with a safety factor applied. To verify anchor capacity, ground anchors should be tested in accordance with FHWA GEC-4 procedures. The first three (3) anchors should be proof tested to at least 125% of the design load. The anchor should be held at the test load for ten (10) minutes. Acceptance should be based on the total movement being consistent with the predicted elastic movement of the free anchor length (plus seating of any anchor components). Also, creep during the ten (10) minute hold period should be less than or equal to 0.04 inches (1 mm). If the anchor fails the creep test, it may be re-tested once. An additional failure will require reducing the design load or adding a replacement anchor. Acceptable proof tested anchors can be locked off at the design load.

2018 WAVERLY STREET
PITTSBURGH, PA 15218-2402
(412) 351-6465
CECTesting.com
EMAIL: lab@cectesting.com

ARTUSO
CONSTRUCTION
ENGINEERING
CONSULTANTS

We would recommend that at least 50% of the anchors are proof tested. If failures are routinely occurring, all anchors should be tested. FHWA GEC-4 also recommends cyclic performance testing on anchors. Approximately five (5) to ten (10) percent of anchors should be performance tested.

Please contact me if you require any additional information.

Sincerely,

Ralph Artuso, P.E.
President

COMMONWEALTH OF PENNSYLVANIA
REGISTERED PROFESSIONAL
RALPH JAMES ARTUSO
ENGINEER
038444-E

RA/kmc
cc: File

2018 WAVERLY STREET
PITTSBURGH, PA 15218-2402
(412) 351-6465
CECTesting.com
EMAIL: lab@cectesting.com

FRANJO CONSTRUCTION

INVOICE

335 East Seventh Avenue
Homestead, PA 15120
PH: 412-462-4371

DATE: August 11, 2026
INVOICE #: 26-002-02
CUSTOMER: Chartiers Valley School District
125 Thoms Run Road
Bridgeville, PA 15017

Attn: Joan Wehner

WORK ORDER:
TERMS: NET 30

DESCRIPTION		AMOUNT
Franjo Construction Clerk of Works Billing for services provided through August 31, 2026 for the CVHS Renovation Project.	Contract Value - $203,271.00	$ 7,670.00

Make all checks payable to:
Franjo Construction

If you have any questions concerning this invoice, please contact our office at 412-462-4371

SUBTOTAL	$ 7,670.00
TAX	$ -
DEPOSIT	$ -
TOTAL DUE	**$ 7,670.00**

THANK YOU FOR YOUR BUSINESS!

APPLICATION & CERTIFICATE FOR PAYMENT

To Owner: CHARTIERS VALLEY SCHOOL DISTRICT
2030 SWALLOW HILL ROAD
Emailinvoices to AP:AP@CVSD.net
Pittsburgh PA 15220

Project: ~~AIA#2~~ DB260536

Application #: 2
Application Date: 08/06/2026
Period To: 08/31/2026

Distribute to: Owner

Date of Contract: 05/22/2026

From Contractor: Huckestein Mechanical Services
1505 Metropolitan St
Pittsburgh, PA 15233

Our Invoice #: 81441

Contract for:

Contractor's Application for Payment

Application is made for payment, as shown below, in connection with the Contract.
The Continuation Sheet is attached.

1. Contract Original Amount	$	57,920.00
2. Net Change (by CO's)	$	0.00
3. Contract Sum to Date	$	57,920.00
4. Total Completed/Stored to Date (Column G on Continuation Sheet)	$	43,523.40
5. Retainage		
a. 10 % of Completed Work	$	4,352.34
b. N/A % of Stored Material	$	N/A
Total Retainage (Line 5a + 5b or Total in Column I of Continuation Sheet)	$	4,352.34
6. Total Earned - Retainage (Line 4 less Line 5 Total)	$	39,171.06
7. Less Previous Certificate (Line 6 from prior Certificate)	$	12,969.45
8. Current Payment Due	$	26,201.61
9. Balance to Finish (including retainage) (Line 3 less Line 6)	$	18,748.94

Change Orders	Add	Deduct
Owner-approved changes for previous month	0.00	0.00
Changes approved this month	0.00	0.00
Total	0.00	0.00
Net Changes	0.00	

The undersigned Contractor certifies that to the best of the Contractor' knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates of Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Huckestein Mechanical Services

By: [signature] Date: 08/06/2026

State of: PENNSYLVANIA
County of: ALLEGHENY
Subscribed and sworn to before me this 6 day of Aug 2026

Commonwealth of Pennsylvania - Notary Seal
Carol Cousins Kelly, Notary Public
Allegheny County
My commission expires January 15, 2028
commission number 1295743
Member, Pennsylvania Association of Notaries

Notary Public: [signature]
My Commission expires: 01/15/2028

Certificate for Payment

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Contractor certifies to the Owner that to the best of the Contractor's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 26,201.61

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform the amount certified.)

Owner:
By: [signature] Date: 08/18/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

CHARTIERS HS RENOVATION | Huckestein Mechanical Services |

APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed certification, is attached. In tabulations below, amounts are stated to the nearest dollar.
Use Column I on Contracts where variable retainage for line items may apply.

Application #: 2
Application Date: 08/06/2026
Period To: 08/31/2026

A	B	C	D	E	F	G		H	I
Item No.	Description of Work	Scheduled Value	Work Completed: From Previous Application (D+E)	Work Completed: This Period	Materials Presently Stored (Not in D or E)	Total Completed and Stored to Date (D+E+F)	% (G ÷ C	Balance To Finish (C-G)	Retainage (If Variable Value)
1	Mobilization	1,524.00	1,524.00			1,524.00	100.00%		152.40
2	BOND	580.00	580.00			580.00	100.00%		58.00
3	PLUMBING MATERIAL	13,292.00	6,646.00	5,316.80		11,962.80	90.00%	1,329.20	1,196.28
4	PLUMBING FIXTURES	5,225.00	2,612.50	2,612.50		5,225.00	100.00%		522.50
5	PLUMBING DEMOLITION	6,096.00	3,048.00	3,048.00		6,096.00	100.00%		609.60
6	PLUMBING INSTALLATION	25,908.00		18,135.60		18,135.60	70.00%	7,772.40	1,813.56
7	INSULATION	5,295.00						5,295.00	
		57,920.00	14,410.50	29,112.90		43,523.40		14,396.60	4,352.34

AIA Type Document

Application and Certification for Payment

TO (OWNER): Chartiers Valley School Dist
2030 Swallow Hill Road
Pittsburgh, PA 15220

PROJECT: Chartiers Valley Central Admin
2030 Swallow Hill Road
Pittsburgh, PA 15220

APPLICATION NO: 2
PERIOD TO: 8/31/2026

DISTRIBUTION TO:
_ OWNER
_ CONSTRUCTION MANAGER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Lugaila Mechanical Inc
1 Rutgers Rd
Pittsburgh, PA 15205

ARCHITECT'S PROJECT NO:

VIA CONSTRUCTION MANAGER:

CONTRACT FOR:

VIA ARCHITECT:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract.
Continuation Sheet, AIA Type Document is attached.

1. ORIGINAL CONTRACT SUM	$	676,500.00
2. Net Change by Change Orders	$	0.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	$	676,500.00
4. TOTAL COMPLETED AND STORED TO DATE	$	193,050.00
5. RETAINAGE:		
a. 10.00 % of Completed Work	$	16,605.00
b. 10.00 % of Stored Material	$	2,700.00
Total retainage (Line 5a + 5b)	$	19,305.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	$	173,745.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	$	109,170.00
8. CURRENT PAYMENT DUE	$	64,575.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	$	502,755.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
TOTALS	0.00	0.00
NET CHANGES by Change Order	0.00	

The Undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the owner, and that current payment shown herein is now due.

CONTRACTOR: Lugaila Mechanical Inc
1 Rutgers Rd
Pittsburgh, PA 15205

By: RT Lugaila Date: 8/17/26

Richard T. Lugaila / Vice-President

State of: PA

County of: Allegheny

Subscribed and Sworn to before me this 17 Day of Aug 20 26

Notary Public: Amy C. McCauley

My Commission Expires : 12/17/27

Commonwealth of Pennsylvania - Notary Seal
AMY C MCCAULEY - Notary Public
Allegheny County
My Commission Expires December 17, 2027
Commission Number 1238565

CERTIFICATE FOR PAYMENT

In Accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Construction Manager and Architect certifies to owner that to the best of their knowledge, information and belief the Work has progressed as indicated,the quality of the work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 64,575.00

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: Date:

ARCHITECT:

By: Date : 08/18/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, Payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

TO (OWNER): Chartiers Valley School Dist
2030 Swallow Hill Road
Pittsburgh, PA 15220

PROJECT: Chartiers Valley Central Admin
2030 Swallow Hill Road
Pittsburgh, PA 15220

APPLICATION NO: 2
PERIOD TO: 8/31/2026

DISTRIBUTION TO:
_ OWNER
_ CONSTRUCTION MANAGER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Lugaila Mechanical Inc
1 Rutgers Rd
Pittsburgh, PA 15205

ARCHITECT'S PROJECT NO:

VIA CONSTRUCTION MANAGER:

CONTRACT FOR:

VIA ARCHITECT:

CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
1	Mobilization	16,200.00	16,200.00	0.00	0.00	16,200.00	100.00	0.00	1,620.00
2	Bonds	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00	0.00	950.00
3	Submittals	8,000.00	8,000.00	0.00	0.00	8,000.00	100.00	0.00	800.00
4	Control Drawings/Engneering	25,000.00	25,000.00	0.00	0.00	25,000.00	100.00	0.00	2,500.00
5	HVAC Demo	40,000.00	24,000.00	0.00	0.00	24,000.00	60.00	16,000.00	2,400.00
6	HVAC Hangers - MATERIAL	3,500.00	2,100.00	0.00	0.00	2,100.00	60.00	1,400.00	210.00
7	HVAC Hangers - LABOR	4,000.00	0.00	0.00	0.00	0.00	0.00	4,000.00	0.00
8	HVAC piping - MATERIAL	30,000.00	15,000.00	3,000.00	0.00	18,000.00	60.00	12,000.00	1,800.00
9	HVAC piping - LABOR	30,000.00	0.00	0.00	0.00	0.00	0.00	30,000.00	0.00
10	Equipment Final Connections - MATERIAL	7,500.00	6,000.00	750.00	0.00	6,750.00	90.00	750.00	675.00
11	Equipment Final Connections - LABOR	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00
12	Boilers - MATERIAL	27,000.00	0.00	0.00	27,000.00	27,000.00	100.00	0.00	2,700.00
13	Boilers - LABOR	1,500.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00
14	Pumps - MATERIAL	2,500.00	0.00	0.00	0.00	0.00	0.00	2,500.00	0.00
15	Pumps - LABOR	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00
16	RTUs - MATERIAL	182,000.00	0.00	0.00	0.00	0.00	0.00	182,000.00	0.00
17	RTUs - LABOR	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
18	Split System - MATERIAL	9,500.00	9,500.00	0.00	0.00	9,500.00	100.00	0.00	950.00
19	Split System - LABOR	3,500.00	0.00	0.00	0.00	0.00	0.00	3,500.00	0.00
20	CUH - MATERIAL	5,000.00	0.00	5,000.00	0.00	5,000.00	100.00	0.00	500.00
21	CUH - LABOR	1,000.00	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00

TO (OWNER): Chartiers Valley School Dist
2030 Swallow Hill Road
Pittsburgh, PA 15220

PROJECT: Chartiers Valley Central Admin
2030 Swallow Hill Road
Pittsburgh, PA 15220

APPLICATION NO: 2
PERIOD TO: 8/31/2026

DISTRIBUTION TO:
_ OWNER
_ CONSTRUCTION MANAGER
_ ARCHITECT
_ CONTRACTOR

FROM (CONTRACTOR): Lugaila Mechanical Inc
1 Rutgers Rd
Pittsburgh, PA 15205

ARCHITECT'S PROJECT NO:

VIA CONSTRUCTION MANAGER:

CONTRACT FOR:

VIA ARCHITECT:

CONTRACT DATE:

ITEM	DESCRIPTION	SCHEDULE VALUE	PREVIOUS APPLICATIONS	COMPLETED THIS PERIOD	STORED MATERIAL	COMPLETED STORED	%	BALANCE	RETAINAGE
22	HVAC insulation - MATERIAL	20,000.00	0.00	0.00	0.00	0.00	0.00	20,000.00	0.00
23	HVAC insulation - LABOR	10,000.00	0.00	0.00	0.00	0.00	0.00	10,000.00	0.00
24	Ductwork - MATERIAL	30,000.00	0.00	6,000.00	0.00	6,000.00	20.00	24,000.00	600.00
25	Ductwork - FIELD LABOR	60,000.00	0.00	12,000.00	0.00	12,000.00	20.00	48,000.00	1,200.00
26	Ductwork - SHOP LABOR	20,000.00	0.00	4,000.00	0.00	4,000.00	20.00	16,000.00	400.00
27	Sheetmetal Equipment - MATERIAL	16,200.00	0.00	0.00	0.00	0.00	0.00	16,200.00	0.00
28	Sheetmetal Equipment - FIELD LABOR	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00
29	Controls system - MATERIAL	40,000.00	6,000.00	14,000.00	0.00	20,000.00	50.00	20,000.00	2,000.00
30	Controls system - FIELD LABOR	47,500.00	0.00	0.00	0.00	0.00	0.00	47,500.00	0.00
31	Test and Balance	12,600.00	0.00	0.00	0.00	0.00	0.00	12,600.00	0.00
	REPORT TOTALS	$676,500.00	$121,300.00	$44,750.00	$27,000.00	$193,050.00	28.54	$483,450.00	$19,305.00

APPLICATION AND CERTIFICATE FOR PAYMENT CONSTRUCTION MANAGER-ADVISER EDITION

AIA DOCUMENT G702/CMa (Instructions on reverse side)

TO OWNER: Chartiers Valley School District

PROJECT: Chartiers Valley HS Renovations

APPLICATION NO.: 3
PERIOD TO: 08/31/2026
PROJECT NOS.: 54031
CONTRACT DATE:

Distribution to:
☐ OWNER
☐ CONSTRUCTION MANAGER
☐ ARCHITECT
☐ CONTRACTOR

FROM CONTRACTOR: R.A. Glancy & Sons, Inc.
2361 Venture Drive
Gibsonia PA 15044

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM		$ 1,310,000.00
2. Net Change By Change Orders		$ 125,289.78
3. CONTRACT SUM TO DATE (Line 1 ± 2)		$ 1,435,289.78
4. TOTAL COMPLETED & STORED TO DATE (Column G on G702)		$ 353,702.83
5. RETAINAGE:		
a. 10.00% of Completed Work (Columns D + E on G703)	$ 35,370.28	
b. 10.00% of Stored Material (Column F on G703)	$ 0.00	
Total Retainage (Line 5a + 5b or Total in Column I of G703)		$ 35,370.28
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)		$ 318,332.55
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)		$ 239,482.80
8. CURRENT PAYMENT DUE		$ 78,849.75
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)		$ 1,116,957.23

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$125,289.78	
Total approved this Month	$125,289.78	
TOTALS	$125,289.78	
NET CHANGES by Change Order		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: R.A. Glancy & Sons, Inc.

By: Raymond A. Glancy Date: 08/17/2026

State of: Pennsylvania
County of: Allegheny
Subscribed and sworn to before me this 17 day of August 2026

Notary Public: Lou Ann Robbins
My Commission expires: 4-13-29

Commonwealth of Pennsylvania - Notary Seal
Lou Ann Robbins, Notary Public
Allegheny County
My commission expires April 13, 2029
Commission number 1311053
Member, Pennsylvania Association of Notaries

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 78,849.75

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: Date:

ARCHITECT:

By: Date: 08/18/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

AIA DOCUMENT G702/CMa • APPLICATION AND CERTIFICATE FOR PAYMENT • CONSTRUCTION MANAGER-ADVISER EDITION
1992 EDITION • AIA® • ©1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G702/CMa-1992

CAUTION: You should use an original AIA document which has this caution printed in red. An original assures that changes will not be obscured as may occur when documents are reproduced.

APPLICATION FOR PAYMENT - CONTINUATION SHEET

FROM (CONTRACTOR):
R.A. Glancy & Sons, Inc.
2361 Venture Drive
Gibsonia, PA 15044

TO (OWNER):
Chartiers Valley School District

PROJECT:
Chartiers Valley HS Renovations

APPLICATION # 3

Period Ending: 08/31/2026

A	B	C	D	E	F	G		H	I
Item #	Description of Work	Scheduled Value	From Previous Application (D+E)	This Period	Materials Presently Stored (Not in D or E)	Total Completed And Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage
101	Bonds	13,100.00	13,100.00	0.00	0.00	13,100.00	100.00%	0.00	1,310.00
102	Management	132,700.00	29,488.00	18,000.00	0.00	47,488.00	35.79%	85,212.00	4,748.80
103	General Conditions	35,200.00	9,856.00	4,224.00	0.00	14,080.00	40.00%	21,120.00	1,408.00
104	Mobilization	18,800.00	10,528.00	4,512.00	0.00	15,040.00	80.00%	3,760.00	1,504.00
105	Demobilize	6,800.00	0.00	0.00	0.00	0.00	0.00%	6,800.00	0.00
106	Submittals	18,800.00	18,800.00	0.00	0.00	18,800.00	100.00%	0.00	1,880.00
107	Closeouts	2,000.00	0.00	0.00	0.00	0.00	0.00%	2,000.00	0.00
108	Demo	86,200.00	86,200.00	0.00	0.00	86,200.00	100.00%	0.00	8,620.00
109	Framing Walls- Labor	32,400.00	25,920.00	6,480.00	0.00	32,400.00	100.00%	0.00	3,240.00
110	Framing Walls- Material	26,100.00	26,100.00	0.00	0.00	26,100.00	100.00%	0.00	2,610.00
111	Frame Bulkheads/ Ceilings- Labor	8,500.00	0.00	8,500.00	0.00	8,500.00	100.00%	0.00	850.00
112	Frame Bulkheads/ Ceilings- Material	4,400.00	4,400.00	0.00	0.00	4,400.00	100.00%	0.00	440.00
113	Masonry- Labor	28,900.00	28,900.00	0.00	0.00	28,900.00	100.00%	0.00	2,890.00
114	Masonry- Material	12,800.00	12,800.00	0.00	0.00	12,800.00	100.00%	0.00	1,280.00
115	Supplemental Steel at Roof- Labor	16,700.00	0.00	0.00	0.00	0.00	0.00%	16,700.00	0.00
116	Supplemental Steel at Roof- Mtl	18,600.00	0.00	0.00	0.00	0.00	0.00%	18,600.00	0.00
117	Roofing- Labor	13,600.00	0.00	0.00	0.00	0.00	0.00%	13,600.00	0.00
118	Roofing- Material	8,300.00	0.00	0.00	0.00	0.00	0.00%	8,300.00	0.00
119	Door Frames- Labor	16,400.00	0.00	0.00	0.00	0.00	0.00%	16,400.00	0.00
120	Door Frames- Material	46,300.00	0.00	0.00	0.00	0.00	0.00%	46,300.00	0.00
121	Drywall/ Insulate Walls- Labor	88,300.00	0.00	4,415.00	0.00	4,415.00	5.00%	83,885.00	441.50
122	Drywall/ Insulate Walls- Material	52,800.00	0.00	2,640.00	0.00	2,640.00	5.00%	50,160.00	264.00
	Page Total	**687,700.00**	**266,092.00**	**48,771.00**	**0.00**	**314,863.00**		**372,837.00**	**31,486.30**

APPLICATION FOR PAYMENT - CONTINUATION SHEET

FROM (CONTRACTOR):
R.A. Glancy & Sons, Inc.
2361 Venture Drive
Gibsonia, PA 15044

TO (OWNER):
Chartiers Valley School District

PROJECT:
Chartiers Valley HS Renovations

APPLICATION # 3

Period Ending: 08/31/2026

A	B	C	D	E	F	G		H	I
Item #	Description of Work	Scheduled Value	From Previous Application (D+E)	This Period	Materials Presently Stored (Not in D or E)	Total Completed And Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage
123	Drywall Bulkheads/ Ceilings- Labor	5,800.00	0.00	0.00	0.00	0.00	0.00%	5,800.00	0.00
124	Drywall Bulkheads/ Ceilings- Mtl	2,300.00	0.00	0.00	0.00	0.00	0.00%	2,300.00	0.00
125	Drywall Finishing- Labor	48,600.00	0.00	0.00	0.00	0.00	0.00%	48,600.00	0.00
126	Drywall Finishing- Material	9,100.00	0.00	0.00	0.00	0.00	0.00%	9,100.00	0.00
127	Painting- Labor	28,400.00	0.00	0.00	0.00	0.00	0.00%	28,400.00	0.00
128	Painting- Material	49,600.00	0.00	0.00	0.00	0.00	0.00%	49,600.00	0.00
129	Ceiling Grid- Labor	24,100.00	0.00	0.00	0.00	0.00	0.00%	24,100.00	0.00
130	Ceiling Grid- Material	21,400.00	0.00	0.00	0.00	0.00	0.00%	21,400.00	0.00
131	Ceiling Tile- Labor	28,500.00	0.00	0.00	0.00	0.00	0.00%	28,500.00	0.00
132	Ceiling Tile- Material	59,400.00	0.00	0.00	0.00	0.00	0.00%	59,400.00	0.00
133	Flooring- Labor	28,100.00	0.00	0.00	0.00	0.00	0.00%	28,100.00	0.00
134	Flooring- Material	61,900.00	0.00	0.00	0.00	0.00	0.00%	61,900.00	0.00
135	Ceramic- Labor	6,100.00	0.00	0.00	0.00	0.00	0.00%	6,100.00	0.00
136	Ceramic- Material	9,900.00	0.00	0.00	0.00	0.00	0.00%	9,900.00	0.00
137	Visual Display- Labor	800.00	0.00	0.00	0.00	0.00	0.00%	800.00	0.00
138	Visual Display- Material	6,900.00	0.00	0.00	0.00	0.00	0.00%	6,900.00	0.00
139	Signage- Labor	600.00	0.00	0.00	0.00	0.00	0.00%	600.00	0.00
140	Signage- Material	5,100.00	0.00	0.00	0.00	0.00	0.00%	5,100.00	0.00
141	Bathroom Accessories- Labor	800.00	0.00	0.00	0.00	0.00	0.00%	800.00	0.00
142	Bathroom Accessories- Material	4,500.00	0.00	0.00	0.00	0.00	0.00%	4,500.00	0.00
143	Expansion Joint- Labor	500.00	0.00	0.00	0.00	0.00	0.00%	500.00	0.00
144	Expansion Joint- Material	2,300.00	0.00	0.00	0.00	0.00	0.00%	2,300.00	0.00
	Page Total	**404,700.00**	**0.00**	**0.00**	**0.00**	**0.00**		**404,700.00**	**0.00**

APPLICATION FOR PAYMENT - CONTINUATION SHEET

FROM (CONTRACTOR):
R.A. Glancy & Sons, Inc.
2361 Venture Drive
Gibsonia, PA 15044

TO (OWNER):
Chartiers Valley School District

PROJECT:
Chartiers Valley HS Renovations

APPLICATION # 3

Period Ending: 08/31/2026

A	B	C	D	E	F	G		H	I
Item #	Description of Work	Scheduled Value	From Previous Application (D+E)	This Period	Materials Presently Stored (Not in D or E)	Total Completed And Stored To Date (D+E+F)	% (G / C)	Balance To Finish (C-G)	Retainage
145	Casework- Labor	6,800.00	0.00	0.00	0.00	0.00	0.00%	6,800.00	0.00
146	Casework- Material	26,900.00	0.00	0.00	0.00	0.00	0.00%	26,900.00	0.00
147	Rubber Base- Labor	2,200.00	0.00	0.00	0.00	0.00	0.00%	2,200.00	0.00
148	Rubber Base- Material	3,900.00	0.00	0.00	0.00	0.00	0.00%	3,900.00	0.00
149	Doors/ Hardware- Labor	31,300.00	0.00	0.00	0.00	0.00	0.00%	31,300.00	0.00
150	Doors/ Hardware- Material	108,600.00	0.00	0.00	0.00	0.00	0.00%	108,600.00	0.00
151	Glazing/ Sliding Window- Labor	4,100.00	0.00	0.00	0.00	0.00	0.00%	4,100.00	0.00
152	Glazing/ Sliding Window- Material	15,600.00	0.00	0.00	0.00	0.00	0.00%	15,600.00	0.00
153	Cleaning	13,200.00	0.00	0.00	0.00	0.00	0.00%	13,200.00	0.00
154	Punchlist	5,000.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
155	GC-01 Natatorium Entrance	125,289.78	0.00	38,839.83	0.00	38,839.83	31.00%	86,449.95	3,883.98
	Page Total	**342,889.78**	**0.00**	**38,839.83**	**0.00**	**38,839.83**		**304,049.95**	**3,883.98**
	Contract Total	**1,435,289.78**	**266,092.00**	**87,610.83**	**0.00**	**353,702.83**	**24.64%**	**1,081,586.95**	**35,370.28**

INTERIM WAIVER OF LIENS AND CLAIMS

DATE: 8/17/2026

OWNER: Chartiers Valley School District

CONTRACTOR: R. A. GLANCY & SONS, INC.

ADDRESS OF CONTRACTOR: 2361 Venture Drive, Gibsonia, PA 15044

PROJECT: Renovations to Chartiers Valley High School

With the intent to be legally bound hereby and in consideration of the payment by Contractor of $78,849.75, subcontractor or supplier ("Subcontractor") makes and executes this Interim Waiver of Liens and Claims with all its terms, provisions and covenants ("Waiver") for all its work, labor, services, materials, machinery, equipment or other goods done, performed or furnished for the Project to and including the date of this Waiver. This Waiver and payment hereunder are without prejudice to any other rights and remedies Contractor has or may have against Subcontractor under any previously executed agreements between the parties on the Project, all of which rights and remedies are incorporated by reference and fully reserved.

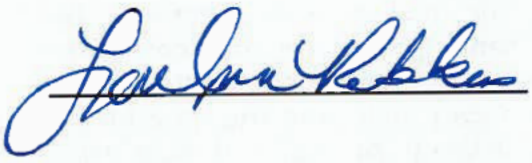
To the fullest extent permitted by applicable law, Subcontractor hereby releases and waives all claims, demands, actions, causes of actions, all manner of liens rights and claims to liens, costs and expenses with respect to all work, labor, services, materials, machinery, equipment or other goods done, performed or furnished for the Project to and including the date of this Waiver.

Subcontractor warrants that Subcontractor either has already paid or will use the monies Subcontractor receives from this payment to promptly pay all of Subcontractor's laborers, employees, sub-subcontractors, vendors, suppliers or materialmen for all of their work, labor, services, materials, machinery, equipment or other goods done, performed or furnished for the Project to and including the date of this Waiver. Simultaneously with the submission of this Waiver, Subcontractor shall also submit to Contractor from each of its sub-subcontractors, vendors, suppliers and materialmen, a waiver of liens and claims containing terms, conditions and covenants similar to this Waiver for the benefit of Contractor, any surety of Contractor, the Owner and their respective successors and assigns.

To the fullest extent permitted by applicable law, Contractor shall defend, indemnify and hold harmless Owner, any surety of Contractor, the Owner, and their respective successors and assigns from any and all manner of action and actions, cause and causes of action and actions, all manners of liens, rights and claims to lien, suits, debts, claims, demands, whatsoever in law, equity or otherwise claimed or filed by Contractor or any of Subcontractor's laborers, employees, sub-subcontractors, vendors, suppliers or materialmen and from any costs and expenses including attorneys' fees incurred by the parties indemnified hereunder as a result of the matters indemnified hereunder.

Each individual signing this Waiver respectively represents that he or she has the full power and authority to sign this Waiver on behalf of, and to bind, the entity for which he or she has signed this Waiver.

ATTEST OR WITNESS:



R.A. Glancy & Sons, Inc
[NAME OF CONTRACTOR]

By: Robert A. Glancy III
Authorized Officer/Agent

Robert A. Glancy, IV
(Please Print Name)

Title: President

AIA® Document G732™ – 2019

Application and Certificate for Payment, Construction Manager as Adviser Edition

TO OWNER: Attn:
Chartiers Valley School District
2030 Swallow Hill Road
Pittsburgh, PA 15220

FROM CONTRACTOR: Vrabel Plumbing Company, LLC
13 Dewey Lane
Gibsonia PA 15044

CONTRACT FOR:

PROJECT: Chartiers Valley SD
CVHS Renovations
50 Thoms Run Road
Pittsburgh, PA 15220

VIA CONSTRUCTION MANAGER: Franjo Construction
335 East 7th Avenue Homestead, PA 151

VIA ARCHITECT: Axis Architecture 2328 Pitcairn Road Monroeville, PA 15146

APPLICATION NO: 2
PERIOD TO: 08/06/2026
CONTRACT DATE: 04/16/2026
PROJECT NOS: 2025-440.04FP /

DISTRIBUTION TO:
OWNER ☐
CONSTRUCTION MANAGER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.
AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM		$ 62,200.00
2. NET CHANGES IN THE WORK		$ 0.00
3. CONTRACT SUM TO DATE *(Line 1 ± 2)*		$ 62,200.00
4. TOTAL COMPLETED AND STORED TO DATE *(Column G on G703)*		$ 17,981.10
5. RETAINAGE:		
a. 10.00 % of Completed Work *(Column D + E on G703)*	$ 1,798.00	
b. 10.00 % of Stored Material *(Column F on G703)*	$ 0.00	
Total Retainage *(Lines 5a + 5b, or Total in Column I on G703)*		$ 1,798.00
6. TOTAL EARNED LESS RETAINAGE *(Line 4 minus Line 5 Total)*		$ 16,183.10
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT *(Line 6 from prior Certificate)*		3,555.00
8. CURRENT PAYMENT DUE		$ 12,628.10
9. BALANCE TO FINISH, INCLUDING RETAINAGE *(Line 3 minus Line 6)*	$ 46,016.90	

SUMMARY OF CHANGES IN THE WORK	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$ 0.00	$ 0.00
Total approved this month, including Construction Change Directives	$ 0.00	$ 0.00
TOTALS	$ 0.00	$ 0.00
NET CHANGES IN THE WORK	$ 0.00	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR: Vrabel Plumbing Company, LLC
By: Maryellen Kokulich Date: 08/06/2026
State of: Pennsylvania
County of: Allegheny
Subscribed and sworn to before me this 6th day of August 2026
Notary Public:
My Commission expires: 2/3/28

Commonwealth of Pennsylvania - Notary Seal
Rebecca C. Dewey, Notary Public
Allegheny County
My commission expires February 3, 2028
Commission number 1204729
Member, Pennsylvania Association of Notaries

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on evaluations of the Work and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $ 12,628.10

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

CONSTRUCTION MANAGER:
By: Date:

ARCHITECT: *(NOTE: If multiple Contractors are responsible for performing portions of the Project, the Architect's Certification is not required.)*
By: Date: 08/18/2026

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

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CONTINUATION PAGE

PROJECT: Chartiers Valley SD
CVHS Renovations

APPLICATION #: 2
DATE OF APPLICATION: 08/06/2026
PERIOD THRU: 08/06/2026
PROJECT #s: 2025-440.04FP

Payment Application containing Contractor's signature is attached.

A	B	C	D	E	F	G		H	I
ITEM #	WORK DESCRIPTION	SCHEDULED AMOUNT	COMPLETED WORK		STORED MATERIALS (NOT IN D OR E)	TOTAL COMPLETED AND STORED (D + E + F)	% COMP. (G / C)	BALANCE TO COMPLETION (C-G)	RETAINAGE (If Variable)
			AMOUNT PREVIOUS PERIODS	AMOUNT THIS PERIOD					
1	Bond	$2,000.00	$2,000.00	$0.00	$0.00	$2,000.00	100%	$0.00	$200.00
2	Mobilization	$1,500.00	$750.00	$0.00	$0.00	$750.00	50%	$750.00	$75.00
3	Demobolization	$1,000.00	$0.00	$0.00	$0.00	$0.00	0%	$1,000.00	$0.00
4	Coordination Drawings	$2,000.00	$0.00	$2,000.00	$0.00	$2,000.00	100%	$0.00	$200.00
5	Progress Mtg Attendance	$311.00	$0.00	$31.10	$0.00	$31.10	10%	$279.90	$3.00
6	Cleanup & Housekeeping	$800.00	$0.00	$0.00	$0.00	$0.00	0%	$800.00	$0.00
7	Final Clean up	$600.00	$0.00	$0.00	$0.00	$0.00	0%	$600.00	$0.00
8	O&Ms, As-Built Drawings	$1,000.00	$0.00	$0.00	$0.00	$0.00	0%	$1,000.00	$0.00
9	Demo & Training	$622.00	$0.00	$0.00	$0.00	$0.00	0%	$622.00	$0.00
10	Punch List	$311.00	$0.00	$0.00	$0.00	$0.00	0%	$311.00	$0.00
11	Closeout	$622.00	$0.00	$0.00	$0.00	$0.00	0%	$622.00	$0.00
12	Flow Test	$1,200.00	$1,200.00	$0.00	$0.00	$1,200.00	100%	$0.00	$120.00
13	Area A								
14	Remove Sprinkler Heads-Labor	$6,900.00	$0.00	$6,900.00	$0.00	$6,900.00	100%	$0.00	$690.00
15	Install Sprinkler Heads-Material	$10,350.00	$0.00	$0.00	$0.00	$0.00	0%	$10,350.00	$0.00
16	Install Sprinkler Heads-Labor	$10,350.00	$0.00	$0.00	$0.00	$0.00	0%	$10,350.00	$0.00
17	Test	$1,117.00	$0.00	$0.00	$0.00	$0.00	0%	$1,117.00	$0.00
18	Area B	$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	$0.00
19	Remove Sprinkler Heads-Labor	$5,100.00	$0.00	$5,100.00	$0.00	$5,100.00	100%	$0.00	$510.00
20	Install Sprinkler Heads-Material	$7,650.00	$0.00	$0.00	$0.00	$0.00	0%	$7,650.00	$0.00
21	Install Sprinkler Heads-Labor	$7,650.00	$0.00	$0.00	$0.00	$0.00	0%	$7,650.00	$0.00
22	Test	$1,117.00	$0.00	$0.00	$0.00	$0.00	0%	$1,117.00	$0.00
	TOTALS	$62,200.00	$3,950.00	$14,031.10	$0.00	$17,981.10	29%	$44,218.90	$1,798.00

Quantum Software Solutions, Inc. Document

Workplace Solutions (001299)
Cooperative Acceptance Agreement – First Aid & Safety

CINTAS® READY FOR THE WORKDAY®

Location #: 60J
Contract #:
Customer #:
Main Corporate / ZNAT Code: → **Omnia Nebraska GPO ZNAT #9200002758**

CINTAS INTERNAL USE ONLY

Customer/Participating Public Agency: Chartier Valley School District ("Customer") Phone: Date: 6/11/26
Address: PLEASE SEE SITE LIST EXHIBIT F City: Bridgeville State: PA Zip:

CHECK ALL THAT APPLY:

☐ FIRST AID ORDER CONFIRMATION

Service Frequency: Bundle Sold: ☐ YES ☐ NO Bundle Type:
PPE Required: ☐ Safety Glasses ☐ Ear Plugs ☐ Steel Toed Shoes ☐ Hard Hat ☐ Hi-Viz Vest ☐ No PPE Required
☐ Other:

QUANTITY	MATERIAL	DESCRIPTION	UNIT PRICE	TOTAL

Your Estimated Total:

Space for additional items provided on page 6

☑ AUTOMATED EXTERNAL DEFIBRILLATOR PRODUCTS AND SERVICES

AED DEVICE		CASE		# OF UNITS	LEASE	PURCHASE	SERVICE MAINT.
☐ LIFELINE	☐ LIFELINE VIEW	☐ Cabinet	☐ Grab N' Run		/month	/unit	/month
☐ ZOLL® AED PLUS®	☑ ZOLL® AED 3	☑ Cabinet	☐ Grab N' Run	24	77.40 /month	/unit	/month
☐ CARDIAC SCIENCE G5		☐ Cabinet	☐ Grab N' Run		/month	/unit	/month
☐ AVIVE		☐ Cabinet	☐ Grab N' Run		/month	/unit	/month
		Totals:			1,857.60		

Space for additional items provided on page 6

MEDICAL DIRECTION: ☑ Program Management
TRAINING: AHA Heartsaver™ FA/CPR/AED Course $ /Seat or Key $ /Class

☐ SAFETY CENTER SERVICE

STATION CENTER TYPE	# OF UNITS	MONTHLY AMOUNT	TOTAL MONTHLY COST	ANNUAL SPEND REQUIREMENT	TOTAL ANNUAL SPEND REQUIREMENT
Basic		/unit		/unit	
Pro		/unit		/unit	
Pro+		/unit		/unit	
Select		/unit		/unit	
Proselect Combo		/unit		/unit	
Pro+select Combo		/unit		/unit	
Select Satellite		/unit		/unit	

Space for additional items provided on page 6

☐ PLUMBED EYEWASH

STATION TYPE	# OF UNITS	ANNUAL SERVICE COST	TOTAL ANNUAL COST	ROUTINE SERVICE COST	TOTAL ROUTINE COST	ROUTINE SERVICE FREQUENCY (SELECT ONE)
Plumbed Eyewash Station		/unit				☐ weekly ☐ monthly ☐ quarterly
Plumbed Emergency Shower		/unit				☐ weekly ☐ monthly ☐ quarterly
Plumbed Combination Unit		/unit				☐ weekly ☐ monthly ☐ quarterly

Space for additional items provided on page 6

Cintas Representative Initials: Customer Initials: ER

☐ THE SAFETY DIRECTOR® EMERGENCY EYEWASH STATION

PRODUCT	# OF UNITS	PRICE PER UNIT	MONTHLY PRICE
The Safety Director® Station		/unit	/month
One-time Wall Mount Installation Fee (618333)		/unit	

Space for additional items provided on page 6

TRAINING: Safety Management Suite (SMS) with SDS Chemical Management $

☐ WATERBREAK® COOLER UNITS

COOLER UNIT DESCRIPTION	# OF UNITS	PRICE PER UNIT	MONTHLY PRICE
Freestanding		/unit	/month
Countertop		/unit	/month
		Total monthly service fee	/month
One-Time Installation Fees		Cintas Cooler Installation #604907	
		Third Party Installation #604908	

Space for additional items provided on page 6

☐ WATERBREAK® ICE UNITS

ICE UNIT DESCRIPTION	# OF UNITS	PRICE PER UNIT	MONTHLY PRICE
Freestanding		/unit	/month
Countertop		/unit	/month
		Total monthly service fee	/month
One-Time Installation Fees		Cintas Ice Installation #604907	
		Third Party Installation #604908	

Space for additional items provided on page 6

PLEASE READ THESE TERMS CAREFULLY. BY SIGNING THIS ACCEPTANCE AGREEMENT, YOU ACKNOWLEDGE THAT YOU HAVE READ, AND THAT YOU UNDERSTAND AND AGREE TO BE BOUND BY, THESE TERMS.

OMNIA PARTICIPATING PUBLIC AGENCIES TERMS

1. **Participating Public Agencies:** Cintas Corporation No. 2 ("Cintas") agrees to extend the same terms, conditions, and covenants agreed to under the OMNIA Vendor Agreement executed between Cintas and University of Nebraska (the "Master Agreement") to other government agencies ("Participating Public Agencies") that, in their discretion, desire to access the Master Agreement in accordance with all terms and conditions contained herein or attached hereto. Each Participating Public Agency will be exclusively responsible and deal directly with Cintas on matters relating to length of agreement, ordering, delivery, inspection, acceptance, invoicing, and payment for products and services in accordance with the terms and conditions of the Master Agreement. By executing this Acceptance Agreement, the Customer identified on Page 1 herein agrees to be bound by the terms and conditions set forth in the Master Agreement as a Participating Public Agency and the terms and conditions set forth in this Acceptance Agreement. Master Agreement available at https://www.omniapartners.com/publicsector.
2. **Dispute Resolution – Arbitration and Class Waiver:** This provision shall take precedence over and supersede any contrary or conflicting provision in the Master Agreement.
   a. **Arbitration Notice:** Customer agrees to the maximum extent permitted by law that any dispute, controversy, or claim arising out of or relating to this Acceptance Agreement (including its enforcement, performance, breach, arbitrability, or interpretation) or to the products or services provided hereunder will be submitted to and resolved by final and binding individual arbitration. ARBITRATION MEANS THAT AN ARBITRATOR, AND NOT A JUDGE OR A JURY, WILL DECIDE THE DISPUTE, CONTROVERSY, OR CLAIM. BY ACCEPTING THESE TERMS, YOU AND CINTAS ARE EACH EXPRESSLY WAIVING THE RIGHT TO A TRIAL BY JURY AND TO PURSUE OR PARTICIPATE IN ANY CLASS ACTION, COLLECTIVE ACTION, OR REPRESENTATIVE CLAIMS OR PROCEEDINGS EITHER IN ARBITRATION OR IN ANY COURT. To the extent a class or collective action or representative claim or proceeding may not be waived, you agree to stay any such actions, claims, and proceedings until after all actions, claims, and proceedings subject to arbitration are fully resolved.
   b. **Arbitration Procedures:** Any arbitration between Customer and Cintas will be governed by the Commercial Dispute Resolution Procedures and the Supplementary Procedures for Consumer Related Disputes (collectively, "AAA Rules") of the American Arbitration Association ("AAA"), as modified by this Acceptance Agreement, and will be administered by the AAA. The AAA Rules and filing forms are available online at www.adr.org, by calling the AAA at 1-800-778-7879, or by contacting Cintas. Any arbitration hearings will take place in the state in which Customer is located; provided, however, that if the claim is for $10,000 or less, Customer may choose for the arbitration instead to conducted: (i) solely on the basis of documents submitted to the arbitrator; or (ii) through a telephonic hearing. The arbitrator must issue a reasoned written decision sufficient to explain the essential findings and conclusions on which the decision and award, if any, are based.
   c. **Fees:** Arbitration fees will be assessed consistent with the AAA Rules.
   d. **No Class Actions in Arbitration or in Any Court, No Jury Trial:** CUSTOMER AND CINTAS AGREE THAT, TO THE MAXIMUM EXTENT PERMITTED BY LAW, EACH MAY BRING CLAIMS AGAINST THE OTHER ONLY IN THEIR INDIVIDUAL CAPACITIES AND NOT AS A PLAINTIFF OR CLASS MEMBER IN ANY PURPORTED CLASS OR REPRESENTATIVE PROCEEDING, WHETHER IN ARBITRATION OR IN ANY COURT. FURTHER, UNLESS BOTH CUSTOMER AND CINTAS AGREE OTHERWISE, AN ARBITRATOR OR JUDGE MAY NOT CONSOLIDATE MORE THAN ONE PARTICIPATING PUBLIC AGENCY'S CLAIMS AND MAY NOT OTHERWISE PRESIDE OVER ANY FORM OF A REPRESENTATIVE OR CLASS PROCEEDING.

      FOR THE AVOIDANCE OF DOUBT, CUSTOMER AND CINTAS AGREE TO RESOLVE ANY DISPUTE ON AN INDIVIDUAL, NON-REPRESENTATIVE, NON-CLASS BASIS IN ARBITRATION, BUT IF FOR ANY REASON SUCH DISPUTE PROCEEDS IN COURT, CUSTOMER AND CINTAS AGREE TO WAIVE ANY RIGHT TO HAVE THE DISPUTE PROCEED AS A CLASS ACTION OR IN ANY REPRESENTATIVE CAPACITY WHATSOEVER. IF THE DISPUTE PROCEEDS IN COURT, CUSTOMER AND CINTAS AGREE TO WAIVE ANY RIGHT TO A TRIAL BY JURY.
   e. **Enforceability:** If the requirement to submit any and all disputes, controversies, and claims to binding arbitration is found to be unenforceable or contrary to applicable law, the dispute, controversy or claim will be resolved in accordance with, and governed by, the laws of the State in which the Participating Public Agency exists.
   f. **Severability:** If any section or provision of this ¶ 2, Dispute Resolution – Arbitration and Class Waiver, is found to be unenforceable or invalid, the parties will substitute an enforceable provision that, to the maximum extent possible under applicable law, preserves the original intentions of the parties, and the remainder will be given full force and effect.
3. **Dispute Resolution – Timing of invoice challenges:** Requests for an invoice adjustment or challenges to invoice amounts must be received by Cintas within 60 days of Customer's receipt of the contested invoice, or any billing dispute is waived. Notification to Cintas of a request for an invoice adjustment must be made in writing and must include the invoice number, disputed amount, and the reason for the disputed charge.
4. In the event of any conflict between this Acceptance Agreement and the Master Agreement, the Master Agreement shall prevail, except to the extent this Acceptance Agreement specifically provides that it is superseding a provision in the Master Agreement.

CINTAS GENERAL SERVICE TERMS SECTION

1. **Products and Services; Prices:** Cintas agrees to provide to Customer the products and services selected above in accordance with the Master Agreement and this Acceptance Agreement. The pricing and rates from the Master Agreement will flow down to this Acceptance Agreement, including annual price adjustments. An amendment to this Acceptance Agreement is not required when pricing in the Master Agreement is updated and adjusted.
2. **Term; Additional Customer Locations:**
   a. Subject to Sections 2.b and 2.c, the initial term of this Acceptance Agreement is 60 months ("Initial Term"). This Acceptance Agreement shall renew automatically for succeeding terms of 12 months (each a "Renewal Term" and together with the Initial Term, the "Term") unless Customer gives to Cintas written notice of the Customer's intention not to renew at least 30 days prior to the expiration of the then-current Term. Notwithstanding anything to the contrary contained herein but subject to Section 2.b, there will be a minimum Term equal to the greater of sixty (60) months or the remainder of the term for any individual Customer location added after the date of this Acceptance Agreement.
   b. If Customer solely purchases First Aid products and services under this Acceptance Agreement (as selected on page 1 under "FIRST AID ORDER CONFIRMATION"), then Section 2.a shall not apply and this Acceptance Agreement shall not have a minimum term.
   c. If Customer solely purchases Automated External Defibrillator ("AED") Service Maintenance under this Acceptance Agreement (as selected on page 1 under "AUTOMATED EXTERNAL DEFIBRILLATOR PRODUCTS AND SERVICES; SERVICE MAINT."), then Section 2.a shall not apply, and The initial term of this Acceptance Agreement is 12 months, commencing on the date reflected on the first invoice from Cintas to the Customer ("Initial Term"). This Acceptance Agreement shall renew automatically for succeeding terms of 12 months (each a "Renewal Term") unless customer gives to Cintas written notice of the Customer's intention not to renew at least 30 days prior to the expiration of the then-current term. As applicable, Cintas will charge Customer the above-referenced price for: (1) the AED Services ("Monthly Service Charge") and the purchase of AED Device(s). Customer acknowledges, however, that Cintas's costs may increase or other events may occur during the course of the Acceptance Agreement warranting a price increase, and Cintas reserves the right to increase prices. Customer agrees that an invoice reflecting the updated price is notice of such price increase. If Cintas increases a price, Customer has right to object in writing within 10 days of the notice of the increase. If Customer objects to the increase within such 10-day period, Cintas will either, in its sole discretion, (i) terminate the Acceptance Agreement, or (ii) continue to provide services at the original price. If Customer does not object, Customer is bound by the new prices. In the event Customer fails to comply with any provision of this Acceptance Agreement, Cintas may provide Customer with a written notice of default ("Notice") and in the event Customer fails to cure such default within 30 days of the date of such Notice, Cintas may terminate this Acceptance Agreement.
   d. The initial term of this Agreement with respect to rental of Safety Centers and related services is 60 months, commencing on the installation date of the applicable Safety Center ("Initial Term"). This Agreement shall renew automatically with respect to rental of Safety Centers and related services for succeeding terms of 12 months (each a "Renewal Term") unless Customer gives to Cintas written notice of Customer's intention not to renew at least 30 days prior to the expiration of the then-current term. Notwithstanding the foregoing, Customer agrees that Customer is bound by all terms and conditions set forth in the Agreement immediately upon signing the Agreement, regardless of whether or not the Initial Term has started .
3. **AED Terms and Conditions. (Applicable only if AEDs are provided):**
   a. Cintas will provide for use by Customer the Automatic External Defibrillator(s) selected by Customer in this Acceptance Agreement (the "AED Device(s)"). With each AED Device, Cintas will also provide for use: one battery, one set of pads, one Prep and Response Kit, and either one AED wall cabinet or one Grab N' Run Kit. Additional batteries, sets of pads, data recording cards, and other accessories are not included and may be purchased separately from Cintas.
   b. Cintas will deliver AED software updates when available and provide periodic service visits (at a minimum, once every six months) to check expiration dates of the battery and set of pads, to replace them if expired, and to confirm the status of the AED Device(s) through a visual inspection of the AED status indicator ("AED Services"). If Customer performs its own inspection and/or Customer identifies an expired battery or an expired set of pads, notes a fault of the AED status indicator, or identifies any other concern, Customer shall contact Cintas during normal business hours and Cintas will respond to Customer by the first business day following receipt of notice. Customer acknowledges that the scope of AED Services expressly excludes: performance of a risk or hazard analysis of any kind or type, providing regulatory guidance, or providing recommendations regarding the type, number, and placement or location of AED Device(s) at Customer's facility. In determining the placement or location of AED Device(s), Customer acknowledges, and will take into consideration, that the environment in which AED Device(s) are located (including but not limited to, environments that may expose the AED Device(s) to high/low temperatures, humidity, and/or water) may affect the operability and/or functionality of such AED Device(s) and Customer agrees to assume all risk of loss for, and defend, indemnify, and hold Cintas harmless from all liabilities and damages arising from an AED Device being located in an environment that may affect its operability and/or functionality. Customer further agrees that Cintas has no responsibility to monitor the condition of the AED Device(s) between Cintas's periodic service visits. Customer bears sole responsibility for notifying Cintas of faults, alarms, or indications that an AED Device is not functioning properly in between Cintas's periodic service visits. Should Customer so notify Cintas, Cintas will respond to Customer by the first business day following receipt of notice and will perform a service visit within a reasonable time thereafter to provide a visual inspection of the AED status indicator and/or provide a replacement AED Device.
   c. Pre-owned AED Devices. AED Device(s) the Customer owned before entering into this Acceptance Agreement are considered "Pre-owned AEDs." Customer agrees that Cintas will have no obligation to replace or remove any Pre-owned AEDs under this Acceptance Agreement. Further, Customer acknowledges that Cintas reserves the right to refuse to provide AED Service on any Pre-Owned AED at Cintas' discretion. Customer acknowledges that Cintas will only be responsible for providing AED Service to the specific AED Devices that are identified in Cintas' system as requiring service from Cintas and Cintas agrees to provide a list of those AED Devices by serial number if requested. Customer agrees that in the event Cintas agrees to service Pre-Owned AEDs, Cintas has the right to collect all information related to such Pre-Owned AEDs necessary to update Cintas' system in relation to the Pre-Owned AEDs. Customer agrees Cintas has no liability or responsibility of any kind in relation to AEDs on Customer property that Cintas is not servicing.
   d. Customer may terminate this Acceptance Agreement solely with respect to AED Devices and AED Services at any time with a 30-day advance written notification. If termination is made during the Initial Term, Customer shall pay all remaining monthly service charges owed through the end of the Initial Term and either shall return all AED Devices subject to this Acceptance Agreement or purchase each AED Device for a cost of $399 per AED Device. If cancellation is made during a Renewal Term, Customer shall pay a cancellation fee of $150 each per AED Device and either shall return all AED Devices subject to this Acceptance Agreement or purchase each AED Device for a cost of $399 per AED Device; the $150 cancellation fee(s), however, may be applied to the purchase price of the AED Device(s). At the end of this Acceptance Agreement, Customer shall return the AED Products to Cintas in good working and physical condition, reasonable wear and tear expected, within 5 business days of the cancellation of this Acceptance Agreement.
   e. Scope and Limitations of Sale. The scope of Cintas's responsibilities is limited to selling the AED Device(s) at the price(s) set forth above. Customer further agrees that Cintas has no responsibility to monitor the condition of the AED Device(s) or provide software updates. Customer bears sole responsibility for inspecting its AED Device(s) and addressing faults, alarms, or indications that an AED Device is not functioning properly.
4. **WaterBreak® Cooler Units Terms and Conditions. (Applicable only if WaterBreak® Cooler Units are provided):**
   a. Customer acknowledges it is responsible for designating the location of the WaterBreak® Cooler Units and the WaterBreak® Ice Machine Units (collectively the "Waterbreak Unit(s)") at the Customer's facility(ies) and for ensuring that the appropriate electrical and plumbing access is available prior to installation. Cintas may choose not to install Waterbreak Unit(s) if electrical and plumbing access is not reasonably available, technical issues are encountered (such as overcoming physical or technical barriers), or requirements are unusual or extensive, as determined by Cintas in its sole discretion. Customer acknowledges that, as part of any installation, Cintas may drill, cut, and otherwise alter improvements on the property (including walls, flooring, cabinetry, and other surfaces). If Cintas must drill or cut in order to complete the installation, Cintas is not responsible for repairing the altered surface, including but not limited to, patching, covering, painting, or texturing work.
   b. Customer shall not move or relocate Waterbreak Unit(s) or associated water lines after they are installed. If a Customer wishes to relocate Waterbreak Unit(s) or associated water lines, Customer must contact Cintas and Cintas shall perform the relocation. Cintas will charge a $150 fee for moving or relocating each Waterbreak Unit and/or associated water lines. In the event a boil advisory or similar notice is issued regarding the Customer's water source, Customer must take appropriate actions to ensure Waterbreak Unit(s) are not used during the advisory. Customer shall further ensure that the Waterbreak Unit(s) are not used after the advisory is lifted until such time that the Waterbreak Unit is serviced and the filter in the Waterbreak Unit is replaced. Customer shall be solely responsible for notifying Cintas of the advisory and that service is needed. Once the advisory is lifted, Customer shall contact Cintas to request a service of Waterbreak Unit(s); Cintas will charge a $100 fee for servicing and replacing the filter in each Waterbreak Unit.
5. **Safety Center Units.** To the extent Customer rents or receives Cintas' Safety Center Units ("Safety Center Units") or personal protective equipment ("PPE") from Cintas, including PPE contained in the Safety Center Units, the terms and conditions in this Section 5 shall apply.
   a. Customer agrees it bears sole responsibility for selecting Safety Center Unit(s), as well as the PPE to be contained in the Safety Center Unit(s) (which may consist of sanitizing materials and other safety products), and for determining whether such items are appropriate for use by its employees, customers and agents in their applicable work environment(s). Customer acknowledges and agrees that compliance with any and all OSHA or other similar regulations or requirements relating to personal protective equipment or workplace safety is the sole responsibility of Customer, including, without limitation, 29 C.F.R §§ 1910.132, 1910.133, 1910.134, 1910.138, and 1910.1030 (as may be amended or replaced from time to time), as well as any guidance, requirements or regulations imposed by the United States Centers for Disease Control and Prevention, or any state or local health department or agency. Further, Customer releases Cintas and its subcontractors, agents, officers, employees, or other representatives ("Representatives") from any and all liability that results or may result from the use of the Safety Center Unit(s) or the PPE, including but not limited to any alleged failure of the Safety Center Unit(s) or the PPE to function, including any failure to prevent or protect against infection, illness, injury or death. To the maximum extent permitted by applicable law, Customer hereby agrees to defend, indemnify and hold harmless Cintas and its Representatives from any claims and damages arising out of or resulting from the use of the Safety Center Unit(s) and/or the PPE.
   b. CUSTOMER ACKNOWLEDGES THAT THE SAFETY CENTER UNIT(S) WILL BE DELIVERED AND INSTALLED BY A THIRD PARTY NOT AFFILIATED WITH CINTAS AND THEREFORE CINTAS WILL HAVE NO LIABILITY WITH RESPECT TO DELIVERY AND INSTALLATION OF THE SAFETY CENTER UNITS. NOTWITHSTANDING

ANYTHING TO THE CONTRARY IN THE MASTER AGREEMENT, CUSTOMER FURTHER ACKNOWLEDGES THAT CINTAS MAKES NO WARRANTY, REPRESENTATION, COVENANT OR GUARANTEE, EXPRESS OR IMPLIED, IN CONNECTION WITH THE RENTAL OF THE SAFETY CENTER UNIT(S) OR THE SALE OF PPE INVENTORY, INCLUDING (BUT NOT LIMITED TO) ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. CINTAS MAKES NO REPRESENTATION WHETHER THE SAFETY CENTER UNITS OR THE PPE CONSTITUTE APPROPRIATE EQUIPMENT FOR THE ENVIRONMENT(S) TO WHICH CUSTOMER'S EMPLOYEES, CUSTOMERS OR AGENTS MAY BE EXPOSED OR AS TO THE SAFETY CENTER UNIT'S OR THE PPE' ABILITY TO PREVENT OR PROTECT USERS FROM INFECTION, ILLNESS, INJURY OR DEATH. THIS SECTION WILL TAKE PRECEDENCE OVER ANY CONFLICTING TERM IN THE MASTER AGREEMENT.

6. **Ownership of Rental Products:** Cintas maintains all right, title, and ownership of all rental products provided under this Acceptance Agreement including the AED Device(s) and Waterbreak Unit(s) (collectively, the "Rental Products"). Customer agrees it will not alter, repair, or otherwise make changes to the Rental Products. Customer agrees to protect Rental Products from mishap and misuse. If a Rental Product requires repair due to ordinary wear and tear, Cintas shall, at its sole discretion, either provide Customer with a replacement Rental Product or repair the Rental Product at no charge to Customer. If Cintas, in its sole discretion, determines a Rental Product must be repaired due to mishap or misuse that occurred while in Customer's possession, Cintas may charge Customer for the time, materials, and shipping involved in the repair of the Rental Product. In the event a Rental Product is lost, stolen, or damaged beyond repair, Customer agrees to pay a replacement cost set forth in the table below ("Replacement Cost"). If replacement is necessary and the Rental Product is still subject to the Term, the payment of the Replacement Cost does not release Customer of its obligations under the terms and conditions of this Acceptance Agreement. If a Rental Product must be replaced or repaired, Cintas, at its sole discretion, may elect to ship to Customer a replacement Rental Product and have Customer ship back to Cintas the Rental Product requiring repair or replacement (rather than Cintas physically delivering a replacement Rental Product). Upon receipt of a replacement Rental Product, Customer shall return to Cintas the original Rental Product, postage prepaid by Cintas, with the Customer taking reasonable care to protect the Rental Product during transit. At the end of the service, all Rental Products shall be returned to Cintas in the same condition as it was (they were) originally delivered, ordinary wear and tear excepted.

Rental Product	AED Device	The Safety Director® Emergency Eyewash Station	Waterbreak Cooler Unit	Waterbreak Ice Unit	Safety Center Vending Unit
Replacement Cost	$1,995	$750	$1,000	$5,000	$7,050

7. **TRAINING ACKNOWLEDGEMENT. (Applicable only if Training Courses are provided):** CUSTOMER ACKNOWLEDGES AND AGREES ALL TRAINING COURSES ARE PROVIDED BY CINTAS FOR EDUCATIONAL PURPOSES ONLY AND MAY NOT BE RELIED UPON AS LEGAL ADVICE. THE INFORMATION PRESENTED IN ANY COURSE MAY NOT REFLECT THE MOST CURRENT LEGAL DEVELOPMENTS AND CINTAS DOES NOT PURPORT TO IMPLY OR GUARANTEE FULL COMPLIANCE WITH LOCAL, STATE OR FEDERAL REGULATIONS. AN ATTORNEY SHOULD BE CONTACTED FOR ADVICE ON SPECIFIC LEGAL ISSUES. CUSTOMER ACKNOWLEDGES AND AGREES IT BEARS THE SOLE RISK OF LOSS FOR ANY LOSS, INJURY OR DAMAGES RESULTING FROM OR RELATED IN ANY WAY TO CUSTOMER OR PARTICIPANT'S COMPLIANCE OR NON-COMPLIANCE WITH LAWS OR REGULATIONS. CINTAS SHALL HAVE NO LIABILITY TO CUSTOMER OR ANY OTHER PERSON RELATING TO OR RESULTING FROM TRAINING SERVICES OR INFORMATION PROVIDED IN CONNECTION WITH TRAINING SERVICES OR ANY DECISIONS MADE BY CUSTOMER AS A RESULT OF THE TRAINING PROVIDED.
8. NOTWITHSTANDING ANYTHING TO THE CONTRARY IN THE MASTER AGREEMENT, CUSTOMER ACKNOWLEDGES THAT ALL EYEWASH STATIONS AND WATERBREAK UNITS PROVIDED UNDER THIS ACCEPTANCE AGREEMENT WILL BE SUBJECT SOLELY TO THE WARRANTY PROVIDED BY THE MANUFACTURER OF THE PRODUCT AND NOT CINTAS. CUSTOMER ACKNOWLEDGES THAT CINTAS MAKES NO WARRANTY, REPRESENTATION, COVENANT OR GUARANTEE, EXPRESS OR IMPLIED, IN CONNECTION WITH THE SALE OF THE GOODS AND/OR SERVICES PURSUANT TO THIS ACCEPTANCE AGREEMENT, INCLUDING (BUT NOT LIMITED TO) ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THIS PROVISION WILL TAKE PRECEDENCE OVER ANY CONFLICTING TERM IN THE MASTER AGREEMENT
9. **Additional Items:** If the Customer terminates this Agreement for convenience, the parties agree that the damages sustained by Supplier will be substantial and difficult to ascertain. Therefore, if this Agreement is terminated by Customer for convenience in whole or in part, for any reason other than as set forth in Section 36, Customer will pay to Supplier as termination charges and not as a penalty the following termination charges based on the particular products and services terminated for convenience: Twenty-five percent (25%) of the unexpired term based on the previous six (6) months average revenue.
10. **Termination for Unavailability of Funds:** If Customer intends to terminate this Acceptance Agreement pursuant to Section 36 of the Master Agreement due to a reduction in local, state, and/or federal funding ("Funding Termination"), Customer shall give prompt written notice to Cintas along with documentation evidencing the extent of unavailability or reduction of funding. In the event that Customer's funding is sufficient to finance this Acceptance Agreement in part, then prior to termination, Cintas shall have the option, in its sole discretion, to reduce the scope of this Acceptance Agreement to conform with the available funds, and Customer shall cooperate in good faith with Cintas to amend this Acceptance Agreement to reflect such reduced scope. If Customer complies with the notice and scope reduction requirements in this Section 10, the termination charges in Section 9 shall not apply to such Funding Termination. If Customer does not comply with the notice and scope reduction requirements in this Section 10, the termination charges in Section 9 shall apply to such Funding Termination. This provision shall take precedence over and supersede any contrary or conflicting provision in the Master Agreement.
11. **No Federal Contractor:** As a material condition of this Acceptance Agreement, Customer represents and warrants that: (a) this Acceptance Agreement is not federally funded; (b) this Acceptance Agreement does not constitute, and is not entered into to support a federal government contract, subcontract or third party contract; (c) Cintas does not hereby become a subrecipient, subgrantee, project participant, or third party contractor or subcontractor in relation to any contract with the federal government; and (d) by entering this Acceptance Agreement, Cintas does not become obligated to comply with federal regulations or federal laws (including specifically the Service Contract Act), whether by virtue of such obligation flowing down from a contract between Customer and any third party, by virtue of federal funding being used in relation to this project, or otherwise. In the event that any of the foregoing is or becomes untrue, Cintas shall have the option to unilaterally terminate this Acceptance Agreement.
12. **Prevailing Wage/Living Wage:** Customer represents and warrants that this Acceptance Agreement is not subject to laws pertaining to prevailing wages, living wages, or other wage and/or benefit requirements established by law ("Wage Statutes"). Customer agrees and acknowledges that it will not attempt to enforce any Wage Statutes in relation to this Acceptance Agreement and Customer hereby waives and releases Cintas from any and all fines, penalties, interest, or other costs, expenses, or charges of any type imposed by any federal, state, or local authority in relation to Cintas's failure to satisfy any such Wage Statute in relation to this Acceptance Agreement.
13. **PO Economic Terms:** The Parties agree that terms and conditions set forth in any purchase order, Statement of Work, or similar document ("Order Document") will be limited to economic and/or logistical terms such as product type, pricing, dates of service, etc., and that any terms and conditions in an Order Document that conflict with, or could be construed to modify, alter, or expand the terms and conditions set forth in this Acceptance Agreement will be null and void.
14. **Customer Type:** Customer must select the appropriate response below:
    Is Customer a United States Federal government agency or instrumentality?

    ☐ Yes ☑ No

    (If Yes, Customer must provide any applicable U.S. Federal government flowdown terms and conditions, which will only be binding on Cintas if attached hereto and agreed to by Cintas prior to execution of this Acceptance Agreement).
15. **Customer Funding Source:** Customer must select the appropriate response below:
    Will Customer pay for the goods and services ordered under this Acceptance Agreement with any United States Federal government funds?

    ☐ Yes ☑ No

    (If Yes, Customer must provide any applicable U.S. Federal government flowdown terms and conditions, which will only be binding on Cintas if attached hereto and agreed to by Cintas prior to execution of this Acceptance Agreement).
16. **Additional Terms:** Customer must select the appropriate response below:
    Does Customer require any additional terms and conditions to be incorporated into this Acceptance Agreement, or is Customer accepting the Agreement without additional terms?

    ☐ Yes, additional terms required
    ☑ No additional terms needed

    (If Yes, Customer must provide any applicable additional terms and conditions using Addendum A – Additional Terms, which will only be binding on Cintas if attached hereto and agreed to by Cintas prior to execution of this Acceptance Agreement).
17. I authorize Cintas to verify my credit on Credit.net and/or by contacting the parties provided. I am authorized to sign on behalf of this company. In addition, I authorize Cintas to open a new account on behalf of the company and deliver the products or services listed above at the agreed upon pricing and delivery terms.

Cintas Location #: 60J	Customer Signature: Edwin Rowse Edwin Rowse (Jul 16, 2026 13:33:30 EDT)
Cintas Representative Signature: Zoi AFtosmes	Print Name: Edwin Rowse
Title: Sales Representative	Print Title:
Accepted-GM: Kim Roles	Email: erowse@cvsd.net
Cintas Enterprise Account: ☑ Yes ☐ No	Customer Contact: Cort Rowse
Cintas Enterprise Partner Name: Alyssa Cidade	Customer Contact Email: erowse@cvsd.net

Accounts Payable Contact/Billing Information to be completed by the AP contact

CINTAS® READY FOR THE WORKDAY®

PAYER INFORMATION: This section covers the address where the person who pays the bills is and their contact information.

Are you Tax Exempt? ☑ **YES** ☐ **NO** **If Yes,** please provide a copy of the form.

Account Payable Contact Name:

Account Payable Contact Phone #:

Account Payable Email:

☐ **Payer Address same as Sold-to Address**

Payer Address:

City: ST/PROV: ZIP/PC:

We will use the Payer address above as the address that is used for credit reference/credit check if it is different from service address.

BILL-TO INFORMATION: This section covers **where the bill will be mailed/sent to.**

☑ **Bill-to same as Payer address** OR ☐ **Bill-to same as Sold-To address**

Fill out section below if Bill-To Address is different than Payer or Sold-To Address

How should the Business Name read on the invoice?

Bill-To Street Address:

City: ST/PROV: ZIP/PC:

WE CAN CUSTOMIZE HOW YOU RECEIVE YOUR BILL FOR PAYMENT PROCESSING

Invoice Delivery (choose one): ☐ **Leave at Site and Email** ☑ **Email Only** ☐ **Physically Mail** ☐ **Leave at site after service**

If your invoice required a purchase order, please provide a PO#. ☐ **Onetime PO** ☐ **Blanket PO**

NET TERMS: Cintas standard payment is due 30 days after receiving an invoice.

*If other than net 30 is needed, please let us know. Please be aware, this will need to be reviewed and approved by Cintas prior to any services being rendered. Any account unable to provide positive credit results from credit.net or 3 credit references must be set up for Auto-Charge/Credit Card payments below.

PAYMENT OPTIONS

myCintas
Manage | Shop | Pay

Unless noted below, your AP contact above will be automatically registered to manage your Cintas account online with myCintas Billing. myCintas allows you to conveniently access your account anytime using your computer, tablet, or mobile device!

PAYMENT NOTES — ACH/EFT, Ariba, Oracle, Coupa, Workday, etc:

☐ **Do not send information about Online Bill Pay**

Cintas Representative Initials: Customer Initials:

ADDITIONAL ITEMS (cont.):

Continued from page 1

QUANTITY	MATERIAL	DESCRIPTION	UNIT PRICE	TOTAL

LOCATION LISTING

Cintas Representative Initials: Customer Initials: ER

CVSD AED PW

Final Audit Report 2026-07-16

Created:	2026-07-16
By:	cidadea@cintas.com
Status:	Signed
Transaction ID:	CBJCHBCAABAADLFNKhwseIK7V9wSGNGI4FnEE6LmVXT_

"CVSD AED PW" History

Document created by cidadea@cintas.com
2026-07-16 - 4:22:19 PM GMT- IP address: 151.186.182.222

Document emailed to erowse@cvsd.net for signature
2026-07-16 - 4:37:55 PM GMT

Email viewed by erowse@cvsd.net
2026-07-16 - 5:31:29 PM GMT- IP address: 192.178.11.132

Signer erowse@cvsd.net entered name at signing as Edwin Rowse
2026-07-16 - 5:33:28 PM GMT- IP address: 66.206.124.194

Document e-signed by Edwin Rowse (erowse@cvsd.net)
Signature Date: 2026-07-16 - 5:33:30 PM GMT - Time Source: server- IP address: 66.206.124.194 - Signature Appearance Selected: TYPE

Agreement completed.
2026-07-16 - 5:33:30 PM GMT

Signature: Edwin Rowse
Edwin Rowse (Jul 21, 2026 07:51:29 EDT)

Email: erowse@cvsd.net

CVSD AED PW - signed

Final Audit Report 2026-07-21

Created:	2026-07-20
By:	cidadea@cintas.com
Status:	Signed
Transaction ID:	CBJCHBCAABAAveGdiMmXPh_uhpOB_pmMzf6RtC8ABI9v

"CVSD AED PW - signed" History

Document created by cidadea@cintas.com
2026-07-20 - 8:55:53 PM GMT- IP address: 151.186.182.222

Document emailed to erowse@cvsd.net for signature
2026-07-20 - 8:57:20 PM GMT

Email viewed by erowse@cvsd.net
2026-07-21 - 11:49:47 AM GMT- IP address: 74.125.215.75

Signer erowse@cvsd.net entered name at signing as Edwin Rowse
2026-07-21 - 11:51:27 AM GMT- IP address: 66.206.124.194

Document e-signed by Edwin Rowse (erowse@cvsd.net)
Signature Date: 2026-07-21 - 11:51:29 AM GMT - Time Source: server- IP address: 66.206.124.194 - Signature Appearance Selected: TYPE

Agreement completed.
2026-07-21 - 11:51:29 AM GMT

CINTAS READY FOR THE WORKDAY™ | Powered by Adobe Acrobat Sign

GETTING YOUR TEAM
READY FOR THE WORKDAY®



Customer Proposal

PRESENTED TO: Company: CVSD

Contact: Edwin Rowse Date: 2026-06-10

From: Alyssa Cidade

CINTAS®
READY FOR THE WORKDAY®

REGULATORY ENVIRONMENT

Ultimately, it is up to you and your business to determine the regulations important to your safety program. However, below is a list of the most commonly referenced agencies*:

OSHA: OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION

OSHA is the governing body charged with enforcement and workplace safety regulations. The mission of OSHA is to "assure safe and healthful working conditions for working men and women by setting and enforcing standards and by providing training, outreach, education and assistance." OSHA regulations should be referenced when building any safety program.

ANSI: AMERICAN NATIONAL STANDARD INSTITUTE

ANSI is a non-profit organization the develops "consensus standards" for products and services. ANSI standards are commonly referred to by OSHA. While OSHA tends to be the "enforcement" arm, ANSI develops the standards OSHA enforces.

ISEA: INTERNATIONAL SAFETY EQUIPMENT ASSOCIATION

ISEA is a non-profit trade association comprised of over 100 company members. This organization provides technical oversight in writing safety standards for a number of products from high-visibility clothing to eyewash.

NIOSH: NATIONAL INSTITUTE FOR OCCUPATIONAL SAFETY AND HEALTH

NIOSH is a research agency focused on the study of worker safety and health, and empowering employers and workers to create safe and healthy workplaces. NIOSH is part of the U.S. Centers for Disease Control and Prevention, in the U.S. Department of Health and Human Services.

NFPA: NATIONAL FIRE PROTECTION ASSOCIATION

INFPA is a global self-funded nonprofit organization, established in 1896, devoted to eliminating death, injury, property and economic loss due to fire, electrical and related hazards. In numerous regulations, OSHA directly references NFPA standards.

OSHA® ANSI American National Standards Institute NIOSH NFPA®

*Note: this is not a comprehensive list of regulations. It is ultimately the responsibility of each employer to determine the regulations appropriate for their business.

Pursuant to OSHA regulations, 29 CFR 1910.132 (Subpart I), an employer bears sole responsibility for selecting the type(s) of personal protective equipment to be used by its employees. All purchasers of personal protective equipment from Cintas bear full responsibility for selecting the PPE appropriate for use by their employees. CINTAS EXPRESSLY DISCLAIMS ALL IMPLIED WARRANTIES INCLUDING AN IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE.

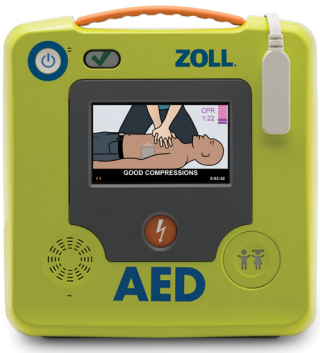
EDUCATION

HELPING YOU PROTECT YOUR STUDENTS AND STAFF

In a busy school with an ever-changing student population, there is always something unexpected for which you need to be prepared. While you're focused on your campus goals and objectives, the last thing you need to worry about is first aid and safety products. We're a single source for your first aid and safety service needs, such as gloves, eyewash stations, safety training and much more. With on-site delivery of the products you need, Cintas can help you save time and stay focused on your campus objectives.

AED SERVICE

- Scheduled on-site service
- Replacement pads /batterie
- Industry-leading devices
- Rebate program



SAFETY SUPPLIES

- Disposable gloves
- Disposable wipers
- Safety glasses
- Delivered on-site



EYEWASH STATION SERVICE

- Scheduled on-site service
- Cleaned and disinfected
- Fresh water change out
- Bar-code scanning/ documentation



FIRST AID CABINET SERVICE

- Scheduled on-site service
- Cleaned and organized
- Checked for expired product
- ANSI fill list inspection*



* When serviced with Cintas' standard fill list, the cabinet meets or exceeds OSHA/ANSI requirements for First Aid product at the time of service.

AED SERVICE AGREEMENT OVERVIEW



Be READY™ for sudden cardiac arrest

It takes a lot more than an AED to save a life. Proper planning, implementation, ongoing support and routine onsite service checks can be critical in helping ensure the AED works when you need it most.

1

PLANNING

You determine the type, location and number of AEDs needed for your business

2

IMPLEMENTATION

Your AEDs are professionally installed with the cabinet and AED sign.

3

PROGRAM MANAGEMENT

You will have access to this online portal for a full view of your AED tracking and medical direction

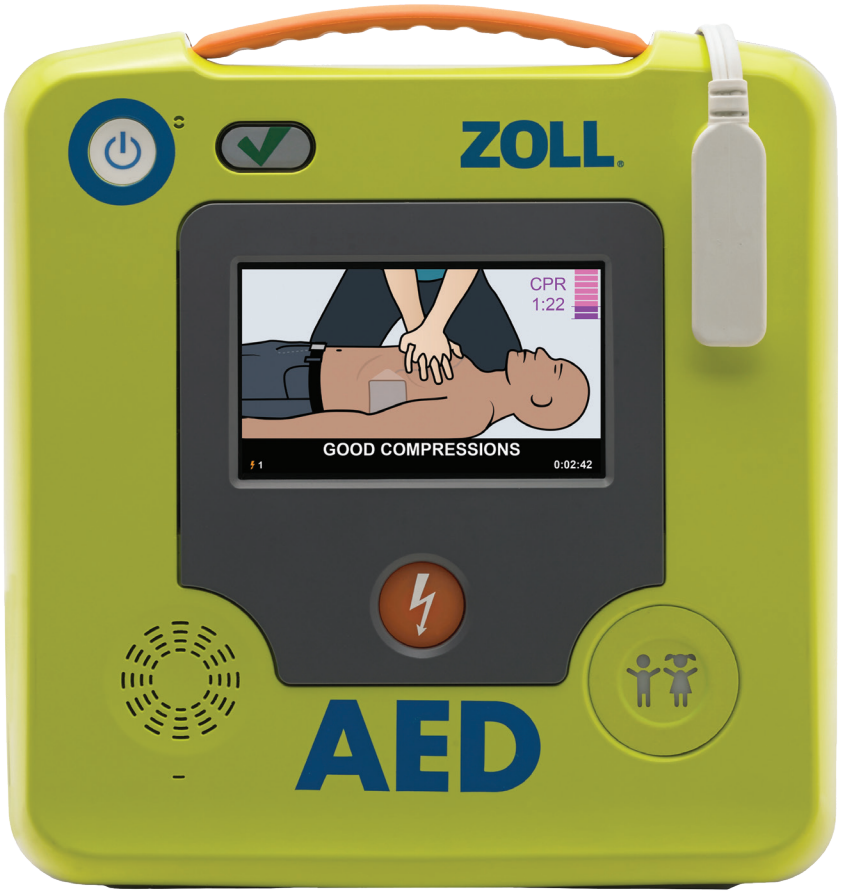
4

ONGOING SUPPORT

Your dedicated Cintas professional will perform routine inspections of pads and batteries

ZOLL® AED 3®

The ZOLL® AED 3® defibrillator was developed based on extensive usability testing with hundreds of trained and untrained users. It was clear from these studies that users wanted three basic things: an AED that gives better support for rescuers by being easy to use, easy to own and easy to maintain.



FEATURES AND BENEFITS

- Easy to navigate large color LCD screen
- Simple to operate with clear one-touch buttons
- Real CPR Help® guides rescuers in delivering high-quality CPR consistent with current guidelines
- Enhanced bar gauge lets rescuers see when they are doing quality CPR



AED PROGRAM MANAGEMENT

LifeREADY™, powered by Zoll

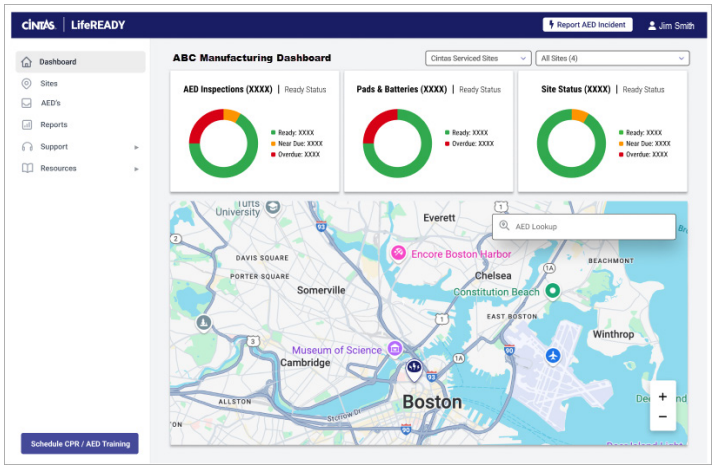
AEDs have to be ready to respond at all times, so you need visibility and insight of your program. LifeREADY™ is a secure, online platform that enables organizations to confidently maintain full visibility into AED readiness, registration, and Cintas service history – ensuring every AED is ready when lives depend on it.

Your subscription to LifeREADY™ includes a medical prescription along with the following:

- **Medical Direction or Physician Oversight** — by using the LifeREADY™ portal, your AED program and activity will be overseen by the Zoll team.
- **AED Placement Reporting/EMS Registrations** — your AED location information will be registered with local and/or state EMS agencies (as may be required by law) in an effort to enhance and expedite emergency responder response times to a cardiac emergency.
- **Tracking Software** — LifeREADY™ is a secure, online platform that enables organizations to confidently maintain full visibility into AED readiness, registration, and Cintas service history — ensuring every AED is ready when lives depend on it.
- **AED Protocol** — LifeREADY™ provides a written program to walk you through the process of developing an AED program for your organization/facility

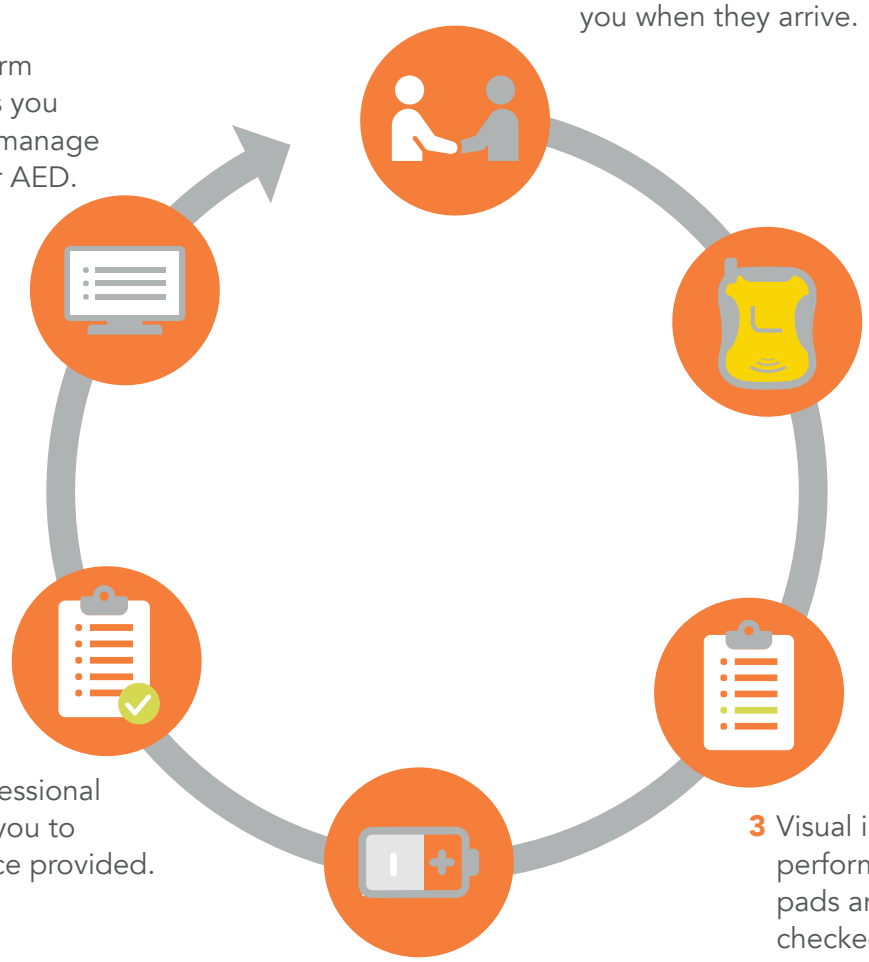
JANUARY 2021
DISCLAIMER: The "AED Program" includes ONLY the sale or service agreement of AEDs and periodic inspection of the AEDs to determine whether the batteries and/ or pads for the AED have expired. If expressly and separately purchased by Customer, Cintas may also provide AED and CPR Training, and access to LifeREADY 360™ website. "AED Program" expressly excludes any risk or hazard analysis of any kind or type, including (but not limited to) recommendations regarding the type, number, or placement of AEDs at Customer's facility. Customer is solely responsible for choosing the type and number of AEDs needed and the placement of those AEDs within its facility(ies) and for notifying Cintas of any faults, alarms, or indications that the AED is not functioning properly in between Cintas's periodic service visits.

Actual image from online portal:



CINTAS®
READY FOR THE WORKDAY®

AED
HOW THE SERVICE WORKS



1 Your dedicated Cintas professional checks in with you when they arrive.

2 We scan the unique barcode on each AED during every visit.

3 Visual inspection is performed and both pads and batteries are checked for expiration.

4 If pads and/or batteries are expired or in need of replacement, they are replaced on the spot.

5 Your Cintas professional follows up with you to review the service provided.

6 Your online platform provides the tools you need to monitor, manage and maintain your AED.

CINTAS®
READY FOR THE WORKDAY®



Zoll 3 AED – 36 Month Service Agreement

- **AED, Pads, Batteries, Replacements, Wall Mounted Cabinet, Signage, AED Registration, Program Management Included**
- Unit Price $129/month – 36 month agreement

Product Number	Product Description	Unit Price	Quantity	Monthly Price
4001Z	ZOLL AED PACKAGE / EA	$129.00	23	$2,967.00
19190	CINTAS DELUXE AED CABINET W/ALARM / EA	included	included	$0.00
341810	SGN AED VISI 6X9 ACRYLIC / EA	included	included	$0.00
99984	LifeREADY AED Management	included	included	$0.00

Zoll 3 AED – 60 Month Service Agreement

- **AED, Pads, Batteries, Replacements, Wall Mounted Cabinet, Signage, AED Registration, Program Management Included**
- Unit Price $77.40/month – 60 month agreement

Product Number	Product Description	Unit Price	Quantity	Monthly Price
4001Z	ZOLL AED PACKAGE / EA	$77.40	23	$1,780.20
19190	CINTAS DELUXE AED CABINET W/ALARM / EA	included	included	$0.00
341810	SGN AED VISI 6X9 ACRYLIC / EA	included	included	$0.00
99984	LifeREADY AED Management	included	included	$0.00

Zoll 3 AED – Maintenance Agreement

- **Includes monthly service checks/inspections and LifeReady Program Management**

Product Number	Product Description	Unit Price	Quantity	Extended Price
AED_MAINTENANCE	AED MAINTENANCE PROGRAM	$49.87	23	$1,147.01/month

Cooking Autism, Inc.

Dear Grant Recipient,

We are pleased to inform you that your grant application for the 2026-2027 calendar year has been approved. Congratulations! **The amount you will receive between the months of August and September 2026 is as follows: $300.00**

We will release the grant amount after we receive acknowledgement of this letter from both the grant requestor and the bookkeeper.

After we receive the required acknowledgments, we will mail the grant check. Once the check arrives, please confirm receipt with our treasurer at **wendy@cookingautism.org.**

Once the grant check is received, and confirmed to our treasurer (see statement above), please complete the following throughout the year while utilizing the grant:

1. Check in with your bookkeeper to utilize the funds allotted to you and your classroom/and the number of students.
2. Cooking Autism will send a request for a financial update in **January 2027** to ensure that the funds are being utilized. Please see the attached template that you may use for your convenience, or any financial report will suffice.

   It is important to maintain accurate records of all expenditures made using grant funds, as this information may be requested for auditing or reporting purposes. Please ensure that all receipts and relevant documentation are organized and readily accessible. Periodic updates on the impact of the grant—such as photos, stories, or highlights from classroom activities—are encouraged, as these help us celebrate your successes and share inspiration with other educators and families in our community.

3. Cooking Autism will send up to three google check-in surveys throughout the year, please complete them and send them back to us.
4. Cooking Autism funds are to be utilized for cooking and/or life skills including but not limited to: **prepping, cleaning, cooking, creating simple food activities** (i.e. yogurt parfait or toast), **using kitchen equipment** (oven, stove, blender, griddle, hot plates, etc.), **grocery shopping, creating grocery lists, cooking crafts,** etc. the opportunities are endless! **We ask that your sessions consist of cooking/creating food.**
5. If you do not use all your funds by the end of May 2027, we require your bookkeeper to return those funds back to us so that we may utilize them for the next grant cycle.

We are excited to assist you and your student population with our 2026-2027 grant, and we look forward to seeing all the progress you make throughout the school year! Please do not hesitate to reach out with any questions or concerns! Happy Cooking!

Cooking Autism, Inc.
info@cookingautism.org
CookingAutism.org Tax ID-82-5398293